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# Contact Information



## Azalea Middle School

505 Pacific  
Brookings, Oregon 974715  
541-469-7427

<http://www.brookings.k12.or.us/middleschool/>

Nicole Medrano	Principal
Buell Gonzales	Assistant Principal / District Athletic Director
Holly Stephens	Counselor/Homeless Liaison
Jessica Neerenberg	Office Manager/Registrar
Sandy Garrison	Secretary/Attendance/Health
Becky Serrano	Secretary/Athletics/Discipline
Emily Aliamus	District Title IX Coordinator
Baron Guido	Special Services Director

*Please notify the **Registrar** of any change of address, home telephone number, work phone number or place of employment, or if you are intending to register or withdraw a student from Azalea Middle School.*

### Educational Staff

Call and leave a message for the teacher to return your call. They will return your call at their earliest convenience. You can also visit the Azalea website at <http://www.brookings.k12.or.us/middleschool/>. Go to "Contact Information" for a list of all staff and email instructions.

### Transportation Information

Bryan Winchester (Transportation Director) 541-469-2666  
You can also check the district website at  
<http://www.brookings.k12.or.us/Transportation.cfm>

## NON DISCRIMINATION POLICY

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

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Section 504 and the ADA prohibit discrimination against an individual because he/she has opposed any discrimination act or practice; or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. The ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

### 2016-2017 Bell Schedules

#### M, Tu, Th, F Schedule

Per 1	8:20	9:16			
Per 2	9:20	10:16			
Per 3	10:20	11:16			
6 <sup>th</sup> Lunch	11:16	11:46	11:20	11:46	7/8 Advisory
6 <sup>th</sup> Advisory	11:50	12:16	11:46	12:16	7/8 Lunch
Per 4	12:20	1:15			
Per 5	1:19	2:15			
Per 6	2:19	3:15			

#### Wednesday Schedule

Per 1	8:20	9:05			
Per 2	9:09	9:53			
Per 3	9:57	10:41			
Per 4	10:45	11:29			
6 <sup>th</sup> Lunch	11:29	11:59	7/8 Advisory	11:33	11:59
6 <sup>th</sup> Advisory	12:20	1:15	7/8 Lunch	11:59	12:29
Per 5	12:33	1:17			
Per 6	1:21	2:05			

## **Equal Educational Opportunity: Board Policy JB**

Every student of the district will be given equal educational opportunities regardless of age, sex or gender, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location. Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

## **Calendar Information**

Please check the school website at <http://www.brookings.k12.or.us/middleschool>, the District website at <http://www.brookings.k12.or.us>, and Facebook for announcements or updates on the school schedule and activities throughout the school year.

## **Supplies**

Classroom supplies

All students are expected to have the following supplies:

- Three-ring binder
- Dividers for all classes
- Lined, 3-hole, notebook paper
- 2 blue and 2 black pens
- #2 pencils
- Colored pencils
- Small zip pouch to carry supplies
- Calculator
- Ruler (metric & standard), protractor, and compass

## **PE Supplies**

All students are required to purchase a PE uniform from the Azalea Middle School Office. Each set includes a pair of Azalea athletic shorts and an Azalea T-Shirt. Students will be required to write their names on these items for personalization. Uniforms are available for \$20 in the main office (two sets for \$35). Payment plans and financial assistance may be available to qualifying students.

- Deodorant- NO aerosols allowed. No perfumes or colognes allowed.
- Only non breakable items are allowed in the locker rooms.
- For student safety, no electronic devices are allowed in the gym, or locker rooms.
- PE lockers will be assigned. These lockers should be used only for PE items. All other items must be stored in the students all locker.
- The school shall have no responsibility for damage or theft of items not properly secured in a locker.

**Any student who is financially unable to purchase these supplies should see the counselor.**

## **What to Wear to School?**

*All students should come to school dressed for educational success. Dress guidelines apply to everyday dress, uniforms and/or costumes.*

- T-shirt covers stomach, back and upper chest.
- No clothing should promote drugs, alcohol, inappropriate language, or sexual themes
- Undergarments should be invisible.
- Shorts, skirts, and fashion holes in pants must be "mid-thigh" (midway between the

- inseam and knee).
- Shoes are always required.
- If you feel that clothing may be "questionable" please err on the side of caution to avoid problems.
- Be mindful of other people's allergies and leave perfume and cologne at home.
- Bedtime clothes should be left at home (pajamas and slippers).
- Clothing that could injure you or others should be left at home:
  - Studed collars
  - Studed bracelets
  - Chains
  - Items that suggest gang support
  
- Outdoor clothing is in locker:
  - Hat/scarves
  - Gloves
  - Coats
  - Sunglasses
  - Backpacks

\*\*Please reference **PE dress guidelines**.

### **Athletics**

- Athletics Participation is encouraged for all Azalea students. Academic and Behavioral standards must be maintained.
- Students who are ill or have an unexcused absence for any part of the school day may not participate in athletic activities that day.
- All fees must be paid (or payment plan in place) before a student may participate in athletic contests.
- If a student is riding home with a non-custodial adult, written permission must be given prior to the event (see office for details).

### **Attendance**

#### **Compulsory Attendance: Board Policy JEA**

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend school full-time on a regular basis at the designated school within the attendance area. Persons having legal control of a student ages 7-18 who has not completed the 12th grade are required to have the student attend school. Under the superintendent's direction and supervision, building principals shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation and is punishable by a citation.

1 Truancy = Up to 1 full day in-school suspension / parent contact

3 in-school suspensions = Up to 1 day out of school suspension

Excessive truancy = recommendation for citation for a Class C violation of Oregon Compulsory Attendance Law

#### **Complaint Procedure: Board policy KL**

All public complaints fall under the [policy KL](#) and should be filed at the Brookings-Harbor School District Office.

## Student Absences and Excuses: Board Policy JED

It is the student's responsibility to maintain regular attendance in all assigned classes. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

*\*Azalea policy requires parents/guardians physically sign students out (not a phone call) unless prior arrangements have been made with administration. This helps the school ensure student safety and security while in our care.*

### What to do if.....

**You are absent from school.** Call the office at 541-469-7427 or email [sandyg@brookings.k12.or.us](mailto:sandyg@brookings.k12.or.us) prior to 8:00 to report the student's absence. Please include student's name, grade, your name, and reason for absence. Absences must be cleared with a note within one week or they will remain unexcused.

**You know you will be out of school for more than one day.** Get a prearranged absence from the office by bringing a note from a parent stating the dates and reason for absence.

**You are late to school.** Report to the office with your parent or note so we can sign you in.

**Your child goes home ill.** Students who go home sick, should remain home for the remainder of the day. They will not be permitted to participate in campus activities until the next day.

**You miss school work because you're absent 2 or more days.** It is your responsibility to ask for your missing work. You may call the office or email teachers directly by accessing the contact list on our school website at <http://www.brookings.k12.or.us/middleschool>. Teachers have 24 hours to provide work.

**You need to leave school during the day.** A parent, guardian or person identified on the student's emergency list must check the student out through the office.

**You have a change in status.** This includes change in address, telephone number, parent's employer, etc. Parents must report any changes to the registrar at the office as soon as possible.

**Your student will be riding a different bus than usual.** The office must be notified at least 1 hour before the end of school to ensure a bus pass can be made. Office will need bus route letter, stop, and contact number.

**Your child needs to pre-arrange an absence.** Notify the office as early as possible to report a pre-arranged absence and fill out appropriate forms with the office. The student must take the form to each teacher to ensure communication between student and teacher and to make arrangements if necessary.

**You are dropping off something for your child.** Everything must be dropped off in the main office. Students are not allowed to take items from cars in the parking lot. Parents must bring all items into the office and we will make sure your child receives them. Students may not make delivery arrangements (this includes pizza and other food delivery services).

**You need to pick your child up from school.** Notify the office as early as possible to allow school staff to have them ready. You will need to physically come into the school to sign them out.

## **Student/Parent Information**

### **After-school Activities**

As activities become available; there will be announcements at the school and sign up papers in the office. Students who are ill or have an unexcused absence for any part of the day may not participate in after-school activities.

### **Assembly Behaviors**

Positive and orderly actions make an assembly successful. The students' cooperation is very important in maintaining an atmosphere where everyone can enjoy the program. Student reaction and appreciation for the assembly is a sign of respect to visitors in the school. When entering the gym or commons for an assembly, remember these tips:

- Enter and leave the area in a quiet and orderly manner
- When entering the commons, come to the front first and fill front to back. When in the gym fill the bleachers from top to bottom. When exiting the gym, exit from bottom to top.

Sit in your assigned area or with your teacher. The sooner everyone is seated, the quicker the assembly can get started. Once you have been asked to sit, please remain seated. Do not save seats for friends coming from other classrooms.

### **Before School Expectations**

Doors open at 7:40 (hallways open at 8:13). Once students arrive on the Azalea Middle School campus they are required to remain here until the end of the school day or they are signed out by a parent. After arriving to school students are expected to be in the cafeteria, in the library. Cafeteria supervision staff will alert students when the blacktop is available for student use. Students will not be permitted to leave campus to go to the store or any other off-campus location. This will be considered an "out-of-bounds" infraction.

### **Bicycles/Skateboards/Roller Blades/Roller Shoes**

Bike racks for students are provided to secure their bicycles. Students should put bikes into slots and chain the bikes with their own sturdy lock. Your skateboard/scooters/roller blades/roller shoes must be stored in your lockers. The school does not take responsibility for bikes, skateboards, scooters, rollerblades, or roller shoes that are damaged or stolen. Students may not ride these transportation devices on school grounds or they are subject to confiscation. Students are expected to adhere to the law and wear helmets when they are riding their bicycles to and from school.

### **Bullying and Harassment: Board Policy JFCF-AR**

**Bullying** – *Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. (Stopbullying.gov)*

**Student Conflict** – *From time to time students may have conflict with one another. Incidents like these are not considered bullying. It is our goal as a school to teach students how to deal with conflict in a mature manner. We will handle issues of student conflict on a case-by-case basis.*

Principals, the superintendent and, in cases having to do with gender, the Title IX coordinator, have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying and incidents of teen dating violence. The investigator shall be a neutral party having had no involvement in the complaint presented. The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying and teen dating violence.

## Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, chaperones, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, official school bus stop, district premises and non-district property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business. The prohibition also includes off duty conduct which is compatible with district responsibilities.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of protected class status. Harassment/Intimidation/Bullying/Cyberbullying/ Teen Dating Violence Complaint Procedures – Student - JFCF-AR 1-7 5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
6. "Bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of: a. Physically harming a student or damaging a student's property; b. Knowingly placing a student in reasonable fear of physical harm to a student or damage to the student's property; or c. Creating a hostile educational environment.
7. "Menacing" includes, but is not limited to, any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.
8. "Cyberbullying" means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.
9. "Teen dating violence" means: a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
10. "Protected class" status means a group of persons distinguished or perceived to be distinguished, by race, color, religion, age, sex, or gender, sexual orientation , national origin,



marital status, familial status, source of income or disability.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Dances/Bruin Parties**

School parties and dances are a time for students to socialize, have fun, and develop important social skills. School dances will be held from 3:30 pm until 5:00 pm. Transportation home is the responsibility of students and their parents. There will be no bus run after the regular 3:15 bus home. Only Azalea students are allowed at these dances. Students must attend at least ½ of the school day in order to attend any dance. In addition to the dances, there will be Bruin Parties during the year. There will be games and activities at the Bruin parties. Students are expected to remain on campus before any dance. The school requires parent contact for any student arriving late or leaving early. There will be no re-entry once a student leaves.

\*\*Parties and dances are a privilege and a positive consequence for students who are making academic progress and behaving responsibly in class, in the building, and at school functions. Students who are not making academic progress and/or behaving responsibly may lose the privilege to attend the dances and parties.

### **Detention**

A detention/study hall is held during the students' lunch periods, before school, or after school. Students may be assigned to detention for one or more days for some discipline problems. Students who do not complete the detention assignment will be assigned a greater consequence.

### **Electronic Sound/Communication Devices: Board Policy JFC-EB**

Electronic Devices must be **OFF AND AWAY** (except before school, after school and during lunch). Electronic sound or communication devices such as cell phones, MP3 players, or game machines may be brought to school but must not be used during class time unless your teacher allows their use for academic purpose. **Violation of this policy results in the item being taken away** for the remainder of the day for the first offense. The second offense requires a parent to pick up the item from the administrator. Subsequent offences will require administrative intervention and possible suspension of privileges.

\*\*The school does not take responsibility for electronic devices that are damaged or stolen, and we strongly encourage parents and students leave these items at home.

### **Food/Drink in Classrooms**

Students will be allowed to have water at teacher discretion. All liquids must be stored in a **"spill-proof"** container. The library, computer labs, gym, and hallway are food/drink free zones. These items should, however, **never** be in the halls or on the playground. No open containers can be kept in lockers. Other beverages may be provided and allowed at special teacher/school events

### **Food Services**

Azalea offers both breakfast and lunch. Breakfast is \$1.50 and lunch is \$2.85. Monthly menu can be found on the district website at <http://www.brookings.k12.or.us> or in the front office. **Menu and prices subject to change.**

Make credit card deposits into your student's lunch account. Simply click the "My MealTime" link on the left.

- Create an account.
- Add your student.

- Make a deposit.

### Graduation Requirements from BHSD

In order to graduate from BHHS you will need to earn **24 credits**. See the Guidance Department at BHHS for more information.

#### Yearly Requirements

Freshmen	Sophomores	Juniors	Seniors
English	English	English	English
Math	Math	Math*	Math*
PE	Biology	Science*	Econ/Gov
Physical	World Studies	Fine Arts*	Fine Arts*
Science	Fine Arts	U.S. History	Science*
Fine Arts		Health	Senior Project

**\*Required for students who have yet to receive their 3 science, 3 fine arts & 3 math credits.**

### College Admissions

In the Oregon University System (OUS) students must earn a grade of C or better in order for a course to be counted as meeting part of the subject area requirements. The college preparatory subjects involved are: English (4 years); Math (3 years including first year Algebra and two additional years culminating at the Algebra 2 level or higher); Social Studies (3 years); Science (3 years); Foreign Language (2 years); and, two college prep electives.

### Health Services

Azalea has a health assistant trained in first aid and CPR. She is not a nurse and will only handle emergency illnesses and accidents that occur at school. Parents will be notified if their child becomes ill or injured at school and asked to arrange for transportation home. The district nurse is on-call for consultations and emergencies. Please keep emergency contact information current.

### Homework/Study Habits

Homework amounts may vary from day to day depending on the student's courses, study habits, his/her abilities, and the grade level of the student. Every student should expect to have homework almost every night. Students in grade 6 and 7 can expect to have one hour of homework daily. Students in grade 8 can expect 1.5 hours of homework per day. However, there may be long-term projects or major assignments that may take some time over the weekend for completion.

### Identification Cards

All students are to carry a school ID card for identification. In addition to serving as an activity card, it is used for checking materials out of the library. ID pictures will be taken on picture day and issued shortly after. ID card costs are included in the \$15.00 student fee. Replacement ID cards will be available for \$5.00.

### Laser Pointers

Azalea students are prohibited from possessing laser pointers. These items will be confiscated by staff. Parents will be required to pick confiscated objects up from the Azalea office.

### Library/Media Center

Azalea's library is open to students from 7:40 to 3:45 pm. Library rules and checkout procedures are explained to all students during library orientation.

Students coming into the library during class time without their teacher are required to have a pass. All materials must be checked out with a student ID card. A replacement fee will be issued for all lost or damaged books.

A variety of media, including magazines, newspapers, online technology, and print and

non-print materials, are available in our library. **The use of personal email is prohibited.**

### **Lockers**

Lockers are assigned to students on the first day of school. If your locker does not open, go to class and ask your teacher permission to go to the office for assistance.

1. Do not keep items of great importance in your locker.
2. Keep your locker clean. Remove all food and drink at the end of each day.
3. Keep your locker locked when you are not present and do not share your combination with others.

Lockers are the property of the school and may be searched by school authorities when there is cause for such action. The school is not responsible for items taken from lockers.

### **Lost and Found**

When the lost and found gets to be too full, we donate the contents to local charities (including our school clothes closet). Announcements will be made to let students know when this will happen. It is the responsibility of the student to ensure that their belongings are not in the lost and found when this occurs.

### **Parent Teacher Organization (PTO)**

The PTO exists to support the students and their parents through a variety of activities and volunteering options. There is NO membership fee to join! Meetings are held monthly. Please check with the school for time and location.

### **Physical Display of Affection (PDA)**

At the middle school level we ask that students limit their physical display of affection to the following:

1. Friendly looks and smiles
2. Holding hands

A violation of these expectations could result in in-school discipline or detention. Persistent violation of this rule could result in discipline up to and including out-of-school suspension.

### **Planners**

Because time management is an important skill, Azalea students will use an assignment planner. Planners are provided by the school and included in the \$15.00 student fee. Replacement planners are \$5.00. Students will receive instructions and tips for effective use of planners.

### **Powerschool**

Powerschool is the online system that allows you to access information about your student's grades, attendance, and missing assignments. In the fall you will be mailed a user-name and password to login to this system and track your student's progress at school.

### **Report Cards/Grades**

Report cards will be issued by semester during the school year (January, and June). Please be aware, students who participate in sports and/or other afterschool activities are required to maintain passing grades in all classes.

### **Re-take and Make-up Assessments**

Students who are absent on the day of an assessment or do not meet proficiency on their first attempt will be allowed opportunities to retake that assessment. The retake must be taken within 2 weeks of the original assignment date. The student is ultimately responsible for requesting and arranging to retake the assessment. Arrangements to retake assessments beyond 2 weeks will be at the discretion of the teacher.

### **Schedule Changes**

Students must follow the schedule issued until notified by office staff. If the student has duplicate or missing class, report immediately to the office. All schedule change forms must be submitted **within the specified time period**, unless teacher initiated. Forecast sheets from previous year will be considered and accommodated as best possible but not guaranteed.

### **School Hours**

School begins at 8:20 am and ends at 3:15 pm. On Wednesday we have early release and students finish school at 2:05. The office is open from 7:40 am until 3:45 pm. Once students arrive (either by school bus, walking or parent) they are expected to remain on campus until the end of the day or being signed out by a parent.

### **Student Fees**

Student fees must be paid at registration. The \$15.00 fee includes planner and school ID card. Replacement fees will be charged if text or library book are lost or damaged. Yearbooks will not be issued until all fees are paid.

### **Student Medication**

Prescription and over-the-counter medication must be in the ORIGINAL PACKING, and a medication form completely filled out and turned in to the office. If a student needs to carry the medication on his/her person (i.e. inhaler), a Self-Medication agreement must still be turned into the office. Any medication found on a student who does not have proper paperwork will be confiscated.

### **Student Pick-up**

**Only persons listed on the Emergency Contact Sheet** will be allowed to pick up students from school. Please **be prepared to show picture ID** to confirm identity to staff. If you know your student is leaving early for an appointment, please call in advance so that a pass can be sent out to request your student from class.

### **Student Searches: Board Policy JFG**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspections of district property assigned to students may be conducted at any time. Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent. District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

### Telephones

In the office a phone is available for student use before school, during lunch, and after school.

### Tardy Policy

It is important that students are in class on time and ready to learn. Azalea will use an attendance tracking form to encourage students to improve their punctuality. If tardies become a chronic problem, consequences will be enforced.

### Volunteers

When schools and the community work together for the common goal of school improvement, students ultimately benefit. There are many ways parents and other community members can help improve Azalea by volunteering at the school or by helping with activities. Community members have tutored students, assisted in offices, landscaped the campus, aided teachers with research or preparation of materials, chaperoned students during activities and field trips, planned and carried out recognition events, made telephone calls, translated for students and staff, and served as guest speakers. **Please refer to Volunteer Requirements/Procedures in the main office at Azalea.** If you have any of these special talents that would benefit Azalea Middle School, please call 541-469-7427.

### Visitors

All visitors must sign in at the office and carry a visitor's pass. Parents who would like to attend a class or spend the day with their child are asked to pre-arrange their visit through the principal. Please call 541-469-7427 to set up an appointment.

### Yearbook

Presale yearbooks are \$20.00. After Spring Break yearbook prices will increase to \$25.00. Yearbooks will not be issued to students until **all** outstanding fees are paid. Notification of these fees will be mailed home prior to yearbook pickup. Please make sure your mailing address is current.

### School Information/Announcements

Please check the school website for information at <http://www.brookings.k12.or.us/middleschool>. Announcements can also be found on Facebook.

You are also able to receive text message alerts from the school through our "OneCall" phone system. Text "alert" to 22300 begin sign up.

## Bruin PRIDE School Wide Expectations

To show Bruin Pride students will always **Be Safe, Be Respectful, and Be Responsible**

<b>School-wide Expectations</b>		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Keep yourself and others from physical and emotional harm. This is important because we all learn best when we feel safe.</b>	<b>Be dependable and worthy of trust. This is important because responsibility allows us to count on each other.</b>	<b>Be polite and kind to everyone. This is important because everyone deserves to be treated with kindness.</b>

Showing Bruin Pride at your Locker is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Keeping your locker clean and locked</li> <li>• Keeping items of value with you or at home</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping your locker clean and locked</li> <li>• Keeping items of value with you or at home</li> </ul>	<ul style="list-style-type: none"> <li>• Making sure your electronic devices are off and stored in your locked locker</li> </ul>

<ul style="list-style-type: none"> <li>• Keeping your combination secret</li> <li>• Keeping only your own items in your locker</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping your combination secret</li> <li>• Keeping only your own items in your locker</li> <li>• Taking home your lunch every day</li> <li>• Taking home coats and clothing every day</li> </ul>	<ul style="list-style-type: none"> <li>• Leaving space so your neighbor can get into their locker</li> <li>• Moving away from the locker area when you are finished so that others can get in</li> </ul>
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Showing Bruin Pride in the <b>Cafeteria</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Eating only the food you brought or bought</li> <li>• Keeping food and drinks in the cafeteria</li> <li>• Walking calmly</li> <li>• Waiting for the green/red sign to be turned before leaving the cafeteria</li> <li>• Cleaning up any messes</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning up after yourself</li> <li>• Following all staff directions</li> <li>• Putting all trash in the appropriate bins</li> <li>• Recycle whatever you can</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your eating area clean</li> <li>• Honor other students' place in line</li> <li>• Use " <b>please</b>" and "<b>thank you</b>"</li> <li>• Stay seated while eating</li> </ul>

Showing Bruin Pride with your <b>Planner</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Having your planner with you whenever you leave the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Write assignments down for every class</li> <li>• Bringing your planner to every class</li> </ul>	<ul style="list-style-type: none"> <li>• Respecting the planners and binders of others</li> <li>• Letting staff know when someone left a planner</li> </ul>

Showing Bruin Pride <b>by Dressing For Success</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Wearing shoes at all times</li> <li>• Wearing appropriate clothing for the weather conditions and activity</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping outdoor clothing in your locker</li> <li>• Wearing clothes with appropriate school logos and designs</li> </ul>	<ul style="list-style-type: none"> <li>• Dress for success</li> <li>• Keeping undergarments covered</li> </ul>

Showing Bruin Pride in the <b>Bus Area</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Carrying backpacks appropriately</li> <li>• Staying on the sidewalk unless boarding a bus</li> <li>• Walking bikes, skateboards and scooters until safely out of the bus loading area</li> <li>• Walking in designated crosswalks</li> <li>• Keeping the bus free from distractions for the driver</li> </ul>	<ul style="list-style-type: none"> <li>• Riding your assigned bus</li> <li>• Getting on/off at your assigned stop</li> <li>• Following staff and driver instructions</li> <li>• Knowing your bus <b>letter</b> because sometimes the bus number or driver may change</li> </ul>	<ul style="list-style-type: none"> <li>• Honoring other students' place in line</li> <li>• Getting on the bus as soon as possible</li> <li>• Keeping hands and feet to yourself</li> <li>• Using appropriate language</li> <li>• Greeting and thanking the driver</li> </ul>

Showing bruin Pride during <b>Emergencies and Drills</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Following the procedures as explained by your teacher</li> <li>• Watching for emergency vehicles</li> <li>• Walking in a calm manner</li> <li>• Being silent (especially in a lock-down)</li> <li>• Treating drills as if they were real</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting directly to your advisory area</li> <li>• Treating drills as if they were real</li> <li>• Following off &amp; Away policies unless otherwise directed by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staying calm Following additional directions</li> <li>• Being aware of the needs of others</li> <li>• Lining up as quickly as possible</li> </ul>

Showing bruin Pride during <b>Assemblies and Special Events</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Walking calmly to events</li> <li>• Keeping hands/feet to yourself</li> <li>• Using equipment for its correct purpose (bleachers, tables...)</li> <li>• Making sure your teacher knows where you are</li> </ul>	<ul style="list-style-type: none"> <li>• Making sure your teacher knows where you are</li> <li>• Waiting to be dismissed</li> <li>• Bringing only required items with you</li> </ul>	<ul style="list-style-type: none"> <li>• Participating appropriately for the occasion <ul style="list-style-type: none"> <li>- Respecting speakers and guests</li> <li>-cheering on participants</li> </ul> </li> <li>• Beings supportive and encouraging</li> </ul>

Showing bruin Pride during <b>Passing time</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Staying to the right side of the hallway</li> <li>• Be on time, prepared, and in your seat when the bell rings</li> <li>• Keeping hands and belongings to yourself</li> <li>• Walking calmly</li> </ul>	<ul style="list-style-type: none"> <li>• Using passing time as business time <ul style="list-style-type: none"> <li>-get prepared for class</li> <li>-use the restroom</li> <li>-be ready to learn</li> </ul> </li> <li>• Having a pass or planner at all times</li> <li>• Picking up items if you drop them</li> </ul>	<ul style="list-style-type: none"> <li>• Saying "Hi" to friends and then getting to classes quickly</li> <li>• Respecting others people's personal space</li> <li>• Respect walls, lockers, and decorations</li> </ul>

Showing bruin Pride in the <b>Office</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Checking in with office staff immediately</li> <li>• Going to the main office for any health concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Always asking your teacher for permission and getting a pass</li> <li>• Keeping your voice at an appropriate level</li> </ul>	<ul style="list-style-type: none"> <li>• Patiently waiting for office staff</li> <li>• Respecting other people's privacy in the office</li> <li>• Using "please" and "thank you"</li> </ul>

Showing bruin Pride toward <b>Guests and Substitute teachers</b> is...		
<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>• Following the instructions of all guests and substitutes</li> <li>• Being in your assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Following the expectations of our guests</li> <li>• Offering help to our</li> </ul>	<ul style="list-style-type: none"> <li>• Treating all guests and substitutes with the utmost respect and courtesy</li> </ul>

seats <ul style="list-style-type: none"> <li>In case of an emergency or drill, be helpful</li> </ul>	guests and substitutes	<ul style="list-style-type: none"> <li>Doing whatever you can to leave them with a good impression of Azalea</li> </ul>
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**Off Campus Behavior**

Off-campus and outside-of-school-time conduct that violates the District’s Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. If necessary, Law Enforcement may be notified at any time.

<b>Bruin PRIDE Student Behavior Management Process</b>		
<b>Is the behavior managed in the classroom or the Assistant Principal’s Office?</b>		
<b>Classroom</b>	<b>Actions taken by the Teacher</b>	<b>Actions taken by the Assistant Principal</b>
Student doesn’t comply with classroom rules and expectations; unintentional use of profanity; inappropriate dress; public display of affection; deliberate use of profanity, vulgarity, and/or abusive language; possession of items that cause disruption in class; deliberate misuse of property; disruptive conduct; littering; insubordination; any other handbook or classroom violations.	<p>Teacher uses classroom consequence. Does the problem stop? If not, the behavior management process continues with the following steps:</p> <p>Teacher contacts parents; builds relationship with the student and addresses behavior issues; teacher re-teaches the expected behavior.</p> <p>If problem behavior persists, The teacher will work with the grade-level team to create interventions and a plan for the student. Teacher contacts parent again.</p> <p>If problem behavior continues after teacher has re-taught the expected behavior and parent contact has been made, the teacher writes an office referral.</p>	<p>Assistant Principal processes referral within 36 hours. Referring teacher and parent receives a copy of referral and corrective outcomes via mail or other communication.</p> <p>Administrator consequences may include:</p> <ul style="list-style-type: none"> <li>detention</li> <li>in-school suspension</li> <li>student contracts</li> <li>Bruin Pride student assignments</li> <li>Mandatory counseling</li> <li>Mandatory after-school tutoring</li> <li>Community service</li> <li>alternative placement</li> <li>Out of school suspension</li> </ul> <p>Students whose behavior repeatedly violates school expectations and / or state or federal law may be recommended for expulsion from Azalea Middle School.</p>



The Brookings Harbor School District and Azalea Middle School have 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.

Off campus conduct and outside of school time conduct that violates the district’s Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

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

Infraction	Description
Abusive Language / Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.
Bullying	The intentional delivery of <b>repeated</b> direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance / Insubordination / Non-Compliance	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing interruption in a class or activity. Disruption includes sustained loud talk, yelling / screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/ district.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery / Theft / Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed another person's name; or claims someone else's work as their own.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.

Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact of a sexual nature to another student/ adult.
Inappropriate Location / Out of Bounds	Student is in an area that is outside of school boundaries or designated area.  *This applies to students who are caught leaving the Azalea campus after arriving on campus before classes (7:50-8:20)
Lying / Cheating	Student delivers messages that is untrue and/or deliberately violates rules.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Assault	A student engages in serious threats or physical contact that rise to the level of possible criminal action
Property Damage / Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip Class	Student leaves or misses class without permission.
Tardy	Student is late to class or the start up of the school day.
Technology Violation	Student engages in inappropriate use of cell phone, music device, video, camera, and/or computer.
Truancy	Student receives an unexcused absence for 1/2 day or more.
Use / Possession of Alcohol	Student is in possession of or is using alcohol.
Use / Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage. (matches, lighters, firecrackers)

Use / Possession of Drugs	Student is in possession of or is using illegal drugs/ substances or imitations.
Use / Possession of Tobacco	Student is in possession of or is using tobacco. This includes E-cigarettes and “vaping” devices
Use / Possession of Weapons	Student is in possession of knives (<6in or >6in) and guns (real or look alike) or other objects readily capable of causing bodily harm.

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

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

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

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

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive

device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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

### **Consequences**

Depending on the infraction and/or student discipline record Azalea has the right to discipline students. Our discipline practices may include but are not limited to:

**Loss of Privilege:** Student may lose a privilege at any time for violations of school and class rules.

**Lunch Detention:** Students report to the lunch detention location with their lunch and school work within 5 minutes of the bell. They must turn in their phone, remain silent and wait to be excused by staff. Failure to comply with these rules may result in additional consequences.

**Restorative Practices** Whenever appropriate the school will employ restorative practices that focus on facilitating communication, building empathy, taking responsibility for behavior, and restoring the relationship between the involved parties.

**AM Campus Clean-up:** Students will report by 8:00am to the office. They will be provided gloves and a trash bag. Students will be assigned a specific area of campus to pick up litter. They will report back to the office at the first bell, dispose of trash and gloves and be excused to class.

**After-School Detention:** Students will report to the assigned location within 5 minutes of the final school bell. They will spend this time either silently working on school-work, or performing campus clean-up. Parents will be notified of the detention before-hand. Parents will also be responsible for transportation after the detention is over.

**In-School Suspension (ISS):** Students will report to the ISS location with school work. They are not to talk or be out of their seats without permission. Absolutely no electronics will be allowed in the ISS room. Students are permitted to bring a water bottle, sack lunch, any materials for school work. If the student requires a computer, the school will do its best to provide one. This is counted as an excused absence.

**Suspension:** The student is not permitted on any district property for a predetermined amount of time. This means that they are not to attend any school or community events held on district property until their suspension has been lifted. This is counted as an excused absence.

**Bus Suspension:** For incidents occurring on the bus or bus-stop, a student may be removed from district transportation services.

**Brookings Student Assistance Process (BSAP):** After 6 major referrals, below 80% attendance, or failing multiple core classes, the academic team will begin the BSAP process to identify root causes of behavior, develop/monitor/adjust common interventions and strategies for the student.

Revised 6/27/2017