

Welcome to

Harbor Lights Middle School

Home of the Panthers

Be Safe * Be Responsible * Be Respectful

Dear students and families,

Welcome to the 2020-2021 school year! While this may feel quite different from your previous experiences at school, you will soon see that we are going to have a great year together, however that may look.

Harbor Lights Middle School will follow guidance from state and local health department officials regarding school opening or possible closures. This year's return to school will come with some new protocols and procedures in order to keep everyone safe and healthy. Any information in the HLMS parent/student handbook that does not comply with current guidelines from the Oregon Department of Education (ODE) and Center for Disease Control (CDC) is to be disregarded.

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>

We encourage everyone to become familiar with the document, along with its accompanying protocols. While it will alter certain aspects of the school day, our goal is to maintain a normalized environment where students can learn and teachers can teach. Please refer to this document for any additional guidance for our current instructional model.

As we open schools for in-person instruction, or from a distance, it is important that everyone recognizes the role they play in protecting themselves and others. Our school will place a heightened emphasis on Social Emotional Learning and support for our students. We are committed to maximizing learning potential through rigor and timely feedback to students and families.

We will continue to improve facility sanitation, including the regular cleaning of touch points & horizontal surface areas to maintain a clean and healthy school environment. Hand hygiene is imperative, as well as following the state facial covering mandate. We will have hand sanitation stations placed throughout our schools and students will be encouraged to regularly wash their hands as a way to remove germs, avoid getting sick, and prevent the spread of germs to others.

The overall success of this school year will require each of us working closely together, listening to one another's concerns and doing our part to contribute to a positive, healthy and safe school experience. It is going to be a great year!

Sincerely,

Mr. Clark-Principal, Harbor Lights Middle School

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Bandon School District Mission Statement:

“In partnership with the community, we provide an education with the highest standards for all students.”

VISITORS TO HLMS

Parents and other adults are always welcome at Harbor Lights Middle School. Any parent/guardian that visits any part of the building or campus must sign in at the office prior to visiting. Should you wish to visit classes, we would greatly appreciate some prior notification, as a courtesy to school staff. Students may only bring friends or visitors with prior permission from the administration. If permission is granted to visit the school, the visitor will be expected to follow all school rules.

BANDON SCHOOL DISTRICT IS DRUG-FREE

Bandon School District is a drug-free and weapon-free school district. Our mission promotes the health and education of the whole student. We promote preventative programs including health, physical education and conflict resolution.

EMERGENCIES

At the beginning of the year during registration, parents complete forms to ensure all contact information is complete and accurate. Should an emergency arise, our school will be following standard protocols based on each situation. Our school does utilize a parent notification system to communicate with parents immediately in an emergency situation. All emergency plans are on file with the office if you would like to review them with an administrator.

ADDRESS AND TELEPHONE CHANGES

It is very important that parents and guardians contact the school office when there are address or telephone changes. We will use your phone number for our emergency notification system. Please ensure the office has all contact information, including grandparents or emergency contacts.

PARENT INVOLVEMENT OPPORTUNITIES

Parents may be involved in many ways, including: Parent Teacher Organization, Classroom Volunteers, Student Council, School Committees and Fundraisers. Parents who volunteer in a classroom are there to help the teacher. They must comply with teacher requests, maintain confidentiality and complete a background check. Parents permitted to attend field trips are traveling as a chaperone and should assist the teacher and help facilitate the smooth flow of the activity. Additionally, should you wish to volunteer in the classroom, attend a field trip or work with students, you will be required to complete and pay for a background check (\$5).

HARASSMENT AND BULLYING POLICY

Our goal is to provide an environment free of all forms of harassment. Sexual harassment, sexual intimidation, bullying, general harassment, intimidating and hazing of any form has a detrimental effect on the lives and/or education of students and employees. Therefore, it is the policy of Bandon School District to maintain learning and working environments free from all types of discrimination including all forms of harassment and intimidation. The complete Sexual Harassment Policy and Bullying Policy are available for review in the school office and on the school web page. These policies cover all forms of harassment (including with electronic devices). Our school counselor and Title IX Coordinator should be contacted for issues related to harassment.

COMPLAINT PROCEDURE

If a problem arises concerning a student or teacher, parents should first contact the teacher. Most problems will be solved by checking with this source first. If the parent does not find satisfaction at this level, he or she must follow the appeal process to resolve the problem. The complaint form is available in the HLMS office or on the district web page.

SAFETY

Student safety is a top priority at Bandon Schools. Safety instruction is given and safety measures are practiced in the building and on the playground. Help your children by stressing the following: students are to return home immediately after school is dismissed, either from school or the bus stop; never approach strangers or accept rides or gifts from strangers; report suspicious strangers loitering on foot or in cars; report any threatening behavior by other students or adults

immediately to the office or a trusted school employee; and always communicate with parents about any problem that they may be facing at school or in general.

Our school participates in the SafeOregon tip line. This program allows students, parents and community members the ability to report an incident or a concern. The program has a system to screen reports and notify the appropriate personnel whether it is the school, the police or social services. This tip line can be very effective. I encourage you to review the web site: safeoregon.com.

STUDENT DRESS CODE

The Board's policy concerning student dress and grooming is as follows: The student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, or distract from school activities, i.e. the specific advertising of alcohol, tobacco products, illegal controlled substances, advocating violence, obscene language or suggestive phrases. The district prohibits any clothing or grooming that, in a staff member's judgement, may reasonably be expected to cause disruption or interfere with normal school operations. Students' dress and grooming are expected to be in keeping with the accepted community standards. Students who disregard the dress code will be asked to change, given consequences, sent home, and/or be placed in an alternative educational setting. All building administrative decisions regarding student dress are final.

Clothing will be clean, neatly worn, and worn as intended by the manufacturer.

All students will wear shoes at all times. (Shoes found to be leaving marks on floors will be prohibited.) The wearing of hats, caps or other head coverings in the classroom is subject to teachers' classroom expectations and rules.

For security reasons, hoods may not be worn in the building.

An instructor may require modification of dress and/or grooming if a safety factor in the class of an activity is involved.

School Administration shall have the prerogative of prohibiting specific items of clothing which in his or her judgment distract from the educational process or for safety considerations.

The wearing of short shorts/running shorts shall not be permitted, and the Administration's judgment concerning length shall be final.

The wearing of cutoffs, open back clothing, half shirts and all clothing with inappropriate written messages is prohibited. Specifically, clothing that displays obscenities, vulgarities, or suggestions of immoral behavior or that speaks to items or acts that are not legal in school buildings are prohibited.

Students will be prohibited from carrying or wearing material, devices, identifying markings or paraphernalia that may indicate membership or support for gangs. These regulations apply to students while attending school during the regular day and while attending school activities designated by school administrators.

PERSONAL ITEMS

● **Lost and Found**

Articles found within the building or on the playground are turned in to the office, or deposited in the lost and found located in Room 1. Items not claimed at the end of the school year will be donated.

● **Student Valuables**

Students are responsible for their personal property. The school is not responsible for personal items you choose to bring to school. If students are found to be using personal items inappropriately the item will be confiscated and the student may be referred to the administration.

STUDENT SALES AND ADVERTISING

Students must obtain permission from the school administration to sell or sponsor anything on school property, unless it is for a school fundraiser. Students wishing to place posters or advertisements in the school must obtain permission from the administration.

PARTY INVITATIONS

We ask parents not to have their children distribute party invitations at school. This procedure helps eliminate many problems for students who are not invited.

ATTENDANCE and ABSENCE PROCEDURES

Regular attendance is necessary for mastery of the educational program.

The goals of the school's attendance policies are to:

- contribute to the academic success of students
- inform parents about their child's attendance
 - place the responsibility for attendance in the hands of the students and their parents
 - aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions
 - stress that punctual and regular attendance is a necessary life skill

- meet Oregon requirements for demonstrating proficiency in the Essential Skills.

Students should arrive at school between 8:00 AM and 8:15 AM. School supervision for students is provided beginning at 8:00 AM each day. Students are not permitted to leave campus once they arrive at school unless they have permission from the office and have signed out. Doors open at 8:20 aAM and students are to be seated in their classroom when the final bell rings at 8:20 AM and class begins for the day.

All absences must be verified by a telephone call, email (please send email to both building secretaries) or a note from the parent. Please call as early in the day as possible (by 9 AM on the day of the absence). This lets us know that the student is safe, as well as communicating the reason for the absence. If you do not contact us on the day of the absence, we will contact you by phone to confirm your child is in your care. Regular attendance is essential for learning. If your child does not feel well, he/she should stay home especially in the first stage of many illnesses as it is the most contagious. Parents of students whose absences (excused or unexcused) exceed the minimum under our compulsory attendance policy during any 9 week grading period will receive a warning letter, and may also be referred to an attendance officer.

LEAVING EARLY and ARRIVING LATE

All students who need to leave school with a parent or other adult during the school day need to be signed out at the office and signed back in again, if they return to school the same day. Parents must provide the school with names of people (relatives, friends, grandparents, etc.) who are authorized to check a student out of school. One-time checkouts may be authorized by a telephone call, email or note from the parent. Under no circumstances will a student be released to anyone who has not been authorized by the parent.

STUDENT CODE OF CONDUCT

Special problems confront administrators and teachers in conducting schooling programs free from disruption and free from distracting behavior which impedes the learning of any student. School officials may find it necessary to discipline a student or even temporarily remove a student from the formal learning environment. Teachers and administrators have discretionary powers in invoking disciplinary actions and procedures and in maintaining a climate conducive to learning and protecting life and property. School disciplinary actions are civil matters, not criminal matters.

At HLMS we apply kind and respectful attitudes in all areas of our building. Students are expected to:

- -Follow all adult directions
- -Be safe at all times
- -Be respectful of all property, students, and staff members that share our learning space.

- -Be responsible and prepared for your learning

Student Rights and Responsibilities Among the student rights and responsibilities guaranteed by state and federal laws 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 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; the responsibility to respect others' right to privacy.
7. The right to know the behavior standards expected; the responsibility to follow them or accept the consequences.

CLASSROOM CONDUCT

Each teacher has a set of rules and consequences governing his/her classroom. The rules and consequences will be shared and clearly communicated to students and their families through the course syllabus. Serious infractions will result in an immediate referral to the Principal and the parent/guardian will be contacted. If a student's behavior problem is serious or chronic, the student may be referred to the Student Equity Response Team (SERT) for an alternative education plan and will work closely with the student & parent/guardian to determine interventions to support the student.

TARDINESS TO CLASS DURING THE SCHOOL DAY

The following policy regarding unexcused tardiness is to be followed unless an alternate system has been made by the teacher:

Three tardies received in the same period during two consecutive weeks will result in placement on the progressive discipline matrix at HLMS, beginning with one ASD for the first offense.

Four tardies accumulated in any period for one week will result in placement on the progressive discipline matrix at HLMS, beginning with one ASD for the first offense.

Repeated patterns of tardies (for example, multiple tardies after lunch) will result in placement on the progressive discipline matrix at HLMS, beginning with one ASD for the first offense.

At the beginning of each 9 week grading period, or as needed, the tardy policy starts over.

Teachers may create their own system to manage student tardiness. This will be clearly communicated by the teacher to the student and parent/guardian within the class syllabus.

CAFETERIA

- Enter the cafeteria through the gym lobby
- Do not run in the cafeteria
- Do not give or take “cuts” in line
- Talk in normal tones to keep the noise down
- When finished, put trash in the bins up front, leave utensils and trays at the last window, and leave the cafeteria
- Pick up after yourself and do not leave a mess.
- Follow directions of the cafeteria supervisor. Failure to abide by the rules will result in work detail, loss of cafeteria privileges, or other disciplinary action.

BICYCLES ON CAMPUS

- School, local, and state traffic regulations must be obeyed.
- Bicycles and skateboards ridden to school by students must be stored in the designated areas on school grounds and should be locked. Bikes and skateboards may only be ridden outside.
- Students under the age of 16 must wear a helmet as required by law.

MISSED WORK DUE TO ABSENCE

When absent, a student has two (2) days for every day missed to make up assignments. In classes where participation-type activities occur, grades may be affected. Daily work and homework may be requested when a student is absent. If a student is ill and will be out for several days, parents are encouraged to email teachers to obtain homework.

Students who plan on being absent for 3 or more days need to get a prearranged absence slip from the office. The form must be completed and signed by the parent, then presented to staff for upcoming assignments. All prearranged homework is due upon returning to school.

STUDENT TRANSFERS

Bandon School District seeks to make every effort to accommodate our students. In the case that a student is departing the district, parents need to inform the school office prior to departing from Bandon School District. Library books, textbooks, and other materials must be returned by the transfer date. Meal charges and all other bills must be paid in full. Transfer forms will be given to the parents for the child's next school. Transfer forms and copies of immunization records should be obtained from the school office to present to the transfer school.

FREE AND REDUCED MEAL PROGRAM

Depending on your income you may be able to qualify for free or reduced cost meals through a federal lunch program. During the first weeks of school and at registration, each student will receive an application form for free and reduced meals (breakfast and lunch). Prior to approval for free or reduced price meals, all meals will be charged at regular price. Parents can apply for either type of meal at any time; especially should your family's circumstance change. Applications are available at the office.

BREAKFAST PROGRAM

Bandon offers a breakfast opportunity for students who are interested. The cost of Harbor Lights breakfast is \$1.00 per day. It is served from 7:45-8:15 AM each day at the main cafeteria next to the district office. Students who participate are expected to be in class when the bell rings. Tardies from breakfast will not be excused.

LUNCH PROGRAM

Nutritious hot lunches, which include milk, are offered to each Harbor Lights student. The cost of Harbor Lights is \$2.20 per lunch. Lunch menus are printed on a monthly calendar available to students which is also found on the HLMS website. Milk may be purchased for \$0.35 to accompany a lunch sent from home. Middle school students may also purchase extra milk for an additional \$0.35. Microwaves are not available; please do not send items from home that need to be heated in a microwave.

COLLECTION PROCEDURE FOR FOOD SERVICES

Bandon School's meal programs are pre-pay programs. Meal money shall be paid to the secretary in any amount the parent/guardian desires. If any sum of money for meals remains at the end of the academic year, the parent may submit a written request for a refund or the parents may allow the balance to be applied to the next academic year. If no written request is received, the funds

will be automatically applied to the coming year. Meal account statements for students with a negative balance are mailed monthly.

GUM, CANDY AND DRINKS

Each individual teacher will set the rule for gum in their class. As a rule, gum is allowed if chewed respectfully. Food, candy and drinks are allowed outside the lunchroom only with teacher permission. Energy drinks, coffee and other caffeinated drinks are not allowed in the building.

FIRST AID AND EMERGENCY CARE

Students involved in or witnessing an accident or injury situation shall immediately notify an adult. Appropriate first aid and emergency care will be provided by the office or principal. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. Transportation to the hospital or other emergency medical facility will be arranged on a case-by-case basis. Parent(s)/guardian(s) will always be contacted in the event of an emergency involving their child. Please be sure all emergency information on your child's school forms is current and complete.

MEDICATION

All prescription and/or over the counter medications must be kept at the middle school office. Medications may only be administered by school office staff. Prescription medications, including medication for ADD/ADHD, must be in the original container bearing students' name, and a parent must complete a Medication Permission and Administration form. Nonprescription medications (including cough drops) must be accompanied by a note from a parent. Asthmatic students who have inhalers are permitted to carry them or keep them in their classroom. Students are absolutely prohibited from distributing medication (prescription or nonprescription) to other students.

IMMUNIZATION REQUIREMENTS

All students are required to be in compliance with State of Oregon immunization requirements unless they have a Medical or Non-Medical Exemption properly recorded with the office. Any time a student receives a vaccination, the parent must update the school office. Parents will be notified in writing if immunizations are incomplete or insufficient. Students who are not immunization compliant may be excluded from school until the necessary vaccines have been obtained and documented.

COMMUNICABLE DISEASE

Parents of a student with communicable or contagious diseases are asked to contact the middle school office 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 the disease is contagious.

These diseases include Covid-19, chicken pox, mumps, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp), the "flu", when the illness interferes with the student's performance. Parents with questions should contact the school office.

INSURANCE FOR STUDENTS

Bandon School District does NOT provide insurance coverage for student injuries which occur at school or during school events or activities. It is highly recommended that parents obtain student health insurance through their employer or local insurance agent whenever possible. Families may qualify for the Oregon Health Plan and should contact the Coos County Public Health Department at 541-756-2020 ext. 652 for further information. Supplemental insurance is available from a third-party vendor; however, the District does not recommend OR endorse this coverage. For information on this supplemental insurance coverage, please contact the Bandon School District office at 347-4411.

SCHOOL BUS RULES

Students may not ride a bus other than their own without a written bus pass issued by the middle school office. To obtain a bus pass, students must present the office with a written permission slip signed by a parent or guardian, or the parent may telephone or email (please send email to both building secretaries) permission directly to the office. No bus passes will be issued after 3:00 p.m. Parents and students are encouraged to make after school plans at home, rather than having child telephone for permission. In no case will a bus pass be issued without parental permission.

Bus Rules:

- Follow the directions of the bus driver
- Be courteous and prompt
- Keep hands, feet, voice and other body parts to yourself
- Stay correctly in your seat
- Do not move from seat to seat
- No eating on the bus
- Fighting on bus is an automatic suspension from riding
- Throwing objects on the bus is an automatic suspension from riding

The following rules shall apply to **student conduct** on District transportation:

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

SCHOOL BUS DISCIPLINARY PROCEDURES

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity. All citations are cumulative during the school year during which they are issued.

First Citation: Warning. The driver verbally restates behavior expectations and issues a warning citation.

Second Citation: The student is suspended from the bus until a conference arranged by the transportation supervisor has been held with the student, the parent, the bus driver, the transportation supervisor and the Principal.

Third Citation: The student receives a 5-10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the Principal. At this time, a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the Principal.

Appeals: In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under the IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Riding the bus is a privilege and we expect our students are respectful passengers. If bus rules as outlined are not followed, this privilege can be revoked.

ACADEMICS

Adding or Dropping Courses

Students may drop a non-required course within five (5) days from the beginning of the semester. New courses may be added any time prior to the third week of the semester. A student must complete a Drop/Add form with the signature of the student's parent before action will be taken.

Homework

Homework that is regularly assigned and graded is associated with higher academic achievement. Homework is useful in reinforcing what has been learned in classes, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Middle school students should have approximately 30 minutes of homework per night, in addition to time allowed in class.

Bandon School District recognizes the critical role that home study plays in student academic achievement and strongly recommends parental support, communication and cooperation to provide a positive productive school program for each student.

REPORT CARDS

There are four 9-week grading periods in a school year. The first three report cards are issued directly to students on the Wednesday following the end of each grading period (see current school calendar for dates). Final report cards are mailed home after the end of the school year. If a student has failed to return textbooks, library books, P.E. locks or any other school materials, or has outstanding fees or charges, his/her final report card will be held at the office until the outstanding fees are paid or items have been returned.

HONOR ROLL

Students who have a grade point average of 3.0-3.49 will be recognized by the administration with Honorable Mention achievement. Students who have a grade point average of 3.50-3.99 will be recognized by the administration with Honor Roll achievement. Students with a 4.0 grade point average will be recognized by the administration with Grand Honor Roll achievement.

CONFERENCES AND COMMUNICATION WITH TEACHERS

Communication with your child's teacher is an important element in their academic and social-emotional growth. To make an appointment to meet with or speak to your child's teacher(s), you may email the teacher directly through TylerSIS360, or you may choose to leave a voicemail for the teachers you wish to contact. The office cannot schedule appointments for teachers, but can transfer you to an individual teacher's voice mailbox so that the teacher can return your call at their convenience. Classroom instruction will not be interrupted for telephone calls or conferences. Regularly scheduled Parent/Teacher Conference Days will take place once each fall and each spring. Please refer to the current school calendar for exact dates.

TECHNOLOGY

Students using the School District Electronic Communication System must sign a yearly agreement and abide by the school board policy set forth by IIBGA-AR. Students in violation of the policy shall be subject to discipline up to and including expulsion and/or revocation of district system access, up to and including permanent loss of privileges. **All internet traffic is filtered and monitored by Bandon School District.**

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones and other electronic devices may only be used before school and at the end of the day, or with staff permission. **During school hours, cell phones must be turned off and**

stored in backpacks or lockers. Users must follow all existing school policies regarding electronic devices.

Parents wishing to contact their child may call the office at 541-347-4415. A phone is available in the commons for student use. Students must check in at the office window before using a student phone. A pass from the teacher is required to make a call during class time.

Violation of the appropriate use of electronic devices as set by the classroom teacher and board policy will result in disciplinary action.

Classroom intervention may include confiscation (to be returned at the end of day).

If the confiscated item is brought to the office, it will be logged. The student may pick up the device at the end of the day (first offense), or a parent may be requested to pick up the device (second offense).

Upon further infraction, students may be prohibited from bringing any device to school for the rest of the school year.

Failure to comply with a device confiscation directive will result in disciplinary action.

Harbor Lights Middle School assumes no responsibility for any electronic devices brought to school and will not investigate the theft or damage of these items. Unauthorized or inappropriate pictures, writing, or other electronic media taken or shown at school may be subject to disciplinary action. The electronic device policy is subject to change at any time.

ATHLETICS

Athletic Participation

Harbor Lights Middle School is a member of the Far West League for middle school athletic competitions in our area, and also operates under the guidelines of the Oregon Student Activities Association (OSAA). Any student who participates in any interscholastic sporting contests must conform to the eligibility requirements of this association. HLMS offers the following sports to 7th and 8th graders ONLY: Football, Track & Field, Volleyball, Cross Country and Basketball. 6th graders are permitted to participate in Cross Country and Track & Field only.

Athletic Permission form/release and authorization must be completed by a parent/guardian before participation may begin.

A \$35 pay-to-play fee is required for *each sport* in which a student participates during the school year.

ATHLETIC PHYSICAL EXAMINATION

Before a student may begin practice in any extracurricular sport, they must first obtain a physical, completed by a medical doctor, which acknowledges students' physical fitness to participate in that sport or activity (ORS 336.479). The physical must be turned in to the middle school office before students will be permitted to practice with the team. Physicals are good for two calendar years from the date of the physical.

ATHLETIC/EXTRACURRICULAR ACTIVITY PARTICIPATION AND SCHOOL ATTENDANCE

Each participant shall be in attendance at school all day, each day that practices, contests, performances or activities are held unless the absence is prearranged or excused through the athletic director or the building Principal. A participant shall also be in all classes on Friday to be eligible to participate in a Friday, Saturday or Sunday activity, unless prearranged or excused by the athletic director or the building Principal. Coaches are responsible for checking absences before their practices.

HARBOR LIGHTS MIDDLE SCHOOL ACTIVITIES AND ATHLETICS CODE

Please refer to the HLMS Activities and Athletics Code

Athletic Study Hall Expectations: A student who has been placed on athletic study hall ***MUST*** report to the AWC at 3:30 pm and stay until 4:00 pm. If the student fails to comply, they will not be allowed to practice that day, and will have a consultation with the building principal. Any absences must be preapproved with the building principal prior to day of absence. If a student is picked up during the day, they shall communicate with the building administrator and make arrangements to make up study hall time. The athlete will not be allowed to practice if they do not report to the athletic study hall or make pre-approved arrangements with the building administrator.

ATHLETIC/EXTRACURRICULAR EVENTS AT OTHER SCHOOLS/LOCATIONS

Transportation for participants to and from out-of-town contests and activities is provided by the School District. Each participant shall travel with the team or group to all out-of-town contests and activities, and shall return with the team or group. This includes all support personnel including, but not limited to: managers, statisticians, camera people, and accompanists. A participant may leave with a parent or legal guardian, but only after a written request, dated and signed by that person, is given to the responsible director or coach, and with the coach or director's permission, or permission of the athletic director or building Principal.

SCHOOL BEHAVIOR EXPECTATIONS AND DISCIPLINE

Harbor Lights 3 “R”s:

Respect: Treat all people with kindness, think of others’ feelings, have safe actions in and outside.

Resolve: Be willing to find ways to settle differences positively and creatively.

Responsibility: Always own up to your actions (be honest) and do your best at all times.

POSITIVE SCHOOL CLIMATE PROGRAM

Our approach to student management involves teaching and re-teaching expected behaviors to students. As a staff, we will offer small incentives and reward positive behavior using Awesome Tickets. These tickets will be given by staff members to recognize a student modeling appropriate behavior.

The building principal will do everything possible to support teachers and students to provide a safe, positive, and consistent learning environment.

REFOCUSES

Refocuses are an opportunity for a student to take time to reflect a situation and to think about making better choices in the future that are in compliance with the Student Code of Conduct.

When a child is “refocusing”, he/she will be seated in a quiet area either in the classroom or the Alternative Work Center (AWC) and given an opportunity to reflect on their behavior that does not follow the student code of conduct. Students are asked to fill out a form or orally explain their actions and come up with appropriate alternatives.

The goals of this program are:

- *To provide a safe and orderly learning environment
- *To help students cooperate with others
- *To help students manage one’s self
- *To help students learn to respect the rights and property of others

Any student receiving 3 refocuses during one week may be assigned detention or receive disciplinary action following the step discipline plan (referenced in the Severe School Rule Offenses section). Any student receiving 3 refocuses in one day will be referred to administration and may receive ISS or OSS for the rest of the day.

Students who are assigned to refocus by a substitute teacher may be assigned immediate discipline consequences by the principal. If refocuses become an ongoing issue for a student, other options may be considered including being referred to an Intervention Assistance Team and/or other disciplinary action.

ALTERNATIVE WORK CENTER (AWC) EXPECTATIONS

- *Follow directions
- *Conversations are academic
- *Work on assignments in a timely manner

AWC GUIDELINES

1st Issue: Warning given verbally & re-teach of expectations

2nd Issue: Academic-Student will be asked to leave. Behavioral-Student will be referred to the Principal and parent/guardian will be notified.

If a student does not arrive in the AWC when assigned, they will receive a referral to the Principal.

DETENTION PROCEDURE

If a student is referred to the administration for behavior, the student will be given a chance to tell their side of the issue (due process). The administrator will then make the decision of consequences. The referring teacher will call the parent/guardian regarding the behavior and the building principal will also make contact to ensure understanding of the consequence and to answer any clarifying questions regarding the incident.

PROHIBITED BEHAVIORS

- Alcohol, drug, tobacco, and vapor pen possession and use
- Possession of weapons or weapon replicas
- The damage or destruction of school property or private property
- Disruption of school functions, activities, events, or processes
- Assault, fighting or threats of harm to self or others (may be reported to the police)
- Assaulting or menacing a district employee or another student. Menacing means by word or conduct the student attempts to place another person in fear of imminent serious physical injury.

- Students who promote or become involved in physical aggression can expect to be held responsible and disciplined for their actions.
- Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited.
- Violations of district transportation rules (will be subject to transportation supervisor's discipline policy)
- The possession of lighters, matches or any incinerating devices. Any arson on school property is strictly forbidden.
- Plagiarism or cheating (may result in forfeiture of membership in extracurricular activities including but not limited to: clubs, councils, and athletics)
- Leaving school grounds or school-sponsored events without permission
- Use or display of profanity, vulgar language or obscene gestures
- Willful disobedience, disrespect, insubordination or open defiance of school personnel authority
- Coming extortion, coercion or blackmail; that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force
- Name calling, ethnic or racial slurs or derogatory statements that may substantially disrupt the school environment or incite violence
- Physical contact or public lewdness - NO sitting on laps, NO hugging or kissing with another student. Public lewdness encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature. This includes inappropriate public displays of affection.
- Sexual harassment, verbal or physical, which may include sexting, requests for sexual favors, name calling, inappropriate touching, or any other intimidating sexual conduct
- Hazing, harassment, intimidation, coercion, cyber bullying, or any act that injures, degrades or disgraces a student or staff member
- Possession of laser pointers
- Gambling
- Possession of squirt guns, water balloons or other water devices
- Dress code violations (see DRESS AND GROOMING)

- Truancy and other unexcused absences (see ATTENDANCE)
- False fire alarms and bomb threats
- Trespassing during after school hours
- Vehicle safety/guideline violations
- Failure to act appropriately in AWC.
- Extreme disruption of the educational process.

Severe offenses accumulate through a school year and receive progressively stronger consequences. See the Step Plan that follows for a guideline of typical consequences that are assigned for severe offenses. **Any of the Steps may be circumvented depending on the severity of the offense.**

Special plans will be written for individual students who refuse to follow the rules. Teachers, parents, administration may call for the formation of an Intervention Assistance Team when necessary to meet the needs of the student.

Step Plan

1 st Referral	1 After School Detention (ASD)
2 nd Referral	2 ASDs
3 rd Referral	3 ASDs
4 th Referral	½ Day In-School Suspension (ISS)
5 th Referral	1 Day ISS
6 th Referral	2 Days ISS/1 Day Out of School Suspension (OSS)
7 th Referral	2 Days OSS
8 th Referral	5 Days OSS
9 th Referral	10 Days OSS pending expulsion hearing

Any of the Steps may be circumvented depending on the severity of the offense.

