

NEAH-KAH-NIE SCHOOL DISTRICT  
Annual Calendar  
2017-2018

Adopted:  
3/13/2017

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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August						
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September						
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October						
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November						
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December						
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31						

August	22-31	Elementary Prof. Development/Teacher Workdays
	23-31	Secondary Prof. Development/Teacher Workdays
September	1	Non-Contract Day
	4	Labor Day Holiday
	5	First Day of School
	11, 18, 25	District-wide 1.25 hour late start Monday

October	2, 9, 16, 23, 30	District-wide 1.25 hour late start Monday
	13	State Wide Inservice Day - No School
	19	K-12 Parent/Teacher Conferences
	20	K-5 Parent/Teacher Conference / Prof Dev. 6-12
November	6, 13, 20, 27	District-wide 1.25 hour late start Monday
	10	Veterans Day Holiday (observed)
	22	No School - Non Contract Day
	23	Thanksgiving Holiday
	24	No School - Non Contract Day
December	4, 11	District-wide 1.25 hour late start Monday
	1	Grade Day K-12 (Trimester 1 = 56 days)
	18-29	Winter Break
	25	Christmas Holiday

January	1	New Year's Holiday
	2	School Resumes
	8, 22, 29	District-wide 1.25 hour late start Monday
	12	District-wide Inservice - No School
	15	Martin Luther King Day Holiday - No School

February	5, 12, 26	District-wide 1.25 hour late start Monday
	19	President's Day Holiday

March	5, 12, 19	District-wide 1.25 hour late start Monday
	16	Grade Day K-12 (Trimester 2 = 60 days)
	26-30	Spring Break

April	2, 9, 16, 30	District-wide 1.25 hour late start Monday
	23	Parent/Teacher Conferences 6-12 / Prof. Dev. K-5

May	7, 14, 21	District-wide 1.25 hour late start Monday
	28	Memorial Day Holiday

June	1	High School Graduation
	4, 6	District-wide 1.25 hour late start Monday
	12	District-wide Early Release / Last Day for Students
	13	Grade Day K-12 (Trimester 3 = 55 days)
	14-20	Reserve for Making Up Inclement Weather Days. They Will Not Be Used Unless Necessary.

January						
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February						
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March						
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April						
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May						
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June						
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24	25	26	27	28	29	30

Trimesters - All Grades		Elem. Secondary	
November	30	Holidays	8 8
March	15	Instructional Days	171 171
June	12	Conferences	2 2
		Prof Dev/Teacher Wrk Days	10 9
		Grade Days	3 3
		Total	194 193

Key For Symbols

- △ Holiday
- \* Late Start Mondays
- Non-Contract Day
- Grade Day, Prof. Dev./Teacher Wrk Days
- ▨ Reserved days for making up inclement weather days. They will not be used unless necessary.

# *Neah-Kah-Nie Middle School*

25111 Hwy 101 N  
Rockaway Beach, OR 97136  
(503) 355-2990 – Middle School Office  
(866) 966-2990 – Toll-free  
(503) 355-8514 - Fax

Leo Lawyer	Principal
Rob Herder	Student Services
Kathryn Harmon	Librarian
Russell Zaugg	Band/Choir
Patti DeGandi	ELL Teacher
Jake Shipman	Special Education Teacher
Karen Snider	Secretary
Tami Waldron	Asst. Secretary
John Wheeler & Karla Watkins	Custodians
Mandy Johnson	Head Cook
Mary Silva	Asst. Cook

## **RESPONSIBLE**

We think before we act.

## **ATHLETIC/ACADEMIC**

We are actively involved.

## **INTENSE**

We are focused.

## **DETERMINED**

We fight for what we believe.

## **ENTHUSIASTIC**

We are spirited.

## **RELIABLE**

We are trustworthy.

## **STRONG**

We support each other.

### **Teachers**

Fred Bayouth  
Marisa Bayouth-Real  
Ruben Bitts  
Cynthia Grelck  
Kathryn Harmon  
Greg Kelley  
Jay Rocca  
Russell Zaugg



### **School Mission Statement**

**“We strive to be the best Middle School in the state of Oregon. Using a student centered Middle School Model to create a safe, positive learning environment where students become life-long learners through relevant, challenging and engaging academics.**”

**District Mission Statement**

“The Neah-Kah-Nie School Community is committed to providing a quality education in a safe learning environment, both in curricular and extracurricular activities, for the development of lifelong skills, preparing each individual for the challenges that lie ahead.

**DISCLOSURES**

*It is the policy of the Neah-Kah-Nie School District #56 not to discriminate on the basis of race, color, national origin, gender, disability, age, religion, marital status, changes in marital status, pregnancy, parenthood, veteran’s status, veteran’s disability, or political affiliation in admission/access to, or treatment/employment in its programs or activities. This notice is made to students, parents/guardians, community members, applicants for admission and employment, employees, professional organizations holding collective bargaining or professional agreements with the NKN School District, and suppliers of goods and services. This policy is in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975 as amended. Inquiries or complaints regarding compliance with these regulations may be directed to:*

*Paul Erlebach,  
Superintendent  
(503) 355-2222*

*Leo Lawyer,  
Principal  
(503)355-2990*

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## **GENERAL INFORMATION**

### **Achievement Testing**

Oregon Statewide Assessment Tests are given throughout the school year. State testing is required for all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. All students will be tested in language arts and mathematics. 8<sup>th</sup> grade students will also be tested in science.

### **Announcements**

A daily bulletin will be read during advisory every morning. Announcements are posted on the district web site and in the hallway outside the office.

### **Bills and Other Obligations**

All student financial obligations must be taken care of **promptly**. Such obligations include: locker and lab fees, library fines, lost or damaged materials, restitution for damages, and lunch or snack fees.

### **Bus Pass**

A note or telephone call from the parent is required to obtain a bus pass. **Please provide the city, stop, and bus number.** We do not have that information at the middle school. Call the bus barn for this information (503-355-2008). Passes are obtained in the Middle School office and may only be obtained before school or during snack and lunch.

### **Buses**

**Bus riding is a privilege.** Failure to maintain appropriate conduct, jeopardizing the health, safety, comfort, or well-being of others while on the bus and waiting for the bus, demands disciplinary consequences. Students **must promptly** obey the driver and abide by all bus safety rules. Failure to comply can result in loss of this privilege and possible disciplinary action by the school.

### **Cafeteria**

Our cafeteria is a clean, friendly place. Please be courteous and respectful in the cafeteria at all times. For example, line up single file, pay attention to all staff instructions and make sure you clean up after yourself. Because of FDA regulations, students must choose a balanced meal according to required guidelines.

Deposits to student lunch accounts **must** be paid in the Middle School office or through MealTime Online.

### **Closed Campus**

The campus is closed for Middle School students. This means that students may not leave the school grounds from the time of arrival on the bus or by automobile in the morning until leaving in the afternoon. Closed campus extends to ALL extracurricular activities.

### **Classroom Procedures and Promotion Policy**

Classroom procedures and regulations will be followed at all times. During the first week of the school year, your instructors will inform you of the type of behavior that will be expected of you in the classroom and school-wide. It is your responsibility as a student of Neah-Kah-Nie Middle School to be informed of the behavior expected and to conduct yourself in a manner that does not distract from classroom instruction at class times. School personnel are here to assist you in achieving your utmost during your school years. You have a responsibility to other students to maintain yourself in a manner conducive to an educational setting. Students who do not maintain adequate academic and behavior performance may be moved out of the regular classroom and into a self-contained classroom environment until their performance improves.

The following procedures are to be followed should a student be less than successful in completing their academic courses:

1. If the student does not successfully complete a course, he/she may be required to repeat the entire course the following year.
2. Retention - Generally a student doing failing work in three or more of his/her subjects may be considered for retention. In making this decision, the teachers will consider:
  - A. Age of student
  - B. Daily work and effort
  - C. The ability and achievement tests of the student
  - D. Previous promotion record
  - E. Overall value of retention for the student.

### **Classroom Infractions:**

Infractions include not being: Safe, Responsible, or Respectful. These infractions may result in a behavior citation being issued with the student sent to the office for the remainder of that class time or other discipline measures. Repeated or extreme violations of behavioral expectations, including threats to student safety, may result in detention, suspension, or expulsion.

### **Counseling Department**

The purpose of the counseling office is to assist students in their education and personal-social development. A developmental guidance and counseling program designed for all students:

- helps students develop personal decision-making skills and self-acceptance;
- interprets data to students, parents, teachers, administrators and others as needed;
- assists in identifying students who have special abilities or needs;

- assists student and parents with educational planning and provides information for obtaining financial assistance when appropriate;
- encourages students and parents to utilize available community resources when needed.

### **Dances**

From time to time during the school year, Middle School dances will be held at the school under sponsorship of the Leadership Class. The following regulations will be in effect at all dances:

1. Evening dances will begin at 6:00 PM and end at 8:00 PM
2. Night dances are for 7<sup>th</sup> and 8<sup>th</sup> grade students only. 6<sup>th</sup> grade students are invited to attend the two day dances held during the year: Red Ribbon Dance and the End-of-the-Year Dance.
3. Once students are admitted to the dance, they will be expected to remain in the building. If a student leaves the building, he/she will not be re-admitted.
4. No one will be permitted in after 6:30 PM unless arrangements are made through the Middle School office.
5. Middle School dances are for Neah-Kah-Nie Middle School students **only**. High school students and students from other schools will not be admitted.
6. Parents should arrange to pick up their students promptly at 8:00 PM.
7. Students in detention situations or those that have had behavior problems in the weeks prior to the dance may not be invited to attend dances unless special permission is granted by the Middle School Principal or designee.
8. Admission to the dance will be by Student Body card and/or admission fee.
9. Students will not be allowed to attend the dance unless they have been in full-day attendance the day of the dance. If the dance is held on a non-school day, the student must be in attendance the preceding day. Any exceptions to this must be approved through the Middle School Principal or designee prior to the dance.

### **Demonstration of affection or Public Displays of Affection (PDA)**

Hand holding is permitted on campus. Kissing, excessive embracing, and other inappropriate touching are not permitted on campus or at school sponsored activities on or off campus.

### **Distribution of Material**

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for review. Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

### **District Policy**

N-K-N Middle School rules and procedures are guided by district policy. For further information, complete district policy may be found on-line at <http://policy.osba.org/nehkahnie/>.

### **Dress Code**

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students are expected to dress appropriately and modestly for school and all school sponsored activities and events. The daily clothing/attire should be conducive toward an educational environment and should not be disruptive of school operations and the educational process.

**Clothing or other adornments which promote alcohol/tobacco/drugs, or have offensive/profane pictures or sayings are not permitted.** Clothing must cover the back and the front of the student (bare midriff, bare lower back while sitting and standing, yoga pants or tights worn alone without rear

coverage, halter tops, spaghetti straps, weapon jewelry, low cut, extremely short or see-through clothing, and exposed undergarments are not acceptable). No pajamas or sleepwear. Hats/hoods/bandanas are not to be worn in any of the buildings unless the student is wearing it as a matter of religious principle (this needs to be cleared through the office). Middle School students may not wear “flip-flops” or slippers at school or school functions. ‘Flats’ or ‘Crocs’ must have a back strap to secure the shoe to the foot. If a student chooses to wear their hair long it must be kept out of the eyes during school and school related activities. Permanent or removable writing in ink on the body that is visible is prohibited. All of the last three appearance expectations are for safety concerns.

Students are required to purchase a PE uniform, available in the main office. It is recommended parents purchase one size larger than what their child is currently wearing to accommodate for growth. The items are:

- ◆ School Issued Shorts with Raiders PE Logo
- ◆ School Issued T Shirt with Raiders PE Logo
- ◆ Tennis type shoes with non-marking rubber soles

Students participating in extra-curricular activities may be subject to stricter appearance, dress, and grooming guidelines.

At the final discretion of the administration, students that do not meet the dress expectations will be asked to change or cover clothing that is considered to be disruptive and may be subject to disciplinary action if the student refuses to comply or shows a repeated pattern of wearing inappropriate clothing. Lost class time will be considered an unexcused tardy or absence. If students have questions about an article of clothing they should ask the administrator.

**Electronic Devices**

The school may issue or approve the use of specific electronic devices. Students shall not bring music players, pagers, video games, or other personal electronic devices to school without prior administrative approval. Cell phones may be brought to school but must be turned off, left in the student’s locker, or checked in at the office. The school and district will not be held responsible for lost or stolen phones. Violations of this rule will result in confiscation of the device. It will be returned at the end of the day for the first violation. Subsequent violations will require the parent/guardian to pick-up the device from the administration.

Students are prohibited from sending or receiving inappropriate or harassing messages, pictures or texts on cell phones, and students are subject to discipline for violating this rule.

**Fees**

Student Body Card	\$20.00 (7/8 grades) \$12.50 (6 <sup>th</sup> grade) entitles student to free admission to most regular middle school and high school athletic events
Duplicate Card	\$ 5.00
Athletic Pay to Play Fee	\$50.00 (See “User Fee Guide” for refund policy)
Snack/Breakfast	\$ 1.75
Lunch	\$ 3.05
Replacement Student Handbook	\$ 5.00
Band Instrument Fee	\$50.00
Locker Fee	\$5.00

Science Lab Fee	\$5.00
P.E. Uniforms	\$10.00

**Field Trips**

Field Trip attendance is a privilege and not a right. Students must maintain adequate academic and behavior performance levels in order to be considered for inclusion on field trips. Parents will be contacted by school staff if their child will not be included in field trip participation and given an alternative activity to complete at school during field trip days.

**Gang Activity**

Staff, parents, and students recognize the harm done by the presence and activities of gangs in the public schools such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate and secondary effects of gang activity are detrimental to the process of education and school activities.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, tattoos, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with a gang.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang.
3. Engage in soliciting membership in a gang.
4. Solicit any person to pay for “protection,” or threaten any person, explicitly or implicitly, with any other illegal or prohibited act.
5. Paint, write, or otherwise inscribe gang-related graffiti, messages, symbols, or signs, on school property.
6. Engage in violence, extortion, or any other illegal act or other violation of school policy.

**Grading Reports and Policies**

Reports of academic and behavioral progress will be mailed as follows:

1. Interim Progress Reports are mailed approximately the sixth week of the trimester for all students
2. Trimester Grades- These grades will be mailed home at the end of each 12-week trimester. Trimester grades are the only grades recorded on the student’s permanent record.
3. Reports will be sent home at other times as the need arises.
4. Parents may request reports from instructors at other times or check their student’s progress using ParentVUE on-line.

**Hall Passes**

Hall passes are included in the student handbook. They must be in the student’s possession in order to be used. Hall passes are a privilege. They can be used at teacher’s discretion and can be revoked at any time. Students may use no more than ten passes per six week period unless pre-approved by administrator.



### **Harassment, Sexual**

Students are prohibited from conduct which may constitute sexual harassment. Such behavior may include:

- + Unwelcome sexual flirtations or propositions.
- + Verbal abuse of a sexual nature
- + Graphic verbal comments about an individual's body.
- + Sexually degrading words or graffiti used to describe an individual.
- + Display of sexually suggestive objects or pictures in the school.

The staff at NKN recognize that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the school staff and administration shall take appropriate actions to ensure that students are aware that they need not endure any form of sexual harassment. Students and staff witnessing incidences of harassment are expected to report ALL incidences to the counselor or principal.

All complaints about behavior that may violate this policy will be investigated. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of the student. The student who initiated the complaint and the student's parents shall be notified when the investigation is concluded.

### **Harassment, Verbal or Physical**

Any form of student harassment is considered unacceptable at school and/or at school sponsored events. Hazing, menacing, intimidation, bullying, cyberbullying, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. It is expected that students who are provoked will maintain control and immediately remove themselves from the potential conflict and report to a teacher, counselor, or principal. **NKN is a "harassment-free" zone.**

For the purposes of this policy:

- (1) Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully.
- (2) "Harassment, intimidation or bullying" means any act that:
  - (a) Substantially interferes with a student's educational benefits, opportunities or performance;
  - (b) Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop;
  - (c) 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 the student or damage to the student's property; or
    - (C) Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
  - (d) May be based on, but not be limited to, the protected class status of a person.
- (3) "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

All complaints about student harassment should be submitted to the counselor or principal. Reports may be made anonymously. However, an anonymous report may affect the District's ability to effectively respond to the complaint. The District will investigate all reports of harassment, intimidation, bullying, cyberbullying, hazing, or menacing. The person initiating the complaint will be notified when the investigation is concluded.

Harassment is prohibited on campus, during school-sponsored events, on district-sponsored transportation, and at any official school bus stop.

Students determined to have violated this policy will be subject to discipline.

The District prohibits any act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying or an act of cyberbullying, and person found to have engaged in reprisal or retaliation shall be subject to discipline.

### **Honor Roll**

Traditional Honor Rolls have looked at academics only. We have put a new spin on it. Based on behavioral expectations, our students need to commit to service, leadership, character, and citizenship the RAIDER WAY!!!

For students to earn Trimester Honor Roll status and possibly qualify for the end of the year Honor Roll Field Trip, they need to meet the following requirements:

- \*Have a 3.5 GPA
- \*Have a maximum of one referral or behavior citation for the entire school year.
- \*Have 95% attendance. Prearranged absences and doctor's notes are always taken into consideration.
- \*Perform 7 hours of community service (Community Service Qualifications: Activities for relatives, individuals, or private businesses will not be approved. No payment or wages may be received for activities in consideration for service time. Approved activities may include work done for non-profit organizations such as Lions Club, Rotary, Fire Department, Library, Town offices, Churches, Red Cross and the United Way. For each activity, the student will need a signature and the contact information from the supervising adult.)

### **How to Report Confidential Information**

Confidential reporting may include information about drugs, weapons, harassment/bullying, impending fights, illegal activities, or anything else that a student or parent may feel is a safety concern. If a report is made in confidence the reporter's name will not be divulged to the offending parties except to the extent required by law, District policy, or contract. To make a report you may speak to the counselor, your advisor, a teacher, the principal, or a staff member. An investigator will need to talk with you or any other witnesses to gather details of the incident. Meetings with you will be done in such a way that your identity will be kept confidential. It is your duty as a citizen to report any illegal or dangerous activities as soon as possible.

### **Immunizations**

Proof of immunization must be presented within 30 days of transfer to NKN School District. The building administrator is authorized to exclude any student from school attendance for non-compliance

with the statutes and rules. Parent/guardian will be notified in writing the reason/date for exclusion should that become necessary.

### **Improper Language**

The use of improper language, profane language, or ethnic/gender slurs on school grounds or at school activities, is prohibited and offenders face disciplinary/legal action.

### **Injured at School**

If you are injured while participating in any school activity or during school hours, you need to tell a staff member **immediately**. The staff member will send you to or contact the office for first aid. Your parents/guardians will be contacted upon student request if the accident is considered minor. Accident reports **must** be completed for all school injuries.

### **Insurance**

Student accident insurance is available for purchase. Information may be obtained at the office.

### **Library/Media Center**

See N-K-N Middle School Library Guide

### **Lockers**

Lockers are available for all students and they are expected to use them regularly. It is the student's responsibility to keep the locker orderly, clean and locked. Students should not share their lockers or combinations. Students may not switch lockers. Lockers are the property of the school district and periodic locker inspections or searches may be made. Lockers are not to be used for the storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or violation of a school rule. Replacement combination locks cost \$5.00. Report locker concerns to the office immediately. Items of value should not be kept in lockers or brought to school. **Students should not leave money in lockers.**

### **Lost and Found**

Check at the Middle School office.

### **Lunch Account Policy**

Deposits to lunch accounts can be made in the Middle School office before school, during snack break or during lunch break. Or, for a fee, deposits can be made through MealTime Online. Students are encouraged to keep monies in their account at all times.

### **Personal Property**

Personal property is the student's responsibility. Students should leave valuables at home. If students have to bring any item of value or extra money to school, it is best to leave it in the office for safekeeping. When not in use, backpacks are to be stored safely in lockers or other approved areas. Do not leave backpacks in hallways or other unapproved areas.

### **Pictures**

All NKN students will be required to have their picture taken for the yearbook. Hats will not be allowed.

### **Posters and Notices**

ALL posters/signs must be approved by the administration before posting.

### **Program Exemptions**

Neah-Kah-Nie School Board may excuse students from a state required program or activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program for credit will be required.

### **Running in the Halls**

Please, no running in the halls or on the stairs. Students running in the halls face the risk of getting hurt or injuring others.

### **School Closures**

In the event of a school closure for inclement weather, loss of power, loss of heat, or unsafe conditions please listen to KTIL (94.3), COAST (105.5), or Portland television stations for school delay and closure updates. You may also check the district website at [www.nknisd.org](http://www.nknisd.org), sign up for FlashAlert notifications, or follow closure announcements on our Facebook page.

### **School Hours - 8:35 a.m.- 3:35 p.m.**

Students should not be in the building before 8:00 a.m. Students are to leave the building immediately after school unless involved in sports/activities. On late start Wednesdays the school day will begin at 9:45 a.m. Students who are dropped off by a parent or guardian shall not be left at school before 9:35 a.m.

### **Searches**

Administration has the right to conduct routine searches on school property without notification. This policy is to protect our staff and students from harmful or illegal items that are not in the best interest of our school or the purpose of education. School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and the purpose of providing a good educational experience. Searches could include, but are not limited to: lockers, desks, clothing, backpacks, and vehicles. If contraband is found, police will be notified. Refusal to comply with a search shall be grounds for discipline up to and including expulsion.

Individualized searches of students and his/her personal belongings will be based upon a reasonable suspicion to believe that the student is withholding evidence of an illegal act or violation of a school rule.

### **Sick at School**

We have two beds for students as an occasional location to lie down when sick. Both beds are located in the same room. Parents will be called for sick students. **School staff cannot give any medication to sick students.** Middle School students may not have any medications of any kind in their possession. **All medication must be taken to the office by parent/guardian and administered through the office with proper documentation supplied by the parent/guardian.**

### **Skates and other types of "WHEELS"**

Skates and skateboards may not be used at school. Their use is prohibited on school property before, during, and after school due to insurance liability.

### **Student Led Conferences**

What to Expect at Student Led Conferences:

- \*Conferences happen two times a year (usually in October and April).
- \*Students are assigned a specific conference time (we will try to accommodate schedules).
- \*Student will attend and lead conference.
- \*Additional drop in time is available on the day of the conference for parents/guardians to meet with classroom teachers to address other school related issues.

**Student Rights and Responsibilities**

Among the student rights and responsibilities are the following:

1. Civil rights-including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly, to give your full effort to your studies, and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, not infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student’s educational records;
7. The right to know the expected behavior standards, the responsibility to meet or exceed those standards.

**Telephone Use**

Office phones are for school business use. They may be used **ONLY** in case of emergency and with permission. **Students must have a hall pass signed by the teacher to come to the office and use the telephone.** Check with your advisor for non-emergency phone use.

**Textbooks**

Students are responsible for issued textbooks. Charges will be assessed for damage or loss. These charges will follow students until paid. Failure to pay may result in records being held until payment is received.

**Visitors**

Parents/guardians are encouraged to participate in school activities. All visitors **MUST** check in at the office. Students that do not attend NKN **may not** be in the building at any time without permission from the Middle School office.

**ATTENDANCE INFORMATION**

Oregon law requires that students between the ages of 6 and 18 years of age **regularly** attend full-time public school if they have not completed the 12th grade. The law further requires those having custody of such children to send them to school and requires school districts to press legal actions for non-attendance. Regular and prompt attendance of students in school is essential for academic success. Poor attendance results in lower achievement. Students who attend school are more successful in school and in the working world as adults.

**1. Excused Absences:**

Attendance is excused for the following reasons **ONLY**:

- a. Illness of student or family member
- b. Death in the family
- c. Medical/dental/counseling appointments
- d. Court appearances

Procedures following an absence:

1. Parents call (355-2990) and notify the school before 8:30 a.m.
2. ALL absences without parent phone call/note will be considered **UNEXCUSED or TRUANT**.
3. **Students are required to get an admit slip from the office upon returning from any absence.**
4. ALL absences remain unexcused after 48 hours if no parent contact is received.
5. It is the student's responsibility to secure make-up work and complete it. For every day that a student has an excused absence they will have two days to turn in make-up work.

For example:

A student is home sick for three days and returns with a note from their parent/guardian explaining the absences (or the parent/guardian has made phone contact). The student will have six calendar days from the day they return to turn in the missed work.

**UNEXCUSED ABSENCES MAY AFFECT GRADES. ALL NKN classes use participation as a significant part of grades.**

**An unexcused absence** is defined as "a student's absence from class/school which is known and/or approved by parents or legal guardian but which cannot be classified as excused under definition of 'excused absence' under ORS 339.065."

## **2. Absences and Activities**

Students must be in attendance at school if they wish to practice, play, or participate in any activity that day or evening. Truancies or unexcused absences on a Friday make a student ineligible to practice, play, or participate in any weekend activity, although pre-arranged excused absences **may** be allowed for practice, play, or participation. **This is at the discretion of the administration and must be prearranged.** If you have a question, please ask before you go!

## **3. Tardies**

Defined as not being in the scheduled classroom or assigned area at the designated time. Any student arriving at school after first period has begun, shall report to the office to check in. He/she will receive an admit slip. This form of tardiness must be accompanied by a parental note explaining the situation. This tardy will only be excused for the same reasons that absences are excused.

## **4. Truancy**

Truancy is defined as skipping, cutting class or school, or not being in assigned areas during the designated time scheduled.

## **5. Students leaving campus before dismissal**

All students leaving campus must sign-out at the office. They must present a note from parent/guardian or be personally signed out by a parent. **Students MAY NOT leave campus without parent consent either in person, written communication, or by phone.**

## **STUDENT RECORDS**

Neah-Kah-Nie School District's policies relating to pupil records are contained in the District Policy Handbook in accordance with OAR 581-21-260. The policy handbook emphasizes:

### **Notification of Rights**

As a parent/guardian, you have the right to:

- a) Inspect and review the student's education records.
- b) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent (ORS 336.187).
- d) File with the United States Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act.
- e) Obtain a copy of this policy adopted under OAR 581-21-250.

### **Notification of Directory Information**

"**Directory information**" means those items of personally identifiable information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed (via print, website, or other avenue). Directory information may include and is not limited to the student's:

Name, address, telephone number, photograph, date/place of birth, major field of study, participation in school activities and sports, weight and height of members in athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

Parental permission, in written form within two weeks of enrollment, is required if the parent or guardian prefers that student information not be released.

### **Transfer of Student Records**

Should your student move to another school, Neah-Kah-Nie shall transfer all requested student education records relating to the particular student to the new school/agency no later than 10 days after receipt of the request.

### **Right to Review This Policy**

Copies of this policy may be obtained at the District Office, 504 N. Third Street, Rockaway Beach, OR 97136.

Statutory Authority: ORS 326.565 and 34 CFR § 99.7

## **ATHLETIC/ACTIVITIES CODE**

Neah-Kah-Nie School District #56 is proud of its athletic and activity programs. Our coaches, teachers, advisors and administrators expect students to apply themselves to their academics, to have good attendance records, to be neat and clean in appearance, and to behave in an appropriate manner at all times. The faculty, coaching staff, and administration consider interscholastic athletics and activities to be an important extension of the school day. In order to enhance the overall athletic program for all participants, specific rules are provided which create particular athlete-coach expectations and allow for greater consistency in the administration of the athletic program.

### **Physical Exams for Athletics**

All students must have a physical exam performed by a physician licensed by the Oregon State Board of Medical Examiners, **prior** to practice and competition in athletics. The physical exam is the responsibility of the parents/students and is to be paid for by parents. Any participant that has had an injury or illness and has been under the care of a physician **must** have a "Return to Play" form signed by the physician before participation.

The following guidelines have been established by School District #56 and **MUST** be read by the student and parent/guardian before any student can participate in athletics or activities.

### **General Rules**

1) Team sports are: football, basketball, and volleyball. Individual sports are: cross country, wrestling, and track.

2) 6th grade students **may try out** for team sports. Players will be evaluated by the coaching staff to determine their skill level and their worthiness of making the 7th or 8th grade team. 7th and 8th grade students will be guaranteed to make the teams and will have participation opportunities.

3) The policy shall be in effect 24 hours a day from the first day of practice through the last contest in that sport or activity.

4) Participants will ride to and from any event held at another school on school provided transportation. A student may ride with their own parent or guardian **ONLY** if it has been pre-arranged with the coach. (This is usually done only on the trip home.) If a student rides home with another player's parent, a change in transportation form must be completed prior to the trip. Students may not ride home with older siblings.

5) Athletes are eligible to compete in a contest or practice only if they attend school the entire day of the contest or practice. The only exceptions would be pre-excused absences or by administrative approval.

6) All students must be covered by insurance **before** being allowed to practice or compete in an athletic event.

7) All students must have a physical examination by a certified medical doctor on the prescribed OSAA physical form every two years.

8) All paperwork (permission form, physical, and insurance) must be on file in the office before the first practice.

7) No student will be allowed to participate in more than one sport during a sport's season unless all coaches arrange and agree to a joint participation agreement.

8) Students are expected to attend school first period on the morning after a school sponsored event. Any extra-curricular participation accompanied by a tendency toward tardiness will require a meeting with the Athletic Director, any advisor or teachers involved, and a parent to discuss further participation.



### **Academic Eligibility**

All Middle School students are academically eligible for participation in athletics at the beginning of the academic year regardless of their status from the preceding year.

Athletic eligibility will be determined on a weekly basis throughout the season. If student academic standing is unacceptable in any classes, he/she is ineligible for the next week. He/she will be placed on probation and with the approval of teachers and coaches may practice, but may not participate in any interscholastic contests. Eligibility will be turned in on Thursday and those on probation will be notified Friday by the athletic director. Probation period will be the following Monday through Friday. Note: Teachers, coaches, and administrators reserve the right to limit participation based on unacceptable behavior and/or academic standing.

Should the same student, in the judgment of the administration and staff, fail to show reasonable academic progress during his/her initial probation period, he/she will become ineligible for the next week. During this probation period the student may not participate in practices or contests to allow them more time to raise their grades. If at the end of the second week of probation the student still has not made adequate progress a meeting will be scheduled with the parent and student to determine the student's future athletic status.

At the end of a twelve-week grading period, a student must be passing (D or better) all courses. If the student fails to pass the required courses, he/she will become ineligible for 15 days of extracurricular participation. After the 15 days have passed the student must obtain written permission from any teachers who failed them and present this information to the administration who will review and sign it to be presented to the coach. The student will then go back on a weekly basis for eligibility.

A student will not be eligible to participate, in extra-curricular activities, if they have not been in attendance for a full day unless the absence is excused through the Middle School office. If the extracurricular activity occurs on Saturday then the student must be in attendance the entire preceding Friday, unless excused through the Middle School office. Illness and tardiness to school are not considered as excused absences for athletic eligibility.

Participation certificates will be issued to all athletes who successfully complete a sports season. Letters will be awarded to those students who successfully complete two or more sports seasons.

These guidelines have been established as a minimum code for athletics/activities. **Coaches/advisors, teachers, and administrators may institute additional rules of conduct.**

## **DRUGS, ALCOHOL & TOBACCO**

**Possessing, supplying/selling, possession by consumption or being under the influence of unlawful drugs, unauthorized prescription or non-prescription drugs, or alcohol is prohibited on school grounds and at school functions regardless of location.** Unlawful drugs include drugs which are unlawful under federal or state law as well as lawful drugs which are used in an unlawful manner (e.g. prescription drugs used by someone other than the prescribed individual). Use and/or possession of drug paraphernalia is also prohibited. The laws regarding the possession, dispensing, selling, offering for sale, exchanging, or illegal use of controlled substances are clear. The following procedures will apply to students who are found to be in violation of district substance abuse regulations:

Note: A third-party drug and alcohol evaluation will need to be scheduled and confirmed with a designated agency, or the parent may schedule the evaluation at an approved agency, at the parent's expense before the student re-enters school. The responsibility for treatment of any drug or alcohol abuse rests with the student and his/her family.

### **FIRST OFFENSE**

1. Police notified
2. Third-party drug/alcohol evaluation
3. Up to five day suspension from school
4. A two week activity suspension, including all school-sponsored activities, athletics and extracurricular events will be enforced.

### **SECOND OFFENSE**

1. Police notified
2. Third party alcohol/drug evaluation if more than 12 months have passed since prior evaluation
3. Up to ten day suspension from school
4. Five week activity suspension, including all school-sponsored activities, athletics and extracurricular events.

### **THIRD OFFENSE**

1. Police notified
2. Recommendation for expulsion

**The procedure above may be used when a student possesses, uses, or is under the influence of prohibited alcohol and/or drugs under this policy. Regardless of the procedures above, the administration reserves the option to recommend any level of discipline, up to and including expulsion for any offense. The sale or distribution of alcohol or drugs under this policy will result in an immediate recommendation for expulsion.**

### **Breathalyzer Wand**

If we have reasonable suspicion that a student has been consuming alcohol, a Breathalyzer wand may be used.

### **Drug Dog Policy**

In order to promote a safe and positive learning environment for students, NKN has taken a no-tolerance approach to drug possession and use. In support of this approach, Neah-Kah-Nie School District has adopted search and seizure policies that will enable the use of drug-sniffing dogs. The following personal items are subject to search at any time while on school property: all student belongings including but not limited to automobiles, lockers, and backpacks.

### **Tobacco**

Use, possession, or distribution of tobacco on school grounds or within 1000 feet of school is prohibited by Federal Law and District policy. Any student found in violation of these rules will receive the following consequences:

#### **FIRST OFFENSE**

1. One day suspension from school
2. Police notified
3. Two week activity suspension from school
4. A third party alcohol/drug evaluation may be recommended.

#### **SECOND OFFENSE**

1. Police notified
2. Interventions and/or evaluations as recommended by an administrator or his or her designee
3. Up to three day suspension from school.
4. Three week activity suspension from school - Any additional offenses will result in additional suspension and/or expulsion.

**Regardless of the procedures above, the administration reserves the option to recommend any level of discipline, up to and including expulsion for any offense.**

## **WEAPONS**

Students shall not bring, possess, conceal or use a weapon on district property or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association). For purposes of this policy, and as defined by state and federal law, weapon includes:

1. **“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;
2. **“Deadly weapon”** - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. **“Firearm”** - 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, frame or receiver of any such weapon or any firearm silencer;
4. **“Destructive device”** - any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any 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.

**Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.**

**Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy.**

Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

**Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement.**

The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

**Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Disabled Students, and accompanying administrative regulations.**

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise exempted by law or this policy, shall be reported to the appropriate law enforcement agency.

## **STUDENT DISCIPLINE POLICY**

Neah-Kah-Nie Middle School advocates safe, responsible, respectful behavior. The Positive Behavior Support System encourages students to exercise those characteristics. Below is a brief description of the program and things Neah-Kah-Nie Middle School does to support excellent student behavior.

### **Positive Behavior Instructional Supports (PBIS)**

Neah-Kah-Nie Middle School students and staff are supporting the program called PBIS. NKN Middle School has several positive behavior supports in place to encourage our students to be safe, responsible, and respectful which they are taught in classroom instruction, in the hallways, and during assemblies. Positive behavior supports that we have in place to encourage our students are:

- ◆ Sand Dollars – students earn these by being “caught” going above and beyond in their daily routines. They were safe, responsible, and/or respectful above and beyond what is expected. Students turn in their sand dollars at lunch time for a prize of their choice and a chance at monthly drawing for a reward.
- ◆ Student of the Month – awarded to deserving students for academics, behavior, and/or attendance. These are awarded monthly by staff members
- ◆ Perfect Attendance – is rewarded each trimester and at the end of the year.
- ◆ Honor Roll – Students who meet honor roll requirements may be eligible for a field trip at the end of the school year.

There are times, however, when students make choices that require discipline. If disciplinary measures need be taken, there are rights and responsibilities a student has. A student who violates the behavior expectations shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. See district policy for further information. Most discipline issues that are minor result in a detention or partial day of In School Suspension. Continued misbehavior could result in Out of School Suspension or Expulsion, depending on the severity of the behavior. Following is a list of definitions of consequences.

### **Consequence Definitions**

1. Detention – Removal from class or lunch for a period of time.
2. In-School-suspension (ISS) - All or part of a day that is spent in a confined environment at school.
3. Out-of-school suspension (OSS)- A temporary exclusion from regular class. The student is to remain at home under the supervision of a parent or guardian.
4. After School Detention- A student is required to attend after school under the supervision of school staff.
5. Expulsion - Release of a student from school attendance for up to one calendar year.

\*The administration reserves the right to use their discretion in assigning consequences for behavior infractions as needed.

# **Electronic Communications System Internet Usage Agreement**

## System Access

- A. Access to the district's system is authorized to students with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
- B. Additionally, use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040

## General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

### A. Prohibitions

The following conduct is strictly prohibited:

- 1. Attempts to use the district's system for:
  - a. Unauthorized solicitation of funds;
  - b. Distribution of chain letters;
  - c. Unauthorized sale or purchase of merchandise and services;
  - d. Collection of signatures;
  - e. Membership drives;
  - f. Transmission of any materials regarding political campaigns.
  - g. Any action which interferes with the proper function of the system or impinges on other users' ability to use the system
  - h. Unauthorized attempts to modify technology equipment and/or software
- 2. Attempts to upload, download, use, reproduce or distribute information, data or software on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- 3. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system. This prohibition includes attempts to gain unauthorized access to restricted information, networks, other user's accounts or files;
- 4. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - a. Harmful to minors;
  - b. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - c. A product or service not permitted to minors by law;

- d. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - e. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - f. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
5. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
  6. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or E-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
  7. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
  8. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization; Chat rooms in general are forbidden.
  9. Attempts to use another individual's account name or password, fail to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

B. Guidelines/Etiquette

System users will:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their permission;
5. Cite all quotes, references and sources;
6. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the

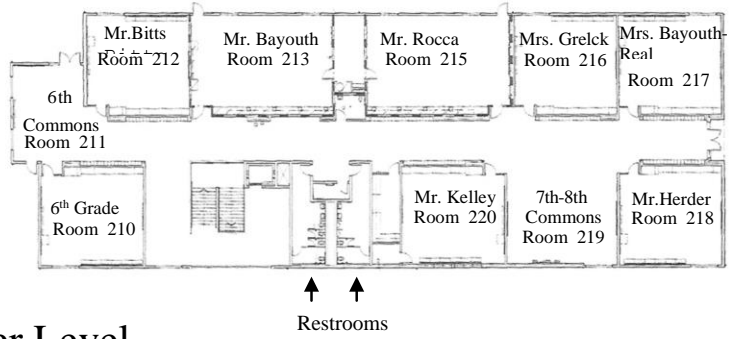
- district's computers, E-mail system or Internet access which is unknown to the district;
7. Communicate only with such users and/or sites as may be authorized by the district;
  8. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

#### Violations/Consequences

##### A. Students

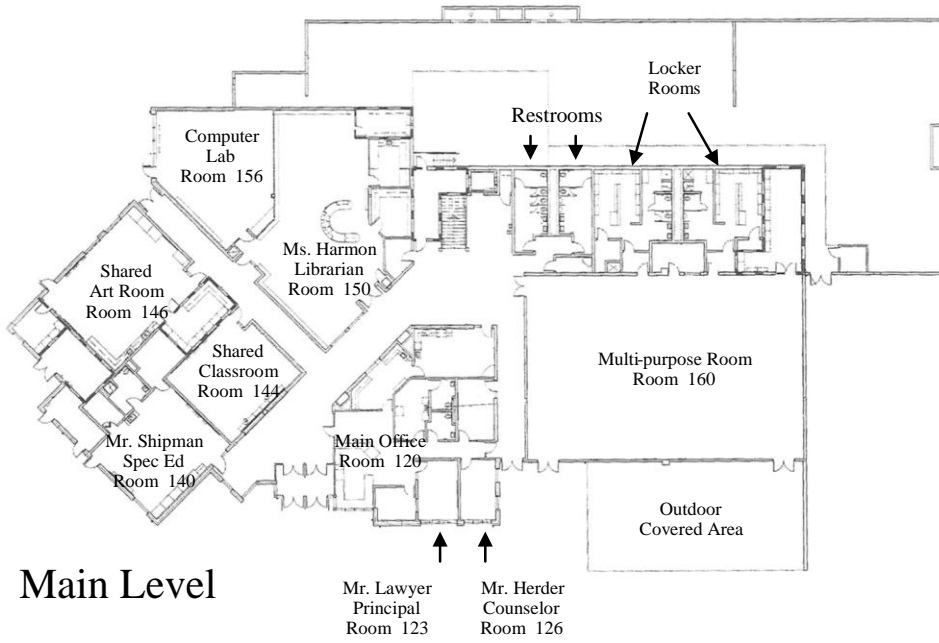
1. The system administrator may deny access to the network at any time as required.
2. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
2. Violations of law will be reported to law enforcement officials.
3. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.





Upper Level

# Neah-Kah-Nie Middle School



Main Level

## NKN MIDDLE SCHOOL LIBRARY MAP



### N-K-N Middle School Library Guide

#### Library Checkout Policies

- You may check out up to 4 books at a time if you have no fines.
- Most books are checked out for 2 weeks; some reference materials can be checked out for a short time, just ask!
- After the two weeks, you have five grace days to return books without a fine. On the 6<sup>th</sup> day, each school day that you have overdue books check out will accrue a 5 cent fine.
- You may work off late fees in the library during snack break or lunch.

#### Library Rules

- The library is a food and drink free zone.
- One person on a chair at one time.
- Walk and whisper in the library.
- Clean up after yourself; place books you have been looking at on the black carts by the circulation desks, tuck in your chairs, and throw away your garbage.

### Library Account

- The library website is located at: <http://library2.nwtoolbox.org>.
- Choose Neah-Kah-Nie School District from the list, then choose NKN Middle School from the list of schools in the district.
- You can login (top right corner) to your NKN Library Account anywhere with an internet connection.
  - Choose login with Google, and use your school Google account.
    - Username is your school email (ie: janes23@nknsd.org)
    - Password is your lunch number nkn (ie: 255003nkn)
- Why should you login?
  - You can see what checkouts, overdues and fines you have.
    - Click on the my info tab.
  - You can place holds on books you want.
    - Search the catalog for the book you want,
    - Click on the book title,
    - Then click on the “hold it” button on the right side of the screen
  - Access to e-books for download to your tablet, phone or computer.
    - Click on the catalog tab, and then click Destiny Discover to access ebooks

### Destiny Discover Account

- You can download the **Destiny Discover app** or go to <https://www.gofollett.com>
  - Pick your school library
  - Login is identical to your library account login above.
  - Make sure you are using wi-fi, and not your cell data connection for best operation.
- Once you have logged in you can search the My Library tab for a book to check out.
  - Click on checkout/hold when you find a book you want.
  - Click on the My eReader tab to open and download your title.
- Books are checked out for two weeks at a time, and will disappear automatically when the borrowing period is up.