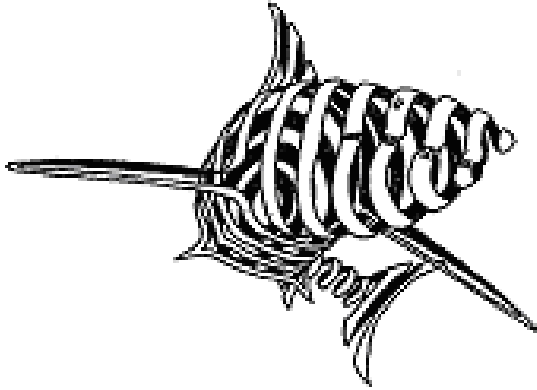


# Broadway Middle School

## Student Handbook 2017-2018



### *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. Steven 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  
Mrs. Michelle Wunderlich, At-Large  
Mr. Brian Taylor, Cannon Beach  
Mrs. Lori Lum, Gearhart

The Seaside School District recognizes the diversity and worth of all individuals and groups in our society. It is the policy of the Seaside School District that there will be no discrimination or harassment of individuals or groups based on race, color, creed, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran or military status, genetic information, disability, or use of a service animal by a person with a disability in any educational programs, activities, or employment. Title IX (Equitable Access) & American Disability Act Contact: Justine Hill, Business Manager, (503) 738-5591.

# Welcome to Broadway Middle School!

We are confident that the 2017-2018 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 continue, 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 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.

Dr. 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

1120 Broadway  
Seaside, OR 97138  
[bms.seaside.k12.or.us](http://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	<a href="mailto:rrusk@seaside.k12.or.us">rrusk@seaside.k12.or.us</a>
Steven Sherren	Assistant Principal	<a href="mailto:ssherren@seaside.k12.or.us">ssherren@seaside.k12.or.us</a>
Natalie Dyroff	Counselor	<a href="mailto:ndyroff@seaside.k12.or.us">ndyroff@seaside.k12.or.us</a>
Stacie Gilligan	Head Secretary	<a href="mailto:sgilligan@seaside.k12.or.us">sgilligan@seaside.k12.or.us</a>
Shana Giess	Assistant Secretary	<a href="mailto:sgiess@seaside.k12.or.us">sgiess@seaside.k12.or.us</a>

### 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 2017-2018

<b>Name</b>	<b>Classes Taught/Duty</b>	<b>Room</b>
Banducci, Carla	Library Assistant	Library
Bice, Angela	Science	Rm 14
Blecha, Cory	Physical Education/NW Outdoor Skills	Gym 1
Boyd, Tobi	Health Specialist	Health
Brown, Krista	Custodian	Cust
Cochran, Pete	Science	Rm 13
Dahlgren, Terry	Band Director	Music/Rm 11
Dougherty, Laurie	Language Arts	Rm 8
Dyroff, Natalie	Counselor	Coun
Ellis, Robert	Custodian	Cust
Ethridge, Katherine	Learning Specialist	Rm 7
Finn, Sally	Cook	Kitchen
Floyd, Daniel	Social Studies	Rm 1
Forman, Annie	Science	Rm 12
Funk, Jake	Social Studies	Rm 9
Furnish, JoAnn	Learning Specialist	Rm 20 & 21
Gandy, Stan	Head Custodian	Cust
Gibbs, Mariah	Educational Assistant	All
Giess, Shana	Assistant Secretary	Office
Gilligan, Stacie	Head Secretary	Office
Gooch, Jennifer	Social Studies	Rm 19
Habecker, Brian	Language Arts	Rm 2
Herd, Karma	Math	Rm 3
Hirsch, Jeremy	Language Arts	Rm 18
Lent, Sam	Educational Assistant	All
McCollister, Chris	Educational Assistant	All
Parker, Kimber	Choir	Music/Rm 11
Pugh, Hilda	ELD Assistant	Office
Regan, Suzanne	Math	Rm 5
Rigby, Melissa	English Language Development	Rm 16
Savage, Amber	Cook	Kitchen
Seybold, Becky	Math	Rm 15
Tobias, Corey	P.E.	Gym 2
Wells, Carolyn	Health Specialist	Health

# SEASIDE SCHOOL DISTRICT

## Cannon Beach - Gearhart - Seaside

### 2017 - 2018 School Calendar

August 2017							August		
Su	M	T	W	Th	F	S	28	Monday	Staff In-Service and Preparation Day
		1	2	3	4	5	29	Tuesday	Staff In-Service and Preparation Day
6	7	8	9	10	11	12	30	Wednesday	Staff In-Service and Preparation Day
13	14	15	16	17	18	19	31	Thursday	Staff In-Service and Preparation Day
20	21	22	23	24	25	26			
27	28	29	30	31					
September 2017							September		
<b>One hour early dismissal on Wednesdays - 6th, 13th, 20th, 27th</b>									
Su	M	T	W	Th	F	S	1	Friday	Non-Contract Day
					1	2	4	Monday	Labor Day Holiday (No School)
3	4	5	6	7	8	9	5	Tuesday	Classes Begin for Grades 1-5, 6th & 9th Only
10	11	12	13	14	15	16	6	Wednesday	Kindergarten Students attend Multiphasic Clinic
17	18	19	20	21	22	23	6	Wednesday	Classes Begin for Grades 7th-8th & 10th-12th
24	25	26	27	28	29	30	7	Thursday	First Day for Kindergarten Students
							25	Monday	In-Service Day (No School)
October 2017							October		
<b>One hour early dismissal on Wednesdays - 4th, 11th, 18th, 25th</b>									
Su	M	T	W	Th	F	S	19	Thursday	Parent Conferences 6th-12th (Half-Day Instruction - No School in PM)*
1	2	3	4	5	6	7	20	Friday	Parent Conferences 6th-12th (No School 6th-12th)
8	9	10	11	12	13	14	20	Friday	Regular School Day K-5th
15	16	17	18	19	20	21			<i>*Please check with individual schools for conference schedule and school dismissal.</i>
22	23	24	25	26	27	28			
29	30	31							
November 2017							November		
<b>One hour early dismissal on Wednesdays - 1st, 8th, 15th, 29th</b>									
Su	M	T	W	Th	F	S	10	Friday	Veteran's Day (observed) Holiday (No School)
			1	2	3	4	22	Wednesday	Non-Contract Day (No School)
5	6	7	8	9	10	11	23	Thursday	Thanksgiving Day Holiday (No School)
12	13	14	15	16	17	18	24	Friday	Non-Contract Day (No School)
19	20	21	22	23	24	25			
26	27	28	29	30					
December 2017							December		
<b>One hour early dismissal on Wednesdays - 6th, 13th</b>									
Su	M	T	W	Th	F	S	1	Friday	End of Fall Term - 58 days of instruction
					1	2	1	Friday	In-Service Day K-12th (No School)
3	4	5	6	7	8	9	7	Thursday	Parent Conferences K-5th (Half-Day Instruction - No School K-5th in PM)*
10	11	12	13	14	15	16	8	Friday	Parent Conferences K-5th (No School K-5th)
17	18	19	20	21	22	23	8	Friday	Regular School Day for 6th-12th
24	25	26	27	28	29	30	15	Friday	Last Day before Winter Vacation
31							18-29		Winter Vacation (No School)
									<i>*Please check with individual schools for conference schedule and school dismissal.</i>



**Broadway Middle School  
PTO Meetings 2017-2018  
5:30 P.M. Family Resource Center**

**September 19<sup>th</sup> (Tuesday) – First Official Meeting**

**October 10<sup>th</sup> (Tuesday)**

**November 14<sup>th</sup> (Tuesday)**

**December – No Meeting**

**January 9<sup>th</sup> (Tuesday)**

**February 6<sup>th</sup> (Tuesday)**

**March 13<sup>th</sup> (Tuesday)**

**April 10<sup>th</sup> (Tuesday)**

**May 8<sup>th</sup> (Tuesday)**

**June 5<sup>th</sup> (Tuesday)**



## A (Monday, Tuesday, Thursday) Schedule 2017-2018

### 6th Grade

1 <sup>st</sup>	8:15 AM	9:09 AM
2 <sup>nd</sup>	9:13 AM	10:05 AM
3 <sup>rd</sup>	10:09 AM	11:01 AM
LUNCH	11:01 AM	11:31 AM
4 <sup>th</sup>	11:35 AM	12:27 PM
5 <sup>th</sup>	12:31 PM	1:23 PM
6 <sup>th</sup>	1:27 PM	2:19 PM
7 <sup>th</sup>	2:23 PM	3:15 PM

### 7th/8th Grade

1 <sup>st</sup>	8:15 AM	9:09 AM
2 <sup>nd</sup>	9:13 AM	10:05 AM
3 <sup>rd</sup>	10:09 AM	11:01 AM
4 <sup>th</sup>	11:05 AM	11:57 AM
LUNCH	11:57 AM	12:27 PM
5 <sup>th</sup>	12:31 PM	1:23 PM
6 <sup>th</sup>	1:27 PM	2:19 PM
7 <sup>th</sup>	2:23 PM	3:15 PM

## B (Wednesday) Schedule

### 6th Grade

1 <sup>st</sup>	8:15 AM	8:59 AM
2 <sup>nd</sup>	9:03 AM	9:47 AM
3 <sup>rd</sup>	9:51 AM	10:35 AM
4 <sup>th</sup>	10:39 AM	11:23 AM
LUNCH	11:23 AM	11:53 AM
5 <sup>th</sup>	11:57 AM	12:41 PM
6 <sup>th</sup>	12:44 PM	1:28 PM
7 <sup>th</sup>	1:32 PM	2:15 PM

### 7th/8th Grade

1 <sup>st</sup>	8:15 AM	8:59 AM
2 <sup>nd</sup>	9:03 AM	9:47 AM
3 <sup>rd</sup>	9:51 AM	10:35 AM
4 <sup>th</sup>	10:39 AM	11:23 AM
5 <sup>th</sup>	11:27 AM	12:11 PM
LUNCH	12:11 PM	12:41 PM
6 <sup>th</sup>	12:44 PM	1:28 PM
7 <sup>th</sup>	1:32 PM	2:15 PM

## C (Friday) Schedule

### 6th Grade

1 <sup>st</sup>	8:15 AM	9:03 AM
MEETINGS	9:03 AM	9:33 AM
2 <sup>nd</sup>	9:37 AM	10:25 AM
3 <sup>rd</sup>	10:29 AM	11:17 AM
LUNCH	11:17 AM	11:47 AM
4 <sup>th</sup>	11:51 AM	12:39 PM
5 <sup>th</sup>	12:43 PM	1:31 PM
6 <sup>th</sup>	1:35 PM	2:23 PM
7 <sup>th</sup>	2:27 PM	3:15 PM

### 7th/8th Grade

1 <sup>st</sup>	8:15 AM	9:03 AM
MEETINGS	9:03 AM	9:33 AM
2 <sup>nd</sup>	9:37 AM	10:25 AM
3 <sup>rd</sup>	10:29 AM	11:17 AM
4 <sup>th</sup>	11:21 AM	12:09 PM
LUNCH	12:09 PM	12:39 PM
5 <sup>th</sup>	12:43 PM	1:31 PM
6 <sup>th</sup>	1:35 PM	2:23 PM
7 <sup>th</sup>	2:27 PM	3:15 PM

## Two Hour Late Schedule

### 6th Grade

1 <sup>st</sup>	10:15 AM	10:50 AM
2 <sup>nd</sup>	10:54 AM	11:29 AM
Lunch	11:29 AM	12:04 AM
3 <sup>rd</sup>	12:08 AM	12:43 AM
4 <sup>th</sup>	12:47 PM	1:21 PM
5 <sup>th</sup>	1:25 PM	1:59 PM
6 <sup>th</sup>	2:03 PM	2:37 PM
7 <sup>th</sup>	2:41 PM	3:15 PM

### 7th/8th Grade

1 <sup>st</sup>	10:15 AM	10:50 AM
2 <sup>nd</sup>	10:54 AM	11:29 AM
3 <sup>rd</sup>	11:33 AM	12:08 AM
Lunch	12:08 AM	12:43 PM
4 <sup>th</sup>	12:47 PM	1:21 PM
5 <sup>th</sup>	1:25 PM	1:59 PM
6 <sup>th</sup>	2:03 PM	2:37 PM
7 <sup>th</sup>	2:41 PM	3:15 PM

# ***Broadway Middle School Supply List 2017-2018***

All Grades

- Blue or black ballpoint pens, #2 pencils (Ticonderoga)
- 4 college rule spiral notebooks
- 4 folders with pockets
- 3-ring binder
- 2 highlighters of different colors
- 5 Dry-erase markers
- Pencil-top erasers
- Box of facial tissue

## **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**

## **ACADEMIC INTEGRITY**

Students are responsible for ethical and honest behavior. Cheating occurs when a student attempts to complete or take credit for work by any dishonest means or assists another in doing so. Many assignments are completed on the honor system with no monitoring of student behavior; however, the standards for ethical behavior are the same whether the student work is completed inside or outside the classroom. Students must accept responsibility for the academic integrity of their work. When work is copied, both the person who copied and the person who gave the work will be held responsible and disciplinary action will result. Academic dishonesty may include but will not be limited to the following:

- ◆ Directly copying someone else's work
- ◆ Allowing someone else to copy your work
- ◆ Submitting work on which you have received substantial assistance from another person (including parents, tutors, siblings, or other students)
- ◆ Using a cheat sheet or notes on an assignment, quiz, or test
- ◆ Receiving information regarding a test
- ◆ Telling about questions on a test when you have already seen it
- ◆ Plagiarizing from a book or the Internet

## **Achievement Testing**

Oregon statewide assessment tests are given throughout the school year. State testing is required for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. All students will be tested in language arts and mathematics. Eighth grade students will also be tested in Science.

## **Progress Reports/Report Cards**

It is the student's responsibility to be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. Progress reports are given at the mid-point of each grading period to indicate progress and achievement. Students earning a D, F, or I will receive additional progress reports at 3 and 9 weeks. Report cards are issued every 12 weeks at the end of the trimester.

The grade scale is:

A-Excellent

B-Above Average

C-Average

D-Below Average

F-Unsatisfactory

P-Pass

NP-No Pass

I-Incomplete

## **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 (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 held during spring term).

## **ParentVue**

BMS has an on-line grading and attendance program that allows families to access current information about their student(s). ParentVue requires a login number and password to access this information. If you have not yet received your ParentVue login information, please contact our office. Student's grades are updated every two weeks on Friday. Please let us know if you have any questions or difficulties using ParentVue.

Note: Login information does not change from year to year.

## **Conferences**

Student progress is important to BMS staff and administration. Parents are encouraged to make appointments for conferences with teachers and administrators. Staff members and administration may also request parent conferences at any time. Three times during the year there are school-wide parent/teacher conferences.

## **Diploma Options**

The Seaside School District offers four diploma options for Graduating Seniors:

- ◆ **Standard Diploma:** Students who have demonstrated the ability to meet the full set of academic content standards.
- ◆ **Modified Diploma:** Students who have a documented history of an inability to maintain grade level achievement due to significant learning & instructional barriers; or a medical condition that creates a barrier to achievement. (Requires parent/guardian consent).
- ◆ **Extended Diploma:** Students who have a documented history of: 1) inability to maintain grade level achievement due to significant learning & instructional barriers; 2) a medical condition that creates a barrier to achievement; 3) a change in ability to participate in grade level activities as a result of serious illness or injury that occurred after grade 8. (Requires parent/guardian consent).
- ◆ **Alternative Certificate:** Not able to meet requirements of Standard, Modified or Extended Diploma.

# **STUDENT ACADEMIC SUPPORTS**

## **Tracking Sheets**

Tracking sheets are weekly organizers that allow 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.

## **Homework**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process.

## **After School Library Assistance**

Students may attend After School Library Assistance (ASLA) daily. On Monday, Tuesday, Thursday, and Friday ASLA is from 3:15-4:00 p.m. and on Wednesday it is 2:15-4:00 p.m. ALSA is an opportunity for students to stay after school to receive additional assistance in their academic areas. 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 3:15 -4:00 p.m. All Broadway staff will be available in their rooms to assist students. Alternative transportation must be pre-arranged for student(s) to attend. In addition to students who voluntarily drop-in, teachers may assign students who need some extra support to attend 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/ACTIVITIES

### General Athletic Policies, Procedures and Information

Our coaches, teachers, advisors and administrators expect students to apply themselves to their academics, to have regular attendance, and to behave in an appropriate manner at all times. The faculty, coaching staff, and administration consider interscholastic athletics and activities to be important extensions of the school day. In order to enhance the athletic and activities programs for all participants, specific rules are provided which establish particular athlete-coach expectations and allow for greater consistency in the administration of our extra-curricular activities.

### Physical Exams for Athletics

All students must have a physical exam performed by a physician licensed by the Oregon State Board of Medical Examiners, prior to practice and competition in athletics. The physical exam is the responsibility of the parents/students and is to be paid for by parents.

### Athletic Injuries

In the event a participant has had an injury or illness and has been under the care of a physician, they must have documentation from physician allowing “return to play” before participation.

### Insurance

All students must be covered by insurance before they may practice or compete in athletic events.

Sports seasons will occur on the schedule provided below:

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

Here at Broadway we believe that:

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

In order to be an athlete at BMS, it is the athlete's responsibility to:

- ◆ Be passing all of their classes.
- ◆ Be present unless approval is given by BMS administration in order to participate in the day's game, activity or practice.
- ◆ Attend school first period on the morning after a school sponsored event. Any extra-curricular participation accompanied by a tendency toward tardiness will require a meeting with the athletic director, coach, and parent to discuss further participation.
- ◆ Attend 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.
- ◆ Ride to and from any event held at another school on school provided transportation. A student may ride home with their own parent or guardian only if it has been pre-arranged with the coach. Any other driving arrangement must be requested in writing and signed by the middle school administration prior to the trip.
- ◆ Have a physical examination by a certified medical doctor on the prescribed OSAA physical form every two years.
- ◆ Be covered by insurance before being allowed to practice or compete in an athletic event.
- ◆ Have all paperwork (athletic participation form, physical, insurance on file in office before participating in practice.) The activity fee must be paid before the first competition.
- ◆ Wear appropriate game day dress (your coach will advise you).

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

- ◆ Please encourage your student to talk to their coach about the concern first
- ◆ Please request a meeting with the coach at least 24 hours after the game or practice.
- ◆ 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](mailto: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. \*\*\*

## **Academic Eligibility**

All BMS student are academically eligible for participation in athletics at the beginning of the academic year regardless of their status from the preceding year.

Athletic eligibility will be determined on a weekly basis throughout the season. If student academic standing is unacceptable in any classes, he/she is ineligible for the next week. He/she will be placed on probation and with the approval of teachers and coaches may practice, but may not participate in any interscholastic contests. Eligibility will be turned in on Thursday and those on probation will be notified Friday by the athletic director. Probation period will be the following Monday through Friday. Note: Teachers, coaches, and administrators reserve the right to limit participation based on unacceptable behavior and/or academic standing.

Should the same student, in the judgment of the administration and staff, fail to show reasonable academic progress during their initial probation period, they will become ineligible for the next week. During this probation period the student may not participate in practices or contests to allow them more time to raise their grades. If at the end of the second week of probation the student still has not made adequate progress a meeting will be scheduled to determine the student's future athletic status.

A student will not be eligible to participate, in extra-curricular activities, if they have not been in attendance for a full day unless the absence is excused through the Middle School office. If the extracurricular activity occurs on Saturday then the student must be in attendance the entire preceding Friday, unless excused through the Middle School office. Illness and tardiness to school are not considered as excused absences for athletic eligibility.

These guidelines have been established as a minimum code for athletics/activities. **Coaches/advisors, teachers, and administrators may institute additional rules of conduct.**

For further help in the area of academics, students can attend Wednesday and Thursday Study Hall (study halls are mandatory for athletes). All practices on Thursdays start at 4:00 p.m. 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**

**(District Policy Code *JE/JEA/JEA-R*)**

### **BMS ATTENDANCE GOAL**

#### **95% Attendance Rate**

**This requires 167 days present or no more than 1 day absent per month.**

### **General Attendance Guidelines**

*Compulsory School Attendance-Oregon State Statute*

*ORS 339.010* School attendance required; age limits. Except as provided in *ORS 339.030*, all children between the ages of 7 and 18 years who have not completed the 12<sup>th</sup> grade are required to attend regularly a public full-time school of the school district which the child resides.

*ORS 339.020* Duty to send children to school. Except as provided in *ORS 339.030*, every person having control of any child between the ages of 7 and 18 years who has not completed the 12<sup>th</sup> grade is required to send such child to and maintain such child in regular attendance at public full-time school during the entire school term.

### **When is a student/parent in violation?**

*ORS 339.065* (Unexcused absences)...Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(Excused Absence)...Not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months.

*ORS 581-023-0006(4), (6)* requires school districts to withdraw from the school's active enrollment, any student who is absent for ten (10) consecutive full days.



## Excused Absences

Attendance is excused for the following reasons ONLY:

- ◆ Student illness.
- ◆ Serious family illness or emergency.
- ◆ Medical/dental/counseling appointments. Confirmation of appointments may be required.
- ◆ Authorized religious holidays.
- ◆ Absences approved by the district.

Procedures following an absence:

- ◆ Parents call (738-6892) and notify the school before 8:15 a.m.
- ◆ All absences without parent phone call/note will be considered *unexcused or truant*.
- ◆ Students are required to get an admit slip from the office upon returning from any absence.
- ◆ ALL absences remain unexcused after 48 hours if no parent contact is received.

## Make-Up Work

A student who has been absent for any reason is encouraged to make up specific assignments missed or alternative assignments given by the teacher. Parents should contact the office (738-6892) to arrange for the collection of homework assignments for a student who will be absent several days. Homework collection is generally not done by the office for a single day absence. It is the student's responsibility to secure make-up work and complete it upon returning from an absence if they have only missed one day. Please allow a one-day response for teachers to prepare homework requests. For every day that a student has an excused absence they will have two days to turn in make-up work.

For example:

A student is home sick for three days and returns with a note from their parent/guardian explaining the absences (or the parent/guardian has made phone contact). The student will have six calendar days from the day they return to turn in the missed work.

## Prearranged Absences

To arrange for student absences of two or more days please complete a Pre-arranged Absence form. One week prior to the trip please contact the office and send a note that outlines the dates you will be gone and the reason. Administration is responsible for approving or not approving all prearranged absence requests. 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 pre-arranged, are considered truant.

**An unexcused absence** is defined as "a student's absence from class/school which is known and/or approved by parents or legal guardian but which cannot be classified as excused under definition of 'excused absence' under *ORS 339.065*."

## Absences and Activities

Students must be in attendance at school if they wish to practice, play, or participate in any activity that day or evening. Truancies or unexcused absences on a Friday make a student ineligible to practice, play, or participate in any weekend activity, although pre-arranged excused absences may be allowed for practice, play, or participation. *This is at the discretion of the administration and must be pre-arranged.*

## **Tardies**

Defined as not being in the scheduled classroom or assigned area at the designated time. Any student arriving at school after first period has begun, shall report to the office to check in. The student will receive an admit slip. This form of tardiness must be accompanied by a parental note explaining the situation. This tardy will only be excused for the same reasons that absences are excused. Students have four minutes to travel from one class to the next and tardies are tracked daily. 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.

## **Truancy**

Truancy is defined as skipping, cutting class or school, or not being in assigned areas during the designated time scheduled.

## **Students leaving campus before dismissal**

If students need to leave school early, we will release them only to their parent/guardian or emergency contact. The only exception is if the school has been notified in *writing by a parent/guardian that someone else has permission to sign them out.*

All students leaving campus must be signed-out at the office. They must present a note from parent/guardian stating who is picking them up before school or be personally signed out by a parent. **Students MAY NOT leave campus without parent consent either in person or written communication.**

## **COUNSELING**

Our counseling department is an integral part of our learning community here at Broadway. BMS has one full-time counselor to work with your students in the following ways to:

- ◆ Help students and parents plan an appropriate schedule of classes.
- ◆ Be available to students with problems and seek out those needing help.
- ◆ Assist in preparing students to transition to the next grade level.
- ◆ Confer with parents to help identify, recognize and work through student problems.
- ◆ Assist in identifying and placing students.
- ◆ Provide resource material and referral information in regards to students social and emotional needs.

Students may make their own appointments to see the counselor by filling out an appointment slip located in the front office. This should be done before school, at lunch or after school. A student may see a counselor immediately in the case of emergency.

Parents/guardians may contact the counseling office through the main office any time they have questions or concerns regarding their student's educational welfare. Conferences can be arranged in which problems can be resolved.

It is the desire of the counseling department to help students learn how to solve problems. Being aware of the situation is the first step toward changing it!

# **GENERAL INFORMATION**

## **Accidents/Injuries**

When students are injured while participating in any school activity or during school hours, they need to report it to a staff member immediately. The staff member will seek first aid and the students parents/guardians will be contacted upon student request if the accident is considered minor. Accident reports must be completed for all injuries.

School personnel will seek emergency medical assistance, including ambulance transportation, when such services appear warranted. When services are secured by school personnel, the cost of services remains the family's responsibility. School personnel will attempt to contact the family or representative as indicated in registration packet. It is the family's responsibility to keep emergency contact information current. Please call or write BMS office with information changes.

## **Address Changes**

It is important for school staff to be able to communicate with our families. Please report any change of address, telephone number, or emergency information to the office as soon as possible. Unlisted phone numbers will be kept in strict confidence.

## **Backpacks**

Students may bring backpacks, bags, and purses to school. These items are to be stored in student locker at all times from 8:15 to 3:15 and may **not** be taken from class to class. In addition, these will not be allowed in classrooms or to be left in hallway.

## **Bikes, Skateboards & Scooters**

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 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 it will be confiscated until parents/guardians 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.

## **BMS Website**

The District and Broadway Middle School websites are designed for families to gain access to information more efficiently than coming directly to the school or having to make a phone call. We currently have newsletters, athletic information, school forms, and calendar of events that shows both district-wide and school events on the web site.

**Our website is: [bms.seaside.k12.or.us](http://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.\*\*\*

## **Bus Notes**

For a student to ride any other bus than their normal route they must have a bus note. Written permission (e-mail or fax) from the parent/guardian is required to obtain a bus pass. **Please provide the city, stop, and bus color.** Passes are obtained in the office and may only be turned in before school.

## **Buying and Selling Merchandise or Solicitation In Any Form**

Students are prohibited from buying and selling merchandise on campus other than that which is school sponsored. Please check with the office prior to soliciting or fundraising for groups not directly connected to our school.

## **Cafeteria**

Our cafeteria is a clean, friendly place. Students should be courteous and respectful in the cafeteria at all times. For example, line up single file, pay attention to all staff instructions and make sure you clean up after yourself. Because of FDA regulations, students must choose a balanced meal according to required guidelines. Deposits to student lunch accounts must be paid in the Middle School office or through MealTime Online.

## **Closed Campus**

Broadway Middle School is a closed campus. This means students may not leave the school grounds from the time of arrival on bus or by automobile in the morning until leaving in the afternoon at dismissal time (for instance, *going to Safeway after being dropped off is not permitted due to safety concerns.*). Closed campus extends to all extracurricular activities. If students need to leave school early, we will release them only to their parent/guardian or emergency contact. The only exception is if the school has been notified in writing by a parent/guardian that someone else has permission to sign them out.

## **Field Trips**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. To attend any field trip students must have a completed field trip form turned in prior to the date of the trip. Transportation to and from the field trip must be provided by the school district.

## **Fines**

Students will be assessed fines for lost library books, lost P.E. locks, unpaid lunch loans, damaged textbooks or failing to return athletic uniforms.

## **Food and Drink**

Food and drink are not allowed in the hallways or classrooms (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.”

## **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 a locker or for making a call from the front office. Students also have the

ability to use the restroom during passing time. Abuse of this system will result in loss of privileges.

## **Illness at School**

If students become ill at school, they should ask their teacher for a pass to the office. Parent or guardian will be contacted if a student needs to go home.

Note: Calls need to be made from the office and not from student's cell phone.

## **Lost and Found**

The bin outside the front office is lost and found items. Please check here for lost items. One way to prevent lost items is for items to be clearly marked. Clothing items that are left in the lost and found for five weeks will be taken to a local agency in need.

## **Lockers**

Students are responsible for the condition of their locker. It is important for students not to share locker combination with anyone. Students must keep lockers locked at all times and may not share a locker with another student. BMS is not responsible for security of student's locker or its contents. Therefore, please do not bring valuables to school.

## **Office Phone**

If a student needs to make a phone call, they can call from the office. To limit the disruption to the learning environment only emergency calls should be made during class time. Students must have a hall pass signed by the teacher to come to the office and use the telephone during class. Students can make calls before school, at lunch, or afterschool to limit the disruption to the learning environment.

**If parents/guardians have an urgent situation and need to get in touch with their student, please call our office.**

## **Personal Electronics Policy/Prohibition**

Students are encouraged to leave all electronics at home. If they need a device for after school communication or entertainment the student and family assumes responsibility for lost, damaged or stolen electronic items brought to school. Electronics are allowed on campus, but must be left in student's assigned locker and be turned off (8:15 a.m.-3:15 p.m. or 8:15 a.m.-2:15 p.m. on early-release Wednesdays). Electronics including **cell phones, smart watches, e-readers, video games etc...** are not allowed in classes, hallways, recess and/or lunch. Staff will confiscate any electronics that are not left in lockers and parents will have to pick them up at BMS office.

**Note:** If a student brings an item of value to school (video games, iPods, etc.) then it is the student's responsibility to keep track of it. The school is not responsible for lost or stolen items.

## **School Schedule**

7:30 a.m.-Doors open to school/Students go to cafeteria

7:45 a.m.-Cafeteria open for breakfast

8:15 a.m.-School Begins

3:15 p.m.-Dismissal

2:15 p.m.-Dismissal Early Release Every Wednesday

Students are welcomed into the building at 7:30 a.m. Students are asked to leave the building immediately after school unless involved in sports/activities/study hall.

## **Signing In/Out**

If students need to leave school during the school day, we will release them only to their parent/guardian or emergency contact. The only exception is if the school has been notified in **writing by a parent/guardian** that someone else has permission to sign them out. If a student arrives late to school for any reason, they need to sign in at the office.

## **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). **The district requires 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 volunteering.

## **Withdrawal of a Student**

When a student 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. A copy of the record may be requested. Prior to the withdrawal of students from our district, parents/guardians have the right to see their child's student records and to request a hearing to challenge the content of the record. The 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.

# **STUDENT HEALTH SERVICES**

## **School Health Specialist**

To support students' health, safety, and academic success our district provides a full time health nurse. This nurse covers four schools within the district. Students needing to see the nurse should come to the office. Office staff will contact the school nurse.

To provide for your child's special medical or mental health needs (for example; allergies, diabetes, seizures, or school anxiety) it is important to promptly tell the school and school nurse:

- ◆ About new and changing health problems that can cause learning or safety problems at school.
- ◆ When undergoing treatments that affect their immune system.
- ◆ When a child has a health condition/need that requires specialized care at school.

To assist students and/or parents with special health care needs, our District School Nurse, Tobi Boyd, 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).

## **Contagious Conditions**

To decrease the spread of contagious infections in schools:

- ◆ Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough).
- ◆ Students may not attend school with a rash, fever, diarrhea or vomiting, and they should stay home 24 hours after their fever subsides.
- ◆ To protect the health of students or other persons, certain diseases are reportable to the health department per law (*OAR 333-18-000*). At such times, records and information may be disclosed to public health officials.

## **Emergency Information**

**The school must have a way to reach parent/guardians** in an emergency. Inform the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

## **Head Lice**

Parents are encouraged to check their children regularly for head lice. Students with live lice or nits will not be excluded from school, but will be allowed to remain at school for the remainder of the school day. Lice treatment information will be sent home with those who have either nits or lice. Please review Seaside District policy JHCCF-R for further clarification. Following treatment students will be readmitted to school and may be rechecked for live lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

## **Health Information**

- ◆ Health information may be shared with school personnel on a “need to know” basis when information about student's health is necessary for school personnel to care for and respond to a student's needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of a student.
- ◆ When parents/guardians do not authorize release of health information, it may limit the type of care a child is able to receive.
- ◆ By allowing release of student health information, the school will be able to ensure that all students will receive needed emergency health care should the need arise.
- ◆ Parents (and their eligible students) may generally access their own child's record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student's right to privacy.

## **Health Screenings**

Oregon law requires that vision and hearing screenings shall be done to help find children's health problems. The nurse oversees these screenings. In order to opt out of these screenings, submit a written request to the school each school year. Screening results for dental, hearing and vision will be sent home to parents.

## **Immunizations**

**(District Policy Code JHCB)**

No student will be allowed to enroll or continue school attendance without first presenting evidence of compliance with Oregon Revised Statutes and Oregon Administrative Rules requiring immunization.

The building administrator/designee is authorized to exclude any student from school attendance for noncompliance with the statutes and rules. The building administrator/designee will notify the parent or guardian of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements.

The District will comply with the State Health Division rules related to the District's immunization registry and the associated tracking and recall systems. This compliance will include the waiver of the requirement of consent for release of information and the waiver of issues of confidentiality in regard to immunization records.

The policy is in effect for all students who do not have documented medical or non-medical exemptions.

## **Medications**

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

- ◆ 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).
- ◆ All medication must be in the original package and be clearly labeled.
- ◆ 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 ibuprofen, cough drops, eye drops, etc.

## **Insurance**

BMS 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](http://www.oregonhealthykids.gov) to sign up. You may also contact them at 1-877-314-5678. It is the parent/guardian's responsibility to carry insurance for their child.

## **BEHAVIORAL EXPECTATIONS**

Broadway Middle School advocates safe, responsible, respectful behavior. The Positive Behavior Support System encourages students to exercise those characteristics. Below is a brief description of the program used at Broadway Middle School to support positive student behavior.

### **Positive Behavior Supports (P.B.I.S.)**

Broadway Middle School students and staff are participating in a program called PBIS. BMS Middle School has several positive behavior supports in place to encourage our students to be safe, responsible, and respectful while they are taught in classroom instruction, in the hallways, and during assemblies. We teach these school-wide expectations, provide opportunities for students to practice, and positively reinforce students who are demonstrating the expectations.

Positive behavior supports that we have in place to encourage our students are:



- ◆ Shark Coupons – students earn these by being “caught” going above and beyond in their daily routines. They were safe, responsible, and/or respectful above and beyond what is expected. Students turn in their coupons at lunch time for a prize of their choice and a chance at monthly drawing for a reward.
- ◆ Student of the Month – awarded to deserving students for academics, behavior, and/or attendance. These are awarded monthly by staff members
- ◆ Perfect Attendance – is rewarded each trimester and at the end of the year.
- ◆ Honor Roll – Students who meet honor roll requirements will be recognized during spring term.

Students may still have consequences, but they are coupled with education and the re-teaching of expected behaviors. If disciplinary measures need be taken, there are rights and responsibilities a student has. A student who violates the behavior expectations shall be subject to disciplinary action. Most discipline issues that are minor result in a detention or partial day of In-School Suspension. Continued misbehavior may result in Out-of-School Suspension or Expulsion, depending on the severity of the behavior.

### **BMS School-Wide Expectations**

	<b>Respect</b>	<b>Responsibility</b>	<b>Safety</b>
<b>Learning Areas (classroom, computer lab, Gymnasium)</b>	<ul style="list-style-type: none"> <li>◆ Use kind words and actions</li> <li>◆ Use quiet, indoor voices</li> <li>◆ Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be on time</li> <li>◆ Be prepared w/ all materials</li> <li>◆ Be on task at all times</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walk at all times</li> <li>◆ Keep hands and feet to self</li> <li>◆ Use tools/ materials as intended</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>◆ Use quiet, indoor voices</li> <li>◆ Follow directions promptly</li> <li>◆ Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Move promptly to your next class</li> <li>◆ Have a hall pass when leaving class</li> <li>◆ Get to your next class on time</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walk at all times</li> <li>◆ Keep to the right</li> <li>◆ Keep hands and feet to self</li> <li>◆ Keep food and drinks in cafeteria or locker</li> </ul>
<b>Substitute</b>	<ul style="list-style-type: none"> <li>◆ Treat subs the same as your regular teacher... even better</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be helpful when they have questions about class procedures</li> <li>◆ Follow normal classroom routines</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be courteous to your classmates and sub</li> <li>◆ Follow normal classroom safety procedures</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>◆ Follow staff directions promptly</li> <li>◆ Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>◆ Once outside, stay outside</li> <li>◆ Once in library, stay in library</li> <li>◆ Use recess equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use recess equipment appropriately</li> <li>◆ Stay inside the recess area (Inside Recess = Gym 1 or 2; Outside Recess = FB Field)</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>◆ Clean up your area when done eating</li> <li>◆ Use quiet, indoor voices</li> <li>◆ Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>◆ Wait in line patiently</li> <li>◆ Food and drink are to be left in the cafeteria</li> <li>◆ Stack trays neatly</li> <li>◆ Get a pass to use locker or restroom</li> <li>◆ Participate willingly with Clean-Up Crew</li> </ul>	<ul style="list-style-type: none"> <li>◆ Once outside or in library, stay there</li> <li>◆ Walk at all times</li> <li>◆ Keep hands and feet to self</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>◆ Eyes forward</li> <li>◆ Voices off</li> <li>◆ Active listeners</li> <li>◆ Respect others' space</li> <li>◆ Show appreciation in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sit in your assigned area</li> <li>◆ Follow staff instructions promptly</li> <li>◆ Listen and be cooperative</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walk at all times</li> <li>◆ Keep hands and feet to self</li> <li>◆ Wait to be excused by classes or rows</li> <li>◆ Always use the stairs</li> </ul>
<b>Before School</b>	<ul style="list-style-type: none"> <li>◆ Respect your property and others'</li> <li>◆ Use indoor voices</li> <li>◆ Follow staff instructions the first time</li> </ul>	<ul style="list-style-type: none"> <li>◆ Remove hats, hoods and electronics when you enter the building</li> <li>◆ Lock your bikes</li> <li>◆ Wait patiently in the cafeteria (keep hallways clear)</li> <li>◆ Enter the halls at the 8:10 bell</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walk at all times</li> <li>◆ Keep hands and feet to self</li> <li>◆ Once at school, stay at school</li> <li>◆ Keep food and drinks in the cafeteria or locker</li> </ul>
<b><u>After School</u></b>	<ul style="list-style-type: none"> <li>◆ <u>Respect your property and others'</u></li> <li>◆ <u>Use indoor voices</u></li> </ul>	<ul style="list-style-type: none"> <li>◆ Get your things and exit building promptly</li> </ul>	<ul style="list-style-type: none"> <li>◆ Walk at all times</li> <li>◆ Keep hands and feet to self</li> </ul>

## **Duty of Pupils**

“Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher’s authority ...willful disobedience, open defiance of teacher’s authority, or use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school.” (ORS 339.250)

**Arson** - The intentional setting of fire.

**Assault** - Intentional physical threats or violence to persons.

**Building Rules** - Building principals may develop reasonable published rules for the operation of their building in addition to, but not in conflict with, the regulations in this document.

*Violation of any of the rules described in the preceding sections may lead to discipline sanctions up to, and including, suspension and expulsion.*

**Burglary** - Breaking and entering with intent to commit a crime.

**Bomb Threats** - Telephoned or written threats of bombing.

**Closed Campus** - All students are to remain on the school grounds during the school day unless excused by the school office.

**Criminal Act** - The commission of, or participation in, the following activities prohibited under the laws of the State of Oregon, in school building, on school property, or any school-sponsored activities is prohibited. The school regardless of whether or not criminal charges result will take disciplinary action.

**Dangerous object** - Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which under the circumstances in which they are used, attempted to be used, or threatened to be used, are readily capable of causing death or physical injury.

Any loaded or unloaded firearm or weapon possessed on or about a student while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the police. As required by law (*under V.S.F. 921, ORS 161.015, 339.115, 809.410 and other applicable laws*), appropriate disciplinary and/or legal action up to and including expulsion for one year or more will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such organization.

**Displays of Affection** - A public display of affection beyond common social gestures in Broadway Middle School or anywhere on campus are not acceptable behavior. Students may receive warnings about excessive displays of affection. If the unacceptable behavior continues, he/she may be referred to an administrator for further discipline.

**Disruptive Conduct** - Disruptive or abusive conduct that deprives other students of their right to learn is prohibited.

**Extortion, Blackmail or Unlawful Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something against their will by force or threat of force, or by threatening to accuse another of a crime.

**Fighting** - Students are not allowed to fight or encourage fighting at school. Fighting is defined as trying to overcome a person by using blows or weapons. Students fighting will be suspended for a minimum of three days. Repeated offenses may result in expulsion.

**Financial Responsibility** - Parents of student's committing malicious mischief are liable for expense of repair (*ORS 339.270*).

**Larceny** - Theft

**Loitering** - Not having any reason or relationship involving custody of, or responsibility for, a student, or upon inquiry not having a specific, legitimate reason for being on school premises.

**Malicious Mischief** - Damage to building, fences, trees or other parts of school property, including cutting, marking or defacing in any manner.

**Menacing** - but is not limited to, any act intended to place a District employee, student or third party in fear of imminent serious physical injury.

**Physical Aggression** - Physical aggression is physical contact with the intention of threatening and/or harming any individual. Physical aggression is an overt action, which may include pushing, shoving, table topping, bumping, nudging, and/or any physical action intended to intimidate another individual. A student who is accused of physical aggression will be subject to discipline. Repeated offenses will result in suspension and possible expulsion.

**Physical Force** -

- ◆ At school or any school activity, an individual who is a teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent it is necessary to prevent a student from doing harm to themselves, others, or to district property. In addition, employees may use reasonable physical force upon a student when and to the extent the employee reasonably believes it necessary to maintain order in the school classroom or a school activity or event, whether or not it is held on school property.
- ◆ The authority to discipline a pupil does not authorize the infliction of corporal punishment, defined as the willful infliction of, or willfully causing the infliction of physical pain, on a pupil. (*ORS 339.250 (12)*)
- ◆ The use of physical restraint and/or seclusion is only permitted as part of a behavior support plan when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others and less restrictive interventions would not be effective.
  - Physical restraint or seclusion may not be used for discipline, punishment or convenience of personnel of the public education program.
  - If physical restraint or seclusion is used on a student, the physical restraint or seclusion must be used only for as long as the student's behavior poses a reasonable threat of imminent, serious bodily injury to the student or others.
  - It must be imposed by personnel of the public education program who are:
    - Trained to use physical restraint or seclusion through programs approved by the Department of Education under (*OAR 581-021-0563*); or
    - Otherwise available in the case of an emergency circumstance when trained personnel are not immediately available due to the unforeseeable nature of the emergency circumstance. (*OAR 581-021-0061 and OAR 581-021-0553*)

**Retaliation:** Hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyber bullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyber bullying or retaliation.

**Robbery** - Stealing from individuals by force or threat of force.

Sale, Use of Possessions of Alcoholic Beverages or Illegal Drugs-Participation in this illegal activity on the school premises, or while attending school-sponsored activities, will result in immediate suspension with possible expulsion.

**School Sponsored Events** - Students at all school-sponsored events shall be governed by school district rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds.

**Search and Seizure** -

- ◆ General search of school properties including but not limited to lockers, desks may occur at any time without students present; illegal items or items belonging to the school may be seized.
- ◆ Individual searches of school property assigned to a student should be limited to a situation where there is reasonable cause to believe the student is secreting evidence of an illegal act or rules violation.
- ◆ Illegal items, or items prohibited by district regulations, or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by the school officials.
- ◆ Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- ◆ All item seized will be made available for return to the owner or the proper authority.

**Trespass** - Being present in the unauthorized place or refusing to leave when ordered to do so by duly constituted authority.

**Unlawful Interference With School Authorities** - Interference with administrations or teachers by force or violence, or any unlawful coercion.

**Unlawful Intimidation of School Authorities** - Interfering with administrations or teachers by intimidation with threat of force or violence, or any unlawful coercion.

## **ALCOHOL, TOBACCO, & OTHER DRUGS** (District Policy Code JFCG/JFCH/JFCI-AR)

**Possessing, supplying/selling, possession by consumption or being under the influence of unlawful drugs, unauthorized prescription or non-prescription drugs, or alcohol is prohibited on school grounds and at school functions regardless of location. Unlawful drugs include drugs which are unlawful under federal or state law as well as lawful drugs which are used in an unlawful manner (e.g. prescription drugs used by someone other than the prescribed individual). Use and/or possession of drug paraphernalia and look alike drug is also prohibited. The laws regarding the possession, dispensing, selling, offering for sale, exchanging, or illegal use of controlled substances are clear. The following procedures will apply to students who are found to be in violation of district substance abuse regulations:**

### **Drugs and Alcohol**

First Offense

- ◆ Consult flow chart referral process (Steps 1 through 4)
- ◆ Five day out-of-school suspension.
- ◆ A three week activity suspension, including all school-sponsored activities, athletics and extracurricular events will be enforced.

- ◆ Notify law enforcement if appropriate.
- ◆ Parent conference outlining available options.
  - Meet with the counseling department (within 10 school days from the offense)
    - The following will occur:
      - Alcohol and drug pre-assessment.
      - Intervention plan developed. Non-compliance will result in recommendation for expulsion.

#### Second Offense

- ◆ Consult flow chart referral process (Steps 1 through 4)
- ◆ Law enforcement notified.
- ◆ Recommendation for expulsion
- ◆ Intervention plan developed by approved outside agency.

### **Tobacco**

#### First Offense

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Suspension, pending mandatory parent conference and/or other appropriate interventions as recommended.
- ◆ Citation to juvenile services (if under 18 years of age).
- ◆ Three day activity suspension or removal from activity.

#### Second Offense

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Three day out of school suspension and/or other appropriate interventions.
- ◆ Citation to juvenile services (if under 18 years of age).
- ◆ Parent conference to readmit.
- ◆ Intervention plan developed.
- ◆ Five school days activity suspension - parent contact, removal from activity.

#### Third Offense

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Five day out of school suspension and/or other appropriate interventions.
- ◆ Citation to juvenile services (if under 18 years of age).
- ◆ Parent conference to readmit.
- ◆ 15 day activity suspension, including all school sponsored activities, athletics, and extracurricular activities.
- ◆ Review intervention plan.

#### Fourth and all Subsequent Offenses

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Recommendation for expulsion.
- ◆ Citation to juvenile services (if under 18 years of age).

## **Distributions/Sale/Purchase**

Any student (K-12) who is found distributing, selling or purchasing any illegal drug (alcohol, other drugs and/or substances), drug paraphernalia or look alike drug listed as a violation in the policy statement while on the District property, or at any school sponsored activity will be subject to the following procedures:

### First Offense

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Law enforcement notified, if appropriate.
- ◆ Recommendation for expulsion.
- ◆ Recommended intervention plan.

### Second and all Subsequent Offenses

- ◆ Consult flow chart referral process (Steps 1 through 4).
- ◆ Law enforcement notified, if appropriate.
- ◆ Recommendation for expulsion.
- ◆ Review intervention plan.

**The procedure above may be used when a student possesses, uses, or is under the influence of prohibited alcohol and/or drugs under this policy. Regardless of the procedures above, the administration reserves the option to recommend any level of discipline, up to and including expulsion for any offense. The sale or distribution of alcohol or drugs under this policy will result in an immediate recommendation for expulsion.**

**The above offenses are cumulative, K-12. That is, if a student violates this policy, that record exists for that student's school career (k-12).**

**State law on tobacco use permits juvenile authorities to fine violators up to \$100.**

**Activity participants who violate these rules may be subject to additional consequences. Extra-curricular activities also have procedures related to alcohol, tobacco, and/or other drugs.**

## **DRESS AND GROOMING**

**(District Policy Code *JFCA*)**

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:

- ◆ Disruption or interference with the classroom learning environment;
- ◆ 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.

## **THREATS TO DISTRICT EMPLOYEES OR STUDENTS (District Policy Code *JFCM*)**

Seaside School District is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage District property, shall not be tolerated on District property or at activities under the jurisdiction of the District. Expulsion of one year or more may be strictly enforced.

Staff must report to the principal any student who exhibits one or more of the following violence risk behaviors:

- ◆ Threats to kill someone using a weapon or dangerous instrument.
- ◆ Exhibits violent behavior in the classroom or any area of the school grounds.
- ◆ Threatens violent behavior in the classroom or area of the school grounds.

Violent behavior means physical violence against another human being that inflicts serious injury or death.

- ◆ Staff member(s) observing the behavior or are made aware of the behavior will report the situation to the building principal immediately.
- ◆ The building principal will immediately remove from the classroom setting any student who has threatened to injure another person or to severely damage school or employee property.
- ◆ The student will be placed in a non-classroom setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or principal designee.
- ◆ The principal or designee will investigate the threat to determine the credibility of the threat. During the investigation period the student will remain under the supervision of the principal or designee.
- ◆ The principal will follow risk assessment procedures and will notify the superintendent, law enforcement and parents if the threat is deemed credible.
- ◆ A credible threat of violence will result in a suspension from school and possible expulsion.
- ◆ Safety assessments will be required for students who have made a credible threat of violence before the student is allowed to return to classroom setting.
- ◆ The building administrator shall notify student's parents and school employees who are the subject of credible threats of violence of these threats in a timely manner. Notification shall be attempted by telephone or in person within 12 hours of learning of the threat. Regardless, a written follow-up within 24 hours of learning of the threat.



## **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.

## **WEAPONS**

**(District Policy Code JFCJ)**

Students shall not bring, possess, conceal or use a weapon on district property or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). For purposes of this policy, and as defined by state and federal law, weapon includes:

- ◆ **Dangerous weapon**
  - Any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
- ◆ **Deadly weapon**
  - Any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
- ◆ **Firearm**
  - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon or any firearm silencer;
- ◆ **Destructive device**
  - Any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

**Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.**

**Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy.** Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture. In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

**Students found to have brought, possessed, concealed or used a dangerous or deadly weapon; firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement.**

The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

**Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Disabled Students, and accompanying administrative regulations.**

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under *ORS 166.370*.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise exempted by law or this policy, shall be reported to the appropriate law enforcement agency.

# HARASSMENT

(District Policy Code *JFCF/JFCFR*)

Seaside School District's policy on harassment is based on the principle of respect and tolerance is essential for a positive and productive learning environment. Furthermore, the policy is supported by a district policy that specifically prohibits harassment, as well as state and federal regulations. BMS staff believes very strongly that we must be vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment. We take this issue seriously, and **we will not condone racial, ethnic, sexual, gender based/transgender or any other kind of harassment**. Specifically harassment is defined as follows.

"Harassment, intimidation or bullying" means any act that:

- ◆ Substantially interferes with a student's educational benefits, opportunities or performance;
- ◆ Takes place on or immediately adjacent to District grounds, at any District-sponsored activity, on District-provided transportation or at any official District bus stop
- ◆ Has the effect of:
  - Physically harming a student or damaging a student's property;
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - Creating a hostile educational environment including interfering with the psychological well-being of the student and
- ◆ May be based on, but not limited to, the protected class of the person.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability. *ORS 174.100 and 339.351*

- ◆ Intimidation/Bullying: Behavior that substantially interferes with the student's educational benefits. Such behaviors might include, but are not limited to: making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, calling names or encouraging others to do so. *ORS 174.100 and 339.351*
- ◆ Teen dating violence: A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
- ◆ Cyber Bullying: The use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or District property to violate this policy.
- ◆ Sexual Harassment (JBA/GBN): The Seaside School District is committed to maintaining a learning environment free from sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment:
  - Unwelcome sexual flirtations, advances, or propositions.
  - Graphic verbal or written commentaries about an individual's body or attire.
  - Displaying or distributing sexually explicit drawings.
  - Sexual gestures or obscene jokes.

- Touching or grabbing inappropriate parts of the anatomy.
- Any written or verbal comment that disparages an individual's sexual orientation.

## **Harassment Complaint Procedure**

(District Policy Code *JBA/GBN*)

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:

- ◆ A full investigation of the accusations will take place.
- ◆ Individual interviews with all persons involved.
- ◆ Individual interviews with witnesses.
- ◆ Relevant facts and information will be reviewed and discussed by the administration.
- ◆ Appropriate consequences will be implemented as needed for persons involved.
- ◆ Parents/Guardians of all parties involved will be notified when appropriate.

*It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior infringing on harassment as "just having fun"-there is no such thing as having fun at another person's expense.*

## **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. Broadway utilizes the OLWEUS Bullying Prevention Program.

## **Broadway Anti-Bullying Rules (OLWEUS)**

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

## **INTERNET ABUSE/ELECTRONIC DEVICES**

### **Use of technology**

It is important that students learn to use all technology in an ethical and responsible manner. It is critical that students know the importance of creating and maintaining a positive "digital reputation". Future employers and college admission coordinators may use student information on the Internet as part of their screening process. Cell phones or other personal electronic devices will be confiscated when out/used during school day (8:15-3:15). We ask parents do not call or text students during school hours. All school computers are to be used for educational purposes.

## **Use of Internet**

The computers and computer network at Broadway Middle School are resources for students. It is expected students will treat all school electronics with care and respect. Broadway Middle School computers are connected to local networks and the World Wide Web. A small part of the Internet may contain material that the parent and/or students may find objectionable.

Unauthorized or inappropriate use of the Internet and/or computer, copier or printer is not permitted. Computers are to be used for school assignments only. Any other use, including but not limited to inappropriate use of the Internet, playing games, or personal e-mail is not allowed. **Loss of computer privilege will result from such conduct.**

## **Cyber Bullying**

**(District Policy Code JFCCA/GBNNA)**

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Seaside School District will not tolerate cyber bullying. (See Harassment)

## **EMERGENCY PROCEDURES**

### **Emergency Information**

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

- ◆ Parent(s) or guardian(s) name(s)
- ◆ Complete and up-to-date address
- ◆ Home phone and parent(s) work phone (connected and working)
- ◆ Emergency phone number of friend or relative in the event we can't reach the parents
- ◆ Authorized person(s) allowed to pick up child (siblings need to be on file)
- ◆ 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.

### **Buses**

Bus riding is a privilege. Failure to maintain appropriate conduct while on the bus will result in disciplinary action. Failure to comply can result in loss of this privilege and possible disciplinary action by the school.

## **Bus Code of Conduct**

While riding a school bus, students will:

- ◆ Students being transported are under authority of the bus driver.
- ◆ Fighting, wrestling or boisterous activity is prohibited on the bus.
- ◆ Students will use the emergency door only in case of emergency.
- ◆ Students will be on time for the bus, both morning and evening.
- ◆ Students will not bring firearms, weapons or other potentially hazardous material on the bus.
- ◆ Students will not bring animals, except approved assistance guide animals, on the bus.
- ◆ Students will remain seated while bus is in motion.
- ◆ Students may be assigned seats by the bus driver.
- ◆ When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- ◆ Students will not extend their hands, arms or heads through bus windows.
- ◆ Students will have written permission to leave the bus other than at home or school.
- ◆ Students will converse in normal tones; loud or vulgar language is prohibited.
- ◆ Students will not open or close windows without permission of driver.
- ◆ Students will keep the bus clean, and must refrain from damaging it.
- ◆ Students will be courteous to the driver, to fellow students and passers-by.
- ◆ Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- ◆ \*Respond appropriately to coaches, teachers and chaperons who are responsible for maintaining order during activities and field trips.

\*Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to manage students at all times.

SEASIDE SCHOOL DISTRICT 10  
 1801 S. FRANKLIN STREET  
 SEASIDE, OREGON 97138  
 (503) 738-5591

**SCHOOL BUS INCIDENT REPORT**

<hr/> <b>STUDENT'S NAME</b>	<hr/> <b>STUDENT'S ADDRESS</b>	<hr/> <b>PHONE NUMBER</b>
<hr/> <b>SCHOOL</b>	<hr/> <b>GRADE</b>	<hr/> <b>DATE OF INCIDENT</b>
<hr/> <b>BUS DRIVER</b>	<hr/> <b>BUS NUMBER &amp; COLOR</b>	<hr/> <b>TRIP    AM    PM</b>

Dear Parents: The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the school district.

**INFRACTION**

- |  |   |
|--|---|
| <input type="checkbox"/> Fighting/Pushing/Tripping<br><input type="checkbox"/> Throwing objects in or out of bus<br><input type="checkbox"/> Lighting matches/Smoking on bus<br><input type="checkbox"/> Improper boarding/Departing procedures<br><input type="checkbox"/> Rude, discourteous, and annoying conduct<br><input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature<br><input type="checkbox"/> Other behavior relating to the safety, well being, and respect for others | <input type="checkbox"/> Tampering with bus equipment<br><input type="checkbox"/> Hanging out of a window<br><input type="checkbox"/> Failure to remain seated<br><input type="checkbox"/> Refusing to obey driver<br><input type="checkbox"/> Destruction of property<br><input type="checkbox"/> Unnecessary noise<br><input type="checkbox"/> Spitting/Littering |
|--|---|

**SPECIFIC DETAILS**

---

---

---

Previous Warnings     Reported 1<sup>st</sup> Offense     Reported 2<sup>nd</sup> Offense     Reported 3<sup>rd</sup> Offense

**DISCIPLINARY ACTION**

---

---

---

BUS RIDING IS A PRIVILEGE, WHICH MAY BE REVOKED. PARENTS ARE URGED TO APPRECIATE THE DISCIPLINARY ACTION TAKEN AND TO DISCUSS THIS WITH THEIR SON OR DAUGHTER TO PREVENT FURTHER OCCURRENCE.

<hr/> <b>AUTHORIZED SIGNATURE</b>	<hr/> <b>TITLE</b>	<hr/> <b>REPORT DATE</b>
Parent Copy 1	Teacher Copy	School Copy 3
		Transportation Dept. Copy 4

# **STUDENT SERVICES**

## **Child Abuse, Mandatory Reporters (ORS Definition)**

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

## **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 Robert Rusk, Principal of Broadway School, or Jeremy Catt, Director of Special Education at 503-738 -5591.

## **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 Dr. Rusk.

## **Food Service Program**

Breakfast is served daily in the cafeteria and is available to all students for \$1.60. Hot lunch and /or salad bar are served daily at the cost of \$2.90. 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.

"USDA and this institution are equal opportunity providers and employers."

## **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 97<sup>th</sup> 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 1<sup>st</sup> period teacher. I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

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