

PREFACE

Hines Middle School Mission Statement:

Hines 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.

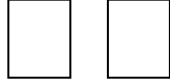
Our mission at Hines Middle School is to prepare contributing members of society while embracing our community's culture.

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.

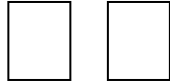
Any information contained in this student handbook is subject to revision or elimination from time to time without notice.

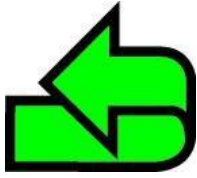


1. Parents will be notified of their children's academic progress through the use of ParentVUE. Students are required to fill out planners daily, in every class, and record grades and missing assignments on Thursday, which will be brought home to parents for review that day. **Parents will review and sign the planner by the following Monday.** Grades can be accessed on-line through the ParentVUE system at the school district web page at www.burnsschools.k12.or.us. Login information is provided to parents at the onset of the academic school year.
2. Parents will receive student's individual state assessment results following each school year. The HMS state report card is also available at www.burnsschools.k12.or.us.
3. Parents are encouraged to review all grade-level curriculum standards at www.ode.state.or.us/go/newspaper. They may also request a free copy of the Oregon State Standards newspaper from the Oregon Department of Education.
4. Parent and community feedback is always welcome and encouraged.



Harney County School District #3 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.





WHERE TO GO / WHAT TO DO

If you...

- ✓ Are **absent**, have a parent/guardian call the school office (573-6436) 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 request a Pre-Arranged Absence form from the front office to complete, have your parent sign, and return to the office for final approval by the Principal. It is the student's responsibility to collect any assignments and return the form for review prior to the absence.
- ✓ 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 main 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 the office staff.
- ✓ Want to know if you are eligible to attend **dances**, see the office staff.
- ✓ Need information on **graduation requirements**, see this handbook or the Principal.
- ✓ 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 the Principal or office staff.
- ✓ Are **sick**, secure a pass from your teacher to come to the office.
- ✓ Want to participate in a **sport**, see the coach or contact the office staff.
- ✓ Are interested in running for a **student body office**, contact the Leadership Advisor.
- ✓ Know someone who needs **help with supplies**, contact office staff.
- ✓ Need to use a **telephone**, you must first obtain permission from a staff member.

WHAT NOT TO BRING TO SCHOOL

PERSONAL ELECTRONICS:

Cell phones may be brought to school, but may **NOT** be used inside the classrooms. Cell phones may be used with teacher permission, within the hallways and during lunch (excluded cafeteria while eating lunch). Students caught using their cell phones, without permission or during prohibited times, will be subject to the following progressive discipline:

1. 1st offense – Warning Issued.
2. 2nd offense – Phone will be temporarily confiscated and the student can collect it at the end of the school day in the front office.
3. 3rd offense – Phone will be temporarily confiscated and a parent must collect it from the front office.
4. 4th offense – Phone will be confiscated and the student forfeits ability to have a cell phone at school.

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

See page 18, for information on cyber bullying.

PROFANITY:

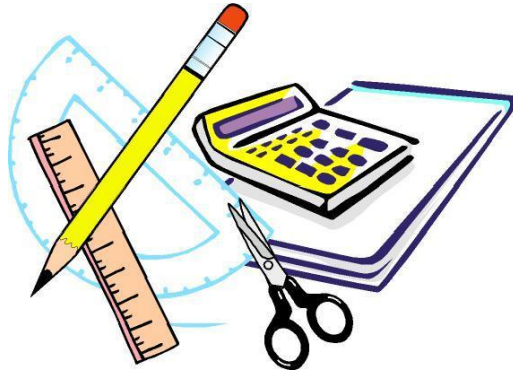
Hines Middle School promotes self-respect as well as respect for others. Students will not use profanity, inappropriate language or obscene gestures while at school or school activities. Students who use profanity will be subject to disciplinary action. Any use of profanity toward a staff member will 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, holding hands, 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

Superintendent's List - GPA, 4.0

Principal's List - GPA, 3.5-3.9

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.

HMS Honors League: Any student receiving a cumulative GPA of 3.8 or better and currently enrolled in academically standard classes, or a GPA of 3.6 if student is enrolled in an advanced placement course, will be considered for membership in HMS Honors League. Students who exceed 3 discipline referrals or one severe DR may not be considered. Students must maintain their grade point average and/or discipline expectations in order to remain in HMS Honors League. For recognition, 6th grade students 1st and 2nd quarter GPA will be used, and cumulative GPA for all 7th and 8th grade students.

Student previously inducted into the HMS Honors League that do not meet the GPS requirements the following year, will be placed on academic probation for 1 school year, but not removed from the league. These students will not be able to participate in the ceremony during that year of probation.

ADMISSION TO HINES 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.



ALTERNATIVE EDUCATION NOTIFICATIONS

Students may be placed in an alternative education program if the following occur:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered: *
4. When a student is expelled; *
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

*If a student is facing expulsion, an individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

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.
- ✓ 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.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

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 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.

Pre-arranged absences

Parents and students are encouraged to make arrangements in advance of an absence. Students should pick up a Pre-Arranged absence form from the front office, complete it, and have their parents sign it prior to returning it to the office for review. The Principal will honor parental requests for a student to be excused for reasons considered legitimate by the administrator, however, **the final approval is at the discretion of the administrator, and the absence will not be approved if it will jeopardize the student's ability to acquire passing grades.** It is the student's responsibility to collect work for the absence and collect any missing work as well.

Unexcused absences

All absences are considered to be unexcused until the parent or guardian calls or sends a note to the school with an acceptable explanation within two days of the student's return to school. An administrator may consider a parental request to excuse an absence beyond that time. **Unexcused absences** may include such things as car trouble, babysitting, sleeping in, missing the school bus, shopping, working, hair appointments or running errands.

Absences and Excuses

Parents and guardians should be aware that according to Oregon law, they are not given absolute authority to excuse their students from school. This is determined by the administrator or designee.

Absence from school may be excused under the following circumstances:

- Illness of student - doctor's note may be required if over 3 days. Not participating in PE over 2 days will require a medical note.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that pose a threat to the health and welfare of the student or an immediate family member.

- School sponsored or school approved activities.
- Medical or dental appointments. Confirmation of an appointment may be required.
- Pre-approved release from a classroom activity or lesson on the basis of a disability or for religious or ethnic considerations.

Parents Notification

If the student has no history of irregular attendance the local school will first notify the parent about the current attendance issue. Attendance letters will include the total number of days absent and the attendance percentage. If the student continues to have irregular attendance, the parent will receive a letter, which will be delivered by a law enforcement officer.

If a student continues to miss school after receiving the letter from the attendance advocate, they will receive a citation to appear in court and may be fined.

Dismissal Requests and Checkouts

Students must check in and out of 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 as otherwise provided by law.

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 parent, as appropriate.

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

Truancy

Any student who is absent from school or off campus without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, Friday school and/or ineligibility to participate in athletics or other activities. Law enforcement may be notified.

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 teacher 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 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 tardies may be made up on the student's time, in after school detention or

Friday school.

- Students tardy to two or more classes per day may be issued a Discipline Referral.
- Students tardy to the same class three or more times in a trimester may be issued a Discipline Referral.

BICYCLE/SKATEBOARDS 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.

BUS SAFETY - RULES AND REGULATIONS

The purpose of the bus policy is to provide for the safety and well-being of all students. Any time a student is denied the privilege of riding the bus, parents will be notified of the exact reasons for loss of privilege, date the student will be off the bus, date the student may resume riding and the right to appeal.

During adverse weather conditions, the superintendent may alter bus schedules or cancel bus services. **Notice of altered bus schedules will be made using the district automated home service.**

Parents having questions concerning bus routes or rules and regulations may contact Wade Peasley, Transportation Director. The telephone number is 573-2163.

TRANSPORTATION REGULATIONS

Safety is of prime importance. The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through the bus windows;
11. Students will have a green bus slip from the office to go to a different stop;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;

16. **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;**
17. The school is not responsible for lost or stolen personal property.

Video Cameras

Video cameras may be used to monitor student behavior to ensure the health and safety of students and staff on school transportation vehicles transporting students to and from school and extracurricular activities. Students who violate district rules of conduct shall be subject to disciplinary action. (See District Policy EEACCA)

Disciplinary Procedures for Violations of Transportation Rules

Students in grades 6-12 will receive one verbal warning prior to being issued a citation by the bus driver, unless the incident is a serious safety issue, interferes with the safe operation of the bus or involves serious disrespect to the bus driver or other students. Following the warning, students will then move directly into the citation process. Reports will be sent to the school and the parent/guardian.

1. First Citation:

The driver verbally restates behavior expectations and issues a warning. The driver may assign the student to a particular seat.

2. Second Citation:

The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the principal, the student, and/or, the parent, the bus driver, the transportation supervisor.

3. Third Citation:

The student receives a 5-10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations:

Any Severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor involving the student, the parent, the bus driver, the transportation supervisor and the principal.

In all instances the appeal process may be used if the student and/or parent desire. Parents may contact the school for the appeal procedure.

BUS STOP RULES

Rules at a bus stop are the same rules that apply to students at school. Students are to stay off private property. There is to be no horseplay, fighting, bullying or harassment of any kind. Students who create problems at bus stops will be reported to parents and then removed from the bus stop if problems continue.

Students are required to go directly home or to their designated location after being dropped off at their bus stop at the end of the day.



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. Free and reduced lunch forms are always available in our office.

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.**

Home Lunches

Our responsibility is to see to it that students are well supervised during the school day, including lunchtime. Students eating at home must have prior parent permission and sign-out in the office when leaving and sign-in when they return;

- Students who leave the school grounds during the lunchtime without first having proper permission will be considered truant;
- Students are not allowed to attend lunch at other students' homes.

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. This includes the lunch period with the exception of those students who have permission from their parent to go 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. Ten students are drawn from these, each month, to be recognized at Scotty Assemblies.
- Monthly drawings may be held during the Scotty Assemblies for students that have not received any discipline referrals for the year.
- Positive notes and phone calls go home to parents for students' good behavior.
- 6th, 7th and 8th grade students that demonstrate good behavior earn dance privileges.
- End of the quarter (beginning with Quarter #2) activity awarded to students with no report card F grades and who meet the discipline criteria.
- Scotty Legends nominations will be made by staff each month, for students who demonstrate outstanding citizenship, moral values and ethics. These students will be recognized each month, at our Scotty Assemblies.
- 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:

August	Welcome to HMS! At HMS, we are Classy!
September	Fair
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 extra-curricular 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.

2nd Quarter

- Students must be enrolled and attend Hines Middle School as a full time student.
- 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, drug, vandalism; serious threats, physical violence or violation of internet use during Quarter 1 or 2.
- Students must receive no report card F grades on Quarter 2 report card.

3rd Quarter

- Students must be enrolled and attend Hines Middle School as a full time student.
- Students must receive no more than 6 total discipline referrals during Quarters 1, 2, and 3.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drug, vandalism; serious threats, physical violence or violation of internet use during Quarter 1, 2 and 3.
- Students must receive no report card F grades on 3rd Quarter report card.

4th Quarter

- Students must be enrolled and attend Hines Middle School as a full time student.
- Students must receive no more than 7 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, drug, vandalism; serious threats, physical violence or violation of internet use during Quarters 1, 2, 3 and 4.
- Students must receive no report card F grades on 4th Quarter report card.

8th Grade Promotion Festivities

- Students must be enrolled and attend Hines Middle School as a full time student, for participation in the graduation ceremony and dance.
- Students receiving more than 3 report card F grades and/or more than 7 discipline referrals for the year may lose the privilege of attending the dance. The final decision for eligibility rests with school officials.
- Students receiving discipline referrals for serious infractions may be excluded from participation. These could include referrals for alcohol, tobacco, drug, vandalism; serious threats, physical violence or violation of internet use during Quarters 1, 2, 3 and 4.
- Students in alternative educational placement may not be eligible to attend the HMS promotion ceremony or dance (particularly if there is a history of behavioral problems or if the student has been removed from HMS for behavioral reasons).

PLAYGROUND

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

GENERAL RULES included 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 baseball mitts. School is NOT responsible for personal equipment.
- No rock throwing. No spitting. No foul language.
- No skateboarding at any time.
- Playground areas are **off-limits to students between 3:30 p.m. and 4:30 p.m. daily**
- **No snowball throwing** or kicking snow.

HINES MIDDLE SCHOOL HAS THREE BASIC RULES:

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

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 transportation.

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 **or drugs**, including drug 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.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to school property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended at least twice for possessing using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A meeting with the parent/guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 1863.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as

provided by ORS 475.999.

*** Expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement on a case by case basis. Any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum of five years imprisonment, \$125,000 fine.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury;

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

Firearm is defined in federal law as 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. This includes the frame or receiver of any such weapon or firearm, muffler or silencer;

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

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

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 (DR) may be needed. Once a DR 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 officer 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.**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.

Noon 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 and may bring a sack lunch from home, or have one provided by our kitchen.

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.

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.

IN-HOUSE 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.

- **A student that reaches 8 discipline referrals may be placed in an alternative educational program. A meeting will be called with the parent of the student.**

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 put in his/her current school placement unless the district has obtained a hearing officer or court order to change the student's placement.

BULLYING/HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING

According to Harney County School District #3 Policy JFCF/GBNA:

Hines Middle School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying, including cyber bullying is strictly prohibited and shall not be tolerated in the District. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in the investigation or inquiry is also strictly prohibited.

Students who have engaged in behavior prohibited by this policy will be subject to remedial action and discipline which may include referral for counseling, loss of privileges and other discipline up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Individuals may also be referred to law enforcement officials.

THREATS

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

ACCORDING TO DISTRICT POLICY JFCM, WHEN DETERMINING APPROPRIATE DISCIPLINARY ACTION FOR A STUDENT THAT THREATENS THE SAFETY OF ANOTHER STUDENT OR STAFF MEMBER, THE BUILDING PRINCIPAL SHALL CONSIDER:

- ✓ Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property;
- ✓ Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
- ✓ Requiring the student to be evaluated by a mental health professional before allowing the student to return to the classroom setting.

The building principal shall ensure notification is provided to:

- ✓ The parent of any student in violation of this policy and the disciplinary action imposed;
- ✓ The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
- ✓ Any school employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

The Principal will provide necessary information regarding threats or violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

If it is determined that the offense is credible:

- ✓ Parents will be advised that the student must complete the following before he/she can return to the school district
 - A safe schools evaluation from a certified person or agency
 - A plan to ensure the success of the offending student upon return to school
 - Plan will be written based on information from safe school assessment
 - Support team of parent, principal or designee, mental health assessing agency, student and superintendent or designee will meet to create plan
 - A consideration for special education evaluation will be made at this meeting
 - If agreed upon by team and plan is written, student may return to school as long as plan is followed
 - A formal written plan with signature lines will be distributed to parent, administration, assessing agency and teachers of the student
 - If plan is not upheld, the school has the ability to remove the student again

CYBERBULLYING

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by staff, students or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any

electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal. Under the new cyberbullying laws, it is important for parents to know that the school must act on any reports of cyberbullying, even if it has occurred outside of the school day.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law enforcement if necessary. (School Board Policy JFCF).

Cyberbullying/Harrassment will be covered in our curriculum in Computer Applications/Health and covered in school wide assemblies at the beginning of our school year.

GENERAL RULES AND EXPECTATIONS ALSO INCLUDE THE FOLLOWING:

- Students are to treat school property with respect. Chromebooks, books, chairs, desks, tables, etc. are not to be abused or defaced. Fees will be assessed for damage.
- Candy/food/gum permitted only with teacher approval.
- Students are encouraged to leave valuable personal items such as iPods, MP3s, cell phones, video games, etc. at home.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. The written statement of the local health officer removes this restriction.

COMPLAINTS

Open communication is an important part of the educational process and is encouraged at Hines 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. Often times, 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, and it must be returned to the school office prior to using the computers.

STUDENT NETWORK RESPONSIBILITY CONTRACT

Please read the following carefully before signing this document. This is a binding contract and must be signed before you will be given internet access.

The Internet is an electronic highway connecting thousands of computers all-over the world and millions of individual people. Students, teachers, support staff, parents and community members access the internet at school for plethora of reasons related to the educational environment. With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The Harney County School District (HCS#3) has taken every available precaution to restrict access to controversial materials.

However, on a global network it is impossible to control all materials. We firmly believe that the

valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals within each school. Attached are guidelines provided to establish the responsibilities you are about acquire. If any user violates any of these provisions, his or her access to the internet will be terminated and all future access could possibly be denied. The signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

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 Harney County School District #3. 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 secret. 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 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 HCSD 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 HCSD#3 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:** HCSD#3 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. HCSD#3 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:** HCSD#3 may occasionally require new registration and access information from you to continue providing services.

All Terms and Conditions as stated in this document are applicable to the Harney County School District #3. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be

governed and interpreted in accordance with the laws of the State of Oregon, United States of America.

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 student: "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 HCSD#3 has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for HCSD#3 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 HCSD#3 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 Harney County School District #3 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.

The following services are available to each student and hosted by Google as part of Harney County School District #3's online presence in Google Apps for Education:

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. For more information about Harney County School District #3's Google Apps for Education implementation, please visit http://www.burnsschools.k12.or.us/google_apps_support.htm.

Technology use in the Harney County School District #3 is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Harney County School District #3's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

** COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

** FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a username@harneyesd.k12.or.us email account. This account will be considered the student's official Harney County School District #3's email address until such time as the student is no longer enrolled with the Harney County School District #3.
2. **Prohibited Conduct.** Please refer to the Board Policy IIBGA, Administrative Regulation IIBGA-AR, and the Consistent Discipline Handbook.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Harney County School District #3. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Harney County School District #3 cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Harney County School District #3 and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google systems, including current and archival files of use accounts when there is reasonable suspicion that unacceptable use has occurred.

CONFERENCES, PARENT-TEACHER-STUDENT

Parents are expected to attend our student-led conferences to see how their student is performing in

school, as this is a part of the student's grade. Student-led conferences are scheduled twice a year. 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 541-573-6436.

DANCES

Students are required to observe the school dress code for all dances. 6th, 7th and 8th grade students are allowed to attend. No guests will be admitted. Students with one major discipline referral or more than 3 minor ones, from one 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 dances. We have a "No Return Policy" at our 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.

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/manner 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 midriffs or underwear are not allowed.
- ✓ Low-cut tops may not be worn. Necklines are required to be higher than the straight line from the top of the students' underarm across to the opposite underarm.

- ✓ Tops that have spaghetti straps or an open back are not appropriate.
- ✓ Clothing worn under “see-through” tops must follow the criteria above.
- ✓ Shoes must be worn at all times. Slippers are not allowed.
- ✓ Clothing must not advertise, represent or portray alcohol, tobacco, drugs, sexual or discriminating messages of any kind.
- ✓ Dresses, skirts and shorts must be mid-thigh (mid being outlined at the middle of the students in questions thigh).
- ✓ Chains or other noisy or dangerous items attached to clothing are not allowed and must be removed for safety purposes.
- ✓ All forms of head coverings must be removed when in the building, including caps, bandannas, headbands worn across the front of the forehead, visors and hairnets (unless doing cafeteria work).
- ✓ Sunglasses may be worn outside only. They are not allowed in the building.
- ✓ No inappropriate messages on clothing.
- ✓ Jewelry is prohibited if it creates a safety hazard.
- ✓ Coats are not to be worn in the classroom.
- ✓ Back packs and purses are to be left in lockers.

** Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards 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.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of dangerous drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. As part of our program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to students within the Health curriculum and guest speakers. The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of dangerous drug, alcohol and tobacco use.

Parents are encouraged to contact the principal for information on district and community resources available to assist students in need.

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.

EMERGENCY SITUATIONS and EMERGENCY DRILLS

- One fire drill per month
- Teachers will discuss and post procedures and escape routes near each classroom door showing

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
- Minimum of two safety mode drills per year
- 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 park located in front of the State Police Office in Hines.
- 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 information provided on emergency forms and submitted by parents to the school.

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, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

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.

Please select an emergency contact where your children may call or stay in the event you are away from home. 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 and emergency information can be obtained by calling the HCSD#3 hotline number @ 541-573-6811. The office maintains emergency contacts for all students in case of an emergency, but it is up to the parent/guardian to keep information current.

Our office also calls 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. The coach or school may suspend cell phone privileges, either as a preventative or disciplinary action, at any time.

FEES

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

1. Club dues;
2. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications (including Yearbook), etc.
5. Student accident insurance and insurance on school-owned instruments;
6. Instrument rental and uniform maintenance;
7. Fees for damaged library books and school-owned equipment;
8. Field trips considered optional to the district's regular school program;
9. Locker shelf rental;
10. Participation fee or Pay-to-Play fee for involvement in activities/athletics.
11. Any additional material fees for some of the elective classes.
12. Field trips considered optional to the district's regular school program;
13. P. E. towel fee for P.E. or athletics;
14. School student planner/handbook; (if lost or destroyed, this will need to be replaced)
15. 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 8th grade students, this could include having the privilege of participating in the 8th grade promotion ceremonies revoked. All such materials shall be released upon payment of moneys 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 school must have a parent permission slip signed by each student's parent or guardian. Permission slips will be sent home by the supervisor in charge of the field trip several days before the trip occurs. While on a field trip, school rules and regulations apply. 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 received, 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. School Board Policy IGDF.

GANGS

- Defined as group that identifies itself by name, unique appearance or language, claiming geographical territory or having a distinctive belief system that may result in criminal activity
- Gangs are not allowed
- No students shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, tattoos, haircuts, brow shaving or symbol demonstrating gang affiliation
- No student shall use speech, either verbal or non-verbal (gestures, handshakes, etc.) demonstrating gang affiliation
- Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

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 trimester, *but do not necessarily demonstrate proficiency in state content standards*. Grades are issued each quarter and will be mailed home. Grades can also be accessed online at within parent/guardians ParentVUE account. Contact our office at (541) 573-6436 for information on accessing online grades.

Attendance may be considered in determining a student's grade. It will not be the sole criterion used to determine a final grade.

GRADING POLICY

At Hines Middle School, we place a high priority on increasing student achievement through teaching student responsibility and organization. We realize these years are transitional ones and believe by being consistent; we can assist our students with this transition. Therefore, we have come together as a staff and devised a uniform grading policy.

1. Students may correct any paper that is below a 70%. Teacher will determine due date.
2. Papers are due on their due date or students receive no credit for that assignment.
3. Some teachers may have extra credit available; however, extra credit will only be accepted if all other work is in.
4. Students will review their grades via their StudentVUE account weekly at a minimum and report home to their parents via their planner at least once per week, on Thursday's.
5. Every Thursday, beginning the week after Harney County Fair, students will be given time during each class to check their current grade and write it in the yellow section of their planner.
6. Parents are expected to sign their student's planner sometime between Thursday evening and Monday morning of each week. **PLEASE DO NOT SIGN PLANNERS IN ADVANCE.**
7. Progress Reporting is completed every 3 weeks, and if your student receives a progress report, you will be notified via mail or e-mail indicating the receipt of a D or F grade.
8. Athletes must meet academic requirements outlined in the athletic policy in order to participate in extra-curricular activities.
9. Students on an Individualized Education Plan (IEP) may be allowed modifications on their plan for grading purposes. Please contact their case manager.

HOMELESS STUDENTS: District provides full and equal opportunity to students in homeless situation. 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. Is given in addition to in-class assignments in some classes

STUDENT PLANNERS and BINDERS

PLANNERS

School planners can be purchased in the office and 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 communication with parents.

Planners will be graded each week on the following criteria:

- | | |
|----------|--|
| 5 points | Assignments and objectives written for all subjects each day. Weekly grade for each subject is written in the section on bottom of page. Parent/guardian has signed planner. |
| 4 points | Assignments and objectives written for three of the days for each subject. Weekly grade for each subject is written in yellow section on bottom of page. Parent has signed planner. |
| 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.

BINDERS

Students are expected to keep their binder organized, using the following procedures:

1. Make a tab for each subject and put them in the order the class is attended.
2. Daily work (finished, unfinished and corrected) will be three hole punched and put BEHIND the appropriate tab for that subject. A section could also be created for important papers to be given to parents.
3. Student Planners should be kept in the front of the binder for easy use and family sharing.
4. Completed, graded work is to be kept until Progress Reports have been issued. After checking their missing work list against the papers in their binder, papers should go home for parents to see.
5. Binders will be checked by advisory teachers every three weeks for organization.
6. The use of pouch folders is discouraged, as papers are loose and could be lost.

PROGRESS REPORTS and REPOR 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. The grading periods are located on the school calendars located at www.burnsschools.k12.or.us.

REQUIREMENTS FOR EACH GRADE LEVEL

All grades are required to take one full year of math, language arts, science, 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 is not provided
- District policy {IKE} states the final decision for placement rests with school authorities
- Promotion Requirements include:
 - Be enrolled and attend Hines Middle School as a full-time student
 - All fees/fines must be paid in the office.

IMMUNIZATION/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

INSURANCE, ACCIDENT

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance.

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 noon 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 each student.
- 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 nonprescription medication.
- Medications must be brought to school by the parent/guardian in its original container.
- Medications are kept in school office, except when physicians direct us otherwise.
- Medications left in office 5 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.

RIGHT TO FREE SPEECH AND PRESS

Students are granted the right to express their opinions verbally or in writing, but school officials may

review publications and speeches to make sure they are free of slander and libel and will not cause disruption of the school environment. All items written for publication, distribution or expression at school are considered part of the school's instructional program and must meet standards dictated by the school district.

RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

- Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
- The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion and decisions, which the student believes; injure his/her rights;
- The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- The right to privacy, which includes privacy in respect to the student's education records;
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

SEARCHES AND QUESTIONING

Searches—See School Board Policy (JFG)

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of law, board policy, administrative regulations, and school rules (New Jersey v. TLO, 1985). In addition, students may be asked to sign a "Consent to Search" form documenting their permission for the search.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Items found that are a violation of law, policy or regulation may be seized and turned over to law enforcement or returned to its rightful owner.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Principal or designee will be present when possible. An effort will be made to notify the parent of the situation, unless directed otherwise by law enforcement personnel.

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials will be notified. School personnel may be excluded from the investigation procedures, and may be prohibited from contacting parents. The Principal or designee has the right to question students without parental presence in order to preserve the safe operations of the school.

SOCIAL SECURITY NUMBER

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

SPECIAL PROGRAMS

The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

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.

STUDENT ASSESSMENT

Students are assessed annually at Hines 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.

TALENTED AND GIFTED PROGRAM

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

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.

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 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, Enrichment Day, end-of-year activities, etc.

At Hines 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.

*“Individual commitment to a group effort—that is what makes a team work,
a company work, a society work, and a civilization work.”*

Vince Lombardi

