

North Albany Middle School
1205 North Albany Road NW
Albany, OR 97321

Attendance Line: (541) 497-6157

Counseling Office: (541) 967-4621

Main Office: (541) 967-4541

Website: nams.albany.k12.or.us

PrincipalJon Dilbone

Assistant PrincipalLeo Huot

Office ManagerPenny Knowlton

Secretary..... Barb Sloan

Counselor..... Debra Fifield

Counseling Secretary.....Kathy Williams

2016-17
Student Handbook
&
Daily Planner

Principal's Welcome

Dear Parent and Students,

Welcome to the 2016-2017 school year at North Albany Middle School. Students, our staff is looking forward to working with you in achieving your goals and setting a foundation to become positive members of our community. We want you ready for the next step of High School, and our job is to get you prepared for that transition. We have every belief you will be successful.

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

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

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

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

Jon Dilbone
Principal

The School Day at NAMS

Regular			
Period 1	7:40 - 8:26		
Period 2	8:30 - 9:16		
Nutrition Break	9:16 - 9:26		
Flex/Adv	9:26 - 9:51		
Period 3	9:55 - 10:41		
Period 4	10:45 - 11:31		
1st Lunch	11:35 - 12:05	Period 5	11:35 - 12:21
Period 5	12:09 - 12:55	2nd Lunch	12:25 - 12:55
Period 6	12:59 - 1:45		
Period 7	1:49 - 2:35		

Early Release			
Early release is every Wednesday except the first and last of the school year, 9-7-2016 and 6-14-2017.			
Period 1	7:40 - 8:17		
Period 2	8:21 - 8:58		
Nutrition Break	8:58 - 9:08		
Flex/Adv	9:08 - 9:36		
Period 3	9:40 - 10:17		
Period 4	10:21 - 10:58		
Period 6	11:02 - 11:39		
1st Lunch	11:43 - 12:13	Period 5	11:43 - 12:20
Period 5	12:17 - 12:54	2nd Lunch	12:24 - 12:54
Period 7	12:58 - 1:35		

Inclement Weather Closures:

Full days lost to inclement weather or other closures will be made up by extending the school year as needed. Missed instructional time due to late starts or early releases because of inclement weather or other emergencies may be made up at the discretion of the school board.

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

School delay/closure information is available via the following radio and TV stations and [FlashAlert](#):

Radio Stations

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

TV Stations

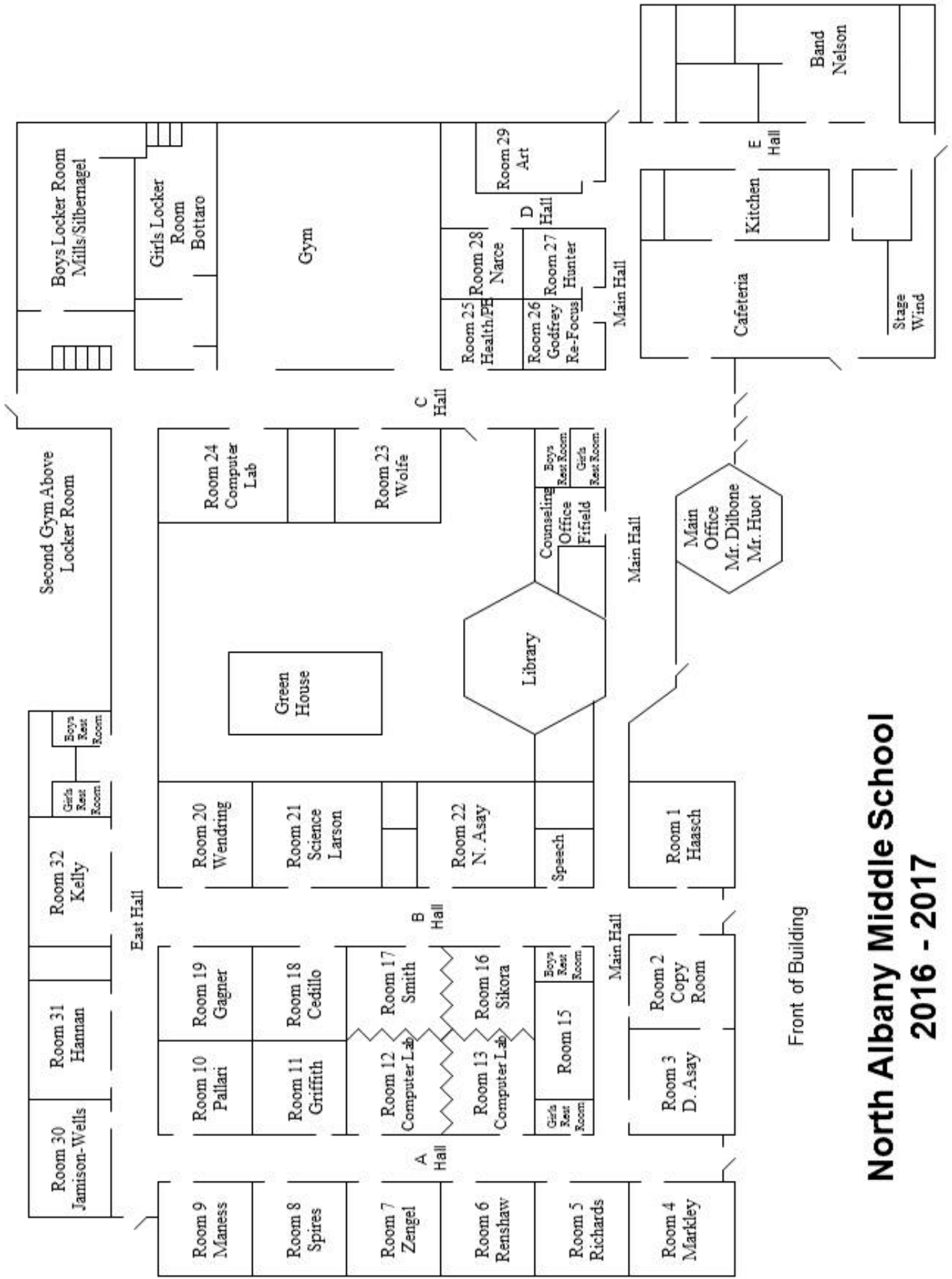
- KVAL - Channel 13
- KMTR - Channel 16
- KLSR - Channel 34 Emer
- KEZI - Channel 9
- KATU Channel 2
- KGW Channel 8
- KOIN Channel 6

How to subscribe to FlashAlert:

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

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





Front of Building

North Albany Middle School 2016 - 2017



Schoolwide Rules

- Be Respectful
- Be Responsible
- Be Safe



Character Traits

Personal Responsibility

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

Courage

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

Honesty/Integrity

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

Self-Discipline

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

Social Responsibility

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

Justice

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

Kindness

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

Respect

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

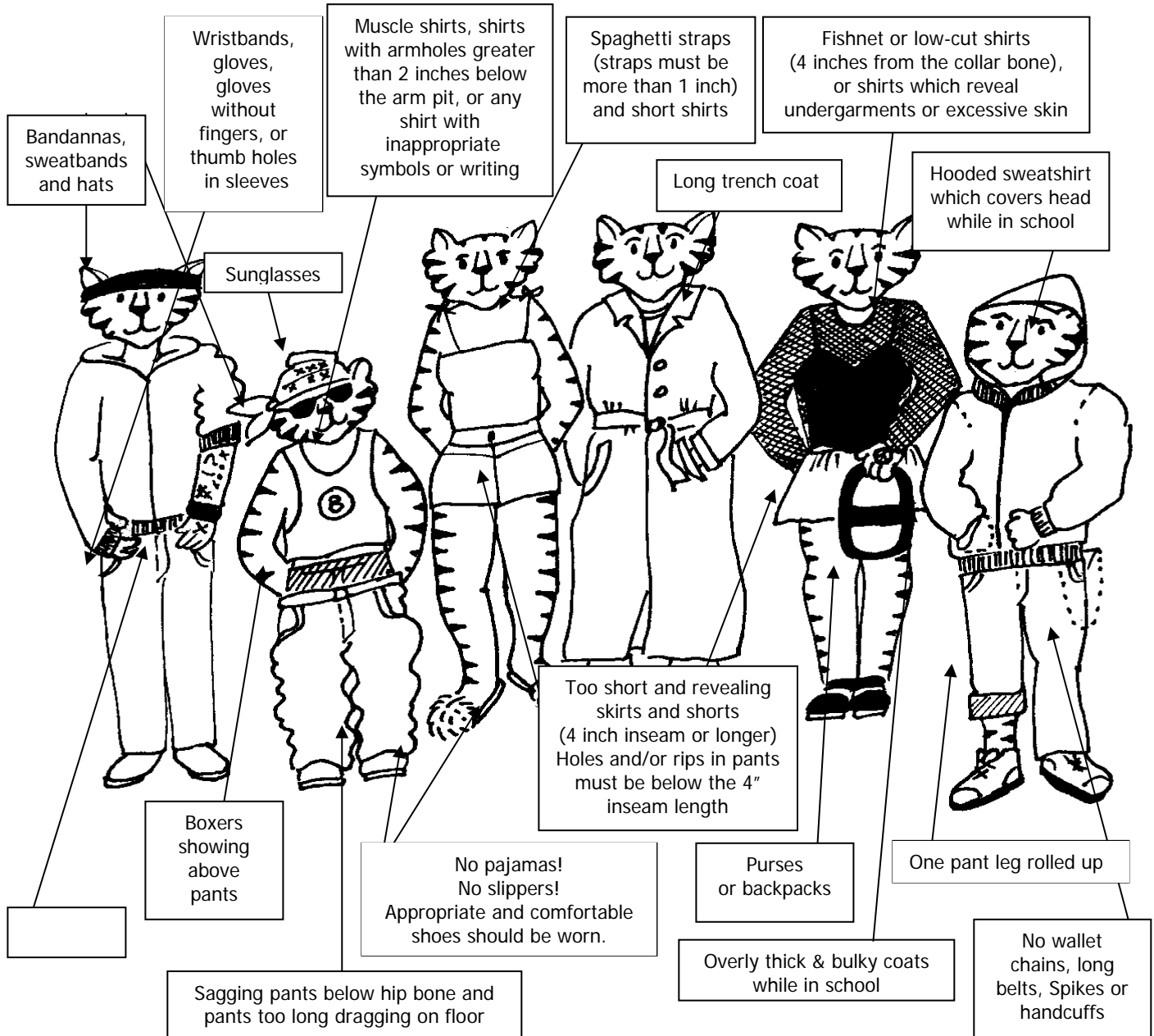


Dressing for Success

our clothing says a lot about who you are and who we are as a school. We ask all students to dress modestly and in a manner that says you are serious about your work.

- Students may wear comfortable clothes that allow them to focus on learning and school activities
- Students should **not** wear clothes that distract, disrupt, or interfere with the teaching and learning process
- Complete dress and shoes are required at all times, including on the way to and from NAMS



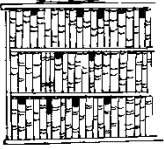


Clothing and Accessories not Allowed





Policies for the Common Places




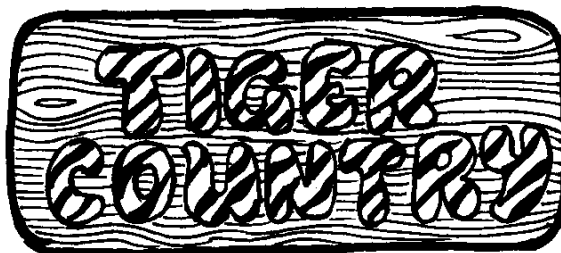
Place	Be Responsible	Be Respectful	Be Safe
Office and Counseling 	<ul style="list-style-type: none"> Use window for attention Sign in when arriving late or leaving early Pre-arrange bus passes by lunch State your purpose politely No food, drink or gum 	<ul style="list-style-type: none"> Have friends wait elsewhere Ask before entering the Main Office Stay out of back area Phone for emergencies and by permission ONLY Patiently and quietly wait for assistance Use kind words and actions 	<ul style="list-style-type: none"> Walk Close door <i>gently</i> Stay calm and quiet Keep hands and feet to yourself Use tables and chairs appropriately
Halls 	<ul style="list-style-type: none"> Have a hall pass during class time Put books and belongings in locker Be gentle with lockers No food or drinks Pick up litter Work quietly in hallways Respect posters & student work displayed on the walls 	<ul style="list-style-type: none"> Use appropriate language Use quiet voices Don't distract classes Smile and say "Hello" to people Obey requests made by adults Help people with messes Be mindful of other classes 	<ul style="list-style-type: none"> Walk at all times No horseplay (like pushing / shoving / punching, etc.) Stay to the right Don't share locker combination Be aware of others Keep hall passage clear Walk 3 or less across Keep your hands, feet and body to yourself
Library 	<ul style="list-style-type: none"> Use quiet voices Check out books before leaving library Pay fees and fines promptly Use computers only for stated purpose or assignment No food, gum or drink 	<ul style="list-style-type: none"> Use appropriate language Return materials on time Librarian re-shelves books Sit only on chairs 	<ul style="list-style-type: none"> Walk Follow computer rules Don't move furniture No horseplay
Computer Lab 	<ul style="list-style-type: none"> Print only with permission No food, gum, or drinks Clean up your area when done 	<ul style="list-style-type: none"> Work quietly Keep computer volume low or off Push in chairs and keyboards before leaving Do not change settings on the computers or monitors 	<ul style="list-style-type: none"> With adult supervision only Use the internet appropriately No social media (ie. Facebook, Instagram, Snapchat, Vine...) or texting
Cafeteria 	<ul style="list-style-type: none"> Put trash in garbage can Do not pop anything Recycle! Put tray on cart Keep personal items out of way Clean up your area Pay lunch account money by 10:30 AM All food & drink stay in the cafeteria If not waiting in line, be seated in the cafeteria 	<ul style="list-style-type: none"> Use quiet voices Use appropriate language Be polite to kitchen staff Use vending machines appropriately Stay in the order you arrived in line Touch only your own food Eat only your own food 	<ul style="list-style-type: none"> Walk Keep food and other objects to yourself Look where you are going Clean up spills Follow all adult instructions Keep proper spacing at tables



Policies for the Common Places



Place	Be Responsible	Be Respectful	Be Safe
Lunch Recess Areas <ul style="list-style-type: none"> ▪ Library ▪ Gym ▪ Outside 	<ul style="list-style-type: none"> ▪ Put away equipment when done ▪ Report all problems to staff members ▪ Food or drink in cafeteria ONLY ▪ Put binders and other personal property in your locker BEFORE going to lunch (<i>binders found in the halls will be sent to the office and students will earn a detention</i>) 	<ul style="list-style-type: none"> ▪ Use good sportsmanship ▪ Go <u>quietly</u> through halls ▪ Use good behavior in all areas ▪ Use only the double doors to C hall to enter and exit the playground ▪ Follow directions of all staff promptly and respectfully ▪ Keep the lobby area clear ▪ Return balls / equipment to the bin 	<ul style="list-style-type: none"> ▪ Walk to all locations ▪ Stay within outside boundaries (<i>on the school side of the trees & baseball field, and not beyond the tennis courts</i>) ▪ Come quickly and safely when whistle is blown or bell is rung
Restrooms 	<ul style="list-style-type: none"> ▪ Place trash in garbage cans ▪ No graffiti or vandalism ▪ Turn off the water after washing hands ▪ Use toilet paper and towels appropriately 	<ul style="list-style-type: none"> ▪ Flush the toilet ▪ No scented sprays or perfumes allowed ▪ Wash your hands! ▪ Inform adults of vandalism ▪ Don't "hang out" in bathroom ▪ Give people privacy ▪ Respect property, yours and others' 	<ul style="list-style-type: none"> ▪ Put all waste and trash where it belongs ▪ Keep water in sink ▪ Wash your hands!
Bus Area, on the Bus & Walking Home	<ul style="list-style-type: none"> • Wait in line patiently • Pick up litter • Leave by 2:45 • Use appropriate language • Use three inch voices (no shouting) 	<ul style="list-style-type: none"> • Use kind words and actions • Keep feet and hands to yourself (in line & on the bus) • Follow ALL directions given by the person on duty & bus driver 	<ul style="list-style-type: none"> • Walk in the halls as you exit the building • Stay behind the yellow line on the sidewalk • If walking home, stay on the outer sidewalks- do NOT go through the parking lot • Walkers- stay to the side of the road
Lockers	<ul style="list-style-type: none"> • Use your locker ONLY • Locker combinations are NOT to be shared with other students • Locker difficulties are to be reported to the office • Keep valuables - especially money - in your pocket or at home 	<ul style="list-style-type: none"> • Locker decorations are to be limited to items that can be taped in place. Writing, painting and gluing are prohibited • Leave other students' lockers alone • Decorations need to be school appropriate 	<ul style="list-style-type: none"> • Keep lockers locked at all times (no "pegging") • Leave other students' lockers <u>alone</u>
Assemblies & Special Events	<ul style="list-style-type: none"> • Quietly focus on presentation • Stay seated with your class • Keep your hands & feet to yourself 	<ul style="list-style-type: none"> • Listen • Applaud when appropriate • Be an appreciative & respectful audience 	<ul style="list-style-type: none"> • Walk quietly & carefully to assigned spot • Wait for dismissal • Walk carefully from bleachers & gym



The NAMS Pledge

As a student at NAMS I pledge to be a responsible citizen.
I will show courtesy and respect to all.
I will help maintain a clean and safe environment so people will see
the pride I have in my school!



Student Recognition

As part of our PBIS program, we honor the good work done by our students in a variety of ways.

Tiger Eyes

Tiger Eyes are awarded to students that are caught doing something right! The Tiger Eyes can be turned in for rewards and once turned in they will be part of drawing that take place every few weeks.

Tiger of the Week

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



Terrific Tiger

Terrific Tiger recognition is focused on personal responsibility and good citizenship. Students will be able to participate in an in house activity for each 6 weeks they are selected.

Terrific Tiger students are selected every 6 weeks based on the following criteria each semester:

- 1st 6 weeks – All homework turned in
- 2nd 6 weeks – Always on Time
- 3rd 6 weeks – No Detentions

Top Tiger

Top Tiger recognition is awarded at the end of each semester. Selected students have demonstrated academic success, personal responsibility and good citizenship

To Qualify for Top Tiger students must have:

- Academic marks of Exceeds or Meets
- Citizenship marks of Exceeds or Meets
- Effort marks of Exceeds or Meets
- *Two or less detentions*
- **One or less discipline referrals or bus conduct reports**
- *Three or less unexcused tardies*
- No overdue library books, lunch accounts, or fines
- These criteria must be maintained up to the day the trip is scheduled.



Let's Get Recognized



GENERAL INFORMATION

Attendance

Punctual and regular attendance is important for learning. Parents, please call our attendance line (541) 497-6157 which is available 24 hours a day or (541) 967-4621 by 7:55 a.m. to let us know the reason for any school time missed. Following an absence, when a parent has NOT contacted the school with an absence reason, students are to bring a note from a parent to the counseling office before reporting to class. If no written excuse is provided within three school days of the absence, the absence is recorded as "unexcused".

Students who are absent part of the day must report to the front office and sign-in, noting their arrival time. Students arriving more than 10 minutes late will be counted absent for that period and any previous periods.

All students who leave school during the day for any reason must have office approval and be signed out by a parent or guardian in the office.

In the case of excessive absences, the principal or designee may excuse absences caused by the pupil's sickness, the sickness of a family member, or a family emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

Students accumulating 10 or more absences during the school year due to illness are required to have a note on file at the school from a physician in order to receive an excused absence.

Examples of excused absences include:

- The student's own illness. These absences must be documented by phone the day of the absence, or in writing by the parent/guardian when the student returns. Medical statements may be asked for at any point the principal deems appropriate. (Three days per semester will be excused with a note from home).
- Death in the student's immediate family.
- Recognized religious holidays in which the student normally participates.
- Unforeseen emergencies or situations where the student has no control and the principal deems appropriate.

Examples of **unexcused** absences include:

- Working on homework assignments
- Missing the bus
- Sleeping late
- Running personal errands to town
- Babysitting
- Truancy

Please prearrange absences (vacations, appointments, etc.) with the attendance office several days ahead when possible.

Students not attending field trips are still required to attend school on the day of the field trip.

Closed Campus

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

Closed campus regulations have one exception: If you plan to leave for lunch, your parent must pick you up unless you have a written note and phone verification allowing you to go with another adult. Notes must be given to the office ahead of time. Walking home for lunch is NOT allowed.

Lockers

Do not give your locker combination to anyone! An individual locker is provided for each student with the understanding that **the administration will retain the right to have lockers inspected and will regulate their general use.** (Student population may necessitate locker sharing.)

Communication

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

- School Messenger – calls contact numbers and provides an audible message
- Remind – an optional text messaging system done by grade level
- The school website:
nams.albany.k12.or.us

Parent-Teacher Organization (PTO)

North Albany's parent organization, the PTO, meets on the third Wednesday of each month at 7 p.m. in the School Library. The PTO sponsors activities and contributes funds to the school. Each meeting also includes information regarding some aspect of the school program.

School District's Check Policy

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

Site Council

NAMS has a Site Council, which evaluates instructional programs and works to improve them. Site Council members include parents, community members, classified and certified employees, and the principal.

Student Information

The school will not ordinarily disclose personally identifiable information about students without prior consent. If a parent does not want directory information about a student released, a written statement to the principal must be submitted. The school may not give out any discipline or academic information to anyone other than the student's parent or legal guardian.

Substitute Teachers

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

If a guest teacher sends a student to the office for defiance or disruptive behavior, or deals with such behavior in the classroom, the student can expect to be assigned school consequences.

Tardiness

Being on time to class means you must be in your seat when the bell rings, and prepared with all necessary materials. In order to be excused for tardiness, you must have a pass from the main office or a staff member.

More than two unexcused tardies in any one class per term may result in consequences such as making up time, restoring relationship, detentions, or in-school suspension.

Textbooks

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

Visitors

All visitors are required to check-in with the office. We are unable to accommodate visiting students or family guests during the regular school day. Any person not associated with NAMS or who is on campus without permission will be asked to leave. School board policy "KK" states:

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

Whom Do I Call?

Academics - the teacher (541) 967-4541
Attendance - **Ms. Williams** (541) 497-6157
Discipline - Office (541) 967-4541
Student Concerns - Counseling (541) 967-4621
- **Ms. Fifield**

ACADEMICS

Academic Assistance

The following Academic Assistance opportunities are offered to all students:

- Study Table meets on Tuesdays and Thursdays during lunch/recess in Room 26.
- After-school Club meets Wednesdays from 1:45-2:30 in the library
- *Flex/Advisory* period which meets daily.

In addition, students may be assigned academic interventions such as lunch work sessions, early release support, after school sessions with a teacher (arranged with the teacher in advance) and loss of elective for a study hall period if they fall behind in their schoolwork.

Academic Honesty

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

NAMS Student Handbook 2016-2017

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

Community Service

Community Service is one way students can develop the character trait of social responsibility. It is work that the student does not get paid for and is done outside of class time. It can be done in the school, in the home, or in the community.

At the end of the year certificates are given to students who reach or exceed the goals for their grade. Goals are as follows:

6th grade, 6 hours

7th grade, 8 hours

8th grade, 10 hours

On page 19 in this planner, space has been provided to record students' work hours.

Daily Planner and Homework

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

Each student is expected to record all assignments in detail for every class every day in their Student Daily Planners. All assignments should be recorded with details such as page numbers or worksheet numbers of the assignments and due dates. Parents are encouraged to check the planner regularly to help students stay caught up on homework. Late work may be penalized as per each teacher's policies. *(If a planner is lost or destroyed a new one may be purchased in the main office for a nominal fee.)*

Grades

Students will receive report cards following each semester break in January and June. Parents will also have a fall opportunity to conference with their student's teachers. Students and parents may also access grades via the Parent Internet Viewer (PIV) on our electronic grading system, Pinnacle.

Make-up Work

Students must make up all work missed due to absences or suspensions from school. Some work, such as Science labs, is dependent upon class instruction and an alternative assignment may be given.

It is the student's responsibility to find out what work must be done, but teachers will gladly help. The time limit for make-up work is usually one day plus the number of days the student was absent. This policy may not apply to long assignments or term projects.

*Students who have been absent for **two or more** days may request assignments through the school office.*

*Assignments take one full day to gather. **Please be sure you are able to pick up assignments by 3:45 p.m. before making a request for homework.***

Parent/Pinnacle Internet Viewer (PIV)

This online portal provides students and parents with real time access to their student's grades, attendance and assignment information at any hour of the day. Teachers are continually updating their gradebooks and should be current within about a week. Questions about an assignment/grade should be addressed by the teacher. Once PIV passwords are distributed in the fall, if you have questions call the counseling office.

The link to the PIV is on the NAMS website and the district page under quick links. The direct URL is: <https://classroom.lblesd.k12.or.us/Pinnacle/002/Gradebook/Logon.aspx?>

Report Cards

Report cards are sent home with students at the end of 1st semester, and mailed at the end of the second semester. Report card marks are part of each student's permanent record and follow him or her to high school. If the report card indicates that a student is experiencing academic or behavior problems, parents are urged to schedule a conference with the counselor and teacher.

Telephones

School phones are available for student use with staff permission. All calls regarding illness or a need to leave school should be made in the office, as the office needs to be aware of health concerns.

If a student needs to receive a message, please call the office and it will be delivered.

STUDENT SERVICES

Administrators:

Mr. Dilbone & Mr. Huot

The principal and assistant principal are responsible for the daily operation of the school, decisions concerning school curriculum, activities and student discipline. Parents may schedule an appointment with them by calling the main office.

Bicycles, Rollerblades, Skateboards, and Scooters

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



NAMS Student Handbook 2016-2017

All bikes and skateboards must be placed in the bike cage in front of the school as soon as you arrive. It is highly recommended that you bring a lock to help prevent theft, but remove it daily when you leave. Although an effort is made to keep bikes secure, the school district assumes no responsibility for bikes that are vandalized or stolen during or after school hours.

Bus Service

The school district provides bus transportation for many students. The school board decides which students are eligible to ride a bus based on boundaries it sets. Additional information on bus routes is available at the school office, online at the GAPS website or by calling the Transportation Department (541) 967-4626.

Afternoon buses depart from the NAMS bus-loading zone by 2:42 p.m. daily.

The rules listed below are posted in all buses, and it is the students' responsibility to know these rules.

State of Oregon Bus Rules:

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

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

Bus Incident Reports

You may receive a Bus Incident Report if you misbehave. Your Bus Driver will send a copy of this report to the school. This is one way a bus driver can warn you about the need for you to change your behavior. In most cases, further problems on the bus will result in a *Bus Conduct Report* with school consequences.

Bus Conduct Reports:

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

- 1st Report:** Detentions & verbal warning
- 2nd Report:** Above plus 3 to 5 school days suspended from bus
- 3rd Report:** All of the above plus 5 to 10 school days suspended from bus
- 4th Report:** SUSPENSION FROM ALL GAPS' SCHOOL BUSES FOR THE REST OF THE SCHOOL YEAR. This may also affect field trips.

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

Bus Passes

Students must bring a written note from their parent to the office to be signed, **before school or at lunch recess** (not after school). The student will give this note to the bus driver

Students wanting to go to another student's house **must** bring a note signed and dated by a parents or gaurdian. Making arrangements to go home with another student from school is not acceptable.

If you are a riding on a bus other than the one you are assigned, you must maintain excellent behavior. If you misbehave when you are a guest on another bus, you may lose the privilege of riding it without being given a conduct report.

Boys and Girls Club Bus

Students **MUST** have their ABGC cards in order to ride the bus to the club. The office does not write passes.

Bus Bucks

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



NAMS Student Handbook 2016-2017

Computer and Internet Use

NAMS offers students access to a computer network for word processing and Internet learning. Access will enable students to explore thousands of libraries, databases, museums, and other information.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The district has installed a filter in an attempt to eliminate student access to such material but it is possible that some such material may get past the filter.

For this reason, students must have written parent permission to gain access to the Internet. Parent permission requires agreement with school district policy IIBGA-AR.

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

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

Ethical Computer Behavior

- **Log in** using *only* your personal password
- Do not alter (change or rearrange) desktop setups, screen savers, etc. Messing these up would be like going into someone's bedroom and messing that up.
- Do not get into any files that are not yours. This is dishonest.
- Do not copy information from the Internet without putting it into your own words or using the appropriate quotation devices (see "Academic Honesty" p.9).
- Leave the computer you used in the same or better condition than when you sat down to use it. Make sure the keyboard is flat in front of the computer. Don't leave any pencils/papers/trash.
- **Log out of computer after each use**

Internet Safety Tips for Students

1. Don't ever meet someone in person you first met online.
2. Protect your personal information, like your name, date of birth, school, phone number.
3. Don't respond to mean or offensive email, comments or postings.

4. Remember, if you post revealing or identifying videos or photos, you never get them back.
5. Set your profile to private, and only add friends you know in real life.
6. Choose a screen name that is appropriate and does not identify you as a boy or girl, or where you live.

Go to: LinnOnline.org for more information.



Cyberbullying

The Greater Albany Public School District prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

Internet Safety Tips for Parents

1. Limit computer access to a common location in the house. Connected computers should not be in a teenager's room.
2. Talk about and establish rules for using the Internet. Apply the rules to school, friend's houses, the library, and home.
3. Discuss the importance of telling an adult if something ever makes your child feel scared, uncomfortable, or confused.
4. Communicate!! Find a way to cross the digital divide, and become more involved in your child's online life.
5. Learn how to set parent controls and filters.
6. Check your children's web pages, chat logs, histories and temporary files.

Go to: www.linnsheriff.org for more information.

Check these resources:

www.NetSmartz.org
www.MissingKids.com
www.isafe.org
www.linnsheriff.org

Clubs and Activities

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

Counselor: Ms. Fifield

Our counselor provides academic and personal counseling for students. The Counseling Secretary, **Ms. Williams**, can help students make an appointment to see a counselor.

Library

The library is open to students at lunch. All books, except reference materials, may be checked out for three weeks.

Library Rules

- You must have a library pass to be in the library unless you are with your teacher
- Treat all library books, computers and furniture with care and respect
- Food, drinks, and gum are prohibited
- Electronic devices are not permitted

Library Fines

You will receive an overdue notice when a book is late or lost.

Library Computer Use Rules:

- You must have a pass from a teacher to use a computer during class
- Priority will be given to students doing class assignments
- You may not check out a computer if you have any overdue books

Library Use During Lunch Times

All rules for the library apply during lunchtime. Computers may NOT be used for games during lunch. They are for class work or research ONLY.

Lost and Found

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

WEB Mentor Program

The **Where Everybody Belongs (WEB)** mentor program assigns an eighth grade mentor to a group of sixth graders on the first day of school. This program welcomes incoming students and helps them feel comfortable throughout their first year of middle school. Studies have shown that if students have a positive experience in middle school, they have greater chances for continued success later in life. A WEB mentor will also meet with a sixth grade group throughout the school year.

STUDENT HEALTH AND SAFETY

Communicable Diseases

Oregon law spells out requirements for confidentiality in schools and prohibits the release of information about individuals with communicable diseases without the individual's permission. School Board Policies IGAEA, JHCCA, JHCCB contain further information about district practices and procedures regarding AIDS.

Emergency Drills

Fire drills are held monthly. Rules for leaving the building are posted in each room and staff members review these periodically. Information about guidelines for earthquake and lock-down drills will be reviewed in Advisory/Flex class and shared in the daily announcements.

In the event of a school evacuation, NAMS students would go to the football field, then out to Quarry Road, where buses would pick them up and relocate them to the Linn County Fair Grounds.

General Guidelines for Sick Children

Some signs which mean that a child is ill and needs to stay home:

- Fever
- Runny nose, sneezing, or coughing.
- Chills
- Body Ache
- Headache
- Nausea, vomiting, or diarrhea.
- Flushed (red) face, hot, dry skin or unusual paleness (white, gray, or green look) or coldness.
- Drowsiness in a usually active child, restless sleep.
- Unexpected sweating, damp skin.
- Watery or glassy appearance of eyes.
- Hoarse or husky voice or cry.
- Loss of appetite.
- Rash, bumps, or breaking out of skin.
- Pain in ear, head, chest, stomach, abdomen, or joints.
- Seizures or convulsions during which a child exhibits stiffness or twitches.

**Remember to call the
Attendance Line
(541) 497-6157 when your
student is ill.**

NAMS Student Handbook 2016-2017

A child will be sent home when one or more of the following conditions exists:

- Temperature above 100° F
- Throat: Sore, red, painful
- Runny Nose: If discharge is yellow or green
- Eyes: Severe pain or discharge
- Diarrhea
- Vomiting: Within the last 24 hours
- Behavior: Listless, cranky, and very tired children who are suspected of illness

These children must stay home for 24 hours after condition has ended.

Rashes and Skin Conditions

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

Diseases Requiring Exclusion from School

- Chickenpox
- Measles and Rubella (German Measles)
- Mumps
- Streptococcal Disease
- Infectious hepatitis
- Staph Infection
- Impetigo – may attend if under treatment
- Conjunctivitis or “pink eye” – may attend if under treatment and on antibiotics for 24 hours
- Ringworm – may attend if under treatment
- Head lice or body lice (Scabies) – may attend if child has been treated with appropriate medicated shampoo and all nits removed.

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

Harassment

It is absolutely not acceptable to pick on each other, call names, or do anything that makes other students feel bad. This includes name calling, physical contact like pushing, poking, tripping, punching, glaring and mean looks or making threatening gestures or statements.

Saying nasty, obscene or mean comments, making unkind remarks about a person's parents, calling someone insulting names referring to homosexuality, race, or other things in a hurtful way also constitutes harassment. It can also include taking or destroying property, spreading rumors or lies, lying to an adult about something someone did to get them in trouble, or slamming other's locker doors.

If someone is harassing you, you might be tempted to be mean right back, but make a better choice! Getting even with someone for their bad behavior is not allowed.

These are the steps to follow if you are a victim or a bystander. Follow this plan:

1. First, tell the student that you do not like the behavior and to STOP, then WALK AWAY.
2. If it happens again, tell the student that you will report the behavior if it does not STOP.
3. If it happens a third time, WALK AWAY. TELL AN ADULT.

It is best to tell the nearest adults, but tell someone you are being harassed.

Hazardous Materials Prohibited

Students may not possess or use the following:

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

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

Medication at School

For students who must take medication at school, the school is required by law to leave the medication at the office. For school personnel to administer prescription or non-prescription medication, the parent must complete a medical form, which is available in the office. All medications must be in the original container.

Medications must be brought to school and/or picked up by a parent/guardian when prescriptions are received. Pills need to be counted, logged, and initialed verifying the amount received.

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

Mental Health/Threat Assessment

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

Supervision

The campus is unsupervised before 7:15 a.m. and after 2:45 p.m. Students should arrive after 7:15 a.m. and leave school grounds by 2:45 p.m. unless working with a teacher.

Students must be picked up by 2:45 p.m. unless they are participating in a supervised activity.

Surveillance Cameras

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

STUDENT BEHAVIOR

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

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

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

Classroom Rules

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

Every student is expected to immediately comply with any order given by a member of the school staff or by any adult person selected to assist a staff member including the school resource officer. Students are to comply without arguing. Failure to so comply shall result in the order being repeated. If a student twice refuses to comply, the student is subject to disciplinary consequences.

Electronic Devices

As a culture the dependency on technology has increased dramatically and has a significant impact on schools. Students have access to considerable personal technological resources and enjoy using them at all times. Schools need to encourage appropriate use practices that will benefit the student and society.

The school is not responsible in any way for personal electronic devices.

Students are able to use their personal devices for entertainment purposes in the cafeteria before school and at lunch. Students should connect their device to the school network so that no data charges are incurred and that inappropriate material is less available.

Electronic devices should be stored in student lockers when they are not able to be used. The devices should not disrupt the educational environment at any time, this includes making noise.

Unacceptable uses include but are not limited to:

- Calling
- Texting
- Using social media
- Accessing inappropriate content
- Taking pictures and video
- Causing a disruption to the educational environment

If students are using technology including their personal devices in unacceptable or inappropriate ways, or at inappropriate times, the technology will be confiscated by staff. All staff members have the authority and direction to carry out this directive during the school day. Confiscated phones will be held in a locked drawer in the office.

1st Violation: Phone confiscated and delivered to office. Student can pick up phone at the end of the school day.

2nd Violation: Will require their parent/guardian to pick phone up from the office after school.

Subsequent violations: may be considered an act of defiance of school policy and will result in additional consequences, including the loss of the privilege to bring electronic devices to school.

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

School Rules and Policies

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

NAMS Student Handbook 2016-2017

Students are not to:

- Smoke or chew tobacco on or near school grounds or carry or keep cigarettes in lockers.
- Have or use vape pens at school
- Jump up and touch the overhead water sprinkler pipes.
- Fight on or near school property.
- Destroy, deface or vandalize school property.
- Use obscene or profane language, spoken or written.
- Show open displays of affection such as kissing, hand holding, or hugging.
- Gamble.
- Buy or sell anything at school except during school sales.
- Possess use, sell or buy alcohol or drugs.
- Pretend to use, sell or buy alcohol or drugs.
- Use aerosol cans. The spray from aerosol cans may be toxic, may cause breathing difficulties and is sometimes used inappropriately. Therefore, all aerosol cans are prohibited at NAMS unless students have permission from administration.
- Possess spray perfume, cologne or body spray of any kind.
- Possess or use sharpies or white out. These items can be toxic.
- Possess any weapon including firearms, knives of any size or look-alikes

Definition of a weapon under Oregon Law:

Firearm:“(a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device [any explosive, incendiary, or poison gas bomb, grenade, rocket with charge of more than four ounces, missile with charge of more than ¼ ounce, mine, or similar device].” Does not include antique firearms.

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

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

Definition of a weapon according to IDEA:

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

Cafeteria Conduct

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

Dress Code

While on school premises, school sponsored functions and school related functions, and while on school buses going to and coming from school for a regular school day, students are expected to follow the NAMS's Dress Code on p. 4 of this student handbook.

Sweatshirts, sweaters and flannel shirts may be worn during the school day for added warmth.

Clothing, jewelry, belt buckles and school supplies may not depict:

- Profane or obscene language.
- Drugs (including marijuana leaves and mushrooms), alcohol or tobacco.
- Sex; people dressed in lingerie or beachwear that is overly revealing; words, sayings or characters that are exploitative or demeaning of males or females.
- Or ridicule any social, ethnic, racial, or religious group
- Gang identification words or symbols
- Violence, cruelty, guns, weapons or other pictures that portray evil or cruel images.

Students may not write on themselves, their clothing, other students, other students' clothing, or wear stickers.

NAMS Student Handbook 2016-2017

Fighting

Students are not allowed to fight, encourage each other to fight, or physically intervene in a fight or gather as spectators to watch a fight. Students who see a fight about to start, or in progress should get help from an adult immediately.

Students who have information about a potential fight should inform a school adult immediately.

Self-defense means doing the least you can to get out of a bad situation. Unless you are backed into the wall, you can probably get away and find help. If you stay to fight, you can expect the school to give you consequences even if you didn't start the fight.

This is difficult, we know. When someone is really giving you a bad time, or hits you, you may feel like really letting them have it. But we just can't let you do that at school.

Some people have anger management problems. They get angry over small things, and when big things come along, they get so angry they may lose control. If you are like that, it would be a good idea to get help to overcome this problem. Otherwise you may find that you get in situations in school, at home and with your family and friends that are uncomfortable or that get you into really big trouble.

Forgery

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

Gang Activity

NAMS has a strong commitment to keeping all gang activity out of schools. Gangs promote violence, drugs, and criminal behavior.

NAMS will inform parents of any signs of gang behavior from their children.

Consequences, including police involvement, will be given for any gang activity in school. Gang symbols and clothing are strictly prohibited.

Gum

Gum chewing is not allowed at NAMS. Any student chewing gum will be required to throw it away and may receive disciplinary action.

Hallway Behavior

With more than 500 students in the halls at various times throughout the day, it can be quite crowded. Therefore, everyone must accept and abide by appropriate hallway guidelines much like motorists on our streets and highways. If all students and staff

follow a few simple guidelines, the hallways will become safe and user-friendly passages.

- Walk at all times.
- Stay to the right. Take corners wide and stay right; cutting corners is dangerous.
- Keep your hands and feet to yourself.
- Do not block the halls with your groups of friends or when waiting to enter a classroom. Stand close to the walls if you are waiting to enter a classroom.
- Several students walking with their arms interlocked are not OK. No more than 2 students may walk side by side.
- Congregating means hanging out in groups and is not allowed if it blocks the flow of traffic.
- You must have a pass to be in the hallway during class time.
- Go directly where the hall pass says and return immediately to the classroom afterwards.
- Do not engage in horseplay because it almost always gets out of hand.

Investigations by Government Agencies

In certain circumstances, representatives of law enforcement agencies or the Department of Human Services may interview students on campus during school hours. These representatives must tell a school administrator which student they wish to interview. The administrator may ask that the interview be held after school.

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

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



Off-Campus and Out-of-School Conduct

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

Prohibited and Restricted Items

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

- Drugs, alcohol, tobacco, or vape pens
- Weapons of any kind
- Fireworks or explosives
- Matches, lighters, or other items that make flames
- Stink bombs, pepper sprays, and other gases
- Sharpies or other permanent markers
- Balloons (allowed for school projects ONLY)
- Paper "tacos"
- Rubber bands
- Energy drinks
- Glass containers
- All aerosol sprays
- Perfume and cologne
- Hand cuffs
- Laser lights

DISCIPLINARY CONSEQUENCES

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

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

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

Possible consequences:

- Apology
- Community Service
- Problem Solving
- Lunch Detention
- Parent/Guardian Contact
- Discipline Referral
- Class Schedule Change
- Behavior Plan
- In School Suspension

- Out of School Suspension
- Expulsion
- Police Intervention

Detention

Detention is held during both lunches several days each week in room 26 and sometimes in the office. Students who are assigned detention, must immediately report to room 26 and sign in. If they have a lunch from home, they must take it with them otherwise students will have the opportunity to go through the lunch line. Students spend all of the lunch period in detention, and may complete a problem-solving essay. If poor behavior occurs during detention (not completing the essay, talking, being disruptive or disrespectful) students may be assigned to another day or a disciplinary referral. Students who fail to report to the detention room, or come late, may be assigned more days of detention.

Students who earn more than 3 detentions in one six-week period will receive a letter home to parents and may be assigned additional consequences.

In-School Suspension (ISS)

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

Out-of-School Suspension

Students may be suspended for up to 10 days for serious misconduct or repeated minor misconduct. Serious misconduct includes physical contact, possession of drugs, alcohol or other illegal items, harassment, theft, arson, verbal abuse, profanity, vandalism, repeated minor misbehavior, and defiance.

Suspended students may not be on any district school grounds or at any school-sponsored events without administrator approval from both NAMS and the school hosting the event.

All schoolwork may be made up in a reasonable amount of time. The student is responsible for making arrangements with teachers to complete missing assignments.

Nondiscrimination Policy

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

N.A.M.S. Community Service Record

Goals by grade are:

6th Grade: 6 hours/year

7th Grade: 8 hours/year

8th Grade: 10 hours/year

Community Service is work that you do that you do not get paid for and that happens outside of class time. It can be done at school, home, or in the community.

Students are given Community Service Awards at the end of the year when they reach or exceed the goals for their grade. Community service is one way to develop the character trait of social responsibility.

Possible community service activities:

- Participating in GAPS Swim-a-Lap
- School or community recycling
- Ringing the bell for Salvation Army
- Helping at an animal shelter
- Helping with food drives
- Raking leaves for people in need or helping the elderly
- Volunteering at community agencies or church



Your Name:		Grade: 6 7 8	
Date	Amount of time	What You Did	Staff/Parent Signature
Total		Total from this page	
Total		Total from additional sheet	
		Grand Total	



**North Albany Middle School
Anti-Bullying Contract
Student and Parent/Guardian Agreement
2016-2017 School Year**

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

Student's responsibility:

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

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

Student's Printed Name

Date

Student's Signature

Parent/Guardian responsibility:

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

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

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

North Albany Middle School Bullying/Harassment Matrix Of Consequences				
Behavior	First Incident	Second Incident	Third Incident	After Three Incidents
Level One: <ul style="list-style-type: none"> ▪ Teasing or name-calling * ▪ Spreading rumors ▪ Intimidating or humiliating others* ▪ Threatening to reveal personal information* ▪ Excluding/ignoring others ▪ Kicking, pushing, or hitting ▪ Stealing or defacing property 	<ul style="list-style-type: none"> ▪ Verbal Warning ▪ Discipline Referral ▪ Letter or phone call to parents – must be signed and returned ▪ Student makes amends through written apology or mediation 	<ul style="list-style-type: none"> ▪ Two day detention ▪ Discipline Referral ▪ Student calls parent ▪ Letter to parents – must be signed and returned ▪ Student makes amends through written apology or mediation ▪ Student completes - Circle of Affect worksheet ▪ Cease and Desist order 	<ul style="list-style-type: none"> ▪ ½ day in-school suspension ▪ Discipline referral ▪ Student calls parent ▪ Letter to parents – must be signed and returned ▪ Student makes amends through written apology or mediation ▪ Student completes Circle of Affect sheet ▪ Meeting with Counselor 	<ul style="list-style-type: none"> ▪ Meeting with Principal and parents ▪ Discipline Referral ▪ Administration along with Behavioral Specialist and Counselor will develop an individual plan and determine consequences ▪ Out of school Suspension
Level Two: <ul style="list-style-type: none"> ▪ Harassing others based on race, color, national origin, sexual identity, sex or disability* ▪ Threatening violence* ▪ Making obscene sexual gestures* 	<ul style="list-style-type: none"> ▪ Two day detention ▪ Discipline Referral ▪ Student calls parent ▪ Letter to parents – must be signed and returned ▪ Student makes amends ▪ Student completes Circle of Affect worksheet 	<ul style="list-style-type: none"> ▪ ½ day in-school suspension ▪ Discipline referral ▪ Student calls parent ▪ Letter to parents – must be signed and returned ▪ Student makes amends ▪ Student completes Circle of Affect sheet ▪ Meeting with counselor 	<ul style="list-style-type: none"> ▪ Meeting with Principal and parents ▪ Discipline referral ▪ Administration along with Behavioral Specialist and Counselor will develop an individual plan and determine consequences ▪ Out of School Suspension 	<ul style="list-style-type: none"> ▪ Administration will determine consequences with may include suspension or expulsion
Level Three: <ul style="list-style-type: none"> ▪ Inflicting severe bodily harm ▪ Threatening with a weapon ▪ Extortion* ▪ Exposing oneself ▪ Touching others inappropriately 	<ul style="list-style-type: none"> ▪ <u>Administration will determine consequences for all Level Three behaviors, which may result in suspension or expulsion</u> ▪ Criminal behavior will be reported to law enforcement <p>* Verbal, written or via media, which includes, but is not limited to text messages, picture messages, emails and posting on websites</p>			
THIS IS A GUIDELINE OF POSSIBLE CONSEQUENCES FOR BULLYING/HARRASSMENT BEHAVIOR. ADMINISTRATION MAY DEVIATE AS NEEDED				



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____



**PE No-Penalty
Borrow Pass**

Name _____
Teacher _____
Period _____ Grade _____
Date Used _____