ASTORIA MIDDLE SCHOOL STUDENT HANDBOOK 2025-2026



ASTORIA MIDDLE SCHOOL 2025-2026 STUDENT/PARENT HANDBOOK

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ASTORIA MIDDLE SCHOOL 2025-2026 STUDENT/PARENT HANDBOOK

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Astoria School District No. 1C



Our mission is to engage with students, families, staff, and community members as we provide accessible, relevant, and meaningful educational experiences.



Our vision is to strive for a learning environment that partners with the community to fully prepare lifelong learners to thrive in a complex world.



The quality of being fair; the creation of policies and the enactment of practices that ensure outcomes are not predictive by identity or demography.



ASTORIA MIDDLE SCHOOL



1100 Klaskanine Avenue, Astoria, OR 97103 Phone: 503-325-4331 Fax: 503-325-3040

www.astoria.k12.or.us

ASTORIA MIDDLE SCHOOL OFFICE

Linda Brech — Principal
Heather Hummell-Martin — Assistant Principal
Rachel Rollins — Counselor
Korie Blacker — Counselor
Heather Moss — Head Secretary
Deon Larson — Assistant Secretary
Natalie Osterlund — Attendance Secretary
Olivia Paul — Nurse

ASTORIA DISTRICT ADMINISTRATION

Craig Hoppes - Superintendent	503-325-6441
Travis Roe - Director of Special Programs	503-325-0476
Rhonda Hageman - Transportation Director	503-325-4550
Mike Kelly - Food Service Coordinator	503-325-6441

2025-2026 Academic Calendar

Astoria School District 2025/2026 Academic Calendar ELEMENTARY GRADES KG-5th SECONDARY GRADES 6th-12th

	AUGUST 2025 AUGUST													5/14/2	2025
_	_	_			_		AUGUST	FEBRUARY		FE	BRU	JAR	Y 20	_	
S	М	Т	W	TH	F	S	25-28 All Staff Inservice	16 Presidents Day/No School for Students	S	M	Т	w	TH	F	S
					1	2		Thursdays/Early Release	1	2	3	4	5	6	7
3	4	5	6	7	8	9			8	9	10	11	12	13	14
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31															
_	_		_	R 2		_	SEPTEMBER	MARCH	_		-		202	$\overline{}$	_
S	М	T	W	TH	F	S	1 Labor Day/No School	9 All Staff Inservice/No School for Students	S	M	Т	W	TH	F	S
	1	2	3	4	5	6	2 & 3 Elementary Conferences 2 & 3 Middle School Orientation	23-27 Spring Break/No School for Students	1	2	3	4	5	6	7
7	8	9	10	11	12	13	2 9th Grade Orientation Day	Thursdays/Early Release	8	9	10	11	12	13	14
14	15	16	17	18	19	20	3 High School Classes Begin		15	16	17	18	19	20	21
21	22	23	24	25	26	27	4 Elementary and Middle School Classes Begin		22	23	24	25	26	27	28
28	29	30					11 First Day of Thursday Early Release		29	30	31				
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S	М	T	W	TH	_	S	10 All Staff Inservice/No School for Students	8 Teacher Workday/No School for Students 9 End of Quarter	S	M	Т	W	TH	F	S
	_	_	1	2	3	4	29 Teacher Workday/No School for Students	9-10 Parent Conferences/No School for	\vdash	-	_	1	2	3	4
5	6	7	8	9	10	11	30 End of Quarter	Students	5	6	7	8	9	10	11
12	13	14	15	16	17	18	30-31 Parent Conferences/No School for Students	27 No School/Possible Weather Makeup Day	12	13	14	15	16	17	18
19	20	21	22	23	24	25	Thursdays/Early Release	Thursdays/Early Release	19	20	21	22	23	24	25
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2 9 16	3 10 17	T 4 11 18	5 12 19	6 13 20	7 14 21	1 8 15 22	11 Veteran's Day/No School for Students 26-28 Fall Break/No School for Students	11 No School Possible Weather Makeup Day 25 Memorial Day/No School for Students	3 10 17	4 11 18	5 12 19	6 13 20	7 14 21	1 8 15 22	9 16 23
2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22	11 Weteran's Day No School for Students 26-28 Fall Break No School for Students Thursdays/Early Release	11 No School Posible Weather Makeup Day 25 Memorial Day No School for Students Thursdays/Early Release	3 10 17 24	4 11 18	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22	9 16 23
2 9 16 23 30	3 10 17 24	T 4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	11 Weteran's Day No School for Students 25-29 Fall Break No School for Students Thursdays/Early Release DECEMBER	11 No School Possible Weather Makeup Day 25 Memorial Day No School for Students Thursdays/Early Release JUNE	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	9 16 23 30
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2 9 16 23 30	3 10 17 24 DE M	T 4 11 18 25 T 2	5 12 19 26 W 3	TH 6 13 20 27 R 20 TH 4	7 14 21 28 25 F	1 8 15 22 29 S	11 Weteran's Day No School for Students 25-29 Fall Break No School for Students Thursdays/Early Release DECEMBER	11 No School Posible Weather Makeup Day 25 Memorial Day No School for Students Thursdays/Early Release JUNE 6 Asteria High School Graduation 11 End of 2nd Semester	3 10 17 24 31	4 11 18 25 M	5 12 19 26 JUN T	6 13 20 27 W	7 14 21 28 026 TH 4	1 8 15 22 29 F	2 9 16 23 30 S
2 9 16 23 30 8	3 10 17 24 DE M 1 8	T 4 11 18 25 T 2 9	5 12 19 26 W 3	TH 6 13 20 27 TH 4 11	7 14 21 28 25 F 5	1 8 15 22 29 S 6 13	11 Veteran's Day No School for Students 26-28 Fall Break No School for Students Thursdays/Early Release DECEMBER 22-31 Winter Break No School for Students	11 No School Possible Weather Makeup Day 25 Memorial Day No School for Students Thursdays/Early Release JUNE 6 Asteria High School Graduation 11 End of 2nd Semester Last Day for Students 3 Hour Early Nesse for All Students	3 10 17 24 31 8	4 11 18 25 M 1 8	T 5 12 19 26 JUN T 2 9	6 13 20 27 W 3 10	7 14 21 28 026 TH 4	1 8 15 22 29 F 5	2 9 16 23 30 S 6 13
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2 9 16 23 30 8 7 14 21	M 3 10 17 24 DE M 1 8 15 22	T 4 111 18 25 T 2 9 16 23	5 12 19 26 W 3 10 17 24	TH 6 13 20 27 TH 4 11	7 14 21 28 25 F 5	1 8 15 22 29 S 6 13	11 Veteran's Day No School for Students 26-28 Fall Break No School for Students Thursdays/Early Release DECEMBER 22-31 Winter Break No School for Students	11 No School Possible Weather Makeup Day 25 Memorial Day No School for Students Thursdays/Early Release JUNE 6 Asteria High School Graduation 11 End of 2nd Semester Last Day for Students 3 Hour Early Nesse for All Students	3 10 17 24 31 S 7 14 21	4 11 18 25 M 1 8 15 22	T 5 12 19 26 T 2 9 16 23	6 13 20 27 W 3 10	7 14 21 28 026 TH 4	1 8 15 22 29 F 5	2 9 16 23 30 S 6 13
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2025-2026 Calendario Académico

Distrito Escolar de Astoria 2025/2026 Calendario Académico PRIMARIA GRADOS K-5° SECUNDARIA GRADOS 6°-12° Adoptado 5/14/2025

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	Δ	GOS	STO	202	5		AGOSTO	FEBRERO		FF	ERR	FRC	202	e a	
				_				16 Dia Del Presidente/No hay escuela para	_						_
S	M	T	W	TH	F	S	25-28 Dia de trabajo del personal	todos los estudiantes	S	M	Т	w	TH	F	S
	П				1	2		Jueves - Dias de salida temprana	1	2	3	4	5	6	7
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		_	_	4	_	اما	2 & 3 Orientación de la escuela Intermedia	23-27 Vacaciones No hay escuela para todos los estudiantes	4	2	3		_	اء	_
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7	8	9	10	11	12	13	2 Dia de Orientación grado 9	Jueves - Dias de salida temprana	8	9	10	11	12	13	14
14	15	16	17	18	19	20	3 Comienzan las clases de secundaria		15	16	17	18	19	20	21
21	22	23	24	25	26	27	4 Comienzan las clases de primaria e intermedia		22	23	24	25	26	27	28
28							# B ! B': 4:!! 4: 4:		29	_		-			
28	29	30					11 Primer Dia de salida temprana		29	30	31				
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S	М	т	w	TH	F	S	10 Dia de trabajo del personal/No hay escuela	8 Dia de trabajo del maestro/No hay escuela	S	M	т	w	TH	F	S
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5	6	7	8	9	10	11	30 Fin del primer semestre	9-10 Conferencias y no hay escuela para todos	5	6	7	8	9	10	11
9	ь		8	9	10	-11	20 TH GAT PARTY SERVICE	los estudiantes	5	ь		0	9	10	11
							30-31 Conferencias y no hay escuela para	27 No hay escuela para todos los estudiantes/Posible dia de recuperación							
12	13	14	15	16	17	18	todos los estudiantes	(clima)	12	13	14	15	16	17	18
19	20	21	22	23	24	25	Jueves - Días de salida temprana	Jueves - Dias de salida temprana	19	20	21	22	23	24	25
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S	M	Т	w	TH	F	S	11 Dia Festivo de Veteranos/No hay escuela	11 No hay escuela para todos los	S	M	Т	w	TH	F	S
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						1	los estudiantes	para todos los estudiantes						1	2
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	24	18 25	26	27	21 28	_	DICIEMBRE 22-31 Vicaciones/No hay escuela para todos los estudiantes	6 Graduación de la escuela secundaria de Astoria	24		19 26	20 27	28	29 F	30 S
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Bell Schedule

Monday, Tuesday, Wednesday, Friday

6th Grade							
8:10 - 8:30	Advisory						
8:34 - 9:23	1st Period						
9:27 - 10:16	2nd Period						
10:20 - 11:09	3rd Period						
11:09 - 11:49	Recess/Lunch						
11:53 - 12:42	4th Period						
12:46 - 1:35	5th Period						
1:39 - 2:28	6th Period						
2:32 - 3:20	7th Period						

7th and 8th Grade						
8:10 - 8:30	Advisory					
8:34 - 9:23	1st Period					
9:27 - 10:16	2nd Period					
10:20 - 11:09	3rd Period					
11:13 - 12:02	4th Period					
12:02 - 12:42	Lunch					
12:46 - 1:35	5th Period					
1:39 - 2:28	6th Period					
2:32 - 3:20	7th Period					

Thursday - One Hour Earlier Release

6th Grade						
8:05	First Bell					
8:10 - 8:54	1st Period					
8:58 - 9:42	2nd Period					
9:46 - 10:30	3rd Period					
10:30 - 11:10	Recess/Lunch					
11:14 - 11:58	4th Period					
12:02 - 12:46	5th Period					
12:50 - 1:34	6th Period					
1:38 - 2:20	7th Period					

7th and 8th Grade						
8:05	First Bell					
8:10 - 8:54	1st Period					
8:58 - 9:42	2nd Period					
9:46 - 10:30	3rd Period					
10:34 - 11:18	4th Period					
11:18 - 11:58	Lunch					
12:02 - 12:46	5th Period					
12:50 - 1:34	6th Period					
1:38 - 2:20	7th Period					

6th GradeBathroom/Hall/Office

(A teacher may check off more than one pass if your time is excessive.)

September					
	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
October					
	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
November					
	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
December					
	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
January					
•	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
February					
-	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
March					
	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
April					
•	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
May					
•	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О
June					
J	В-Н-О	В-Н-О	В-Н-О	В-Н-О	В-Н-О

ANTI DISCRIMINATION

Astoria School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, sex or age in providing education or access to the benefits of education services, activities and programs in accordance with: Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act.

CHILD FIND

The Astoria School District is responsible to locate, evaluate and serve children with special education needs, from birth through 21 years of age.

If you know any child who may need special education or if you have questions about what services can be provided, please contact the Special Programs Coordinator at 503-325-0476 or write to:

The Office of Special Programs and Instructional Services 785 Alameda Ave.

Astoria, OR 97103

The Office of Special Programs and Instructional Services for the Astoria School District is located at the district office. Their fax number is 503-325-8999.

OFFICE STAFF APPOINTMENTS AND SEEKING HELP

At various times, students and/or parents may wish to talk with the principal, a counselor, the district nurse, or other student support personnel. Appointment slips are available at the front counter in the office. Parents may find it more convenient to call the school (503-325-4331) to make an appointment. Appointments are encouraged so that student, parent and staff time is used effectively.

SCHOOL PROCEDURES

ATTENDANCE

Educational success is important to the future of our students and attendance is a big part of that. The patterns of attendance established in school are known to carry over into a person's work attendance. With this in mind, we wish to emphasize the importance of all our students being in school every day. It is important that scheduled activities, such as doctor appointments, hair appointments and vacations, be arranged during times when school is not in session whenever possible.

Compulsory School Attendance – Oregon State Statute

ORS 339.010 School attendance required; age limits. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

ORS 339.020 Duty to send children to school. Except as provided in ORS 339.030, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160§1]

When is a student/parent in violation?

ORS 339.065 (*Unexcused absences*).....Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(Excused Absence).....Not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. [1965 c.100§281; 1973 c.728 §4; 1987 c. 1158 §57; 1993 c.45 §114]

Absences, Tardies and Excuses

Missing 10% or more of school days is "chronic absenteeism." This can include both excused and unexcused absences. Absence from school or class will be considered excused and counted toward the 10% under the following circumstances:

- Illness of the student; as a general rule, students who have a fever should stay home. If there is no fever or vomiting within 24 hours, they should be in school.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergency situations that require the student's absence.
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Absence from school or class will be considered excused and NOT counted toward the 10% under the following circumstances:

- Medical or dental appointments accompanied by a note
- Field trips and school-approved activities.
- Bereavement
- Religious Exemption

Chronic absences or tardies will prompt additional communication and may require a conference with administration.

Tardy to Class - A tardy is defined as not being in the classroom ready to learn with materials when the bell rings. Students must bring a written note from a staff member or a parent for a tardy to be excused. Otherwise, the tardy will be considered unexcused.

If a student is tardy to Advisory (or their first period class on a Thursday) they should check in at the office to get an admit pass. After the first class of the day, students who are more than ten minutes late to a class may be considered truant (skipping), and should report to the office before going to class.

Students who receive 3 unexcused tardies will be issued a detention. On the fourth unexcused tardy an office referral may be issued and administrative action will be taken.

PARENT RESPONSIBILITIES

- See that students are in school daily.
- Know when students are not in school and notify the attendance office by phone or by note. If the absence was due to a medical appointment, a note from the doctor's office may be required when the student returns to school.
- Notify the school well in advance of any planned family activities that will result in a student's absence. The student can get a Pre-Arranged Absence form from the office.
- Deal with excessive absences and truancy in partnership with the school.
- Learn to use the ParentVUE system to stay current with student progress.

STUDENT RESPONSIBILITIES

- Be in all classes regularly every day.
- Ask a parent to contact the attendance office when an absence is necessary.
- Contact teachers regarding make-up responsibilities after returning from an absence.
- Absences for reasons other than an illness should be pre-arranged.
 Have a Pre-Arranged Absence form filled out, checked at the office, and have approval at least two (2) days prior to leaving.
- Check out through the office if leaving school before the end of the day. Parental approval to leave early is necessary.

Leaving School Early

A student who must leave school during the day must have parental permission, typically a note. This note should be brought to the office before school in order to obtain a Permit to Leave the Building Slip. Show this slip to your teacher when it is time to leave and report to the office to sign out of school. Parents picking up children early must report to the office to sign their student out.

A student who becomes ill during the school day should report to the office. The office will decide whether or not the student should be sent home and will notify a parent as appropriate. No student is to leave school without parental permission.

Make-Up Work

A student who has been absent for any reason is encouraged to make up specific assignments missed or alternate assignments given by the teacher. Parents should contact the office (503-325-4331) to arrange for the collection of homework assignments for a student who will be absent for several days. Homework collection is generally not done by the office for a single day of absence. Students are expected to collect their missed assignments upon return to school if they have only missed one day. Please allow a one-day response for teachers to prepare homework requests. Homework can be picked up in the office between 3:20 - 4:00. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening. Generally, for each day of excused absence, a student has one day to make up work.

Arriving Late to School

Whenever a student arrives late to school or returns from an appointment they must check in with the attendance secretary in the main office to receive an Admit Slip to enter class.

ACTIVITIES

AMS offers many opportunities for students to get involved in school, meet new friends and have fun! Activities may include such things as: dances, clubs, spirit days, canned food drive, music performances, athletics, school assemblies, class events and celebrations. As a reminder students must be in full attendance the day of the event to be able to participate.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in federal law, state law, board policy and administrative regulations. Students and their parents should contact the office for admission requirements. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student. Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons laws and who subsequently become a resident of the district.

Awards and Recognition

Astoria Middle School strongly promotes student academic success and citizenship! This success is the key to each student's future. The following school-wide programs are in place to support and recognize students:

- <u>Honor Roll</u> Students achieving a grade point average of 3.5 or better (out of 4.0) during the semester grading period will be on the school HONOR ROLL.
- Quarterly Character Assembly This is to highlight students and staff
 that display behaviors that coincide with the character trait of the
 month. The celebration is quarterly recognizing all three months from
 the quarter.
- <u>Perfect Attendance -</u> This recognizes students that have not had any absences from school.

BACKPACKS

Students may bring backpacks to school. Backpacks are to be stored in student lockers at all times from the beginning of the school day to the end of the school day and may not be taken from class to class. In addition, backpacks will not be allowed in classrooms or to be left in hallways.

CLOSED CAMPUS

Closed campus begins when students arrive on campus at the start of the school day and ends when the last class of the day is dismissed. Students should go directly home after the dismissal time. It is each student's responsibility to notify their parents when staying past dismissal time.

AMS campus is closed to the public Monday - Friday, 7:30am-5pm.

CLOSURE OF SCHOOL

Occasionally school is closed or delayed due to snow or icy conditions. As soon as the superintendent determines that schools will be closed or delayed because of weather, local radio and television stations will be notified. You will also be notified through district generated messages by phone, ParentSquare, and/or email.

<u>Keep the school office informed of any changes in your contact phone</u> numbers and email, so the district communication system can reach you with important messages about closures, delays, or other school-related matters.

Please do not call the school for information about delays or closures.

COURSE REQUIREMENTS

Each teacher will pass out a course overview to students in each course they teach. The overview shall include course expectations, overview, and policies for grading, homework, tests, student behavior, and attendance.

SCHOOL ROUTINES AND EXPECTATIONS ARRIVAL AND DISMISSAL

- Students should not be on campus before 7:30 am unless their bus arrives earlier.
- 6th -8th grades all have their own learning commons and locker bay.
 These spaces are reserved for only the grade level assigned to that floor.
- Students have shared common space prior to school beginning in the main hall, library and cafeteria.
- The music wing and lower floor are closed to students prior to the beginning of school unless they are putting an instrument or athletic gear away.
- Upon dismissal students should depart campus immediately. Students
 participating in after school activities (athletics and clubs) will report
 to the designated location immediately following dismissal.

EMERGENCY PROCEDURES

Astoria Middle School has emergency procedures in place for tsunami, fire, earthquake, and a school lock-down. These plans are located in common areas and in all classrooms.

EXTRA-CURRICULAR (ATHLETIC) ELIGIBILITY POLICY

In order for a student to be eligible to be a member of AMS athletics, the student is expected to:

- Maintain a 2.0 G.P.A. or be making satisfactory progress on their Individualized Education Plan (IEP).
- Have no F's in any subject
- Be present and participate in regular school activities all day, unless prior approval is given by AMS administration, in order to participate in the day's game, practice or activity;
- Be transported to and from school activities by school transportation unless prior approval is given by AMS administration.

Enforcement:

Grades will be checked each sport season after two weeks. Students that are not meeting eligibility will be notified that they have two weeks to meet the eligibility requirements. If at the end of the second grade check a student athlete is still failing they will be removed for that sport season. If an athlete who was passing at the first grade check is then failing at the second grade check they will have two weeks to meet the eligibility requirements. If at that time they are still failing they will be dismissed from the team for that sport season.

This policy applies to all students, unless they are on an IEP, 504 plan, or receive ELD services and it is determined that the student is making satisfactory progress.

The athletic director has the discretion to rule on any hardship cases that arise. The decision of the athletic director is final and has no appeal process.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules when participating on field trips.

Please see the following AMS Fleld Tip eligibility requirements:

Eligibility Requirements:

Parental/Guardian Consent: A signed permission slip must be submitted by the **designated deadline**. For trips occurring within the city the permission granted through online registration is sufficient.

Academic and Behavioral Readiness: Participation may be contingent on students demonstrating behavior that meets all school expectations and academic engagement in class. Students must demonstrate the ability to be safe and respectful at school prior to participating in outings in the community. Support plans (e.g., IEPs, 504s) will be considered in this context.

Parents will be informed of any specific requirements that are unique to any given excursion.

Support Needs: Students requiring language or special education services will be provided with accommodations, such as interpreters, aides, or alternative formats for information.

Attendance: While overall attendance may be reviewed, it will not be used as a strict disqualifier. The Student will need to be enrolled at the time of the field trip and must have any prerequisite work or tasks completed to participate in the excursion. Any concerns will be evaluated in light of individual circumstances, with an emphasis on support over exclusion. Please refer to the "Activities" expectations on page 12 of the student handbook.

Disqualification: A student may be disqualified from participating in future field trips if they display behavior that is unsafe, disrespectful or inappropriate on any given excursion. This will be determined by administration and the grade level team. Parents will be informed of any such decision by building

Equity and Access Considerations:

- Financial assistance will be made available for students facing economic barriers.
- No student shall be excluded from a field trip due to language ability, disability, or family circumstances, in accordance with federal and state laws.

Exceptions and Appeals: Guardians may request a review of eligibility decisions by contacting building administration.

HOMEWORK

administration.

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

IMMUNIZATIONS

Oregon Law requires that all children attending public/private schools show evidence of compliance with the state immunization requirements or have a medical or religious exemption. Parents are required to provide an immunization record for each child in attendance through the twelfth grade. A record of exemption must also be on file. Exclusion orders will be sent to the parents of children not in compliance. School administrators must deny admission to children who are not immunized. Exceptions to this may only be

made through the Principal (ORS 433.267, OAR 33-19-021 through 333-19-070.)

INJURIES AND ILLNESS AT SCHOOL

If you are injured in class, be sure to see your teacher immediately. If you are injured on the school grounds, report it to your coach, supervising teacher or the nearest adult.

If you become ill in class, ask your teacher for a pass to the office. If you are not in a classroom, report immediately to the office. The office staff will determine if they need to contact a parent or guardian to decide how to proceed. A parent or guardian will make arrangements if it is necessary for a student to leave school due to illness.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

INSURANCE

A low cost insurance is offered to all students at AMS. Parents of students will be able to purchase insurance after school begins. Contact the office for more information. It is the parent/guardian's responsibility to carry insurance for their child.

LOCKERS

Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that **the combination is not available to others**. The school is not responsible for lost or stolen items. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present. Each student is accountable for the contents of their locker. Willful damage of lockers is "vandalism" and appropriate disciplinary action would be taken.

Students are not to change lockers unless the office gives permission in advance and students should never share a locker or locker combination with another student.

SEARCHES AND QUESTIONING

Searches

District officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or

when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or school rules. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally, but not always, be permitted to be present during the inspection.

Items found which are evidence of a violation of law; policy, regulation or school rule may be seized.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

LOST AND FOUND

Many lost or misplaced articles show up in the office. Students may check at the office for lost items. One way to prevent many lost items is by clearly marking your possessions. Tennis shoes, notebooks, sweaters, coats, instruments all need to be permanently marked with the student's name. AMS will not be responsible for lost or unclaimed student possessions.

LUNCH/BREAKFAST

Breakfast and lunch are provided to all students for free. Breakfast is served daily from 7:30 to 8:00 AM. Each grade level has a 20 minute period to eat lunch. All meals are served and eaten in the cafeteria.

MEDICATIONS

Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

District Administered Medication

The parent shall make requests in writing for the district to administer medication.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following:

- name of the student
- name of the medication
- dosage
- route
- frequency of administration
- any special instructions

A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent, which include the information above, are required for all requests to administer non-prescription medication. Forms are available in the office.

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

The school <u>does not</u> provide any medication. The school will not be responsible for medications taken or used for which authorization has not been given.

PROGRESS REPORTS/REPORT CARDS

Progress reports are given at the mid-point of each grading period to indicate progress and achievement. Teachers are required to send progress reports to all parents or guardians. If a student is earning a "F" grade, an explanation is mailed home as part of the progress report. Official report cards are issued every nine weeks. The grade scale is:

A = Superior

B = Above Average

C = Average

D = Below Average

F = Failing

P = Pass

NP = No Pass

NG = No Grade

I = Incomplete

CONFERENCES

Student progress is important to the AMS staff. Parents are encouraged to call and make appointments for conferences with teachers and administrators at any time during the school year. Staff members may also request parent conferences at any time. Twice during the year there are school-wide parent/teacher conferences scheduled at the district level and open to all families.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. The principal with staff input has the right to retain students when in his/her judgment it is in the best interest of the child. Summer school may be mandated for students who do not pass core classes at the middle school, or who are not meeting state standards in Math or English/Language Arts.

RECORDS (STUDENT EDUCATION)

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent Education Records

Permanent Education records are maintained in a minimum one-hour fire-safe place in the district office by the principal. These records include:

- Full legal name of student, name and address of educational agency or institution, student birth date;
- Name of parent/guardian, date of entry into school;

- Name of school previously attended, subjects taken, marks received, credits earned, and attendance;
- Date of withdrawal from school, social security number;
- Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records provided they are in the sole possession of the maker.

Directory Information

Certain personally identifiable information about students is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Parents who object to the release of any or all directory information must notify the school.

Certain student information is considered personally identifiable information and may be released only with prior notification by the district. Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family members, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Transfer of Education Records

The district shall transfer originals of all requested student education records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided with evidence of a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT STORE

A student store is located in the main hallway. Pencils, paper, other school supplies and viking gear may be purchased at the store. The student store is open 7:30 am-8:00 am.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades 6-8, AMS will identify students based on:

- Learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized and locally normed academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 95th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified. Contact the Astoria District Office 503-325-6441.

TELEPHONE (STUDENT USE)

- The office phones are for **school business only** and are not available to students without the consent of office staff.
- The student phone is available to students and is located in the attendance office. Students wishing to place a call during class time must have a pass from their teacher. Students do not need a pass during lunch break or before and after school.
- If you become ill, please come to the office to make the call. A secretary may need to talk with your parent.
- Students will be called from classrooms to take a call in emergency situations ONLY.
- Students staying for after school activities should make transportation plans well in advance.
- Messages from parents to students will be delivered to the lunch room during lunch time. <u>Consequently, AMS cannot guarantee that</u> <u>messages phoned in after 2:00 pm will be delivered prior to dismissal.</u>

VISITORS TO SCHOOL AND LUNCH

- Parents, legal guardians and grandparents are welcome to eat lunch with their student; we ask that they stop by the office for a visitor's pass before lunch time. Siblings and other children may attend lunch with a student if accompanied by an adult.
- Student visitors may <u>not</u> come to have lunch with a student; this is to ensure the safety and well-being of our students.
- Student visitors are <u>not</u> allowed to attend classes.
- Children not enrolled in Astoria Middle School will <u>not</u> be permitted to attend dances, field trips or school days.

WITHDRAWING FROM SCHOOL

If a student is to withdraw from school, we request that a parent/guardian notify us in writing. The note should be brought to the office after which a withdrawal slip will be issued. Withdrawal from school is easier for students if we are notified before students leave. A phone call from a parent/guardian is also welcome since this often makes the transition go more smoothly.

STUDENT BEHAVIOR EXPECTATIONS

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

STUDENT RIGHTS AND RESPONSIBILITIES (SCHOOL BOARD POLICY JF)

Among these student rights and responsibilities are the following:

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

STUDENT CODE OF CONDUCT (SCHOOL BOARD POLICY JFC)

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Actions away from school may also be subject to discipline if found to be a substantial and material disruption of the school.

Students will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

- Assault;
- Hazing, harassment, intimidation, bullying, or menacing;
- Coercion;
- Threats of violence or harm;

- Disorderly Conduct;
- Bring, possessing, concealing, or using a weapon;
- Vandalism/malicious mischief/theft;
- Sexual harassment;
- Use or possession of tobacco, alcohol, or drugs;
- Use or display of profane or obscene language;
- Disruption or reasonably anticipated disruption of the school environment which results from misconduct on or off of school grounds;
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- Violation of law, Board policy, administrative regulation, school or classroom rules.

SCHOOL WIDE EXPECTATIONS

CHEWING GUM: Astoria Middle School allows gum in common areas. Individual classrooms will have discretion to allow or disallow gum in the classroom. Please be responsible and dispose of your gum correctly.

PBIS: Astoria Middle School is a member of a consortium of schools in Oregon that have implemented the <u>Positive Behavioral intervention Support (PBIS)</u> process in their school. Responsible, respectful, and safe student behaviors in common school areas in the building including the classroom have been identified and placed into a behavior grid. These behaviors are taught to the students by the entire AMS staff at the beginning of the school year. The teaching takes place in all areas. AMS has a positive reinforcement program in place to encourage appropriate student behavior. The appropriate behaviors are re-taught by staff and practiced by students at specific times during the school year. The PBIS process is based on the belief that all students have a right to learn in school and that all students want to acquire socially acceptable behavior.

CLASSROOM EXPECTATIONS

Students have a responsibility to participate in daily lessons. Refusing to participate in classroom learning activities is not a student option. Students unable to participate due to health issues or other problems needing immediate attention should be attended to by the teacher or sent to the office so assistance may be provided. Teachers have a responsibility to promote, encourage, and require student participation.

• BE RESPONSIBLE

Be in your classroom and ready when class begins

- Have appropriate materials
- Have your homework completed
- Follow reasonable instructions from staff

BE RESPECTFUL

- Use respectful words and tone of voice when talking to others
- Leave other people's property alone
- Work to solve problems constructively, without violence or abuse

BE SAFE

- Keep your body to yourself
- Do not harm yourself or others
- Use materials safely and appropriately

DO YOUR BEST

- Participate positively in class
- Stay on task
- Learn all you can

IMPORTANT DEFINITIONS:

Abusive Language/Inappropriate Language/Profanity - Verbal messages and hand messages that include swearing, name calling, or use of words in an inappropriate or demeaning way.

Disruptive Conduct - Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior. Disruptive conduct interferes with the smooth operation of a class and interferes with the teacher's right to teach and the student's opportunity to learn.

Skipping Class/Truancy - Student leaves class/school without permission, or stays out of class/school without permission.

Vandalism/Property Damage - Students participate in an activity that results in substantial disfigurement or destruction of property. The Astoria School District School Board is determined to take significant disciplinary action in cases in which students willfully damage school property. This refers to lockers, desks, walls, signs, restrooms, and all equipment and materials belonging to the District.

Theft - Student is in possession of, has passed on, or is responsible for removing someone else's property. Theft of property belonging to another student may be reported to the police. Remember to leave all valuables at home and that the school does not reimburse or replace student items stolen

from school. Theft of school property is reported to the Superintendent and the police. Legal action will be taken and restitution demanded.

Tardy - Student is late to class or the start of the school day. A student who is not in their seat when the bell rings is tardy. After 10 minutes the student is truant.

Unsafe Behavior - Any act that endangers the safety or well-being of another is considered a safety violation. Some examples are throwing an object, pulling a chair out from under a student, horseplay- students need to keep their hands, feet and other objects to themselves.

Magnus-Parker S Rule - At Astoria Middle School we do not pick people up even if they are our friends. We respect personal space and are safe.

Defiance/Insubordination - Refusal to follow directions, talking back and/or socially rude interactions.

Fighting - Actions that involve serious physical contact where injury may occur (E.g. hitting, punching, kicking, hair pulling, and scratching). Fighting is the willful intent to inflict pain. If someone hits you and you hit back, you are fighting. If you do not hit back, that is considered assault on the part of the other person.

Cheating - The student knowingly copies another's work, violates rules to benefit academically, uses AI to complete an assignment or assessment, plagiarizes, or passes off another's work as their own.

Threats/Menacing - A threat is an expression of intent to inflict evil, injury, or damage. Menacing means by word or conduct a student intentionally attempts to place a District employee or another student in fear of imminent serious physical injury.

Public Display of Affection - When students' behavior is disruptive to the learning environment, and causes others to feel uncomfortable by displaying physical affection for another in a public or shared space.

VIOLENCE PREVENTION POLICY

In the event of a fighting/assault incident parents/guardians will be notified. The goal of Astoria Middle School is for everyone involved to benefit from a safe learning community. The staff and students work hard to foster and promote a positive environment. Positive behavior is reinforced with use of PBiS strategies.

AMS administration immediately addresses destructive or negative behavior with students directly using problem solving strategies. It is important to

report behavior issues to AMS administration so that it can properly be addressed. Intervention for behavior not in line with AMS expectations to promote socially acceptable behavior include:

Conference with student/parent Time in office

Student behavior contract In school suspension
Loss of Privilege Out of school suspension

Individualized instruction Expulsion recommendation
Recess detention After school detention

Other consequences at the administration's discretion.

WEAPONS POLICY AND PROHIBITION

Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the District, or interscholastic activities administered by a voluntary organization approved by the State Board of Education.

- For purposes of this policy, and as defined by state and federal law, weapons include:
 - "Dangerous Weapon" any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury;
 - "Deadly Weapon" any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
 - "Firearm" any weapon (including starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of explosive. This includes the frame or receiver of any such weapon, or firearm or silencer.

Weapons may also include, but are not limited to, knives, firecrackers, metal knuckles, straight razors, noxious irritating or poisonous gasses, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons. Prohibited weapons possessed on or about a person while on district property are subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made. Appropriate disciplinary and/or legal action will be taken against any student who possesses weapons and with any student who assists possession in any way. Students bringing weapons to school will be expelled for a period

<u>of not less than one year.</u> The superintendent may, on a case-by-case basis, modify this expulsion requirement.

(Refer to Astoria School District Policy JFCJ; ORS 166.360-166. 370 and ORS 332-107)

DETENTION POLICY

At AMS we use detention as a means to encourage appropriate behavior. There are two ways that detentions are issued by staff. For minor offenses the student is warned by the teacher to stop the behavior that is being disruptive. If the student continues a second time to be disruptive the teacher would then assign the student a detention. If the student corrects their behavior after being warned no additional response is needed. For behavioral issues that are considered to be major the staff will issue an automatic detention.

Detentions are given by individual staff members as the need arises. A detention requires a student to report to the detention room for the recess portion of their lunch break. <u>Students must bring schoolwork or reading material with them to detention</u>.

If a student fails to attend the detention session at the very next lunchtime, (barring absence or valid exemptions from staff members only) the detention will double and the student owes time for the very next two school days. Removal from the detention room for inappropriate behavior is treated the same as a missed detention.

With the issue of multiple detentions/multiple discipline referrals the student may be removed from all activities outside of the regular academic area. This includes: dances, social events, assemblies (not academic in nature) or any other extracurricular activities, such as athletics and field trips.

DUE PROCESS AND THE RIGHT TO APPEALS

Each student is entitled to a hearing before disciplinary action is taken by the school. The student may present his/her point of view on the matter, evidence, or witness(es). After the hearing, any student or parent/guardian who deems it appropriate may appeal the disciplinary action taken by the school. The appeal is made to the Superintendent of Schools.

BUYING AND SELLING MERCHANDISE OR SOLICITATION IN ANY FORM

Students are prohibited from buying and selling merchandise on campus other than that which is school sponsored. Please check with the office prior to soliciting or fundraising for groups not directly connected to our school.

COMPUTER USE AND DISCIPLINE POLICY

FIRST OFFENSE-Discipline referral to the office. Removal from access to the electronic communication system and all related programs for a period of time to be determined by teacher and administrator

SECOND OFFENSE-Discipline referral to the office. Possible suspension and parent conference. Possible account termination for the remainder of the school year. The student must reapply the next fiscal school year and have administration approval prior to further electronic communication access.

AI USE POLICY

We recognize that AI resources can provide potential benefits, and there may be activities during your time at AMS that AI may be used with teacher permission for a variety of purposes. However, the use of AI to produce work that students submit as their own, unique work, is considered academic dishonesty. Astoria Middle School teachers reserve the right to put any student work through AI detection software to evaluate its likelihood of being even partially AI generated. Any work that is found to have been created using AI software will result in a zero grade for the assignment and a potential loss of privileges. Examples of suspicious work include, but are not limited to:

- Work that is vastly different from a student's previous work (grammar, tone, style, voice, etc.)
- Work that is submitted in an unreasonably quick fashion or pasted into the final piece in large chunks.
- Portions of a workpiece that does not match (in grammar, voice, quality, tone, etc.) the rest of the piece.

PERSONAL ELECTRONICS/ CELL PHONE POLICY

Astoria Middle School is a cell phone free building. This includes cell phones, smart watches, and airpod/earbuds. The student and family assume responsibility for lost, damaged or stolen electronics if brought to school.

Students are permitted to use personal electronic devices/cell phones before or after school outside of the school building. Once inside personal electronics/cell phones are expected to be kept in lockers. This will be done upon entering the building in the morning to dismissal and exiting the building in the afternoon. If a student should need to check their cell phone they will be issued a pass to do so. The student will go to the student attendance office to use/check their personal phone or use the student phone in the office. Students that need a device to monitor specific health issues will have a medical 504 plan that stipulates use of a device.

If a student is in possession of a device (on their person, for example in a pocket) or using a personal electronic device/cell phone outside of the above allowances the following actions will be taken:

FIRST OFFENSE: the electronic device/cell phone will be confiscated by staff, brought to the office and returned at the end of the day.

SECOND OFFENSE: the electronic device/cell phone will be confiscated by staff, brought to the office and returned to guardians at the end of the day.

STUDENT DRESS CODE

Student dress code should support equitable access and should not reinforce stereotypes. Student dress code and administrative enforcement should not reinforce or increase marginalization or oppression of a group of people based on race, gender, ethnicity, religion, sexual orientation, income, gender identity, or cultural observance.

Staff and student expectations:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff are responsible for managing their own personal distractions without regulating individual students' clothing
- Teachers will teach without additional burden of dress code enforcement
- Students will not face unnecessary barriers to school attendance due to dress code restrictions

Goals of student dress code:

- Maintain a safe learning environment in classes where protective or specific gear must be worn, such as eye protection in career and technical class, athletic gear in physical education classes.
- Allow student choice in clothing, to include comfort, expression of gender identity, religious beliefs, and cultural representation.
- Ensure all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and person style.

The following are specific expectations students are to observe:

- Clothing containing messages, which are offensive to another person's gender, ethnicity, or other personal quality, is not to be worn.
- Clothing with obscenity, sex, or drug/alcohol/tobacco messages or with verbiage related to brewery, bar, saloon or dispensary are not to be worn.

- Footwear with hard soles will be worn at all times. No slippers. This is an Oregon State Law.
- Clothing must be worn in a way such that genitals, buttocks, and nipples are covered.
- Undergarments should not be visible and swimsuits are not to be worn. Waistbands and bra straps on undergarments under clothing is not a violation.
- Helmets or headgear that obscures the face are not to be worn with the exception of religious observance or medical need.

Students must wear:

- A shirt or top with sleeves or straps
- Pants or bottoms (pants, shorts, skirt, dress, leggings)
- Shoes

Students may wear:

- Hats in the building. Each individual classroom will determine if hats are to be worn in the classroom with the exception of religious headwear that is allowed in all settings.
- Hoodie sweatshirts. Each individual classroom will determine if hoods are to be worn in the classroom.
- Fitted "skinny" jeans or leggings
- Midriff baring shirts
- Pajama bottoms
- Ripped jeans that do not expose underwear
- Tank tops, halter tops including spaghetti straps
- Athletic attire
- Clothing with logos providing they do not violate the above section "specific expectations students are to observe:"

GANG ACTIVITY AND/OR MEMBERSHIP

The Astoria School District School Board has developed a policy which states that gang activities and/or membership is strictly prohibited. It is the desire of the school to provide a safe environment for all to learn and work. Significant disciplinary actions, which will include information provided to law enforcement agencies, will occur if district policies related to gangs are violated.

HARASSMENT/BULLYING POLICY AND ACTION

AMS Policy and Action: Harassment

Any *unwanted* behavior of a nonverbal, verbal, written, graphic, or physical nature that is directed at an individual or group is considered to be *harassment*. Engagement in such behavior is prohibited and is a violation of school district policy (JFCF: Hazing, Harassment, Menacing) and regulations and may also be a violation of criminal or other laws. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline up to, and including suspension or expulsion. The district has the authority to report students in violation of this policy to law enforcement officials. School board policy will be followed.

Discipline for Violation of This Policy

FIRST OFFENSE: Parent conference, letter of reprimand, and possible in-school or out-of-school suspension.

SECOND OFFENSE: Three-day suspension and discipline referral sent to parents and the Astoria School District Office.

THIRD OFFENSE: Ten-day suspension and expulsion hearing scheduled at the Astoria School District Office.

There is administrative discretion to deviate from these steps depending on the severity of the issue.

We at Astoria Middle School will make every effort to keep our building physically and emotionally safe for every student and staff member. The intent of this policy and action is to help secure this safety. Astoria Middle School has a zero tolerance policy regarding hate speech of any nature. Hate speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, gender or sexual orientation.

Examples of Harassment

Name calling; racial, sexual or ethnic put-downs; racial sexual, or ethnic jokes; bra-snapping, unwanted advances or touching; racially or ethnically motivated fights or assaults; unwanted letters, notes, or phone calls; telling lies or spreading rumors about a person's personal life; comments about a person's anatomy or looks; staring at someone in a sexually suggestive manner, or staring at someone in an intimidating manner because of race or color.

Bullying

The boundaries between harassment and bullying are blurry. However, harassment and bullying are not the same. Harassment involves sex, race,

national origin, and appearance. Bullying can be more general. A bully picks on someone. This may include physical violence, taunting and teasing, threats of violence, and extortion or theft. If the bullying is done for reasons of sex, race, national origin, or appearance, then the bullying is also harassment.

FOOD BROUGHT FROM HOME

Students may bring breakfast or lunch items for consumption at school. Food or beverages may only be consumed in the cafeteria during breakfast or lunch time and are not allowed to be consumed in the hallways with the exception of lidded containers. Individual classroom teachers will set expectations about eating or snacking in their classroom. There is no eating in the library.

LITTERING/GRAFFITI

As a member of the student body at AMS you have a responsibility to keep the school and the outside grounds free of litter and graffiti. Please clean up after yourself and if you see litter on the ground pick it up and put it into a trash can. Please refrain from writing on school property and let an adult know if you see graffiti.

AMS WELLNESS POLICY

Astoria School District has worked to establish a wellness policy that ensures students receive nutritional education, exercise and learn daily practices that promote a healthy lifestyle. Students are provided instruction that creates a learning environment that helps students to gain the knowledge and skills necessary to make wise choices for their adolescent and adult life.

Physical Activity

The students who attend Astoria Middle School will receive approximately 250 minutes of physical activity per week. This amounts to 50 minutes of daily exercise, which exceeds the state standards for physical activity. Physical Education classes at the middle school are taught by highly qualified instructors. Lessons in Physical Education meet the Oregon Department of Education standards which were written by the Astoria School District Physical Education department.

Every day the students in 6th, 7th, and 8th grade will have a 20 minute lunch recess. During this time students are provided activities such as basketball, walking, wall-ball and other physical activities.

The students at Astoria Middle School receive instruction in health education. Topics of health education include nutritional recommendations, physical activity recommendations, conflict resolution, and other health related topics.

All 7th and 8th students who meet the requirements for academics and behavior are encouraged to participate in the following school athletic activities

- Fall Cross Country/Football/Volleyball
- Winter Basketball/Wrestling
- Spring- Track

6th grade students can participate in cross-country, wrestling and track only, while meeting the same academic and behavior requirements.

Nutritional Guidelines

All meals served in the cafeteria at Astoria Middle School are designed around the recommended daily allowances. Students are offered healthy choices at the salad/fruit bar, and the ala carte station.

The student store which sells food items and drinks, meets all nutritional guidelines established by the district and state. The student store is used to fundraise for school wide celebrations. All food items sold meet the established guidelines.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 15 calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

TOBACCO, DRUGS, ALCOHOL POLICY

Astoria School District philosophy and policy support the position that substance use and abuse can compromise learning, health, development, and self-esteem. Students who choose to violate school/district policy regarding possession and/or use of drugs, alcohol, or tobacco at school or school activities will be governed by School District policy.

Tobacco - Student use of tobacco in any form on the school premises or while attending school or school-sponsored activities is prohibited. Tobacco discovered at school will be confiscated and the student's parents will be notified. In accordance with Oregon State Law, a juvenile in possession of tobacco will be reported. Use of tobacco on or about the school premises may lead to suspension.

In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person, who distributes, sells or causes to be sold tobacco in any form or a tobacco burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.

Alcohol and Drugs - Consumption, possession, use, sale, or supply of drugs including marijuana or any alcoholic beverage on or about the school premises or at any school-sponsored activity is prohibited (ORS 471.410 and ORS 471.430; Astoria School District Policy JFCG/JFCH/JFCI). Violation of this regulation will result in the following actions:

- The violator will be suspended immediately. Conditions for reinstatement:
 - A conference involving the parents or guardians, the student and school official(s) shall be held for the purpose of outlining a corrective course of action which may include attendance and satisfactory completion of an alcohol and/or drug education course provided by a recognized agency dealing with alcohol and/or drug abuse problems, or an acceptable alternative.
 - A student in violation of the alcohol and drug regulation shall be reinstated when agreement is reached regarding content of the contract described in "a." Proceeding, or at the discretion of the school official(s), whichever is deemed more beneficial for the student involved.
- Conditions for suspension and recommendation for expulsion:
 - If the parties involved cannot agree on the terms and conditions of the contract, or if the contract is violated, the student shall be suspended and the school official(s) may make a recommendation for expulsion to the Board of Directors.
 - Should a student commit a similar offense during the same school year, the student shall be suspended and the school official(s) shall make a recommendation to the Board for expulsion or the parent

or legal guardian may choose a course of action whereby the student and their parent or legal guardian will enroll and participate in an alcohol or drug education course provided by a recognized agency dealing with alcohol and/or drug abuse problems. A third offense during the school year will lead to the student's expulsion.

• If the school official(s) believed the violation to be serious enough, they may recommend expulsion to the Board on the first violation.

Unlawful delivery of a controlled substance to a student or minor within 1000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both.

ARRIVAL AND DEPARTURE TRANSPORTATION

The arrival and departure of students to school, whether by school bus, private vehicle or walking, creates a situation that can be dangerous. Our guidelines are:

Parent drop off and pick up

To create a safe and efficient process for drop off and pick up (AKA the Kiss and Go) the following expectations are in place

- Students transported to and from school by private car will be loaded and unloaded at the designated pick up drop off area.
- Drivers will use the turnaround loop to load and unload their student.
- The loop is one way.
- Students will wait in the loading zone (sidewalk) for their ride to arrive.
- Students will load and unload from the sidewalk. They will not walk across traffic.
- Students will follow all directions from the staff on duty in the loading zone.

Walkers

To help ensure our students that walk to Astoria Middle School the following expectations are in place.

- Students will use marked crosswalks.
- School staff will act as crossing guards both before and after school.
 Students will follow all directions given from the crossing guard on duty.
- Students will walk on sidewalks.
- Students will immediately depart campus upon dismissal.

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Bicycles

In order to assist students in the protection and safe keeping of their bicycles, the following guidelines should be observed by all students:

- All bikes should be locked and parked in the bike rack. The bike rack is not to be visited during the regular school day. Upon arriving at school students should dismount, and walk their bike to the bike rack.
- Damage to or loss of a bicycle should be reported immediately to the school office. The school is not responsible for damage or loss of personal belongings, yet will assist in dealing with problems involving personal property when possible.
- Students are not to ride their bicycle on school sidewalks before or after school.
- Students must wear properly equipped helmets when riding their bicycles on school grounds.

SKATEBOARDS/SCOOTERS/SKATES: USE AND POSSESSION

In compliance with Astoria School District Policy, skateboards/scooters/skates are not to be used on campus at any time. Students should not bring skateboards/scooters to school for any reason. Any student found with a skateboard/scooter in his/her possession will have it confiscated. Parents may come to the school office at the end of the day to pick up any skateboard/scooter that has been confiscated.

School Bus Safety

School bus safety is everyone's concern. Riding school buses is a privilege and not a right. Parents can help by continually reminding children of basic safety rules and laws. By reporting unsafe conditions along routes or at stops, improvement can be made.

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

We believe all students can behave appropriately and safely while riding the bus. We will not tolerate students preventing drivers from doing their job or preventing other students from having safe transportation. All riders should be at the bus stop at the scheduled time.

Once a student gets off a bus at the Astoria Middle School they must proceed to the front of the building. No student is to stay in the area where the buses pick up or drop off students.

Bus Rules

- Students must obey all rules set forth by the State of Oregon per OAR 581.010 (Rules Governing Pupils Riding School Buses) located inside the school bus.
- Students are to be under the authority of the bus driver and adult supervisor and must promptly obey their directions.
- Students are to speak quietly, politely, and respectfully.
- Students must remain properly seated with feet, hands, and all articles to oneself and inside the bus.
- Students are to keep buses free of hazardous materials, food, gum, tobacco products, and all living and nonliving creatures.
- Students must accept and return disciplinary forms issued by the driver.
- Large items, which cannot be safely transported while held in a pupil's lap or stowed in an empty seat or directly under a seat, are prohibited.
- No glass containers or breakable items allowed on the bus.
- No skateboards and/or skateboard parts allowed on the bus.
- Students may be assigned seats by the bus driver or adult supervisor.
- Students will use the emergency doors only in a case of an emergency.

These rules apply to all athletic trips, and field trips.

If A Child Chooses To Break A Rule:

1st Incident - Driver issues a warning notice.

2nd Incident - Driver issues notice, and suspension if needed.

3rd Incident - 3-day suspension (possible conference).

4th Incident- 10-day suspension (conference).

 5^{th} or more - 1 semester minimum suspension-rest of the school year maximum.

Severe Disruption: (Automatic suspension from riding the bus)

- Refusal to obey the driver.
- Physical harm or threat of physical harm to driver or other students.
- Property damage.
- Extreme disruption (any activity causing the driver to stop driving in order to establish order).

It is in your child's interest that we work together in a relationship that provides safe transportation. Please feel free to call 503-325-4550 if you have any questions or comments.