

# MEMORIAL MIDDLE SCHOOL



## BEARS

### Student Handbook

2019 – 2020

THIS HANDBOOK BELONGS TO:



Name \_\_\_\_\_

## Memorial Middle School 2019-2020 Student Planner and Handbook

Principal .....Ken Gilbert  
 Assistant Principal .....Stevie Drake  
 Dean of Students.....Traci Beaver  
 Office Manager.....Adriane Hoyer  
 Clerical Specialist.....Mandy Cervantez  
 Clerical Specialist.....Erin Cordle  
 Counselor (7<sup>th</sup> gr/AVID).....Katie Louk  
 Counselor (6<sup>th</sup> gr/8<sup>th</sup> gr).....Diana Hammond  
 Counseling Secretary.....Elizabeth Anderson

**Office Hours:**  
 Mon, Tue, Thu, Fri, 7:00 a.m. – 4:00 p.m.  
 Wednesday 7:00 a.m. – 3:00 p.m.

**Main Office: (541) 967-4537**  
**Counseling Office: (541) 967-4643**  
 Website: <https://memorial.albany.k12.or.us/>

1050 Queen Ave. SW  
 Albany, Oregon 97321

### Principal's Welcome

Dear Parent and Students,

Welcome to the 2019-2020 school year at Memorial Middle School. Students, our staff is looking forward to working with you in achieving your goals and setting a foundation to become positive members of our community. We want you ready for that next step to High School, and our job is to get you prepared for that transition. We have every belief you will be successful.

Parents and Guardians, you are an integral part of your student's success at MMS. We hope you will find opportunities to volunteer, be an active partner with staff in your student's education, as well as be a support for their school success at home. As partners, we can help your student meet challenges, move to the next level and reach their full potential.

Our parents and guardians have a crucial role in student success. Between Pinnacle check-ins and viewing the planner, you will be able to see the expectations and progress of your student. With a grading system based on the Common Core Standards, you will be able to monitor progress with the utilization of both the planner and Pinnacle. The planner not only tracks assignments, but it is an excellent communication tool for daily classroom happenings, school calendar, policies, procedures and other helpful educational tips.

Other than the calendar, some key areas to look at are the bullying contract and matrix, rules, and student rewards. Your signature on the Contract shows your student that you are in support of their social and academic success. We want students to know the expectations, and we want to recognize and honor their accomplishments, as well. Please take time to discuss the planner with your student. We go through it in our Advisory classes.

We look forward to an outstanding year at Memorial. It is through the successful collaboration of staff, parents/guardians, and students that great achievement is made. Have a fantastic year!

Ken Gilbert  
 Principal

## The School Day at Memorial Middle School

Regular Schedule			
1		7:55 – 8:40	
2		8:45 – 9:30	
Break		9:30 – 9:40	
3		9:45 – 10:30	
4		10:35 – 11:20	
First Lunch		Second Lunch	
Lunch	11:20 – 11:50	Advisory	11:25 – 11:50
Advisory	11:55 – 12:20	Lunch	11:50 – 12:20
5		12:25 – 1:10	
6		1:15 – 2:00	
7		2:05 – 2:50	

Early Release Schedule			
1		7:55 – 8:35	
2		8:40 – 9:20	
3		9:25 – 10:05	
4		10:10 – 10:50	
First Lunch		Second Lunch	
Lunch	10:50 – 11:20	Advisory	10:55 – 11:05
Advisory	11:25 – 11:35	Lunch	11:05 – 11:35
5		11:40 – 12:20	
6		12:25 – 1:05	
7		1:10 – 1:50	

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**Memorial Middle School Calendar 2019-2020**

**All Wednesdays are Early Release at 1:50 PM**

(Except the first Wednesday)

**Semester 1**

Sept 3 First Day of School, 6th Grade  
Sept 4 First Day, 7th/8th Grade  
Sept 9 Parent Club Meeting 6:30 p.m.  
Sept 12 Lifetouch Picture Day  
Sept 16 Camfel Assembly  
Sept 16-17 Auditions for Fall Drama  
Sept 19 Back to School Night 6:30 p.m.  
Sept 27 Hat Day  
Oct 3 Fall Fundraiser Assembly  
Oct 11 No School/Staff Development  
Oct 14 Parent Club Meeting 6:30 p.m.  
Oct 15 Fall Concert (Choir 6pm / Band 7pm)  
Oct 17 Fundraiser Orders Due  
Oct 17 Lifetouch Picture Retakes  
Oct 17 Jazz Dinner Night @ WAHS 7pm  
Oct 18 Grading/Staff Dev  
Oct 23 Evening Conferences  
Oct 23 Hat Day  
Oct 24 No School/Conferences  
Oct 25 No School  
Nov 11 Band in Veterans Day Parade  
Nov 11 No School/Veterans Day  
Nov 18 Parent Club Meeting 6:30 p.m.  
Nov 27 Hat Day  
Nov 28-29 No School  
Dec 6,7,13,14 Fall Drama Performance  
Dec 10 Choir to State Capitol (tentative)  
Dec 12 Holiday Concert (Choir 6pm /Band 7pm)  
Dec 20 Student/Staff Volleyball Assembly PM  
**Dec 23-Jan 3 Winter Break**  
Jan 13 Parent Club Meeting 6:30 p.m.  
Jan 20 No School/MLK Jr Day  
Jan 24 No School/Grading Day  
Jan 25 NAMS Jazz Festival  
Jan 27 No School/Teacher Work Day

**Semester 2**

Jan 31 Hat Day  
Feb 1-28 Pennies for Patients  
Feb 3-7 National School Counseling Week  
Feb 8 West Salem Jazz Festival  
Feb 10 Parent Club Meeting 6:30 p.m.  
Feb 13 Jazz Band @ WAHS Dinner Night 7pm  
Feb 17 No School/Presidents Day  
Feb 27 Spring Concert (Choir 6pm / Band 7pm)  
Feb 28 Recruiting Concert  
Feb 28 Hat Day  
Feb 29 Parent Club Meeting 6:30 p.m.  
Mar 9 Parent Club Meeting 6:30 p.m.  
Mar 13 Spring Pictures  
Mar 20 Student/Staff Basketball Assembly PM  
Mar 20 Hat Day  
**Mar 23-27 Spring Break**  
Apr 3 Grading/Staff Development  
Apr 9 Shasta Band Festival  
Apr 11 MS Solo & Ensemble Festival  
Apr 13 Parent Club Meeting 6:30 p.m.  
Apr 22 District Choir Festival  
Apr 23 5th Grade Open House  
Apr 24 Hat Day  
Apr 28 District Band Festival - Newport  
May 4-8 Teacher Appreciation Week  
May 11 Parent Club Meeting 6:30 p.m.  
May 11-12 Talent Show Auditions  
May 19 Band Concert 7 p.m.  
May 25 No School/Memorial Day  
May 29 Hat Day  
May 29 8th Grade Dance 8 p.m.  
June 2 Choir Concert 7 p.m.  
June 5 Talent Show/Fun Day  
June 6 Band in Strawberry Parade  
June 9 8th Grade Promotion Practice  
June 10 8th Grade Promotion 8:30 a.m.  
June 10 Last Day of School

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## **Inclement Weather Closures:**

Full days lost to inclement weather or other closures may be made up by extending the school year as needed. Missed instructional time due to late starts or early releases because of inclement weather or other emergencies will not be made up unless the fourteen hours allowed by state standards are exceeded.

Greater Albany Public School District subscribes to **FlashAlert**, a service that takes the information relayed to the media in the event of emergencies/school closures/late starts/early dismissals, etc. and sends it to subscribers via e-mail or text message (an RSS news feed is also available).

School delay/closure information is available via the following radio and TV stations and **FlashAlert**:

### **Radio Stations**

- KLOO - AM 1340; FM 106.3
- KRKT - FM 99.9
- KGAL - AM 1580
- KOOL - FM 99.1
- KSND - FM 95.1 (Español)
- KFLY - FM 101.5
- KWBY - AM 940 (Español)

### **TV Stations**

- KVAL - Channel 13
- KMTR - Channel 16
- KLSR - Channel 34 Emer
- KEZI - Channel 9
- KATU Channel 2
- KGW Channel 8
- KOIN Channel 6

## **How to subscribe to FlashAlert:**

1. Go to FlashAlert at <http://www.flashalert.net/signup.html>
2. Enter your e-mail address and create a password to create an account. NOTE: you must have an e-mail address to sign up to receive FlashAlert content.
3. Click the Login button. Once you're logged in, you can change your emergency alert settings and/or add additional e-mail/text subscriptions.

**NOTE: FlashAlert has no subscription cost and does not share subscribers' e-mail addresses with other organizations.**

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# Memorial Middle School Code of Conduct

<u>Place</u>	<u>Be Responsible</u>	<u>Be Respectful</u>	<u>Be Safe</u>
<b>Morning Arrival Areas</b> (The cafeteria is open to students upon arrival; the halls open to students at 7:35 am)			
<b>Bus Zone &amp; Front Entrance</b>	<ul style="list-style-type: none"> <li>Enter through the front doors as soon as they open</li> </ul>	<ul style="list-style-type: none"> <li>Wait in the cafeteria until dismissal @ 7:35 am</li> </ul>	<ul style="list-style-type: none"> <li>Once you are on school property stay on school grounds</li> <li>Walk all wheeled items</li> </ul>
<b>Lobby</b>	<ul style="list-style-type: none"> <li>Keep walkway in front of the benches clear</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving until you've made it inside to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Leave the front lobby clear for guests and students</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Get permission from an adult to use A hall restrooms before 7:30am</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom and return so others can use the pass</li> </ul>	<ul style="list-style-type: none"> <li>Before 7:35 am get permission to use the A hall bathrooms</li> </ul>
<b>Common Areas</b>			
<b>Front Office &amp; Counseling Center</b>	<ul style="list-style-type: none"> <li>Wait your turn at the front counter</li> <li>Pre-arrange bus passes by lunch</li> <li>State your purpose politely</li> </ul>	<ul style="list-style-type: none"> <li>Have friends wait elsewhere</li> <li>Patiently and quietly wait for assistance</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Sign in when arriving late or leaving early</li> <li>Phone is for emergency or with permission only</li> </ul>
 <p><b>Halls</b></p>	<ul style="list-style-type: none"> <li>Use a pass during class</li> <li>Put books and belongings in locker</li> <li>Be gentle with lockers</li> <li>Food and unopened drinks stay in your locker before or after school or during passing periods</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and quiet voices</li> <li>Be mindful of noise levels when walking from PE to locker rooms</li> <li>Obey requests made by adults</li> <li>Walk three people or less across</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Keep your locker combination to yourself</li> <li>Keep halls clear for passage</li> <li>Keep your hands, feet and body to yourself to avoid horseplay (pushing/shoving/play punching, etc.)</li> </ul>
 <p><b>Library</b></p>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Pay fees and fines promptly</li> <li>Use computers for stated purpose or assignments only</li> <li>All items must be properly checked out &amp; all items paid for (book fair) prior to leaving</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Use quiet voices</li> <li>Return materials on time</li> <li>If you don't know where a book goes, please return to front of library</li> <li>Use chairs and tables respectfully</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Follow computer rules</li> <li>Keep your hands, feet and body to yourself to avoid horseplay (pushing/shoving/play punching, etc.)</li> <li>Food, gum, and drink FREE ZONE</li> </ul>
<b>Assemblies &amp; Special Events</b>	<ul style="list-style-type: none"> <li>Follow adult directions when entering</li> <li>Walk only on the aisles; bleachers will crack</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively without talking</li> <li>Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated in your original spot</li> <li>Wait for dismissal instructions</li> </ul>



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<b>Place</b>	<b><u>Be Responsible</u></b>	<b><u>Be Respectful</u></b>	<b><u>Be Safe</u></b>
<b>Computer Labs</b> 	<ul style="list-style-type: none"> <li>• Print with permission</li> <li>• Food, gum and drink FREE ZONE</li> <li>• Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>• Work quietly</li> <li>• Push in chairs when leaving</li> <li>• Leave computers as you found them</li> </ul>	<ul style="list-style-type: none"> <li>• Use your own login for security</li> <li>• Use internet appropriately</li> </ul>
<b>Lockers</b> (Hallway & P.E.) 	<ul style="list-style-type: none"> <li>• Keep your combination to yourself</li> <li>• Backpacks stay in locker</li> <li>• Locker decorations allowed on the inside ONLY</li> </ul>	<ul style="list-style-type: none"> <li>• Close locker doors quietly</li> <li>• Use easily removed decorations</li> <li>• Keep your locker clean</li> </ul>	<ul style="list-style-type: none"> <li>• One person per locker</li> <li>• Do not store your belongings in another person's locker</li> </ul>
<b>Benches</b> 	<ul style="list-style-type: none"> <li>• Use benches to sit, keep feet and other items clear of halls</li> <li>• The benches are old; treat them responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the area around benches clear of people</li> <li>• Vacate the benches if asked by an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Keep clear of benches if you are not using them to sit</li> <li>• Report damage or needed repairs to an adult</li> </ul>
	•	•	•
<b>Lunch Recess Areas</b>			
<b>Cafeteria &amp; Courtyard</b> 	<ul style="list-style-type: none"> <li>• Put trash in garbage or recycle bins</li> <li>• Put trays in specified area</li> <li>• If not waiting in line be seated</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices &amp; appropriate language</li> <li>• Touch only your own food</li> <li>• Wait to be dismissed by raising your hand</li> <li>• Follow adult instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and items to yourself</li> <li>• Clean up or report spills</li> <li>• Obey food allergy signs</li> <li>• ALL food and drink stay in the cafeteria and/or courtyard</li> </ul>
<b>Gym &amp; Playground</b>	<ul style="list-style-type: none"> <li>• Use gym/playground equipment responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Be Respectful to peers and obey adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Come quickly and safely when whistle is blown</li> <li>• Remain in designated areas</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Check library lunch schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all library rules</li> </ul>	<ul style="list-style-type: none"> <li>• Follow library rules</li> </ul>
<b>Halls/Restrooms</b>	<ul style="list-style-type: none"> <li>• Get permission from the adults to use restrooms <u>in C Hall</u> during lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Use restrooms promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and items to yourself</li> <li>• Respect when hallways are CLOSED</li> </ul>
<b>After School Areas (Gather your things and leave the building by 2:50, walkers leave campus by 3:00.)</b>			
<b>Bus Areas &amp; Walking Home</b>	<ul style="list-style-type: none"> <li>• Wait patiently</li> <li>• Follow school rules</li> <li>• Go promptly to your bus</li> </ul>	<ul style="list-style-type: none"> <li>• Respect drivers and adults in the bus area</li> <li>• Walkers leave campus as they exit the building</li> </ul>	<ul style="list-style-type: none"> <li>• Stay behind the white safety line</li> <li>• Ride only your bus, unless permission and bus pass</li> </ul>
<b>Hallways &amp; Lockers</b>	<ul style="list-style-type: none"> <li>• Gather your things and exit the building by 3:00</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Close lockers gently</li> </ul>	<ul style="list-style-type: none"> <li>• Walk out of the building using the right side of halls</li> </ul>



## Schoolwide Rules

Be Respectful  
Be Responsible  
Be Safe



## Character Traits

### Personal Responsibility

- Being dependable and trustworthy in all situations
- Being accountable for your own actions and the results of your decisions
- Learning from mistakes

### Courage

- Having the internal strength to follow through on what one believes to be right or fair
- Taking action on personal commitments

### Honesty/Integrity

- Telling the truth even when it's hard; reaching your goals in a fair manner
- Doing the right thing; keeping your word

### Self-Discipline

- Personal improvement by training yourself to control your own impulses, thoughts and actions
- Determination to do whatever it takes to succeed

### Social Responsibility

- Investing in your community by volunteering, voting, community service and showing respect for your country
- Taking care of the environment you live in

### Justice

- Upholding what one believes to be fair
- Being fair-minded in the treatment of others

### Kindness

- Thinking and caring about the welfare of others
- Encouraging others through unselfish acts, being considerate and showing compassion

### Respect

- Recognizing the worth and rights of self and others, the value of property and environment
- Respect includes valuing authority and being courteous to others

## **Student Recognition**

As part of our PBIS program, we honor the good work done by our students in a variety of ways. Some recognition examples include: No Tardy Party, Detentionless Treats, No Missing Assignments Surprises and Pop-Ins. (All rewards are subject to budget and other circumstances)

### **Bear Bucks**

Bear Bucks are awarded to students that are caught doing something right! The Bear Bucks can be turned in for rewards and once turned in they will be part of a drawing that takes place throughout the year.

### **Students of the Month**

Individual teachers select students for Student of the Month. Students are selected for a variety of reasons; some of the reasons are academic growth, effort, citizenship, personal responsibility, caring for others and many more. Student of the Month is really about telling students that we see the progress that they are making and are publicly acknowledging the student. Students of the Month are rewarded with specially designed recognition items, a certificate, a letter home, and their picture is displayed on the bulletin board.



**Bear Bravo** – Bear Bravo notes come home in the mail! Recognition is focused on personal responsibility and good citizenship.

### **Activity Days**



Activity days are prescheduled recognition days for students that have demonstrated academic success, personal responsibility, and good citizenship.

Activity Days will be preplanned and occur approximately every 9 weeks. Students will need to meet the following qualifications:

- C's and above
- 90% attendance
- No major referrals
  - Three minor referrals or less

### **Gold Cards**

Gold Cards are awarded by application process based off of Effort grades in each class. Students must reapply each round. (Approximately every 9 weeks)

## **STUDENT DRESS CODE**

### **Dress Code Philosophy**

Memorial Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## Dress Code Cont.

Memorial Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

### 1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below **must meet this basic principle**.

### 2. Students Must Wear\*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

### 3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is **NOT** allowed).
- Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

### 4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.

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- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Hats in the building

### **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact Principal Gilbert.

## General Information

### **Attendance**

Punctual and regular attendance is important for learning. The State of Oregon considers less than 90% attendance chronically absent. **Parents, please call the office (967-4537) by 9:30 a.m. to let us know the reason for any school time missed.** The parent/guardian must notify the school within three days of the absence or tardy via a phone call, note or email. When this notification doesn't occur, you will receive an automated call notifying you of your student's absence. If a written or verbal excuse is not provided within three school days of the absence and/or tardy, it will be recorded as "unexcused."

We are a Closed Campus. All students who leave school during the day, for any reason, must sign out in the office. Office approval and parental permission is required in all cases.

Students who arrive after the first tardy bell need to report to the front office and sign in, noting their arrival time.

In the case of excessive absences, the principal or designee may excuse absences caused by the pupil's sickness, the sickness of a family member, or a family emergency. An administrator may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. (Policy JED)

**Students considered as "irregular attenders", as defined by ORS 339.065, may be required to have a note on file at the school from a physician in order to be excused for future absences to school. The Truancy Officer will be notified of students with excessive absences.**

#### **Examples of *unexcused* absences or tardies:**

- Sleeping late
- Running personal errands to town
- Babysitting
- Truancy

#### **Examples of excused absences:**

- The student's own illness. The parent/guardian must notify the school within 3 days via phone call or note to be excused.
- Medical statements may be asked for at any

point the principal deems appropriate. Ten days minimum will be excused with a note from home per year.

- Death in the student's immediate family
- Recognized religious holidays in which the student normally participates.
- Unforeseen emergencies or situations where the student has no control and the principal deems appropriate.

### **Absences - Prearranged**

If you know you will be absent two or more days, bring a note from a parent to the office stating the dates and reason for the upcoming planned absence. The student is then given a Prearranged Absence slip or form, which he/she is responsible to use for obtaining assignments before departure. Assignments need to be turned in within a reasonable period of time to be determined by the teacher.

### **After School Academy (MASA) – see pg. 22**

### **Attendance –Tardy Policy**

Being on time for school and each class prepared with all materials is critical to student success. If a student is late for school, they should bring a note to the office from a parent stating the reason, sign in, and report to class. Teachers are responsible for entering tardies. If a student is more than 5 minutes tardy to a class (after having already attended other classes) this will be considered skipping and consequenced accordingly.

The 1<sup>st</sup> unexcused tardy to the same class during the same semester will be a verbal warning from the teacher. The 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> unexcused tardy will result in lunch detention. The 5<sup>th</sup> and any subsequent unexcused tardy to the same class will result in a major referral. This process starts over at the end of the 1<sup>st</sup> semester.

***Being on time to class*** means being in your seat when class starts and prepared with all necessary materials. Students need to be in the locker room by the end of the 5 minutes passing time and be dressed down for PE.

### **Attendance – P.E.**

Any student excused from P.E. for more than three consecutive days may be required to have a statement from a doctor. This is important for the

## Memorial Middle School Code of Conduct 2019-2020

safety and well-being of the student. Students are required to dress down each day for PE. Each semester the students are allowed to have three no-dress-down days without a consequence. After the three days, students will receive a consequence for failure to dress down. Parents and guardians will be notified if the student receives a detention. Students are responsible for laundering their PE clothes at home and bringing them back to school. If laundering is an issue, please talk with your teacher or counselor. Students will be permitted to call home if the PE clothing is forgotten. Students are able to check out a loaner uniform to meet this expectation.

### **Closed Campus**

The campus is closed from the time students board their school bus or arrive in the morning until dismissal in the afternoon. Students are to remain on school grounds during that time unless they have parental and office permission to leave. Bus students may not leave campus and then return to catch the bus.

**At no time before or after school are students allowed to go off campus to Dari Mart or other businesses. If you set foot on the school bus or school property, leaving campus for any reason is not allowed.**

### **Daily Announcements**

Announcements are shown by video or read 2-3 days each week. Also, they are posted on the bulletin board in the office, on the lobby bulletin board and are updated regularly on our website. Hallway bulletin boards also contain information of interest to students and parents.

### **Extra-Curricular Activities**

Students must be in attendance at school **half a day** to be eligible to participate in any extracurricular activity (athletic, music, drama, etc.) The administration may waive this requirement if warranted by circumstances deemed appropriate.

### **Lockers**

**Do not give your locker combination to anyone!** Lockers are to be used by the assigned student only. An individual locker is provided for each student with the understanding that ***the administration will retain the right to have lockers inspected and will regulate their general use.***

### **Communication**

In an attempt to provide information to parents in a timely fashion, several methods have been put in place.

- Teacher emails
- School Messenger - calls contact numbers and provides an audible message, emails newsletters and information, sends text messages to parents who opt in
- Memorial Facebook page:  
<https://www.facebook.com/Memorial.Middle.School.Bears/?fref=ts>
- The school website:  
<http://memorial.albany.k12.or.us/>

### **School District's Check Policy**

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. When paying by check you authorize the recovery of unpaid checks and a \$25.00 returned check fee by means of electronic re-presentment or by paper draft.

### **Student Fees, Fines and Charges**

Education records shall not be withheld for student fees, fines or charges if requested in circumstances described in OR S326.575 and applicable rules of the State Board of Education of such records are requested for use in the appropriate placement of a student. However, in accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid. (JN)

Until such fees and restitutions are paid, students may be restricted from attending or participation in school activities or events that are beyond those provided as part of a free and appropriate public education. (GBAB/JO)

### **Student Information**

The school will not ordinarily disclose personally identifiable information about students without prior consent. If a parent does not want directory information about a student released, they should request a Directory Information Opt Out form from the office. The school may not give out any discipline or academic information to anyone other than the student's parent or legal guardian. (IGBAB/JO)



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## **Investigations by Government Agencies**

In certain circumstances, representatives of law enforcement agencies or the Department of Human Services may interview students on campus during school hours. These officials must inform a school representative which student they wish to interview. The administrator may ask that the interview be held after school. Students may request a staff member to be present; however, the staff member's involvement will remain confidential.

If a student is a potential criminal defendant, the law enforcement officer may attempt to contact the student's parent or guardian before conducting an interview as a courtesy. **The law enforcement officer does not need parent or guardian approval to conduct the interview.** It is left to the discretion of the **law enforcement officer** as to whether parents will be allowed to be present during the interview. The interview can take place even if the school is unable to contact parents or guardians.

Arrests may be made at any time. The police will notify a parent or guardian immediately unless circumstances make notification inappropriate. Every effort will be made to notify a parent or guardian before the normal time of school dismissal. For situations involving child abuse, the person wishing to conduct the interview will decide whether to contact a parent or guardian beforehand. The person wishing to conduct the interview also will decide who will be present during the interview and whether to remove the student from school premises. (See District Policy KN-AR)

## **Substitute Teachers**

Substitute teachers are often called "guest teachers" at Memorial. We expect students to treat them with the same respect and courtesy as their own teachers.

*If a guest teacher sends a student to the office for defiance or disruptive behavior the student can expect administration to address it with them.*

## **Textbooks**

Textbooks are issued to students in most classes. The care of books, materials and equipment is the responsibility of students. Students must pay the district for lost or damaged books and equipment. If a lost book is found, the office will refund money spent on a replacement for up to one year. If the

student owes other fees or fines, the amount refunded will be applied to any outstanding fee or fines. (JN-AR)

## **Visitors**

All visitors are required to check-in with the office and wear a badge while present. Any person not associated with Memorial or who is on campus without permission will be asked to leave.

## School Board Policy KK States

- "Visitors may be permitted on district premises so long as their presence is for constructive, not disruptive purposes and district officials approve of their visit."
- "No individual may trespass in a district facility or grounds. Trespassing means being present in an unauthorized place or refusing to leave when ordered to do so by a duly constituted authority."
- "Students may not visit in other schools in the district or invite friends from other schools to visit during school hours. Requests to allow nonresident students to visit... during the normal school day will be denied."

## **Volunteers**

We welcome volunteers into our building. Contact the office for any questions. All volunteers must have a criminal background check, the form is on the district web page and once approved, you will be able to volunteer at all schools.

# Academics

## **Academic Assistance**

Students may be assigned an academic intervention such as: lunch work sessions, after school sessions with a teacher (arranged with the teacher in advance), and/or academic MASA to assist them in their course.

## **Academic Honesty**

Students must ensure that the work they do is their own. *Copying more than five words in a row from any source without using quotation marks is called plagiarism and it is cheating.* **Copying off the Internet constitutes cheating as well.**

Copying other students' work requires teacher permission. **Students who give or show their work to other students to copy may receive penalties for cheating as well as the person who**

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**copies.**

### **Daily Planner and Homework**

Students are expected to do some homework every day. The amount of time spent on homework will vary with each student.

Each student is expected to use their Daily Planner for all classes. As a school, Memorial teaches students to use an active planner. Homework and assignments should be recorded along with events, standing class dates, and long term assignments. Parents are encouraged to check the planner regularly to help students stay caught up on homework. Late work may be penalized as per individual teacher's policies. **If you lose your planner it will cost \$5 to replace.**

### **Grades**

Students will receive an academic grade, an effort grade and a citizenship grade for each class they take. Scores are based on class work and tests, demonstrated proficiency of standards through assigned projects such as reports, group projects and physical demonstration of skills.

Student progress will be tracked 9 weeks at a time, with a "final" grade each semester. Progress will be measured against the standards which are to be reached by the end of the school year. It is reasonable to expect marks indicating not meeting when first introduced to a standard throughout the year.

### **Make-up Work**

Students must make up all work missed due to absences or suspensions from school. Some work, such as Science labs, is dependent upon class instruction and an alternative assignment may be given. ***Work for absences longer than two days can be requested by phone no later than 9 am to be picked up the same day. Call 541-967-4537 to arrange if you have someone able to pick it up for you while you are out,*** or pick it up from your teachers upon return from your absence.

### **Pinnacle Internet Viewer (PIV)**

This online portal provides students and parents with real time access to their student's performance, attendance and assignment information. Teachers are continually updating their gradebooks and should be current within about a week. Questions about an assignment/grade should be addressed

by the teacher. Once PIV passwords are distributed in the fall, if you have questions call the Counseling Office, 541-967-4643.

The link to PIV is on the Memorial website under "parents" > "students" > "Pinnacle":  
<https://classroom.lblesd.k12.or.us/Pinnacle/002/Gradebook/Logon.aspx?ReturnUrl=%2fPinnacle%2f002%2fGradebook%2f>

### **Report Cards**

Report cards are mailed home at the end of first semester and second semester.

Report card marks are part of each student's permanent record and follow him/her to high school. If the report card indicates that a student is experiencing academic or behavior problems, parents are urged to schedule a conference with the counselor and teacher.

### **Telephones**

The office telephone is available for emergency use and non-emergency use with office staff permission. Leave a message if you cannot get ahold of the person you are trying to reach.

If you need to get a message to your student, please call the office and it will be delivered. (Preferably by 2 pm to ensure the message has time to be delivered.)

## **Student Services**

### **Bicycles, Skateboards, Scooters & Rollerblades**

Bike, scooter, skateboard, and rollerblade riders must follow school and state rules including wearing fastened bike helmets. These items may never be ridden on any district grounds.

There is a bike cage at the back of the building by C hall exit and bike racks in front of the building. It is highly recommended that you bring a lock to help prevent theft, but remove it daily when you leave. Although an effort is made to keep bikes secure, the school district assumes no responsibility for bikes that are vandalized or stolen during or after school hours.

### **Bus Service**

The school district provides bus transportation for many students. The school board decides which students are eligible to ride a bus based on boundaries it sets. Additional information on bus

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routes is available at the school office, online at the GAPS website or by calling the Transportation Department (541) 967-4626. **Afternoon buses begin departing from the Memorial bus-loading zone by 2:50 p.m. daily.** The rules below are posted in all buses, and it is the students' responsibility to know these rules:

### State of Oregon Bus Rules:

- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in the case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons or other potentially hazardous material on the bus (including helium filled balloons).
- Pupils shall remain seated while the bus is in motion.
- The driver may assign seats.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms or head through the bus window.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the bus driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow students and to passersby.
- Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Bus drivers will let the school officials know about students who break safety rules by issuing a *Bus Incident or Conduct Report* to the school office. All reports must be signed by a parent and returned to the school office the next day along with any required writing.

### Bus Conduct Reports:

If your behavior on the bus causes you to be given a Bus Conduct Report, consequences may include:

**1st Report:** Detentions & verbal warning

**2nd Report:** Above plus 3 to 5 school days suspended from bus

**3rd Report:** All of the above plus 5 to 10 school days suspended from bus

**4th Report:** SUSPENSION FROM ALL GAPS' SCHOOL BUSES FOR THE REST OF THE SCHOOL YEAR. This may also affect field trips.

***NOTE: Dangerous and disruptive actions can result in immediate suspension from the bus regardless of the number of previous bus conduct reports.***

### Bus Passes

Students must bring a note from their parent to the office **before school or at lunch recess** and a bus note will be issued. The student will give this note to the bus driver. Students wanting to go to another student's house **must** make arrangements from home and bring a note.

### Boys and Girls Club Bus

Students **MUST** have their ABGC cards in order to ride the bus to the club. If you have given your ABGC paper to the front office and you forgot your pass, come to the office by lunch to get your temporary 1 day pass.

### Bus Bucks

Bus Bucks, like Bear Bucks are one way that your bus driver can recognize you for your positive behavior. They have the same trade-in values and can be combined with Bear Bucks at the Student Store.

### Clubs and Activities

A variety of after-school activities is offered for students. Participants usually meet after school. Available activities and clubs vary each year and may include Robotics Team, Battle of the Books, musical and drama productions as well as other clubs and activities to be announced throughout the school year.

### Computer and Internet Use

Memorial offers students access to a computer network for word processing and Internet learning. Access will enable students to explore thousands of

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libraries, databases, museums, and other information.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The district has installed a filter in an attempt to eliminate student access to such material but it is possible that some such material may get past the filter. For this reason, students must have written parent permission to gain access to the Internet. Parent permission requires agreement with school district policy IIBGA-AR.

Students must also comply with the school's basic computer policies as explained here. Students must be in a class or have a pass to use a computer. No personal email, chat rooms, or violent games, are allowed. School-created Gmail accounts are okay under staff supervision. Students may not download or create any material that contains profanity, pornography, or other prohibited expression, and may not download or purposefully install virus programs. Student-created documents may not contain any references to prohibited expression including those related to sex, gangs or drugs.

Failure to adhere to all school policies will result in the revocation of access to all computer use at Memorial.

### **Counselors**

**Ms. Louk** 7th Grade/AVID Coordinator

**Mrs. Hammond** 6th & 8th grade

Our counselors are here to help support students in the areas of academic, career, social, and emotional development. All students have access to a school counselor. The counselors at Memorial believe:

- All students have the ability to achieve and be successful based on their unique developmental needs
- All students have dignity, worth and have the right to be served by a comprehensive school counseling program
- All students ethnic, cultural, racial, sexual differences and special needs are honored and considered when planning and implementing the school counseling program

### **Mental Health/Threat Assessment**

When students make threats of harm or violence to themselves, the school, or others, adults here take it very seriously. School officials may require that a student receive a mental health assessment, or may conduct a threat assessment and follow recommendations made by the person doing the assessment before the student may return to school.

### **Equal Education Opportunity**

Equal education opportunity and treatment shall be provided to all students enrolled in the district. Students shall not be subjected to unlawful discrimination or to insult, intimidation, or harassment on the basis of age, handicap, nation of origin, race/color, religion, sex, sexual orientation, gender identity or marital status. This anti-discrimination policy applies to both educational and activity programs. It applies to relationships between the staff and students as well as relationships between students. Alleged violations of this policy by students or staff shall be dealt with through regular disciplinary channels.

### **Nondiscrimination Policy**

The district shall promote nondiscrimination and an environment free of harassment based on or because of an individual's race, color, sex, sexual orientation, gender identification, nation of origin, disability, marital status or age, along with any person with whom the individual associates.

### **Internet Safety Tips for Students**

1. Don't meet someone in person you first met online.
  2. Protect your personal information, like your name, date of birth, school, and phone number.
  3. Don't respond to mean or offensive email, comments or postings.
  4. Remember, if you post revealing or identifying videos or photos, you never get them back.
  5. Set your profile to private, and only add friends you know in real life.
  6. Choose a screen name that is appropriate and does not identify you or where you live.
- Go to: [LinnOnline.org](http://LinnOnline.org) for more information.

### **Library**

Mrs. Pigg opens the library to students at lunch. All books, except reference materials, may be checked out for three weeks. Overdue notices are issued weekly, and fines will be charged for late books.

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- You must have a library pass to be in the library unless you are with your teacher
- Treat all library books, computers and furniture with care and respect
- Food, drinks, and gum FREE ZONE
- Electronic devices with permission only
- Taking any materials from the library without being checked out or paid for (book fair) is considered theft.

### Lost and Found

A general lost and found area is located at the West end of B-Hall. More valuable items are kept secure in the Main Office until the owner comes to get them. Lost textbooks are turned in to the library. Check there first if yours is missing. If you find a textbook, please return it to the library. **Taking or keeping an item that is not yours is considered theft.**

## Student Health

### Communicable Diseases

Oregon law spells out requirements for confidentiality in schools and prohibits the release of information about individuals with communicable diseases without the individual's permission. School Board Policies IGAEA, JHCCA, JHCCB contain further information about district practices and procedures regarding AIDS. **A child will be sent home when one or more of the following conditions exist:**

- Temperature above 100.5° F without fever reducing medication (i.e. Tylenol, Advil, Motrin or ibuprofen)
- Diarrhea or Vomiting: Within the last 24 hours

### Rashes and Skin Conditions

Children may get heat rashes, allergy rashes, etc. and these are no problem to other children. Most rashes that can spread disease to other children have a fever first. Anytime there is a rash with a fever, the child should see a doctor. If there is no fever, discuss possible source with the health room assistant. If there is a concern that the child may be ill with an infectious disease, he/she may be excluded from school until seen by a doctor. Some rashes may indicate a possible infection such as meningitis or measles. These are easily spread to other children and can lead to death.

### Diseases Requiring Exclusion from School

- Chickenpox , Measles and Rubella (German Measles) Mumps
- Streptococcal Disease
- Infectious hepatitis or Staph Infection
- Impetigo - may attend if under treatment
- Conjunctivitis or "pink eye" - may attend if under treatment and on antibiotics for 24 hours
- Ringworm - may attend if under treatment
- Head lice or body lice (Scabies) - may attend if child has been treated with appropriate shampoo and no live lice.

***This information is not meant to be inclusive. If there is any question about your child's health, consult your doctor.***

### Hazardous Materials Prohibited

Students may not possess or use the following:

- Aerosol spray containers
- Solvent based products and markers
- White out or correction fluid
- Materials labeled with warning of toxic substances
- Any other material determined by school officials to be dangerous

Exposure to these substances through inhalation of vapors or skin contact may cause organ damage. "The legislative assembly... finds and declares that there exists a significant danger to the public health safety from exposure to art and craft material which contains toxic chemicals." ORS 453.215

### Medication at School

***Students who must take medication at school are required by law to leave the medication at the office.*** For school personnel to administer prescription or non- prescription medication, the parent must complete a medication permission form, which is available in the office.

***Medications must be brought to school in the original container by a parent/guardian, and picked up by a parent/guardian. Pills need to be counted, logged, and initialed verifying the amount received. Non-prescription size must be a small container with 30 or less pills.***

If a student needs to carry an **inhaler**, we need a self- medication form with prescription information on file. ***A prescription label on the inhaler is helpful.*** (Ask your pharmacist for help with this.) A

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complete copy of the board policy governing medications is available on the district's web site and from the school office.

### Student Safety

#### **Alcohol, Drugs and Tobacco**

Students are not to bring, sell, buy, hold for a friend, give, do, eat, drink, carry or anything else having to do with alcohol or drugs. This includes tobacco in all forms.

Report any behavior you know of where students are engaging in drug or alcohol use.

Look-alike drugs and tobacco products are also prohibited. If you pretend something is a drug and give or sell it to someone, pretend to be taking it, or participate in any related behaviors, the incident will be consequenced. Any student involved with or not reporting the possession or use of these substances or look-alikes on school grounds may be severely disciplined. This may include suspension, expulsion, and/or a referral to the Albany Police Department.

#### **Confiscation**

The staff or administration may confiscate items that are not allowed in school, such as laser lights, materials with gang symbols, and inappropriate magazines or toys. This also includes items that are being used in a manner that is disruptive. Gang-related items will be given to the police department. Items used as evidence in the case of serious misconduct may not be returned. Other confiscated items may only be returned to the student's parent. The items must be claimed within 30 calendar days. Past that time, the school may dispose of the items.

#### **Emergency Drills**

Fire drills are held monthly. Earthquake/lockdown drills will be conducted, at minimum, twice yearly. Rules for leaving the building are posted in each room and staff members review these periodically. Information about guidelines for earthquake and lock-down drills will be reviewed in Bear Den classes and shared in the daily announcements. In the event of a school evacuation, Memorial students would go to the WAHS football field, where buses would pick them up and relocate them to the Linn County Fair Grounds.

#### **Search & Seizure**

From reading this handbook it is clear that there are many things you cannot have at school. There may be times when we have "reasonable suspicion" students are in possession of prohibited items. In that case, the school may search within the "reasonable scope" of the suspicion; you, your locker contents, your backpack and your school supplies.

Routine inspections of district property assigned to students may be conducted at any time. Use of drug-detection dogs and metal detectors, or similar detection devices may be used only on the express authorization of the superintendent or designee. (Policy JFG)

#### **Supervision**

The campus is supervised from 7:15 a.m. to 3:00 p.m. Students should arrive after 7:15 a.m. and leave school grounds by 3:00 p.m. unless working with a teacher. Students must be picked up by 3:00 p.m. unless they are participating in a supervised activity.

#### **Surveillance Cameras**

Memorial utilizes electronic devices in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary hearings.

#### **Threats of Violence**

Students making threats against students or staff members or using threatening language will result in investigation, possible consequences, or possible mental health or threat assessment. (see Mental Health). The recommendations of this assessment must be followed before the student may return to school.

#### **Vandalism**

Intentional destruction of school property may result in serious consequences and/or referral to the Albany Police Department.

### Student Behavior

Teaching and learning are the most important goals at Memorial Middle School. It is important, therefore, that school is conducted in an orderly fashion so that both the students' right to learn and the teachers' right to teach are respected. Effective

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steps will be taken to correct any behavior or dress that interferes with these rights to learn and teach.

Memorial's rules and policies are developed in line with Oregon School Law ORS 339.250, which states: "Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school."

Re-occurring discipline issues may also affect a students' ability to participate in Activity Days, Fun Days, Field Trips, etc.

### Cafeteria Conduct

- Students remain in the cafeteria until 7:30 a.m. unless they have a pass from an adult.
- Students must be seated at all times in the cafeteria unless getting or returning food and trays.
- Sitting on tables is not allowed.
- Saving a spot for your friend or crowding in lunch-lines will not be allowed. Students may not take food from others without their permission.
- Saving seats is not allowed.
- When students are dismissed for recess, students may choose to go to the available locations, including the library, outside or the gym.
- Once you have made a choice of a recess location, you must stay there.
- Students may not loiter in the halls or restrooms during recess.
- All food is to be eaten in the cafeteria unless a student is assigned lunch detention or working with a teacher.

### Cafeteria - Food and Drink

Food and drink is only allowed in the designated areas (cafeteria or courtyard) **or** safely stored in lockers.

### Classroom Rules

In the classroom, students are to follow the procedures set by individual teachers. These classroom rules, regulations, and policies are in addition to school policies.

- Be Safe, Responsible, and Respectful
- Be in your seat at the start of class with all materials necessary to do the work
- Wait for the teacher to dismiss you at the end

of the class

- Keep an active planner for all classes and assignments
- Be kind and thoughtful of the rights of others

### Cell Phones / Electronic Devices

If a student chooses to bring an electronic device to school, **we require that they follow these expectations:**

- Students may use phones in the cafeteria before school.
- For the rest of the day, students must turn phones to vibrate/off, but they can remain on them.
- Phone use during class is up to the discretion and class rules of individual teachers.

Please see page 26 for consequences of violating the electronics policy.

*At no time will any personal communication device which allows for a wireless, unfiltered connection to the internet be allowed while on district property or while the student is engaged in school-sponsored activities. The same holds true for any cellular phone or other device that has the capability to take still or motion pictures. In other words, **students are not to take pictures with phones or similar devices while at school.***

### School Rules and Policies

School rules apply on school grounds, at the bus stop, on the bus, at all school-sponsored events, and on the way to and from school.

### Students are not to:

- Smoke or chew tobacco on or near school grounds or carry or keep cigarettes in lockers
- Have or use vape pens at school
- Jump up and touch the overhead sprinkler pipes
- Fight on or near school property
- Destroy, deface or vandalize school property
- Possess or use explosive devices
- Use obscene or profane language, spoken or written
- Show open displays of affection such as kissing, handholding, or hugging
- Possess use, sell or buy alcohol or drugs
- Pretend to use, sell or buy alcohol or drugs
- Use aerosol cans. The spray from aerosol cans

## Memorial Middle School Code of Conduct 2019-2020

is toxic, and sometimes people inhale it purposefully to intoxicate themselves.

Therefore, all aerosol cans are prohibited at Memorial unless students have permission from administration

- Possess or use spray perfume, cologne or body spray on school grounds or bus
- Possess any weapon including firearms, knives of any size or look-alikes

### **Definition of a weapon under Oregon Law:**

Firearm:"(a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device [any explosive, incendiary, or poison gas bomb, grenade, rocket with charge of more than four ounces, missile with charge of more than ¼ ounce, mine, or similar device]."

Dangerous weapon: "any weapon, device, instrument, material or substance which under the circumstances in which it is used, is readily capable of causing death or serious injury." ORS 161.015(1)

Deadly weapon: "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury." ORS 161.015(2)

### **Definition of a weapon according to IDEA:**

"A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious injury, except that such a term does not include a pocketknife with a blade of less than 2 ½ inches in length." 18 USC 930 (No pocket knife is allowed at school regardless of the length of the blade.)

### **Fighting/Physical Contact**

Students are not allowed to fight, encourage each other to fight, or physically intervene in a fight or gather as spectators to watch a fight. Students who see a fight about to start, or in progress should get help from an adult immediately. Students who have information about a potential fight should inform a school adult immediately. **Self-defense means** doing the least you can to get out of a bad situation. Unless you are backed into the wall, you can probably get away and find help. If you stay to fight, you can expect the school to give you consequences even if you didn't start the fight.

Physical contact with intent to inflict harm may result in suspension, expulsion and/or referral to the Albany Police Dept.

### **Forgery**

Forging a parent's signature on any school-related document, such as class progress reports, read-at-home slips, bus passes, or discipline forms will result in disciplinary actions.

### **Freedom of Speech**

The United States is founded on the idea that people should have freedom of speech. In schools, this freedom is balanced with the need to maintain a safe and orderly environment for learning. If you want to distribute posters or flyers, you must get district permission first. Generally, materials may only be distributed that relate to school programs.

### **Fundraising**

While at school, you may only buy or sell school-approved fundraising items to other students and staff. You must have approval from an administrator if you wish to sell fundraiser items from an organization outside the district.

### **Gang Activity**

Memorial has a strong commitment to keeping all gang activity out of schools. Gangs promote violence, drugs, and criminal behavior. Memorial will inform parents of any signs of gang behavior from their children. Consequences, including police involvement, will be given for any gang activity in school. Gang symbols and clothing are strictly prohibited.

### **Gum**

Gum chewing is allowed at Memorial Middle School; however, if the privilege is abused, administration may revoke it at any time. Individual teachers may choose to allow or not allow gum in their classrooms.



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## Hallway Behavior

With more than 600 students in the halls at various times throughout the day, it can be quite crowded. Therefore, everyone must accept and abide by appropriate hallway guidelines much like motorists on our streets and highways. If all students and staff follow a few simple guidelines, the hallways will become safe and user-friendly passages.

- Walk at all times.
- Stay to the right. Take corners wide and stay right; cutting corners is dangerous.
- Keep your hands and feet to yourself.
- Do not block the halls with your groups of friends or when waiting to enter a classroom. Stand close to the walls if you are waiting to enter a classroom.
- Several students walking with their arms interlocked are not OK. No more than 3 students may walk side by side. Congregating means hanging out in groups and is not allowed if it blocks the flow of traffic.
- If you come to the office without a pass, you will be sent back for a pass. Always check in to your class before coming to the office.
- You must have a pass to be in the hallway during class time.
- Go directly where the hall pass says and return immediately to the classroom afterwards.
- Do not engage in horseplay because it almost always gets out of hand.

***Horseplay includes actions such as, but not limited to, pushing, poking, tripping, elbowing, stepping on heels or otherwise making other physical contact with another person, their belongings, or lockers. This is true even if done for fun or as a joke with others who are your friends or relatives.***

## Lunch Recess Behavior

During recess we allow active play. Students may go outside or to the gym for recreation. They may play basketball, touch football, volleyball, soccer and other games. Balls must be returned at the end of recess. It is never OK to purposefully hurt anyone, play too rough and hard during football, or otherwise be mean. **Sportsmanship** means students play as a whole team, not as a one-person team. It also means winners don't brag to the losing team or put them down. Those who lose a game

should not get mad or fight over it. **Do not pick up or throw rocks.**

## Off-Campus and Out-of-School Conduct

Conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## Prohibited and Restricted Items

Students may NOT bring to or use these items at school or on the bus:

- Drugs, alcohol, tobacco, or vape pens
- Weapons of any kind, laser lights
- Fireworks or explosives, sparklers, poppers, etc.
- Matches, lighters, or other items that make flames
- Stink bombs, pepper sprays, and other gases
- Balloons (allowed for school projects ONLY)
- Paper "tacos", rubber bands, all aerosol sprays

## Sell, Buy, Trade, Borrow, Lend, or Gamble

Students may not lend, trade, borrow or gamble for money or items of value from each other.

## Disciplinary Consequences

You are responsible to know and to follow all school and district rules. It is very important for you and your parents to read through this handbook, and ask questions if there is anything you do not understand. We believe all students can succeed and providing a safe and orderly environment plays a key role.

Consequences for misbehavior depend on the severity and frequency of the problem, previous attempts to change student's behavior, the student's prior discipline history, and other relevant factors. Police and parents or guardians will be contacted when the school believes it is appropriate.

Consequences may change throughout the year as the administration and the staff develops more effective strategies. You may be told about any changes as they occur.

## Memorial Middle School Code of Conduct 2019-2020

### **Possible consequences:**

- Community Service/Work Detail
- Apology, Problem Solving or Behavior Plan
- Lunch Detention and Parent/Guardian Contact
- MASCS
- In School or Out of School Suspension
- Police Intervention

### **Detention (Minor Referral)**

Detentions are assigned by staff for minor infractions of school expectations. Parents will be contacted by the staff member when a detention is assigned. Multiple detentions may lead to an office referral and/or removal from school activities. Detention is held during both lunches each day in room B12 and sometimes in the office. Students eat lunch and spend all of the lunch period in detention, and may complete a problem-solving sheet. If poor behavior occurs during detention (not completing the essay, talking, being disruptive or disrespectful), students may be assigned to another day or a disciplinary referral. Students who fail to report to the detention room, or come late, may be assigned more days of detention or possibly MASCS.

### **Office Referral (Major Referral)**

An Office Referral is an official form submitted by a staff person or an administrator to record a student's misbehavior. Office Referrals may result in several day detentions, MASCS, a suspension, or an expulsion.

### **Memorial After School Academy (MASA) + Memorial After School Community Service (MASCS)**

MASA/MASCS may be assigned as a disciplinary consequence, for additional academic support, or through parent/guardian request. MASA, which is primarily for academic support, is scheduled Tuesdays/Thursdays, from 3-4 p.m. and MASCS, which is primarily a behavioral consequence, is scheduled Wednesdays, from 2-3 p.m.

During MASA students are expected to work the

whole time, so they must take enough materials and a book to read. If they are assigned community service in MASCS, they will be helping staff around the school during this time.

Absences from MASCS are not excused unless the parent has made arrangements with Memorial administration. Students who fail to complete a MASCS assignment will be given additional consequences, such as in-school or out-of-school suspension. ***If a parent or student would like to request attendance at MASA for academic support, they must go through their student's counselor, and attendance through this method is on a week-by-week basis.***

### **Suspension**

#### **In-School Suspension (ISS)**

Students may be assigned to one or more days in the office or other assigned classroom. Students are expected to stay busy doing schoolwork sent by their teachers, reading a book, or complete discipline learning packets as assigned. Failure to follow the ISS rules will result in the student being sent home for the rest of that day and possibly the next.

#### **Out-of-School Suspension (OSS)**

Students may be suspended for serious misconduct or repeated minor misconduct.

Serious misconduct includes physical contact, possession of drugs, alcohol or other illegal items, harassment, theft, arson, verbal abuse, profanity, vandalism, repeated minor misbehavior, and defiance. Suspended students may not be on any district school grounds or at any school-sponsored events without administrator approval from both MEMORIAL and the school hosting the event.

#### **Expulsion**

"Expulsion" means not being able to attend the regular school for up to a year. Students who are expelled will go to a hearing with a school district official and then will receive their education through an alternate placement. This might be a home tutor, Alternative School, or other program.

# Memorial Middle School Code of Conduct 2019-2020

## CLASSROOM LEVEL BEHAVIOR MATRIX

\* Teachers may write an office referral for chronic behaviors. Typically, this will happen at the 4<sup>th</sup> incident and on.

\*\* Not every classroom level behavior is listed. Staff will respond in a similar way as to the closest category possible, when appropriate. Certain situations, or behaviors, may result in a different level of consequence, type of consequence, or immediate removal from the setting and sent to the office.\*\*

Student Behavior	1st Offense	2nd Offense	3rd Offense
Language (Non-Directed Profanity)	Warning, conversation with student- model Replacement Language	Conversation with student, call home, buddy room if within the same period	Call home, buddy room if within the same period or sequential days, teacher assigned consequence
Food/ Drinks	Remind, redirect on policy	Remind, redirect on policy, teacher assigned consequence	Remind, redirect on policy, teacher assigned consequence, phone call home
Electronics	Remind about policy, call home	Remind about policy, put in electronic jail, teacher assigned consequence, call home  * return at end of period	Phone turned in to office, student can pick up at end of day, office contacts home
Harassment/ Pestering	Warning, redirect, move on	Redirect, move seats, phone call home	Redirect, move seats, document, phone call home, buddy room
Throwing Objects (small items)	Warning/ conference with student	Warning & teacher assigned consequence	Parent phone call and teacher assigned consequence
Refusal to Work/ Following Directions	Warning/Redirection/Find out "Why"	Conference with student, teacher assigned consequence, Parent Phone Call	Buddy room, teacher assigned consequence, parent phone call
Cheating/ Dishonesty	Warning & Re-Do Activity Independently	Phone Call Home, Re-Do activity independently @ MASA	(Office Referral)
Disrespectful to People	Talk to student/ warning, Empathy Conversation	Reflection sheet, call home, teacher assigned consequence	Talk to counselor, major office referral, peer mediation, call home, teacher assigned consequence
Disrespectful of Property	Warning, conference with student, clean up mess, apologize to owner, possibly replace property	Call home, clean up mess, apologize to owner, possibly replace property	Call home, clean up mess, apologize to owner possibly replace property, teacher assigned consequence
Horseplay	Warning	Parent phone call	Teacher assigned consequence
Class Disruption	Conference/conversation with student	Conference with student, teacher assigned consequence, buddy Room	Call parents, teacher assigned consequence, buddy Room
Tardy	Document in attendance, conference with student, teacher assigned consequence	Document in attendance, conference with student, teacher assigned consequence	Document in attendance, call parent, teacher assigned consequence

**Consequence Explanations:**

Teacher Assigned Consequence – Teacher may choose to assign a lunch detention, or choose another consequence, like wiping down the board, helping to clean room, spending lunch in classroom, etc

Education and Awareness – Student is taught more about their problem area, maybe assigned a task to do.

Restitution – Student replaces/pays for damaged/lost items.

Work Detail – Student performs some type of task that gives back to the school. Ex: washing tables @ lunch

Loss of Privileges – Student loses activity/free time/reward.

MASA – Memorial After School Program – 1 hour of help on schoolwork.

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Electronic Jail – Student places the device in a pouch that is shut and kept on their desk in sight of the teacher.  
 Buddy Room – Student is sent to another classroom to refocus and possibly fill out a problem solving sheet.

### Office Managed Behavior Matrix

Behavior	1st Offense	2nd Offense	3rd Offense
<b>Aggressive Behavior</b>	Parent Contact, D/S: MASCS/ISS/OSS/SRO if needed	Parent Contact, D/S: ISS/OSS/SRO if needed,	Parent Contact, OSS, SRO if needed
<b>Bullying (substantiated)</b>	Mediation, parent contact	ISS, parent contact, no contact order	OSS, SRO involvement
<b>Communicating Threats</b>	Parent contact, D/S: MASCS/ISS/OSS/TA, SRO Contacted	Parent contact, D/S: ISS/OSS/TA, SRO Contacted	Parent contact, OSS/TA, SRO Contacted, Possible Expulsion
<b>Hate Speech</b>	Parent contact, ISS,	Parent contact, OSS,	Parent contact, OSS with possible pending expulsion
<b>Fighting (mutual altercation)</b>	Parent Contact, ISS, SRO Contacted	Parent Contact, OSS, SRO Contacted	Parent Contact, OSS, SRO Contacted
<b>Profanity Directed at Student</b>	Parent Contact, 1-3 MASCS	Parent Contact, 2 MASCS, Behavior Contract	Parent Contact, ISS/OSS, Behavior Contract,
<b>Profanity Directed at Staff</b>	Parent Contact, ISS	Parent Contact, OSS, Behavior Contract	Parent Contact, OSS, Academic Success Program
<b>Alcohol/Drugs</b>	Parent contact, SRO contacted, up to 10 days OSS	Parent contact, SRO contacted, up to 10 days OSS, possible recommendation for expulsion, possible recommendation for diversion program	SRO contacted, OSS pending appropriate procedures for expulsion and/or diversion program
<b>Vaping/Smoking</b>	Parent contact, ISS, SRO contacted	Parent contact, ISS, SRO contact	Parent contact, OSS, SRO contacted
<b>Leaving School Grounds/Truancy/Skipping</b>	Parent Contact, MASCS	Parent Contact, 2 MASCS, Request parent sits with student	Parent Contact, ISS
<b>Chronic Tardies (for each grading period)</b>	Parent Contact, MASCS	Parent Contact, MASCS	Parent Contact, ISS (or parent escort), Tardy Contract, Staff escort for one week.
<b>Chronic Teacher Managed Behaviors</b>	Parent Contact, MASCS	Parent Contact, 2 MASCS	Parent Contact, ISS

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<b>Defiance that “Holds the class hostage”</b>	Parent Contact, D/S: MASCS/ISS/OSS,	Parent Contact, D/S: ISS/OSS, Behavior Contract	Parent Contact, OSS, Behavior contract, modified schedule
<b>Weapons</b>	<b>Knife</b> <b>Gun</b> <b>Other</b>	ISS, TA, SRO contacted SRO contacted, expulsion TBD - Depends on threat potential	OSS, TA, SRO contacted  Possible expulsion
<b>Major Vandalism</b>	Parent Contact, 1 to 3 MASCS, Restitution, SRO if needed	Parent Contact, 2 to 3 Days ISS, Restitution, SRO if needed	Parent Contact, 4 Days OSS, Restitution, SRO if needed

<b>4th Offenses</b>	
May include, as appropriate (not an exhaustive list): <ul style="list-style-type: none"> <li>• ISS/OSS</li> <li>• Parent Conference</li> <li>• Modified Schedule</li> <li>• Academic Success Program</li> <li>• Referral to appropriate team(s)</li> <li>• Safety Plan</li> <li>• Escort to class(es)</li> </ul>	<ul style="list-style-type: none"> <li>• SRO Referral</li> <li>• MASCS</li> <li>• Behavior Contract</li> <li>• CICO/Travel Card</li> <li>• Threat Assessment (Threats, Sexual Incident, Firesetter)</li> <li>• Home Visit</li> <li>• Expulsion</li> </ul>

(D/S - Depending on Severity, **MASCS**- Memorial After School Community Service, **ISS** - In School Suspension, **OSS** - Out of School Suspension, **TA** - Threat Assessment)

***The above consequences serve as a guideline for the administration. However, there are circumstances where an alternative consequence (lesser or more) may be imposed after all facts are gathered.***  
***This does not include all behaviors and/or consequences. Ultimately, the administration reserves the right to determine what is considered misbehavior and the consequences that may be assigned.***

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### **Bullying/Harassment**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is different than conflict. Bullying is done with a goal to hurt, harm, or humiliate.

**In order to be considered bullying, the behavior must be aggressive and include:**

- An imbalance of power: kids who bully use their power-such as physical strength, access to embarrassing information, or popularity-to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once

**The State of Oregon defines harassment as any act that:**

- Substantially interferes with a student's educational benefits, opportunities or performance
- Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school 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 a student
  - May be based on, but not be limited to, the protected class status of a 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

**Memorial Middle School does not tolerate any form of bullying/harassment. Consequences of behaviors listed above can lead to detention, office referral, or suspension (See behavior matrix p. 28).**

For more information on bullying and harassment, please see your school counselor or visit these websites:

<http://www.pacer.org/bullying/>

<http://www.stopbullying.gov/>

**What to do if you feel you are being bullied/harassed:**

- Make an appointment to see your counselor. The counselors can help students identify whether the situation was an act of bullying/harassment or a conflict that can be worked through
- If it's something that puts you in immediate harm or makes you feel unsafe, find the nearest adult and report it to them

**Memorial Middle School Anti-Bullying Contract  
Student and Parent/Guardian Agreement  
2019-2020 School Year**

**We, the students, parents, guardians, and staff of Memorial Middle School agree to join together to stop bullying at our school. We believe that everybody should come to school feeling welcome, accepted, safe, and secure regardless of gender, sexual identity, race, religion, academic, athletic ability, or perceived social status.**

**Student's responsibility:**

- Value student differences and treat all students with respect-treat them as you would want to be treated
- Refrain from acting as a bully or standing by as others are being bullied
- Learn the rules and consequences regarding bullying
- Report honestly all incidents observed of bullying to an adult
- 

**I pledge that I will not bully my peers and will show respect to others. When I witness bullying, I will report it. I understand that if I don't report or stop the bullying, whether I am being a bully or see someone being bullied, I am just as responsible.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

**Parent/Guardian responsibility:**

- Talk with my child about their school day and reinforce anti-bullying policies
- Work in partnership with the school to encourage positive behavior and valuing differences
- Inform the school staff if any bullying has occurred

**I pledge to encourage my child to respect others. I have talked to my child about not becoming involved in bullying, including as a bystander. I have asked my child to report any bullying immediately.**

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

## Academic Language Scripts

### Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to do this...write this...draw this...pronounce this...solve this?

### Interrupting

- Excuse me, but...(I don't understand)
- Sorry for interrupting, but...(I missed what you said)
- May I interrupt for a moment?
- May I add something here?

### Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that: ...?
- Could you please explain what \_\_\_\_\_ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- So do you mean...?

### Probing for Higher Level Thinking

- What examples do you have of...?
- Where in the text can we find...?
- I understand...but I wonder about...
- How does this idea connect to...?
- If \_\_\_\_\_ is true, then...?
- What would happen if...?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- How do you know that? Can you give an example?
- Is there another way to look at this?

### Expressing an Opinion

- I think/believe/predict/imagine that...
- In my opinion...
- It seems to me that...



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- Not everyone will agree with me, but...

### Building on What Others Say

- I agree with what \_\_\_\_\_ said because...
- You bring up an interesting idea. I wonder...? I think...Do you think...?
- I thought about that also, and I'm wondering why..?
- I hadn't thought of that before. You make me wonder if...? Do you think...?
- \_\_\_\_\_ said that...I agree and also think...
- Based on the ideas from \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ it seems like we all think that...
- That's an excellent point, and I would add...

### Soliciting a Response

- Do you agree?
- \_\_\_\_\_(name), what do you think?
- Can someone else ask a question or offer an opinion?
- \_\_\_\_\_(name), what did you understand from that answer?

### Disagreeing

- I don't really agree with you because...
- I see it another way. I think...
- My idea is slightly different from yours. I believe that...I think that
- I have a different answer than you...

### Offering a Suggestion

- Maybe you/we could...
- Here's something you/we might try.
- What if you/we...?

### Classroom Reporting

- \_\_\_\_\_ explained to me that...
- \_\_\_\_\_ pointed out that...
- \_\_\_\_\_ mentioned that...
- \_\_\_\_\_ shared with me that...
- \_\_\_\_\_ brought to my attention that...
- \_\_\_\_\_ pointed out something (interesting, intriguing, surprising)