

# -Harrisburg Middle School



2023-2024

Student Handbook

## Staff Contact Information

### Office Staff

Pat Jarman - Principal

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Sabrina Vaughan - Executive Secretary

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Jacque Cox - Attendance Secretary/ Middle School Athletic Support

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### Educational Assistants

Cindy Suttles, Megan Talmadge, Jaimie Wright, Connie Barnes, Suzy Lloyd, Davita Thomas, Ellie Parmenter, Cheyenne Wolvin, Tracy Charbonneau

## PREFACE

### Harrisburg Middle School Mission Statement:

Harrisburg Middle School provides a safe and supportive environment in which all students are afforded the opportunity to succeed in an integrated program, which includes academic excellence, positive social and emotional growth, and physical health. The overall learning experience develops student responsibility and a commitment to becoming better citizens.

*Our mission at Harrisburg Middle School is to strive for personal and academic growth and outstanding character in all students, fostering strong relationships between staff, students, families, and community while supporting the health of all students in pursuit of success and fulfillment.*

The material covered within this student handbook is intended as a method of communicating to students and parents district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to revision or elimination from time to time without notice.

### Monitoring Academic Process

1. Parents who want to see their student's grade may go to [www.harrisburg.k12.or.us](http://www.harrisburg.k12.or.us), click on "Parents & Community" drop down menu and click "Pinnacle Parent login"
2. Parents will receive quarterly report cards in the mail. However, parents may attend parent/teacher conferences and get their student's report card at that time. Those that do not attend will receive theirs through the mail.
3. Parents are encouraged to review all grade-level curriculum standards at <https://www.oregon.gov/ode/educator-resources/standards/Pages/default.aspx>
4. Parent and community feedback is always welcome and encouraged.

### WHERE TO GO / WHAT TO DO

If you...

- ✓ Are **absent**, have a parent/guardian call the attendance secretary (541-995-6551) or write a note, explaining your absence (School determines if it is excused or unexcused). This needs to be done within 48 hours.
- ✓ Have knowledge of an upcoming **absence**, please let the attendance secretary, Jacque Cox know as soon as possible.
- ✓ Have or know someone who has a **drug or alcohol problem**, see the principal, or a staff member immediately.
- ✓ Want an **appointment with the principal**, contact the office.
- ✓ Want an **appointment with a staff member**, speak with them in person, e-mail, leave a note in the office or a voicemail to schedule.
- ✓ Are **behind in your studies** and need extra assistance, see your teacher. We have multiple options available for you.
- ✓ Need to report a **change of address or phone number**, go to the office.

- ✓ Want to join or start a *club*, see the club advisor or the principal.
- ✓ Have a *conflict with a staff member*, see the staff member first, then go to the principal.
- ✓ Want to put a notice in the *Daily Announcements*, see Jacque Cox.
- ✓ Want to know if you are eligible to attend *dances*, see the front office.
- ✓ Have a question or concern with your *locker*, go to the office.
- ✓ Want to inquire about *lost items*, check the lost & found and then go see the office staff.
- ✓ Have lost *library books*, go to the library.
- ✓ Need to report *lost textbooks*, see your teacher.
- ✓ Want to put up a *flyer or poster*, contact the principal.
- ✓ Have a question about your *schedule*, contact Sabrina Vaughan.
- ✓ Are *sick*, secure a pass from your teacher and then see Ms. Cox in the attendance office..
- ✓ Want to participate in a *sport*, see the coach or contact Ms. Cox in the attendance office..
- ✓ Know someone who needs *help with supplies*, contact the front office..
- ✓ Need to use a *telephone*, you must use the phone in the office, with permission.

## WHAT NOT TO BRING TO SCHOOL

### Personal Electronics

Cell phones may be brought to school, but may **NOT** be used inside the classrooms without teacher permission. Cell phones may NOT be used within the hallways or during lunch. If cell phone use is required, with staff permission, students are to report to the office to use their cell phone. Students caught using their cell phones, without permission or during prohibited times, will be subject to the following progressive discipline:

- 1<sup>st</sup> offense – Warning issued.
- 2<sup>nd</sup> offense and 3<sup>rd</sup> offense – Phone will be confiscated for the day and the student can collect it at the end of the school day in the office; student will also receive a lunch detention.
- 4<sup>th</sup> offense – Phone will be confiscated and a parent must collect it from the office. Student will also receive a consequence of school community service (sweeping floors, cleaning windows, etc. Tuesday Night School (TNS), or In-School Suspension (ISS)
- 5<sup>th</sup> offense and beyond – Phone will be confiscated and the student will be issued out-of-school suspension (OSS) . Student will also be expected to check their phone in at the office at the start of the day.

The school is not responsible for lost or stolen items, including cell phones.

Students are also **NOT** allowed to use earbuds or headphones within the building unless approved by the principal.

## **Profanity**

Harrisburg Middle School promotes self-respect, as well as respect for others. Students will not use profanity, inappropriate language or obscene gestures while at school or school activities. Students who use profanity will be subject to disciplinary action. Any use of profanity toward a staff member will not be tolerated and may result in suspension.

## **Public Displays of Affection**

Self-respect and having respect for others does not include public displays of affections. Discretion and good taste are expected from everyone. Public displays of affection (including, but not limited to, hugging, kissing) are not permitted in the school building, on school property, or at school sponsored activities.

## **Substance Abuse**

Students will not possess or use any dangerous substance and/or paraphernalia on school grounds or at school activities. Violators may be subject to law enforcement penalties. Suspension/expulsion, from school and all related activities, may result.

## **ACADEMIC RECOGNITION**

Distinguished Honor Roll - GPA, 4.0  
Honor Roll - GPA, 3.5-3.9  
Honorable Mention Honor Roll - GPA, 3.0-3.49

**Those students who receive a letter grade of D or F will not be eligible for academic recognition.**

## **ADMISSION TO HARRISBURG MIDDLE SCHOOL**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district may deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

## **Attendance Policy**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school full time during the entire school term unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly. Regular attendance shall mean

attendance that does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session.

Schools will notify parents in writing when their student has missed eight unexcused ½ days of school in a four week period. Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district designee (truant officer), for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

## **Absences and Excusing Them**

When returning to school after an absence, a parent may call or send a signed note within 3 days that describes the reason for the absence. Absence from school or class may be excused under the following circumstances:

- Student illness or injury (documentation may be required)
- Bereavement or illness of an immediate family member when the student's presence at home is necessary
- Religious instruction (under conditions specified by Oregon law)
- Educational/occupational interviews
- Medical, dental, therapeutic appointments – confirmation of appointments may be required
- Legal or court appointments
- Other reasons deemed appropriate by the building administrator when satisfactory arrangements have been made in advance of the absence.

### **9.2 Examples of unexcused absence are the following:**

- Over sleeping
- Multiple sick days, after 5 days in a quarter/or 3 days in a row a doctor's note may be required.
- A parent/or guardian repeatedly causes the student to be late.
- Leaving campus without school staff permission
- Transportation issues, such as lack of gas.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method agreed to

between the school and parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

Students may be excused on a limited basis from a classroom activity on the basis of a disability or for personal, religious or ethnic considerations.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

## **ASSEMBLIES**

Expected student behavior:

- Walk to and from the assembly in an orderly manner.
- Be reasonably quiet before and after the program.
- Do not whisper, talk or cause disturbances while the program is in progress; especially when someone is performing or speaking.
- Polite responses; please do not whistle, boo or scream at any time.
- Show your approval by applause at the end of the program.

**Students who misbehave during assemblies may lose the privilege of attending assemblies.**

## **Dismissal Requests and Checkouts**

*Students must check in and out with the office when they are arriving late or leaving early.* Any requests made by parents for early dismissal or temporary checkout should be made in writing or by phone call to the school. Such requests should give the student's name, date and reason for checkout and have the parent's or legal guardian's signature. A student will not be released to any person without the approval of his/her parent or guardian.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office personnel will decide whether or not the student should be sent home and will notify the student's parents, as appropriate.

Students returning to school after a communicable illness may need to bring a note from a physician or the health clinic.

## **Truancy**

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including fees, detention, suspension, ineligibility to participate in athletics or other activities.

## **Make-up Work**

If students are absent for *two or more days*, the school office should be contacted and a request made for homework. *Teachers will need at least one day* to get homework together before it can be picked up. A student only absent one day will need to talk with their teachers when they return to school to collect missing work, as work will not be gathered by the office.

An absent student will need to make up specific assignments missed. They will be given the same amount of time as they were absent to turn in the work before it becomes a zero. It is the responsibility of the student to make arrangements for homework on a pre-arranged absence with each teacher. Absenteeism will not be used as the sole criterion for the reduction of grades, but it could affect a student's grade. A student who has an unexcused absence from school may not be allowed to participate in school-related activities on that day or evening.

### **Tardies**

- Students are to be in the classroom and in their assigned seats when the tardy bell rings.
- Time missed due to tardiness may be made up on the student's time, in after school detent in
- Students tardy to the same class three or more times in a quarter will be issued a Discipline Referral.
- Tardies will affect quarter incentives/rewards and dance eligibility.

### **BICYCLES/SKATEBOARDS/WALKERS REGULATIONS**

- Please encourage your child to observe traffic regulations while riding their bike to school.
- The bike rack is the only place your child's bike is to be parked while at school.
- Lock bikes while at school, as the school will not accept responsibility for stolen or damaged property.
- Skateboards are to be stored in lockers or in the office.
- Students will not be allowed to ride their bike/skateboard on the school grounds at any time.
- If students walk home, they are to leave promptly after school.

### **BUS SAFETY - RULES AND REGULATIONS**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of conduct may be denied transportation services and shall be subject to disciplinary action. The following rules shall apply to student conduct on district transportation:

- Students being transported are under authority of the bus driver;
- Fighting, wrestling or boisterous activity is prohibited on the bus;
- Student 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 for 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 the driver;
- Students will keep the bus clean and must refrain from damaging it;
- Students will be courteous to the driver, fellow students and passers-by.

Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

## **CAFETERIA**

The district participates in the National School Lunch and School Breakfast Programs and offers free and reduced-price meals based on a student's financial need. Forms are available during registration and in the school office at any time. We sell milk and juice for those students who like to carry their lunches from home, or for children that want an extra beverage.

### **Breakfast and Lunch Charging**

Charging a meal is discouraged. Charging is to be used *only* in the event that the student has *forgotten* a cold lunch or meal money. If the parent is in financial difficulty, for even short periods of time, the free/reduced meal program is available and should be used.

**It is the responsibility of the parent or guardian to notify the school in writing if a serious allergy exists.**

### **Cafeteria Procedures**

- Cold lunch students may enter immediately and begin eating.
- Please speak in normal tones.
- Good manners and courteous behavior are expected.
- Please clean your area before leaving.
- Food fights may result in a suspension from school, loss of cafeteria privileges, plus the cost of clean-up.
- **Failure to follow procedures may result in cafeteria clean-up duty.**

### **Closed Campus**

ALL students shall remain on the school grounds from the time they arrive in the morning until dismissal at the end of the school day, unless checked-out by a parent. Students may not walk home for lunch.

## **CODE OF CONDUCT – STUDENT**

Our goal is for students to take responsibility for their actions and to become good citizens of our community. We have the following programs and methods to reinforce socially acceptable behavior:

- We recognize our positive behavior and let the student know we appreciate it.
- Positive notes are earned by students for good deeds and behavior, placed on classroom doors and mailed home.
- Positive notes and phone calls go home to parents for students' good behavior.
- 5th and 6th grade students that demonstrate good behavior may earn activity night privileges
- 7<sup>th</sup> and 8<sup>th</sup> grade students that demonstrate good behavior earn dance privileges.
- End of the quarter activity awarded to students with no report card F grades and who meet the discipline criteria.
- Students and staff participate in monthly character focus targeted at developing positive pillars

of character within our youth. Below are the specific character focuses of HMS and the associated month:

October	Trustworthy
November	Thankful
December	Generosity
January	Kindness
February	Honesty
March	Respect
April	Citizenship
May	Patience
June	Have a GREAT Summer!

## **Rewards/Incentives**

These are extracurricular activities to reward students for good citizenship and academics. Students must meet the criteria under each event in order to attend. The final decision and requirements will be up to school officials. Reward activities are to be determined by staff.

### 1st Quarter

- Students must be enrolled and attend Harrisburg Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 3 discipline referrals during Quarter 1.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarter 1.
- Students must receive no report card F grades on Quarter 1 report card.

### 2nd Quarter

- Students must be enrolled and attend Harrisburg Middle School..
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 5 total discipline referrals during Quarters 1 and 2.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarter 1 and 2.
- Students must have no F grades on Quarter 2 report card.

### 3rd Quarter

- Students must be enrolled and attend Harrisburg Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 7 total discipline referrals for Quarters 1, 2 and 3.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical violence or violation of internet use during Quarters 1, 2 and 3.
- Students must receive no report card F grades on Quarter 3 report card.

### 4th Quarter

- Students must be enrolled and attend Harrisburg Middle School.
- Students must have 5 or less tardies to classes for the quarter.
- Students must receive no more than 8 total discipline referrals for Quarters 1, 2, 3 and 4.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drugs, vandalism; serious threats, physical

- violence or violation of internet use during Quarters 1, 2, 3 and 4.
- Students must have no F grades at the designated 4th quarter grade check.

### 8<sup>th</sup> Grade Promotion Festivities

- Students must be enrolled and attend Harrisburg Middle School to participate in the promotion activities.
- Students who receive 3 major referrals in the following categories may lose the privilege of attending promotion: harassment, bullying/cyber bullying, fighting, gross disrespect, insubordination, drug/alcohol violations and tobacco violations. Students who receive 4 major referrals in these categories will lose promotion privileges
- Students who receive a major referral for bringing a weapon, or weapon look-alike, setting a fire, or pulling the fire alarm will lose promotion privileges
- The final decision for eligibility rests with school officials.

## **Harrisburg Middle School has four basic rules:**

**Be Safe**

**Be Respectful**

**Be Responsible**

**Be Kind**

At Harrisburg Middle School, students and staff members are expected to treat others with dignity, understanding, compassion, and respect. All students are expected to make safe, respectful, and responsible behavior choices, thereby contributing to a positive and productive learning environment.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided vehicles.

Students should be aware that conduct that violates the school code of conduct, even if it occurs off campus or outside the school day, may result in the same kind of discipline listed below if it can be shown to create a material and substantial disruption to the school.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault\*
2. Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying
3. Coercion\*:
4. Violent behavior or threats of violence or harm\*
5. Disorderly conduct, false threats or other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*
7. Vandalism/Malicious Mischief/Theft ...willful damage or injury to district property\*: or to private property on district premises or at school-sponsored activities:
8. Sexual harassment
9. Use of tobacco, alcohol, drugs, or vape products including associated paraphernalia \*
10. Use or display of profane or obscene language:
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials:
12. Violation of district transportation rules:
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\*Please refer to District Policy for more information and/or clarification.

## Harrisburg Middle School Discipline Matrix

The discipline code was established by Harrisburg Middle School and is intended to be used as a guideline which permits uniform administration of consequences throughout the school, but allows for some latitude with individual needs. As indicated below, the consequences section (indicated by step number under sequence of offense categories), represents minimum starting points for disciplinary consequences. Successive offenses in each category may result in movement to the next step or more. Continued infractions in a level could be continuous and not start over. Administration reserves the right to modify or add to steps.

### Discipline Matrix:

<p><b>Step 1</b> = Lunch Detention</p> <p><b>Step 2</b> = Administrative Option Alternative placement Tuesday Night School In School Suspension Community Service</p> <p><b>Step 3</b> = One day in or out of school suspension</p>	<p><b>Step 4</b> = Two days in or out of school suspension</p> <p><b>Step 5</b> = Three days in or out of school suspension</p> <p><b>Step 6</b> = Five - ten days out of school suspension</p> <p><b>Step 7</b> = Expulsion Alternative placement Withdrawal from promotion</p>
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**Lunch Detentions:** Students who receive a 4th lunch detention in the same grading period will instead serve a half day of in-school suspension (ISS). There will also be a parent meeting requested prior to the ISS date.

**Administrator Option:** This is up to the building principal. There will be a parent meeting request prior

**Parent Meeting Requests:** Parent meetings may be requested by the principal. Parent meetings can be in person, through Zoom or over the phone. The principal may request a parent meeting if students are not meeting behavior or academic expectations.

**Out-School-Suspensions (OSS):** Parents may elect to attend classes with their student in the event of a suspension. Parents must attend all classes with their student.

Level 1 Infraction	Definition	1st Offense	2nd-3rd Offense	4th Offense	5 or more offenses
No Valid Hall Pass	Student in hallway without a valid pass	Warning (FYI)	1	2	3-6
Disobeying Staff (minor violations)	Failure to follow directives, not complying with requests	Warning (FYI)	1	2	3-6

	or directions				
Disorderly conduct	Any negative action that affects the overall climate of the educational environment. This includes running in the halls, yelling, and general horseplay. Lacking proper speech, discourteous, rude, non-verbal, controlled behavior toward other students or staff members.	Warning (FYI)	1	2	3-7
Public Display of Affection (PDA)	Holding hands is OK, kissing, hugging or extreme physical contact is not	Warning (FYI)	1	2	3-6
Food/Drink Violation	Food & water at classroom teacher's discretion.	Warning (FYI)	1	2	3-6
Tardiness to Class	A student is not in the classroom ready to work when the bell rings	Warning (FYI)	Warning (FYI)	1	2-3
Unsafe Behavior	Throwing objects, or any behavior that could intentionally or unintentionally harm or scare someone	Warning (FYI)	1	2	3-7
Profanity	Use of offensive language, or obscenities	Warning (FYI)	1	2	3-6
Dress Code Violation	Students must follow the dress code as defined in the student handbook	Warning (FYI)	1	2	3-6
Cell phone/Electronics violation	Students are not permitted to use their cell phones, smart watches, or other electronic device including headphones during the school day	Warning (FYI)	1	2	3-6

Level 2 Infractions	Definition	1st Offense	2nd Offense	3rd Offense	4 or more Offenses
Cheating/Plagiarism	Copying of assignments, tests, or quizzes from work of others or using unauthorized materials	1-2	2	3	4-6
False notes/calls	Related to excusing an absence or tardy,	1	2	3	4-6

	or any type of parent note requiring a signature				
Skipping Class	Not attending class, leaving class or campus without permission	2	3	4-6	4-6
Leaving Campus	Leaving campus without permission, not properly checking out	2	3	4-6	4-7
Failure to follow safety rules or procedures	Endangering self, others, or school property by not following safety guidelines	1	2	3	4-7
Skipping Detention	Not showing up for scheduled detentions	2	3	4-6	4-6
Willful damage or theft of property	Damaging or stealing school property - restitution if appropriate	5	6	7	

Level 3 Infractions	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Bullying/cyber bullying	The act of troubling, worrying, or tormenting as with careless or repeated words, actions, or attacks.	5	6	7	
Harassment/Sexual Harassment	Comments, gossip, gestures, and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest.				

Fighting	Any student who has an opportunity to walk away from a potential fight and chooses to participate	5	6	7	
Gross Disrespect	Repeated violations of a code of conduct, excessive referrals, or severely rude or offensive behavior	5	6	7	Gross Disrespect
Insubordination	Refusal to follow directions from HMS staff	4	5	6	7
Drug/Alcohol Policy Violation	Possessing, using, being under the influence of drugs and/or alcohol, and vape pens	4	5	6	7
Tobacco Violation	Possessing, transmitting, smoking, chewing, other use of tobacco or look alike products	4	5	6	7
Firearms Weapons Violation (including weapon look alikes)	Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school. Dangerous weapons include but are not limited to: a firearm, whether loaded or unloaded or a firearm facsimile that could reasonably be mistaken for an actual firearm; any pellet or B-B gun or any other device, whether operational or not, designed to propel projectiles by spring action or compressed air; a fixed-blade knife with a blade that measures longer than three inches	7			

	in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.				
Intentional Fire Setting	Intentionally setting fire to any object on campus	7			
Fire Alarms	Intentionally activating, tampering with fire alarms.	7			

### **Discipline/Due Process**

Court decisions have indicated that young people in the United States have the right to receive a free public education. The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments. The deprivation or abridgment of these rights may occur only for just cause and in accordance with due process of law.

Constitutional rights are not absolute and in the school setting reasonable limitations must be placed upon the exercise of these rights in order that the schools may effectively fulfill their function of educating young people. The school system may not, however, unduly infringe upon constitutional rights.

In taking disciplinary action, school officials will consider the students' individual and collective rights and safety and will afford students their rights to fair consideration free from action which is patently arbitrary, capricious and inappropriate for the offense committed. School officials have the right to consider mitigating and aggravating factors in deciding if the disciplinary action should be more or less than established guidelines. If, for example, a student has demonstrated excellent behavior and then becomes involved in an infraction, this may be considered in determining the actions taken; and if a student has a history of problem behavior, disciplinary action taken will likely be the maximum prescribed in this handbook. Chronic and/or severe violation of rules may result in action that extends beyond the guidelines. Simply put, disciplinary measures are applied based on the nature of the offense and the past pattern of the behavior of a student.



In order to *protect the rights of all our students*, it is important that parents and students understand the consequences of misbehavior. When an issue arises, the adult gathers information and determines if a discipline referral may be needed. Once a referral is sent to the office, the principal or designee investigates the incident. If the situation is one that is citable by law, law enforcement may be called to interview the students. Parents will be notified by school and law enforcement of the situation at the conclusion of the interview. Appropriate disciplinary consequences will be given. *Students with a pattern of misbehavior may be placed on a behavior plan. The discipline procedures are used as a guide that permits uniform administration of consequences while allowing latitude for dealing with individual needs.*

### **Athletic Code**

In accordance with the philosophy of Harrisburg School District #7, there shall be a program or organized athletic activities which will meet the needs of adolescent youth for self-expression. A well-organized athletic program contributes to the development of a sense of responsibility, a good character, and strong leadership qualities. It is recognized by the Harrisburg School District that such activities will serve as healthful outlets for the enthusiasm of youth.

Inter-school athletic competition is held to be part of the total curriculum. Athletic competition represents a refined physical activity which in reality is an extension of the physical education program for those youngsters who have special abilities or desire to participate in vigorous activity. An athletic code guarding the mental and physical health of the students representing the school in athletic competition is an integral part of this philosophy. Athletes of Harrisburg Middle School will be required to conform to the following athletic code while attending middle school. This includes school vacation periods. The athletic code does not supersede school rules or disciplinary action, but is designed to support such rules or action.

#### **ATTENDANCE AND ACTIVITIES**

1. If an athlete is absent from one or more classes due to illness, he or she cannot participate or practice on that day or night. Students must be in attendance for the full school day. Prior arrangements for such things as a dental or doctor appointment or a funeral shall excuse the athlete from the regulation.
2. Likewise, if the athlete is absent on a Friday he or she cannot compete on either Friday or Saturday.
3. Athletes who continually miss school the day after an athlete contest will have their attendance record evaluated, which could result in suspension from further athletic competition during the sports season.
4. Students who miss class due to a scheduled activity or athletic event are obligated to meet with their teachers in advance to obtain assignments and homework. The work is due the next day of attendance unless pre-arranged with the teacher.
5. Special circumstances may be grounds for an exception to these rules as determined by the principal, athletic director or superintendent.

Students must be in attendance for the full school day. Prior arrangements for such things as a dental or doctor appointment or a funeral shall excuse the athlete from this regulation. Students who miss class due to a scheduled activity or athletic event are obligated to meet with the teacher in advance to obtain assignments and homework. The work is due the next day of attendance unless prearranged with the teacher.

## **DISCIPLINE/TRAINING RULES**

A student **will be** removed from the team if:

- Convicted by a court of using or possessing alcohol or drugs.
- Caught on school property, or observed by school personnel using or possessing alcohol or drugs.
- Caught on school property, or observed by school personnel using tobacco.
- The parent requests to remove his or her son or daughter.
- Conviction of any misdemeanor or felony crime.
- Any act of vandalism or theft.

A student **may be** removed from the team for the following:

- Coaches' judgment.
- Fighting, profanity or unsportsmanlike conduct during school time, practice, game or co-curricular activity.
- Suspension from school.
- Any discourteous actions that cause embarrassment to the school, team, coach or advisor.
- Any discourteous acts toward visiting schools or visiting school officials.
- Any violations of the student conduct code.

For violation of any of the rules listed in the second list above, at least one-week suspension from the sport is recommended, to take effect immediately, with enforcement consistently administered.

## **EQUIPMENT**

Each athlete must turn in his or her equipment at the end of the sport season. Athletes who do not turn in all their equipment will not be issued any equipment for a subsequent sport until all issued equipment is returned. In addition, failure to do so may lead to suspension from school until items are returned. The student will pay for lost or stolen items. Athletes should keep all school-issued equipment and personal equipment locked in their lockers at all times.

## **INSURANCE**

Participants in the athletic program must have insurance coverage. Students not covered by school insurance must provide written proof of an alternate health and accident plan.

The school and Athletic Department do not assume financial responsibility for bills in excess of what the policy will pay.

Coaches should familiarize themselves with the school-sponsored health and accident plan and fully explain coverage, limitations and operation of the plan to all squad members.

Processing of all insurance claims is done by the principal's office. When an injury occurs, the coach and the athlete have the responsibility for immediately notifying the office of the injury and for completion of the necessary forms. Students should report all injuries to the coach in charge.

## **PARTICIPATION GUIDELINES**

Athletes may participate in only one sport per season, except by contracted mutual agreement among the coaches and player involved. Contract is to be in writing and signed by both coaches and player prior to the beginning of the seasons and kept on file in the athletic director's office. If an athlete quits, he or she will be ineligible for the remainder of the sport season. However, he or she may transfer to another sport with the consent of the coaches involved.

## **Detention**

A student may be detained **outside of school hours** on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Lunch detention may be used for minor offenses or for students displaying a pattern of not following classroom procedures. Parents may be contacted prior to this detention time being served. Students will eat their lunch in the detention room or students may bring a sack lunch from home. Students who receive a 4th lunch detention in the same grading period will instead serve a half day of in-school suspension (ISS). There will also be a parent meeting requested prior to the ISS date.

## **Community Service**

Students may be assigned duties such as cleaning walls or desks, picking up garbage or cleaning the cafeteria, etc, depending upon the nature of the offense.

## **Out of School Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension. Each suspension will include a specification of the reasons for the suspension and the length of the suspension. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the district.

Schoolwork will be provided for students in suspension. Missed tests may be made up.

If the suspension is due to a serious threat to students, staff or school property, a risk assessment may be required, prior to the student being allowed to return to school.

Parents may elect to attend classes with their student in the event of a suspension. Parents must attend all classes with their student.

## **In-School Suspension**

In-house suspension may be used in place of out-of-school suspension. This also depends on the severity of the infraction and if the physical space is available.

## **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

### **Discipline of Disabled Students**

A student being served by an Individualized Education Program (IEP) who engages in conduct which would warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner, as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. At the end of the ten-day period the student shall be allowed to stay in his/her current school placement unless the district has obtained a hearings officer or court order to change the student's placement.

### **Playground Rules and Guidelines**

Our playground rules are created to provide a safe environment for students and to reduce the liability of the District.

GENERAL RULES include, but are not limited to the following:

- There will be **NO PHYSICAL CONTACT**.
- All behavior will be conducted in a safe manner; this includes the use of equipment.
- Students are to stay clear of bicycle racks during the school day.
- Students are not to bring their own equipment, except for basketballs, footballs, volleyballs or 4-square balls. School is NOT responsible for personal equipment. Personal equipment brought from home **must** be kept in a secure location and not carried around by the student.
- No lacrosse will be allowed due to safety concerns.
- No rock throwing. No spitting. No foul language.
- No skateboarding at any time.
- **No snowball throwing** or kicking snow.

## COMPLAINTS

Open communication is an important part of the educational process and is encouraged at Harrisburg Middle School. In the event of a concern or issue the student, parent or guardian will need to follow the established procedure.

- ❑ **Parents shall call or meet with the person most closely related to the concern to learn their perspective. Oftentimes, an informal discussion will resolve the issue.**
- ❑ If, after this discussion, the concern still exists, a call may be placed to the principal. He/She will then schedule a meeting with the parent, staff member and him/herself.
- ❑ If the complaint has been put into writing, then the formal complaint procedure outlined in the bargaining agreement and district policy will be followed. A formal complaint form may be obtained from the school office.

### Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint-alleging violation of the district's compliance with an educational standard as provided by the State Board of Education; this includes state and federal programs such as Title I, Title IX, Title IXA and ELL. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures for 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

### Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed first to the teacher and then to the principal, if the complaint cannot be resolved.

### Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the special education teacher. If the issue is not resolved, a complaint may be filed with the principal and Special Education Director.

### Students with Sexual Harassment Complaints

Sexual harassment by staff and/or students is strictly prohibited in the district. District includes district facilities, district premises and non-district property, if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Building Principals, the Compliance Officer and the Superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented. A copy of the investigation process is available in the school office.

# COMPUTER USE

All students using the school's computers/Chromebooks will be required to sign a computer/internet agreement at the time of registration, which is to be covered in this handbook.

## STUDENT CHROMEBOOK/NETWORK RESPONSIBILITY CONTRACT

*This agreement was included during the Online Registration process and is a binding contract.*

### Internet / Chromebooks / Computers - Terms and Conditions:

- I. ACCEPTABLE USE:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Your access must be in support of education and research and consistent with the educational objectives of the Harrisburg School District. Use of other organization's networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any US or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- II. PRIVILEGES:** The use of the internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access permission will be part of a discussion with a HSD faculty member pertaining to the proper use of the network through our Computer / Health Courses and Digital Citizenship instruction. The system administrator(s) will deem what is inappropriate use and the decision is final. Also, the system administrator(s) may ban access at any time as required. The administration, teachers and/or staff, of HSD may request the system administrator to deny, revoke, or suspend specific user access.
- III. NETIQUETTE (NETWORK ETIQUETTE):** The use of an access on the internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
  - i. **BE POLITE.** Do not send abusive messages to ANYONE.
  - ii. **USE APPROPRIATE LANGUAGE.** In all messages, do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
  - iii. **PRIVACY.** Do not reveal the personal address or phone numbers of yourself, or any persons. All communications and information accessible via the network should be assumed private property.
  - iv. **CONNECTIVITY.** Do not use the network in such a way that would disrupt the use of the network by others.
  - v. **SERVICES:** HSD will not be responsible for any damages and debt you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. HSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  - vi. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator either in person or via the network. Attempts to login to the system as a system administrator or as any other user will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
  - vii. **VANDALISM:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.
  - viii. **UPDATES:** HSD may occasionally require new registration and access information from you to continue providing services.

Statement of Agreement to these terms: “I understand and will abide by the above Terms and Conditions for access privileges to the internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.”

Statement of Responsibility of the Chromebook assigned to students: “Any damages incurred by the Chromebook are my responsibility, and therefore, damages result in assessment of fees to correct or replace the damage.”

### **Parent or Guardian Network Responsibility Contract**

As the parent or guardian of this student I have read the Terms and Conditions for use of the internet. I understand that this access is designed for educational purposes and Harrisburg School District has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to allow access privileges for my child and certify that the information contained on this form is correct. I further acknowledge and agree to fee assessment due to any damages Harrisburg School District devices/Chromebooks incur, while checked out to my student.

*This agreement is in effect for the duration of student's attendance/membership at school enrolled in at time of this agreement.*

### **Google Apps**

The Harrisburg School District utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

### **Email, Calendar, Drive, Classroom**

These apps are closely monitored for appropriate use and are only intended for educational use/enhancement within the classroom experience.

Using these tools, students collaboratively create, edit and share files and websites for department related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences and working in small groups on presentations to share with others.

### **CONFERENCES, PARENT-TEACHER-STUDENT**

Parents are expected to attend our conferences to see how their student is performing in school. Parent-teacher conferences are scheduled in early November. One-on-one conferences may be scheduled at any time that you feel your child is struggling. Dates for conferences can be located on the district website, on our school board approved district calendar or may be obtained by calling the school office at (541) 995-6551.

## **ACTIVITY NIGHTS and DANCES**

Students are required to observe the school dress code for all activity nights and dances. 5th and 6th grade students may attend any and all activity nights. 7th and 8th grade students may attend any and all dances. No guests will be admitted. Students with two behavior referrals from one activity or dance to the next, will not be allowed to attend. Those who have been expelled during the school year and have been allowed reentry to school may be denied entry to activities and dances. We have a “No Return Policy” at our activity nights and dances, which means that once a student leaves, they will not be allowed back. The staff may call the parent/guardian of any student leaving the dance early and the student may be asked to sign out as they leave. Law enforcement may be called if a student appears to be under the influence of any substance. Students that are not enrolled at HMS will not be allowed entry to activity nights or dances.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted to the principal, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The dress code established in this school is intended to promote appropriate personal grooming and hygiene, prevent disruption and avoid safety hazards. Additionally, dress and grooming issues often constitute conflicts with the district policy on sexual harassment and gangs. The following dress code seeks to create a logical and useful set of guidelines for students and parents.

### **Clothing Policy**



In general, students should dress in neat, clean, appropriate clothing, which does not disrupt the educational process and protects the rights of others. The Clothing Policy applies to school and school events.

- Tops that show bare midriff or underwear are not allowed.
- Low-cut tops may not be worn.
- Clothing worn under “see-through” tops must follow the criteria above.
- Tanks with low hanging armpits or cut at the midriff will also not be permitted.
- Shoes must be worn at all times.
- Clothing must not advertise, represent or portray alcohol, tobacco, drugs, sexual or discriminating messages of any kind.
- Dresses, skirts and shorts must be midthigh (mid being considered the middle of the student in question’s thigh).
- Chains or other noisy or dangerous items attached to clothing are not allowed for safety purposes.
- Sunglasses may be worn outside only.

*\*\* Students who represent the school in a voluntary activity may be required to meet additional dress approved by the principal and may be denied the opportunity to participate if those standards are not met.*

*\*\*The principal or designee will ask students to change or call home if dress code requirements are not met.*

Procedure when a student has inappropriate clothing:

- Student will call parent to bring clothing OR borrow clothing from the school
- Student may be asked to work in the office, until appropriate clothing is obtained

### **Hygiene Policy**

- If there is a problem, the student will be afforded a one-on-one consultation with the teacher and/or the principal.
- Ongoing one-on-one or small group consultations will be scheduled as needed.
- The parent/guardian may be contacted if their student is experiencing a personal hygiene issue.
- Extreme cases: The student may be asked to shower at school, or be sent home to shower.
- In some cases, the student may be provided clothing to wear, while theirs is being laundered.

### **EDUCATION RECORDS - STUDENT**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Electronic records may include:

1. Full legal name of student;
2. Name and address of educational agency or institution;

3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress;
9. Attendance;
10. Date of withdrawal from school;
11. Social Security number
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request.

### **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **Immunizations/Communicable Diseases**

- Students must be fully immunized or present a medical or religious certificate or statement
- Proof of immunization must be provided
- Students not in compliance may be excluded from school
- Parents are notified of students not in compliance

### **EMERGENCY SITUATIONS and EMERGENCY DRILLS**

- One fire drill per month
- Teachers will discuss and post procedures and escape routes near each classroom door showing the escape route.
- In event of a threat, the school will go into safety mode
- In safety mode, no one will be permitted to enter or exit the building
- Emergency Procedures will be developed and practiced at school
- In the event of an emergency evacuation, the following procedures will be followed:
  - An announcement will be made to evacuate the building.
  - Teachers will walk with the students to the
  - As soon as roll is taken and school is canceled, students may be checked out by a parent or guardian.

### **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to the emergency information submitted by parents. **Parents are required to provide at least two emergency contacts that have telephones**, in the event the parent cannot be reached. Parents are encouraged to update

this information as often as necessary.

If the student is too ill to remain in school, they will be released to their parents or to another person as directed by parents.

School staff may administer emergency or minor first aid if possible. The school may contact emergency medical personnel, if necessary, to transport a student to the hospital.

### **Emergency School Closure**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

If the emergency is of a nature that the children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. Announcement of school closure or delayed school opening due to snow, ice, or other emergency conditions will be made through the district's telephone/text notification system. The office maintains emergency contact information for all students, in case parents/guardians can't be reached, but it is up to the parent/guardian to keep that information current.

Our office also calls twice daily if a student has an unexcused absence. Records should be updated consistently by the parent/guardian so that the automated system can keep these individuals updated about school issues/absences.

### **EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. These activities are a privilege and students may be held to stricter codes of conduct. Depending upon the severity or nature of an incident, law enforcement may be notified.

### **FEES**

Materials that are part of required classes are provided without charge to a student. A student is expected to provide his/her own supply of pencils, paper, erasers, notebooks, etc. and may be required to pay certain other fees or deposits, including but not limited to:

- Club dues;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications (including Yearbook), etc.
- Student accident insurance and insurance on school-owned instruments;
- Instrument rental and uniform maintenance;
- Fees for damaged library books and school-owned equipment;
- Field trips considered optional to the district's regular school program;
- Locker shelf rental;
- Participation fee or Pay-to-Play fee for involvement in activities/athletics.
- Replacement of lost or destroyed student planner/handbook
- Admission fees for certain extracurricular activities;

*\*\* Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.*

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. For 8<sup>th</sup> grade students, this could include having the privilege of participating in the 8<sup>th</sup> grade promotion activities revoked. All such materials shall be released upon payment of monies owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

- The district determines that the parent of the student is unable to pay the debt;
- The payment of the debt could impact the health or safety of the student;
- The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
- There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The district may pursue possible restrictions and/or penalties through a private collection agency or other method available to the district.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

### **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. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Before a student may go on a field trip, the organizer will send out an Opt-Out Letter to all parents of students attending. If you do not wish your student to attend, please complete this opt-out form and return to the field trip organizer. When opt-out forms are not returned, parent permission to attend is granted. Students who demonstrate poor behavior at school may not be permitted to attend field trips.

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting the *Pledge of Allegiance*.

### **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives with approval by the superintendent or designee. All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for by the office in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body officers and classroom representatives serve as the student government representatives in administration of student activity funds.

### **GRADES**

Letter grades are given to students to demonstrate *study skills* within that subject area. These are grades given for the work turned in during the quarter, *but do not necessarily demonstrate proficiency in state content standards*. Grades are issued each quarter and report cards will be mailed home.

### **GRADING POLICY**

Punctual and regular attendance is essential to the academic success of students. District staff may consider a

student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole standard used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability or an excused absence, as determined by district policy. At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course. Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

### **REPORT CARDS**

Report cards are issued at the end of the nine-week grade period. Nine-week grades on the report cards are **final grades**. The grades that appear on the permanent records are the quarter grades. Awarding a grade is based upon successful completion of classroom work and attendance. Grades are based on class requirements and are designated as A, B, C, D and F. Classes taken at Harrisburg Middle School are for letter grades.

- A (Excellent) Student has demonstrated superior progress and quality in meeting course requirements.
- B (Above Average) Student has demonstrated above average progress and quality in achieving all class requirements.
- C (Average) Student has demonstrated acceptable progress and quality in meeting class requirements.
- D (Below Average) Student has demonstrated some progress in meeting class requirements.
- F (Failure) Student has demonstrated little or no progress in meeting class requirements

### **HOMELESS STUDENTS:**

District provides full and equal opportunity to students in homeless situations. A District liaison will provide additional information to parents. Please contact the office or the district office for more information.

**HOMEWORK:** May be given to practice skills learned and in addition to in-class assignments in some classes.

### **Student Planners and Binders**

Student planners will be provided by the school at the onset of the school year. This is provided to assist them with organizational skills. Students will be taught how to use the planner and **parents will be expected to check these weekly and sign them**. This is a part of the student's advisory grade and also serves as a method of communication with parents.

Planners will be graded each week on the following criteria:

- |          |  |
|----------|--|
| 5 points | Assignments and objectives written for all subjects each day. A weekly grade for each subject is written in the section on the bottom of the page. <b>Parent/guardian has signed the planner.</b>            |
| 4 points | Assignments and objectives written for three of the days for each subject. A weekly grade for each subject is written in the yellow section on the bottom of the page. <b>Parent has signed the planner.</b> |
| 3 points | Assignments and objectives written for all subjects, missing weekly grade or parent signature.   |
| 2 points | Some assignments and objectives missing, no weekly grades or parent signature.   |
| 1 point  | Very little written in the student planner.  |
| 0 points | Planner is blank.  |

Weekly grades are recorded by the student in the yellow section of the Student Planner every Thursday for parents to see, when they sign the planner.

## **Progress Reports and Report Cards**

Parents are notified by mail or e-mail, every 3 weeks, if their student has a D or an F in one or more of their classes. Report cards are mailed out at the end of each quarter.

## **Requirements for each Grade Level**

All grades are required to take one full year of math, language arts, science and social studies each year. In addition to this, there are other school requirements that can be accessed in the school office.

## **Retentions and Promotions**

- Summer School may be an option for students who are struggling in their academics
- District policy states the final decision for placement rests with school authorities
- Promotion requirements include:
  - Be enrolled and attend Harrisburg Middle School as a full-time student
  - All fees/fines must be paid in the office.

## **LIBRARY**

Reading is a focal point of our educational program. Therefore, all students are encouraged and will have an opportunity to check out books from the library. Please see that your child returns the books on the due date. Students may be given lunch detention if they have delinquent books until they return the book or have paid for the lost book. Parents will be notified of missing or overdue books.

## **LOCKERS**

- Lockers are assigned to students who request them.
- Students are **NOT TO SHARE** lockers or give out combinations, and doing so may result in disciplinary action.
- Students are responsible for locking their lockers.
- Students are to report non-working lockers to the office.
- Valuables should not be placed in lockers.
- No writing or stickers on lockers.
- Students are not to jamb the combination mechanism, so that it opens without using the combination.

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

## **LOST AND FOUND**

Any article found in the school or on school grounds should be turned into the office. A lost and found collection is on display in the hall. Unclaimed articles will be disposed of at the end of each semester, i.e. donated to a thrift shop, given to other students or thrown away.

## **MEDIA ACCESS TO STUDENTS**

- Media representatives and private individuals occasionally photograph and interview students

- involved in instructional programs and school activities, including athletic events.
- Information obtained from students does not require parental approval.
  - Media representatives may interview and photograph students involved in instructional programs and school activities.
  - Parents are responsible to direct their student and the school office accordingly if they do not want pictures or information released.
  - District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **MEDICATIONS IN SCHOOL**

- Requests to administer medications must be by parent's written orders
- Requests to administer prescription medications must be by doctor's written orders. Such instructions must include the following information: name of student, name of medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information is above is included.
- Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication.
- Medications must be brought to school by the parent/guardian, in its original container.
- Medications are kept in the school office, except when physicians direct us otherwise.
- Medications left in the office five days after expiring or end of year will be disposed of.
- District reserves the right to reject a request to administer medication.

### **POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

### **PROGRAMS EXEMPTION**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **PROGRAMS AND CONCERTS**

Evening programs and concerts are school events. Students are expected to follow school rules while attending these events. **Attendance is required for students who are performing in the program.** Students who fail to attend without a legitimate excuse may have their grade lowered in the subject in which they are performing. Arrangements must be made with the teacher to make up the performance grade.

## **SPECIAL PROGRAMS**

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the district's bilingual liaison, Liliana Terran.

Parents will be notified of:

- The reasons for the identification and the need of placement in language instruction;
- The student's level of English proficiency, assessment used and the status of the student's academic achievement;
- The methods of instruction used in the program;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- The specific exit requirements for the program;
- In the case of student with a disability, how such program meets the objectives of the Individualized Education Program (IEP) of the student; and
- Parental rights that include written guidance.

## **TALENTED AND GIFTED PROGRAM**

The District serves academically talented and gifted students in grades K-12. Identified students shall score at or above the 97<sup>th</sup> percentile on an assessment. Other students who demonstrate the potential to perform at the eligibility criteria, may be identified as such.

## **STUDENT ASSESSMENT**

Students are assessed annually at Harrisburg Middle School through state assessments. All students participate in the State Assessment in Reading and Math. Eighth grade students are also assessed in Science. Students also participate in district benchmarking assessments at least 3 times annually. Students also may be assessed throughout the year in a variety of ways, including portfolio collections, oral and written tests and quizzes and/or projects.

## **TELEPHONE USE**

- The school phone is a business phone
- Students need permission before using a school phone
- To ensure parental approval has been granted, arrangements to go to an alternate destination after school must be made ahead of time, unless an emergency requires otherwise.
- Students may also use their cell phone, in the front office, with permission.

## **VISITORS**

Parents are welcome to attend classes periodically with their students and we encourage parents/visitors to visit district schools. Parents must also be on the District's approved volunteer list, which includes background checking, for the safety of our student population. Please call the office and/or teacher to pre-arrange a visit. All visitors must check in with the office and wear an identifying badge. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate.

Students are not allowed to bring student visitors, siblings or guests to school or school activities including, but not limited to; dances, end-of-year activities, etc.

At Harrisburg Middle School, we encourage all parents to communicate regularly with staff and become involved in school activities. We believe it takes the effort and talent of many individuals to prepare young adults for a successful future in our world today.



*Go Eagles!!*

