

Parent/Student Handbook

2023-24

HOME OF THE WOLF PUPS



Core Values:

Community, Innovation and Learning, Diversity, Expectations and Responsibility

Mission Statement:

North Marion, learning together to cultivate lifelong growth.

Vision Statement:

Communities engaged and unified in providing all students equitable access to their chosen path.



NORTH MARION
SCHOOL DISTRICT 15
INTERMEDIATE SCHOOL

North Marion Intermediate School | 20237 Grim Road NE | Aurora, OR 97002

Phone: 503-678-7114 | Fax: 503-678-7187 |

Principal: David Sheldon | 503-678-7111 | david.sheldon@nmarion.k12.or.us

Vice Principal: Michael Clutter | 503-678-8558 | michael.clutter@nmarion.k12.or.us

Dear Parents and Students,

Welcome to North Marion Intermediate School. In our district and school we strive to serve our community by living the words in our district mission statement. We learn together as a community understanding our diversity and adopting a growth mindset. We focus intentional energy into developing wonderful opportunities for learning and growth to happen for a lifetime. We hope you find our school an amazing place where each student and family feels connected, welcomed, empowered, engaged, and safe.

Every employee in our school community works hard to make sure we offer you the best environment, education, and future possible. This includes our teachers, the administration, our custodians, kitchen personnel, and the office staff. We are all here for one purpose: Educating your children!

You can help us by reading the Parent/Student Handbook so you know the expectations and guidelines to create an environment for student, parent, and staff success. Once you read this manual, and if you have unanswered questions, please contact our office. If you would like to meet in person we embrace that opportunity. Please call the office and schedule a time and person with whom to meet.

We are so excited to meet new faces and greet those we already know! We look forward to serving you.

With warmest regards,

David Sheldon
Principal

PREFACE

The material covered within this student/parent handbook is intended as a method of communicating with students and parents regarding general district information, rules and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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.

Academic Expectations and Grading

Our belief is that students thrive academically when classroom engagement is aligned and rigorous, teacher and peer feedback is timely and designed to improve performance, and when student supports are offered.

Academic Accountability

- All students are responsible in partnership with staff for their academic success. When students are not successful, as demonstrated through grade reports and test scores, teachers and school administration will intervene appropriately.
- Parents who have concerns about their student's academic progress are encouraged to contact their student's teachers to determine appropriate supports or interventions available.

Class Creator

- We use a program called Class Creator to assign students to a classroom. This program uses a variety of information from the students' current teachers and sorts them into equitable classes for the next school year.
- We strive to ensure that every student is placed in a classroom that is best suited to their individual needs and learning styles.
- Class placement decisions are made based on a range of factors including academic, social and emotional development and peer relationships.
- Our ultimate goal is to create a balanced and diverse learning environment that maximizes the potential of each student.
- We understand that parents may have a preference for a particular teacher or friendship grouping, we cannot accommodate individual requests. This decision is based on our commitment to creating fair and equitable classroom environments.
- All of our teachers are highly qualified and experienced professionals who are dedicated to providing the best possible educational experience for our students.

Plagiarism

- Plagiarism, or the deliberate use of other’s ideas without proper credit or permission, is theft.
- Plagiarism shows disrespect to the community, as well as yourself. We will not tolerate any of the following kinds of plagiarism:
 - Uncited Quotations or paraphrasing
 - Use of web published or paper mill papers as student’s own work
 - Artistic plagiarism (using images or ideas for another piece of artwork)
 - Cheating or copying off of another student’s work
- Students who are caught cheating or plagiarizing will be retaught expectations and repeated offenses may have consequences assigned. (NMSD Board Policy IKI)

Homework

- Students finish work in the class and may work on it at home if desired.
- We do hope students will read each night for 20 minutes and see that as an enjoyable activity. Family members can assist in this by modeling reading, creating a structured reading time, and reading to students.
- We believe being at home is time for family, rest and play.
- For extensions to classroom learning and assignments you may contact your child’s teacher.

Grading

The primary purpose for grades or progress reporting is to communicate academic growth and achievement to students and their families. A grade should reflect what a student knows and is able to do in a course. Furthermore we believe:

- Teachers are responsible for determining grades and other evaluations of students. Criteria and communication for grades will be shared with students and parents at the beginning of the term and throughout the school year (NMSD Board Policy- IKAB).
- The following grading or progress reporting marks are used at NMIS:

North Marion Intermediate School Grading Rubric

Rating Scale	Proficiency-Based Rubric
5 (90%-100%) Advanced Regularly extends and evaluates key concepts, processes, and skills.	Evidence <ul style="list-style-type: none">● Evidence of work completed has a score of 5 on a 5 point scale● Consistently high rate of accuracy on assessments● Able to exceed expectations on grade level designed rubrics● Able to successfully teach and explain thinking to others

<p>4 (80%-89%) Highly Proficient Extends and evaluates key concepts, processes, and skills.</p>	<p>Evidence</p> <ul style="list-style-type: none"> ● Evidence of work completed has a score of 4 on a 5 point scale ● Consistently completes expectations on grade-level standards ● Able to successfully teach others ● Able to demonstrate the concept in multiple ways
<p>3 (70%-79%) Proficient Consistently understands and applies key concepts, processes, and skills.</p>	<p>Evidence</p> <ul style="list-style-type: none"> ● Evidence of work completed has a score of 3 on a 5 point scale ● Consistent application of grade-level concepts in one way
<p>2 (60%-69%) Nearly Proficient Beginning to know and apply key concepts, processes, and skills.</p>	<p>Evidence</p> <ul style="list-style-type: none"> ● Evidence of work completed has a score of 2 on a 5 point scale ● Evidence showing some concepts of grade-level content standards
<p>1 (59% or below) Developing Not yet applying key concepts, processes, and essential skills. Area of concern that requires support.</p>	<p>Evidence</p> <ul style="list-style-type: none"> ● Evidence of work completed has a score of 1 on a 5 point scale ● Developing an understanding of concept when more is expected based on the instruction given
<p>N/A Indicates the standard/skill will be taught at a later time in the school year</p>	<p>Less than 1-2 times of assessment opportunity has been given to students and mastery is not expected at this time.</p>

Progress Reports and Report Cards are completed every 12 weeks. End of trimester reports for Tri 1 and 2 are called Progress Reports and Tri 3 is the Report Card.

Daily Operations

Arranged Absences

If a family is aware that their student will be absent due to an appointment, family trip, hunting, religious holiday or any other reason, they need to pre-arrange their absence. To pre-arrange, parents need to notify the front office with the following information:

- The student’s name
- The date(s) of the absence
- The reason for the absence
- The parent or guardian’s signature (if in note form)
- The parent or guardian’s phone number

Students are allowed to pre-arrange absences for up to 5 days. After that, additional pre-arranged absences will be marked as unexcused. Students will receive a pre-arranged slip that they will take to their teachers in order to get a list of any homework they will miss during their absence. This must be done at least three days in advance if possible. (NMSD Board Policy JEDB).

Arriving Late or Leaving Early

- If arriving late to school, students are to report to the office for a tardy slip before they go to class.
- If a student was late due to an appointment, they must bring a note explaining why they were late.
- If a student is leaving prior to the end of the school day, the student needs to bring a note from their parent or guardian that has the student's name, why they are leaving, and what time they will be picked up. It is important to give the information to the front office in the morning prior to school beginning. Additionally a parent may call or come into the office. Calls for car lanes must occur before 1:30pm. We will make every effort to have the student ready and waiting to be picked up for pre-arranged appointments (NMSD Board Policy JEFA/JEDB).
- Students are under the direct supervision of school staff during regular school hours. All student releases during the school day must occur through the office.

INTERESTING FACT: Students who are **15 minutes late** every day will miss two weeks of learning each year.

Attendance

Attending school every day is important in order to be a successful student, but we recognize that at times an absence from school cannot be helped. If a student is absent from school, a parent/guardian may either call in to report the absence, or the student may bring a note to school upon return from the absence. Notes to excuse an absence should include the following:

- The student's name
- The date(s) of the absence
- The reason for the absence
- The parent or guardian's signature
- The parent or guardian's phone number

Please bring the note to the front office to obtain an admit slip. For a complete list of what the district considers an excused absence, please refer to NMSD Board Policy JED.

If the absence was excused, students have the number of days they were absent, plus one day, to get in missed work. Students are responsible for checking in with their teachers to get any missed work, and arrange to take any missed tests or quizzes. Frequent absences may result in a notification letter.

If a student is absent, be aware that an automated phone call will attempt to notify all numbers and email addresses on hand. This is done to ensure parent notification as safety is a priority to us and we expect parents/guardians to keep the school informed of current contact information.

Assemblies

- On occasion we may have an assembly.
- During these assemblies students will be expected to:
 - Walk at all times
 - Be safe, respectful and responsible
 - Be excellent participants that demonstrate safety, respect and responsibility
- If an assembly occurs, we will follow safety guidelines.

Bicycles and Skateboards

- Students are discouraged from riding a bike to the intermediate school as there are not safe bike paths on the roads leading to the school and there is not a bike rack. If a student elects to bike to school, they will need to lock their bike to the bike rack near the middle school and cross Grim Road to access the intermediate school.
- Students are not allowed to bring skateboards to the school.
- North Marion Intermediate School is not responsible for any items that are brought to school and then lost or stolen (NMSD Board Policy JEDB).

Bullying

- Students may report bullying to any adult in the building. If the situation is serious and not solvable by the student and the teacher, they will refer it to the office.
- We encourage students to use the Stop, Walk and Talk approach:
 - Stop: Tell the person to stop listing specifically the unwanted behavior. For example... "Stop telling me what to do."
 - Walk: If the behavior doesn't stop and you are able, then walk away and find a different location to work or play.
 - Talk: tell an adult if the behavior is serious enough or it's not stopping after you've tried using stop and walk.
- You may also use this link to post a report on-line at <https://nmarion-or.safeschoolsalert.com/>

Bussing and Transportation

- Students riding a bus must use their assigned bus both in the AM and the PM.
 - Be at the appropriate bus stop in the morning and manage time wisely at the end of the day to make sure you catch your bus before it leaves the school.
- Students who are being picked up or dropped off by parents can use the drop off lanes in the parking lot in front of the school. Please do not drop off or pick up in front of other schools
- Riding the bus is a privilege.
- When on the bus, the driver is in charge, and his/her directives must be followed.
- Students are to follow all school and bus rules. Any student in violation of those rules will receive a bus referral, and be assigned consequences (NMSD Board Policy JFCC).

Car Lane

Car lane is a place where we need to practice patience and follow expectations for safety. Every school car lane has around 10 to 15 minutes each day (two times per day) where there are lots of people trying to occupy a limited space to either drop off or pick up their child.

We believe that we can make this experience less frustrating and safer with clearly articulated expectations that everyone follows. Prior to sharing them, please know that the children are our primary concern and they are watching. So when someone loses their patience or violates the safety expectations, the children are learning. Please model for them what it means to be patient, kind and respectful. We know that the process can be frustrating and yet if we all follow the expectations it moves along at a reasonable pace.

Drop off and Pick-up Expectations:

- We are not able to allow any students to be picked up in the Primary School car lane. If you have students in both schools, you must pick them up at their school. We are only able to safely monitor Intermediate School students.
 - If you have students in both schools, we know it is an inconvenience and yet you must pick them up at their school. We simply cannot monitor the students from other buildings and for safety sake need to monitor our own.
- The right hand lane is to stop and release or stop and pick up. Please pull as far forward as you can before stopping. Parents should not get out of the vehicle.
- The left lane is the pull through lane only, not for releasing students or cutting ahead in the line. This lane is for pulling out of the car lane and exiting. Please do not use it to go around a vehicle for pickup or dropoff.
- If you need to get out of the vehicle, please park in the parking lot.
- Stay in the line and do not cut in front of other vehicles.
- Please keep the crosswalks clear.
- Handicap spaces are for permit holders only. Please do not use one as a temporary waiting spot.
- Your patience is appreciated. We are doing our best for your children.

Cell Phone Use and Personal Electronic Equipment

The increase in “Smart Phone Technology” has created amazing opportunities for students to maintain a steady stream of contact with the world around them. This has, at times, resulted in students being distracted from learning or using these devices in ways not conducive to our core values of safety and respect. It has also created the possibility for theft or damage. We embrace freedom of speech while maintaining an environment of educational integrity and safety.

Please read the following carefully:

Student possession and use of Personal Electronic Devices (PED’s) (such as iPod, MP3 Players, cell phones, smart watches, gaming devices, tablets, earbuds, etc.) on school grounds, school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted during certain times and yet students are asked to observe these rules:

- o PED’S may be used before entering school grounds and after leaving the school grounds.
- o During the school day the rule is “Off and away”.
- o We recommend devices not be brought to the school because we will not investigate loss, theft, or damage to them.
- o Offense to the PED practices will:
 - A first offense will result in a warning.
 - A second offense will result in the device being surrendered to the teacher or office. The student may retrieve the device at the end of the day.
 - A third offense will result in the same as a second offense although a parent will need to retrieve the device after school.
 - Any further offenses will result in a parent, student and administrator meeting and potential electronics contract or ban of devices on school premises.
 - Refusal to hand over the personal electronic device may result in a referral and subsequent consequences

Finally, we ask parents that if you need to communicate with your student, please contact the front office. Texting your student encourages them to use their phone or device when it may not be permitted (NMSD Board Policy JFCEB/JFCEB-AR).

Child Abuse

- According to ORS 418.750, any public or private official having reasonable cause to believe that any child with whom he or she comes in contact in his/her official capacity has suffered abuse, or that any adult with whom he or she comes in contact has abused a child, shall report or cause a report to be made to the appropriate officials.
- North Marion School District adheres strictly to this legal requirement. The Intermediate School staff follows a specific procedure to contact the Department of Human Services (DHS) to report suspected child abuse.

Communicable Diseases/ School Exclusion

- School-age children occasionally have signs and symptoms, which may be related to communicable diseases.
- Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.
- Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:
 - Illness prevents student from participating in school activities; student requires more care than the school staff can provide; any of the symptoms listed below are observed:
 - Fever greater than 100.5 degrees;
 - Vomiting;
 - Stiff neck or headache with fever;
 - Rash with or without fever; Behavior change – irritability, lethargy, somnolence;
 - Jaundice (yellow color to skin or eyes);
 - Diarrhea – 3 watery (loose) stools per day with fever or if condition persists longer than 3 days;
 - Skin lesions that are “weepy” or pus filled;
 - Colored drainage from eyes, nose, ears;
 - Difficulty breathing.
 - Students with these symptoms will be separated from other students while awaiting transportation from the school setting.
- No child should return to school until his or her fever has subsided for at least 24 hours.
- Children who are well enough to attend school, barring any physical injury, are expected to participate in outdoor recess and Physical Education Class.
- A doctor's note is required if a student is requesting an indoor recuperation period / no PE following an illness.
- For any questions please contact the school nurse: 503-678-7140

Contact and Communication with Staff

- If you need to contact a teacher or administrator please:
 - Prearrange a time to try to meet with them by emailing them:
 - Teachers' email addresses can be found on our website
 - Email formula: firstname.lastname@nmarion.k12.or.us
 - Emails can also be found on our webpage
<https://www.nmarion.k12.or.us/intermediate-school>
 - Call the front office to set up a time
 - Drop-ins are discouraged and though we will work to accommodate you, we can only guarantee service with a prearranged time.
- Staff will use the Parentsquare communication system to relay important information to families.

Computers

- This year, students will use Chromebooks/computers in the classroom. These will stay in the classroom on a cart.
- These devices are intended to empower our students with 21st Century Skills.
 - The intention is that students are digitally literate, engaged, and participating in dynamic learning.
 - They are not to be gaming devices, social media portals, or used for any task other than learning and/or research.
 - Computers are the school's property and just like textbooks, students will be held responsible for the care of the devices. Fees may apply to lost or damaged items.
 - Students will be expected to be safe, respectful and responsible with computers at all times.
 - Violations in these expectations could result in discipline
 - All messages, photos and videos should be for educational purposes only.
 - Photos and videos should only be taken after permission has been given by the person being recorded.
- Damage to the devices may result in a fee.
- No outside software is allowed on the school network system.
- Any infractions to proper use of computers can result in loss of computer privileges.
- Using computers or the internet for anything other than educational purposes is prohibited. Please see our District Computer Ethics Code for more information.

Counseling

- If a student needs an adult to speak with, the school can help because we value social and emotional wellness.
 - The counselor or an administrator is available in the office and we have forms available for reporting issues.
 - If the counselor or an administrator is unable to meet, an office secretary can schedule an appointment for you.

Dress Code

We respect the rights of students to express themselves freely with their clothing and grooming choices and yet we need to ensure that those are consistent with school board policies. (NMSD Board Policy JFCA and JF/JFA).

- We ask students to:
 - Be dressed, groomed and clean so that a health/safety issue is not created.
 - Not wear articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco or drug products, promote acts of violence and/or intimidation (including imagery of weapons), or that display sexually suggestive words or pictures.
 - Not wear articles of clothing that contain hidden messages that are known to be vulgar, promote hatred, or sponsor any type of segregation.

- o Wear properly fitting clothing.
 - No clothing that exposes the chest, upper thighs, abdomen, genital area, buttocks, or undergarments. This includes clothing with holes or seams near these areas.
 - Shorts and skirts should approximately be a minimum of a 5" inseam or longer or approximately come to the end of extended fingertips when the arm is extended down the side of the body.
- o No items which are commonly considered evidence of membership or affiliation with any gang.
- o Hats or hoods may be worn before and after school, when outside or any outside classes; however, they are not to be worn during the school day when inside except for special celebrations or accommodations as designed by staff.
- o Avoid excessive body sprays and/or perfumes and colognes as they can irritate allergies.
- o No shoes with wheels built into them.
- Staff members reserve the right to:
 - o Determine if dress or grooming acts as a disruption or interferes with the learning environment.
 - o Determine if dress or grooming poses a threat to the health and/or safety of the student concerned or of other students.
- In the event that these expectations are violated, the student may be asked to go to the front office where they will be given the option of changing, calling home, and/or using clothing as provided by the front office staff. We will strive to maintain the dignity of our students throughout this process.

Early Release and Late Arrival

Students are under the direct supervision of school staff during regular school hours. All student releases during the school day must occur through the office.

For safety reasons, students are not released to anyone who is not listed on the Registration Card.

Without parent verification, any person requesting to pick up a student during the school day WILL BE REQUIRED to show picture ID if the office staff does not recognize the person.

Emergency School Closings

- On mornings of inclement weather or should there be any change in the school day; it will be announced over local radio and television, posted on our district website, and an auto-dialer call will be made to district households.
- Listen to radio stations KWBY LaPantera 940, KGW 620, KSLM 1390, and KEX 1190 for closure information due to weather.
- Announcements will be made starting at 6:30 A.M.
- We urge parents and students to listen to the radio for school closure information.

- Please do not call the school during such times except in extreme emergencies. Such a volume of calls floods telephone lines, making it impossible for the school to use the telephone for school emergencies.

Facilities Use

- Any organized community group that is interested in using the district facilities must submit a “Facilities Use Form” to the building administrator.
- Facilities will be reserved on a first come, first serve basis, all school activities take precedence over outside activities.

Fines and Charges

- At the end of the year, families will be informed of any fines or charges owed as a result of damage done to school property or lost items.
- Families will need to pay these fines and fees in order to be eligible to participate in any end-of-year activities.

Field Trips

- Throughout the year students may be involved in field trips.
- Teachers will send home notices in advance of any outing that involves transporting students off the premises.
 - Field trips are an extension of the classroom into the world of experience.
 - Visits to attend live theater, concerts, farms, forests, factories and organizations give students knowledge they can use to understand formal instruction and connect in the classroom.
 - Supervision on field trips is provided by staff and parent volunteers.
- Only children in the classroom taking the field trip may attend. We do not allow siblings to attend with a parent volunteer.
- **Prior to volunteering and chaperoning all volunteers must submit a Volunteer Form and pass a Criminal History Verification that will be kept on file in our office. Please try to fill this form out at the beginning of the year as we need processing time. The cutoff for submitting all forms this year is October 27, 2023.**
 - If you volunteer to chaperone a field trip, we require parents to travel on the school provided transportation and assist with a safe and fun experience for all. Traveling with the group is part of a field trip. If a parent has special circumstances that need to be considered such as a health issue or appointment that require the parent chaperone to drive their own vehicle this must be approved by administration in advance.

Gifts, Balloons, Food and Flowers for Birthdays

We are implementing a new birthday celebration policy. We want to recognize that a child's birthday is important and needs recognition. We encourage you to enjoy a celebration with family and friends at home. We will recognize student's birthdays in one or more of the following ways at school:

1. A birthday song in class.
2. Possibility to assume roles and responsibilities for the day such as line leader.
3. Possibly a special birthday hat or special prize from a staff member.

We will not be allowing birthday gifts or treats such as cupcakes or other food/drink items. This decision is based on the following factors:

- Growing populations of students with food allergies and dietary restrictions.
- Promoting healthy eating choices.
- Equitability - not everyone can afford to provide treats and this causes anxiety for the child whose family cannot bring something.
- Time away from instructions.
- Teacher time and often extra efforts from our custodial team to clean up.

Health Room

- If a student is feeling ill, he/she can come to the front office health room.
- Our district nurse is on call and, if needed, will be called to check on the student.
- If a student needs to be sent home, parents will be contacted.
- Please make sure that all contact information is up to date in case of an emergency.

Health and Safety

- Accidents/Emergencies -
 - Students should immediately report all accidents or injuries to the supervisor on duty. In the event of an accident or illness, we make every reasonable effort to reach parents as soon as possible. If the injury or illness is serious enough to warrant immediate treatment and parents cannot be reached, we will summon emergency assistance from first responders. Parents will be notified at the earliest possible time.
 - PLEASE BE SURE THAT THE SCHOOL OFFICE HAS CURRENT HOME, WORK, AND EMERGENCY NUMBERS. Remember to notify us immediately of any changes in telephone numbers during the year.
- First Aid-
 - If a student is injured at school, the student may be given emergency first aid by a staff member. Parents or emergency contact listed on the registration card will be notified. If no one is available, school personnel will use their best judgment for medical assistance. Our District Health Nurse, if available, will be contacted for advice and on-site assessment if needed.
- Immunizations-
 - The Oregon immunization law requires all children entering school for the first time to have at least one immunization against polio, diphtheria, tetanus,

mumps, rubella, and Hepatitis B. Students are now also required to have had a second dose of measles vaccine. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the county health department, or a religious exemption signed by the parent, the child will not be allowed to attend school.

- Students Enrolling from Out of State:
 - Parents of new students enrolling from out of state will have a 30-day grace period in which to send for their children's records. The school will follow up after the grace period to see if these children are in compliance with the law. Students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend without evidence of having received immunizations.
- Home-Prepared Foods-
 - Other than individual student and staff lunches, home prepared foods will not be brought into District locations for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed in District locations provided handling is minimized. Staff supervised hand washing must precede distribution. Utensils, such as tongs and gloves must be used to ensure food is not contaminated when distributed, servings are individual.
- Head lice is a particularly annoying and frequently misunderstood health problem. The building administrator and School Nurse are responsible for identifying and following the procedures outlined by the district and the Marion County Health Department. Students who have signs and symptoms of head lice must be referred immediately to the office. What to look for:
 - a. Persistent itching or scratching of the scalp especially around the neck and behind the ears.
 - b. The eggs, called nits, are laid close to the scalp on shafts of hair and can be differentiated from dandruff or dirt as they stick to the hair shaft and will not pull off the shaft easily until treated.
 - c. Nits are whitish and opaque in color and look like tiny cooked grains of rice.
 - d. Nits are usually found behind the ears and at the base of the neck, at the hairline.

District Administered Medication Written instructions of the physician are required for all requests to administer prescription medication. Instructions must include: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. A medicine form is required to be done by parents for all medicine requests before we can administer any medication.

All medication to be administered by the district is to be brought to school by the Parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the District. All medications must be kept in its appropriately labeled, original container.

COMMUNICABLE DISEASES: Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

INFECTION CONTROL: Each student and staff member is to assume all direct contact with blood borne pathogens and human fluids are regarded as known to contain infectious diseases.

Lost and Found

- A lost and found rack is located in the hallway near the doors that lead to the playground.
- At the end of each trimester unclaimed items will be donated.

Lost or Stolen Items

- Students who bring phones, iPods, personal electronics, and other items of monetary or sentimental value to school need to understand that they do so at their own risk.
- This means that when a personal item is lost or stolen, we will do our best to help but cannot always use the resources of time and personnel on these items.
- Parents are asked to have a conversation with their students about keeping these items secure or not bringing them to school.

Meal Prices for Students

Breakfast:\$1.95

Lunch:\$2.70

Free and Reduced: Free breakfast and lunch

Media Permissions

- Throughout the school year your child's picture may be taken because of a classroom activity or school-wide event.
- These pictures may be used in classroom displays, photo albums, school publications, etc.
 - Student's names often accompany photographs.
 - In addition, the NMSD website uses student photos WITHOUT names.
- If you do not want your student to be included in media presentations, please notify the office.

Medications

- Students are not permitted to be in possession of any pills, tablets, or liquid medications at school.

- All medicine that is to be taken during the school day needs to be brought to the front office by the parent.
- Parents will need to fill out a medical form in order for the office to dispense any medication.
- Students are allowed to carry asthma inhalers and bee sting injectors with health care provider and parent permission (NMSD Board Policy JHCD-AR).

Movie Permission

- Movies may be viewed by students as part of our curriculum and may also be viewed as a class celebration.
- Please notify your child's teacher if you have any concerns about your child viewing a movie.

Physical Contact

- Members of the NMIS community are asked to refrain from inappropriate physical contact and may be subject to disciplinary action if they fail to do so.
- When students are caught making inappropriate physical contact, there may be consequences assigned and parents/guardians will be contacted.

Problems with Other Students

- We all have problems with others at some point, we call that conflict. If a student is experiencing conflict with another student there are ways to make the situation worse by gossiping, threatening, or using physical means to try to solve the problem.
 - Here is what we recommend instead:
 - Use Stop, Walk and Talk
 - Tell the person to stop in a way that is not threatening
 - If they don't stop, walk away.
 - If they still don't stop, talk to an adult.
 - Talk with parents,
 - Talk with teachers, school counselor and administrators, and/or
 - Complete a *reporting form* available in the front office
 - Seek assistance as skills are developed to solve conflict peacefully
 - Use the ideas of the 3 R's:
 - Right time – trying to solve the conflict at the appropriate time.
 - Right place – trying to solve the conflict in the right place.
 - Right manner – trying to solve the conflict in the right voice and body language that ensure everyone feels respected.

Problems with Teachers

- Should you find yourself in conflict with a teacher, please take the following proactive steps of action:
 - Speak with him/her at the appropriate time and place, or contact them for a meeting before or after school.

- o If the conflict continues, seek assistance from a parent, school counselor, or administrator.

Safety Drills

- Fire, earthquake, and lock-down/lock-out drills will be held periodically during the year.
- Exiting and emergency procedures will be posted in each classroom, and will be reviewed at the beginning of the year.
- It is the responsibility of each student to know the emergency procedures for each area.

Schedules:

- **Monday, Tuesday, Thursday, Friday** - Students attend from 8:40 A.M. to 3:30 P.M. Students may begin to arrive at 8:40am but not before. Students are marked tardy at 8:50 A.M.
- **All Wednesdays (except half-days)** - Students need to arrive at school by 8:40 A.M. Students are marked tardy at 8:50 A.M.
- Students need to leave the campus by 2:45 P.M. unless they are involved in a school sponsored activity under the direct supervision of an adult and they have prior permission.
 - o Being a small campus, some students will try to go to another campus rather than go home. This practice is not allowed and may result in disciplinary action.
 - o Students are also not allowed to be on the campus of any other North Marion School District school unless there is a district sponsored event with adult supervision.
- Arriving after 8:50 A.M. causes your student to be late, miss important instruction, and disrupt class by entering late. Please work to get your student to school on time.
- NMIS is a closed campus. This means that once a student arrives at school, they may not leave school grounds before the end of the day unless they are picked up by an approved adult.

NMIS Daily Schedule

	Arrive/Start	Classroom Breakfast	Day Ends
Students	8:40 a.m.	8:40-8:50	3:30 p.m.

*Students after 8:50am will be marked tardy

Early Release Wednesday Schedule

	Arrive/Start	Classroom Breakfast	Day Ends
Students	8:40 a.m.	8:40-8:50	2:45 p.m.

*Students arriving after 8:50 am will be marked tardy

Site Council

North Marion Intermediate School's Site Council includes staff and parent members. Parents are encouraged to express interest to the administrative team. All meetings are open to the public.

The Site Council is a minimum two-member elected board that supports the work of the school in these areas:

- The development of plans to ensure North Marion is a welcoming, safe and respectful school.
- The development of plans that assist in the engagement of the community.

Special Programs

- SPED: Stands for Special Education.
 - Can include:
 - A 504 plan which helps students with health impairments access the educational environment and information.
 - An Individualized Education Plan (IEP) which provides a school case worker and team to assist the teachers, student and family in making accommodations to help the student learn once a learning disability has been diagnosed.
 - Talented and Gifted (TAG) which recognizes students' outstanding gifts in an area and gives them a plan that helps cultivate that skill area.
 - English Language Learner (ELL) which is a program that helps students who are learning English accelerate their language development when English is not their primary language.
 - Title 10 which is a designation that a family is homeless and allows the district to assist students to continue to receive services.

- Student Services Specialist:
 - works with all children in the school through classroom guidance activities to develop positive self-esteem, decision making skills, personal safety, conflict management, effective ways of communicating ideas and feelings and understanding self and others. In addition, some students participate in small group or individual counseling experiences designed to help them grow in self-esteem and social skills. Parent resources and education opportunities are also available through the Counselor.
- English Language Development:
 - Provides language support for students whose primary language is other than English.
- Migrant Education Program:

- Provides migrant children with educational services that address their needs including support to meet academic content and achievement standards.
- Contact Rubi Contreras 503-678-7115
- Talented and Gifted Program:
 - Provides systematic assessment of students and extension instruction within the classroom for those students who qualify.
- Learning Specialist:
 - Manages the Special Education program, which supports students so that they can be successful in school. Students who have needs in areas of speech and language, vision, hearing, motor, physical, academic, social, or behavioral could be eligible for services. Students can be referred for a systematic evaluation process, which determines areas of need.
- Title I-A is a Federally Funded program designed to provide supplemental instruction for students in reading and math.
- Behavior Specialist: Services include social skill groups, co-teaching and consultation to teachers and other staff regarding behavior problems. The behavior specialist also evaluates students under IDEA guidelines.
- Speech Language Pathologist: is an employee of Willamette Educational Service District. Services include direct instruction, co-teaching, and consultation with teachers and other staff regarding articulation, fluency, oral grammar, and language skills. The Speech/Language specialist also evaluates students for services under IDEA guidelines.
- Psychologist: is an employee of the district. They provide consultation and evaluation of students on mental health support needs or concerns.
- Physical, Adaptive, Autism, Hearing and Vision Specialists provide consultation, evaluation, and direct instruction depending on student needs.

Student Assistance Team (SAT)

The Student Assistance Team coordinates our efforts with those offered at the district to support students with a variety of learning needs. SAT is composed of staff members, administration, and student support service providers. SAT members receive referrals for students having academic, behavior, or attendance issues. The referrals are reviewed and appropriate assistance and/or interventions will be initiated if needed. Staff members, students, or parents can refer a student to SAT if desired. Parents wanting to refer their student to SAT should contact administration or the school counselor.

Student Information and Changes

- Any changes in address, phone number, or name should be reported to the front office as soon as they occur.

- Please notify the office if a student is under the temporary care of someone other than his/her legal guardian.
- Students moving from the district should obtain a “sign-out” sheet from the front office.
- Any lost or damaged items will be subject to fines.

Student Led Conferences

- Parents are urged to participate in our bi-yearly Student Led Conferences.
- Additionally, school personnel are willing to meet with parents upon request.
- Please email the teacher or telephone to arrange meetings.

Student Rights and Responsibilities

Students are responsible for conducting themselves properly, within the bounds of typical, appropriate and expected behavior in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford all students certain rights as guaranteed under federal and state constitutions and statutes.

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others
2. 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;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Students are expected to:

- Be Safe and orderly in all areas of the school.
- Be Kind and Respectful of the rights of others and themselves.
- Be Responsible for their learning and their actions.

We encourage you to:

- Understand and support student behavior expectations.
- Promote kindness and a positive attitude toward learning.
- Communicate if you anticipate or see a learning or behavior problem.
- Respond in a cooperative and timely manner with staff in working to solve or modify student behavior.
- Promote success by helping with great attendance.

Tardies

- As a community we must honor each other's time and the valuable learning that takes place during the school day.
- We ask that students honor the fact that teachers need to get class started on time, and that when a student enters the room late it takes away from learning.
- If a student arrives late they will be marked as tardy.
 - The teacher will mark them as tardy in the Power School system. .
 - Tardies are tracked. Students who are frequently being marked tardy will be given interventions and possible consequences in order to help them get to class on time.
 - School wide trends in tardies will be tracked in order to develop school-wide support.

Toys, Gum, Candy, Special Drinks (including coffees) and Trading Cards

Unless specifically coordinated with the classroom teacher and administration, students need to leave toys, gum, drinks, candy, and trading cards at home.

Truancy

[Board Policy: JEA-Compulsory Attendance](#) - All children five years of age or older who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having legal control of a child, who is five years of age and has enrolled the child in a public school, are required to have the child attend and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. The district will develop procedures for issuing a citation. A parent who is not supervising their child by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c); failing to supervise a child is a Class A violation.

Repeated absences will result in notification letters and may eventually be referred to truancy court where a fine may be incurred upon the family.

INTERESTING FACTS:

- Missing two days a month means a student misses 10% of the school year resulting in a 90% attendance rate, which is the definition of chronic absenteeism.
- Only 20% of students who miss 20 days of school per year have a chance of graduating.

Visitors/Volunteers

We will be allowing volunteers this year with the following considerations:

Thursday, October 27. We are unable to approve anyone for volunteering after this date unless there is a hard-ship or move-in.

- Visitors must report to the main office, sign-in, and get a visitor's pass before entering the building.
- If parents would like to visit, it is helpful to make an appointment prior to the visit.

- No student visitors are allowed (NMSD Board Policy JECAD/GBH).

Student Behavior Management Plan and Code of Conduct

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

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Persistent failure to comply with rules under the lawful directions of staff or district officials.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, which, under the circumstance in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or injury. Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Firearms are 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, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

Code of Conduct

Students are to attend school daily, ensuring they are prepared to learn and achieve their academic goals as well as aid other students in their pursuit of excellence. Students are to contribute to a positive attitude and classroom environment reporting to the nearest adult when a problem arises. Students are to solve conflict peacefully seeking understanding and compromise while regulating emotions. If we all come prepared to learn, contribute to a positive environment, and solve problems well, then the school will be safe, respectful and welcoming for all.

- Students attending North Marion Intermediate School are subject to the School Wide Behavior Rules and Expectations, as well as the regulations of North Marion School District, during the school day and while attending school activities.
 - This includes being transported to and from school on school buses for the purpose of educational activities.
 - In addition, authoritative control over the student may be extended to the immediate vicinity of the school whenever the conduct of the student is deemed to have detrimental effect on the health, safety and welfare of other students and/or the school
- Our school-wide rules apply to every student, in every situation, and in every location.
- We ask that students OWN their behavior and their role in the educational process.
- Parents please talk with your student(s) about your expectations and those of their teachers regarding these rules. Your support is essential!

Systems to Support Students with Behavior and The Code of Conduct

PBIS

Positive Behavior Interventions and Supports (PBIS) is a way to help all students understand area expectations throughout the school. We do this using the 3 Be's. The 3 Be's help us ensure that everyone in the school community is ready to learn.

Be Responsible: Take charge of your own actions and words. What you say and do is up to you, so stop and think as everything you do or say has consequences: both good and bad. Accepting the consequences of our actions and words is a sign of Being Responsible. When we choose to say and do the right thing, it helps build relationships with those around you. The opposite is also true, saying and doing the wrong thing can break relationships.

Be Respectful: Be seen as good or polite. The Golden Rule is treating others like you want to be treated. Everyone deserves to be respected: peers, adults, teachers, guests and guest teachers. Even someone you may not like or agree with deserves to be treated respectfully. Be respectful of people, property and learning and people will respect you.

Be Safe: Being safe means using words and actions that encourage others and that do no harm. Safety is also about making decisions and acting in a way that will not injure others; avoiding horseplay, traveling safely in the halls, and influencing others to make good decisions. Consider "What might happen?" before you or others around you, do or say something, and then make the safe choice.

RULER

We use the Social and Emotional tool of RULER which is an acronym and serves many emotionally responsive strategies:

- R = Recognize emotions and design a classroom charter that establishes how we each want to feel in the classroom and how we will respond when our feelings are hurt.
- U = Understanding our emotions
- L = Labeling our emotions. Both U and L help us to identify our normal dispositions and if we are in a different place and think through how we can still be a productive participant.
- E = Express our emotions in a way that takes time to pause, visualize our best selves, and then live out the best version of ourselves.
- R = Regulate our emotions and if we lose the ability to regulate our emotions and do some damage to a relationship we know how to restore the relationship with common agreements.

Culture of Care

A culture of care is based on the idea that through establishing consistent, predictable routines students will not see school as a place of trauma and in fact a place of safety.

Aspects of a Culture of Care include but are not limited to:

- Establishing routines and rituals throughout the student day
- Establishing Calming Corners within the classroom
- Use of sensory paths
- Knowing each student's strengths and growth opportunities and anticipating their needs.
- Strong relationships
- Reteaching expectations and building empathy
- Warm-demander culture in every classroom and a focus on growth mindset

Defining Discipline

When problems arise, discipline per school board policy may be considered as a learning tool.

- Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.
- The ultimate objective of disciplining any student is to "help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate" (NMSD Board Policy JFC).

Discipline Practices

- There are two levels of behaviors—Minor and Major
 - Minor behaviors are less serious and will be addressed and handled by individual classroom teachers and staff.
 - Major behaviors are serious behaviors that will be addressed by administration.
 - Major behaviors may result in a parent meeting; a restorative session; and/or time outside of school per the district discipline matrix.

Minor Behaviors are handled by the teachers and include, but are not limited to:

- Misuse of Class Time
- Open defiance, refusing to work or follow directions
- Lying, cheating or falsification
- Talking back or arguing
- Rough play
- Disruption of class (talking, horseplay, throwing objects, etc.)
- Coming to class and refusing to work
- Teasing other students
- Inappropriate gestures or language
- Misuse of computers or other technology / school equipment / resources
- Violation of a classroom specific expectation
- Tardiness to class
- Misuse of computer

Outcomes for minor behaviors include, but are not limited to:

- Verbal Reminder
- Reteaching of area expectations
- Parent Contact
- Classroom Community Service
- Restorative sessions
- Visit to the office for an opportunity to refocus

If the behaviors become habitual then administration may become involved

Major Behaviors are handled by administration and include, but are not limited to:

- On-going Level 1 issues
- Skipping class /school
- Physical aggression*
- Harassment /bullying*
- Sexual Harassment*
- Ethnic / Racial / Gender Slurs
- Theft
- Threats*
- Vandalism
- Drugs / Alcohol*
- Tobacco or tobacco like products*
- Weapons / Dangerous Instruments*
- Gang References
- Physical Altercation
- Physical Assault/ Fighting*
- Verbal Assault
- Disorderly Conduct (Food fights, inciting unrest, etc.)
- Breaking and entering
- Arson
- Accomplice to fight (videoing, promoting, attending)

- Incendiary devices
- Profanity and/or obscene acts
- Gang activity

** This is not an exhaustive list, see below for more information on some of these items.*

Assault, Physical Aggression and/or Threats of Violence (Including bomb, fire, chemical or other)

- Threatening or assaulting a student, staff member, or teacher is a serious offense. Below are our definitions for assault or threats:
 - A threat of bodily harm or death to self or another person, without material physical contact.
 - A student who threatens bodily harm or death to self or another without material physical contact while in possession of a weapon.
 - Students who engage in fighting, including individuals intending to inflict physical harm upon one another and differentiated from —poking, pushing, shoving, or scuffling.
 - Direct attack on another person.
- Law Enforcement may be involved in assault cases (NMSD Board Policy JFC and JFCM)

Bullying (Cyber included), Hazing and Harassment

- North Marion Middle School and the North Marion School District are committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing or bullying, including cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.
- As per NMSD Board Policy JFCFA/GBNA-AR, harassment, intimidation or bullying is defined as “any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - Physically harming a student or damaging a student’s property;
 - Knowingly placing a student in reasonable fear of physical harm or damage to the student’s property;
 - Creating a hostile educational environment/work environment including interfering with the psychological well-being of the student/staff.
- We use both the school board’s definition and the Federal Government’s definition of bullying. Bullying is:
 - Unwanted, aggressive behavior that involves a real or perceived power imbalance.
 - Is repeated and lasts over time.
 - www.stopbullying.gov
- Harassment also includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical

nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

- NMIS will act to investigate all complaints, formal or informal, verbal or written, of any bullying or harassment that are taking place, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Reporting Procedure:

1. Students must report any harassment and/or violent behavior to a teacher, student advocate/counselor, or administrator promptly after occurrence.
2. Any verbal or written report should be given to the administration or Student Advocate/counselor.
3. Complaints will be investigated.
4. Parents will be notified of the nature of the complaint when warranted and included in the brainstorming of potential interventions.
5. NMIS will take such disciplinary action it deems necessary and appropriate including warning, mediation, or suspension to end harassment and violence and prevent recurrence.

Alcohol, Tobacco and Other Drugs

- The possession, purchase, sale or use of drugs or alcohol by minors, is a serious violation of state laws and punishable by fines and/or imprisonment. As per NMSD Board Policy JFCG/JFCH/JFCI.
- Student substance abuse, possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near district grounds or while participating in school-sponsored activities is prohibited and will result in disciplinary action.
- If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.).
- If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed.
- A student may be referred to law enforcement officials.
- Parents will be notified of all violations involving their student and subsequent action taken by the school.
- An unlawful drug is any drug as defined by the Controlled Substances Act including, but not limited to:
 1. Marijuana
 2. Cocaine

3. Opiates
4. Amphetamines and phencyclidine (PCP).
5. As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy
6. Administering Non-injectable Medicines to Students
7. Administering Injectable Medicines to Students.
8. Look-alike drugs

Sexual Harassment and Assault

- Students and adults are entitled to an environment free of harassment of any kind.
- The creation of a hostile or uncomfortable environment due to uninvited, un-welcomed, personally offensive sexual attention is considered sexual harassment (NMSD Board Policy JBA/JBA-AR).
- Harassment does not have to be of a sexual nature, however, it can include offensive remarks about a person's sex or sexual preference.
- Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.
- Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates the aforementioned hostile or offensive environment.
http://www.eeoc.gov/laws/types/sexual_harassment.cfm

Smoking

- NMIS is a drug / smoke / alcohol free zone. As per NMSD Board Policy JFCG/JFCH/JFCI.
- For the purpose of this policy tobacco is defined to include any lighted or unlighted cigarette, e-cigarette, vapor stick, cigar, pipe, bide, clove cigarette and any other smoking product; and spit tobacco, also known as smokeless tobacco, dip, chew and snuff in any form.
- Any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$100 as provided by ORS 167.400.
- Any person who distributes, sells or causes to be sold tobacco, or a tobacco burning device in any form, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600, as provided by ORS 163.575.
- Students caught using or in possession of a tobacco product are subject to school-wide discipline.

Weapons, unauthorized and Incendiary Devices

- In an effort to ensure a safe environment for students and employees, all persons are prohibited from possession or use of any weapon and use of any object as a weapon on school grounds, in school buildings or on school buses, before, during, or after school or at any school sponsored activity. As per NMSD Board Policy JFCI, weapons include:
 - Dangerous weapons - any weapon or device which could be used or threatened or cause death or serious physical injury

- o Deadly weapons - any instrument capable of causing death or serious physical injury
- o Destructive devices - any device designed for use in causing destruction to property or people.
- o Firearms
- o Knives
- o Metal knuckles
- o Straight razors
- o Noxious or irritating gasses
- o Lasers
- o Lighters
- o Look-alikes

IMPORTANT

- Please be advised that the possession of any weapon or drug is cause for a suspension pending further investigation by the administration.
- If a pocket knife is brought to school by accident and turned into a staff member as soon as it is discovered, careful consideration will be made when administering any potential consequences.

Explanation of Consequences

Students on Individualized Education Plans (IEP's) will receive consideration if the behavior is a manifestation of their disability. If it is determined to be so, the administration will work with families and students to craft discipline that affords allowances for their disability.

In-School Suspension

- In-School Suspension or ISS may be assigned for receiving a referral for any behavior issues.
- ISS may be assigned from ½ day up to 5 days depending on the severity of the infraction and/or the history of the student regarding their behavior.
- Students in ISS will eat lunch in the attendant room, and have scheduled breaks for restroom visits and water.
- If students can not follow staff expectations during ISS, they will be sent home.

Out-of-school Suspension

- As per NMSD Board Policy JGD, Out-of-school suspension can be authorized for the following reasons:
 - o Willful violation of school regulations;
 - o Willful conduct which materially and substantially disrupts the rights of others to an education;
 - o Willful conduct which endangers the staff, student or other students;
 - o Willful conduct which endangers school property.
- Each suspension will include a statement of the reasons for suspension, the length of the suspension and a readmission plan.

- Every reasonable and prompt effort must be made to notify the parents of suspended students.
- Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent; participate in activities directed or sponsored by the district.
- Students who violate these provisions may be referred to law enforcement officials and may be charged with criminal trespassing.
- Parent(s) or guardian(s) and student must meet with the principal prior to reentry in the school.

Expulsion

- The school has the right to recommend that this action be taken by the NMSD for severe or prolonged breaches of discipline policy by a student.
- Expulsion, except for single acts of a serious infraction, is usually recommended when there is repeated failure to comply with student conduct and discipline guidelines and when other forms of discipline, including suspension, have failed to bring about proper conduct. (NMSD Board Policy JGE)

Referral to Law Enforcement

- Some school behavior violations are also against the law, and no less a crime when committed on a school campus.
- Law enforcement officers may question students without parental notification and/or arrest students for breaking the law at school or at a school function according to the Penal Code.
- With all discipline matters, parents/guardians will be notified in a timely manner either in writing, telephone, email, or personal contact.
- A conference may be requested between parent, student, and school administration when needed.
- In more serious discipline matters, parents will be informed of their “Due Process” rights.

Summary

At NMIS our goal is to help students learn together to cultivate lifelong growth. It is our mission to teach our students responsibility—both to themselves, and the larger community. In order to achieve these goals, we have created the discussed behavior supports. NMIS staff will use these steps when trying to correct a discipline issue within the school using due process, respect, and collaboration with parents. If at any point a parent or student feels their rights have been violated, please contact the front office and schedule an appointment with the principal.

Contact Information:

Academic Concerns

- Contact the teacher first – email is our preferred form
(Example: firstname.lastname@nmarion.k12.or.us)

Attendance Questions, Absences

- Peggy Casto—Secretary

Conflicts with Other Students, Counseling Referrals and Mental Health

- Kiley Mehlbrech - Student Service Specialist
- Administration

Discipline Questions/Concerns

- Michael Clutter - Vice Principal

Facilities Requests/concerns

- Melany Ruiz —Secretary

Governance/Vision

- David Sheldon - Principal

Medical Concerns

NMSD School Nurse

Safety Concerns

- Michael Clutter - Vice Principal

Schedule Concerns

- David Sheldon - Principal

Student Records

- Peggy Casto—Secretary

Title	Name	Phone	E-mail
Principal	David Sheldon	503-678-7111	david.sheldon@nmarion.k12.or.us
Vice Principal	Michael Clutter	503-678-8558	michael.clutter@nmarion.k12.or.us
Office Personnel	Melanie Ruiz Peggy Casto	503-678-7114 503-678-7120	melanie.ruiz@nmarion.k12.or.us peggy.casto@namrion.k12.or.us
Student Services Specialist	Kiley Mehlbrech	503-678-7129	kiley.mehlbrech@nmarion.k12.or.us

STUDENT AND FAMILY RIGHTS

Please use these websites to reference the following student and family rights policies:

Student Rights: http://policy.osba.org/nmarion/J/JF_JFA%20D1.PDF

Parent Rights: <http://policy.osba.org/nmarion/KL/KAB%20D1.PDF> and
<http://policy.osba.org/nmarion/KL/KAB%20R%20G1.PDF>

Complaint Procedures: <http://policy.osba.org/nmarion/KL/KL%20D1.PDF> and
<http://policy.osba.org/nmarion/KL/KL%20R%20D1.PDF>

Thank you for thoroughly reading this handbook. We are vested in creating the best environment possible for our students and families. If there are any questions, comments, or suggestions, please do not hesitate to contact us.

Thank you,
The North Marion Intermediate School Staff