



Student/Parent Handbook & Code of Conduct 2025-2026

20246 Grim Road NE, Aurora OR, 97002
503-678-7118 **OR** 503-678-7119
Fax # 503-447-8682

Website: [North Marion Middle School](http://www.nmarion.k12.or.us)

Principal: Joe Jensen
joseph.jensen@nmarion.k12.or.us

Vice Principal: Jason Olson
jason.olson@nmarion.k12.or.us

North Marion School District Mission Statement

***North Marion, learning together to cultivate
lifelong growth.***

Attendance and Tardy Policies:

Regular attendance is crucial for student success and is mandated by Oregon School Law (ORS 339.010). It ensures that students benefit fully from their education and remain on track with their learning goals.

→ Excused Absences:

To excuse an absence, parents should call the front office at 503-678-7119 or send a note with the student upon their return. The note should include the student's name, the date(s) of absence, the reason, and the parent's contact information.

→ Arriving Late or Leaving Early:

Students arriving late must report to the office for a tardy slip and provide a note if late due to an appointment. For early departures, a note with the student's name, reason, and pick-up time should be given to the office in the morning, or a parent can call or visit the office directly.

→ Tardies:

Frequent tardiness is tracked and addressed with interventions to ensure students start their classes on time. Punctuality is essential as it helps students receive the full instruction needed for success.

→ Truancy:

Regular attendance is enforced by North Marion School District policies. Students with poor attendance may face citations, and parents may be cited for failing to ensure their child's school attendance, with fines for non-compliance.

Student Information:

Backpacks

Not allowed in classrooms or hallways. Seventh and eighth graders get lockers; sixth graders get cubbies that will be in their homeroom class.

Bussing and Transportation

- Follow school/bus rules. Any student in violation of those rules will receive a bus referral, and be assigned consequences (NMSD Board Policy JFCC).
- Use assigned buses unless pre-arranged with a note or call by 2pm.
- Pick-up/drop-off in designated car lanes only.
- **Students must board the buses at the M.S. and not cross the street to board them at the H.S.**

Cell phones, Earbuds and Electronic Devices: AWAY FOR THE DAY

- Use only before 7:55 am and after 2:45 pm unless part of a learning plan
- If a parent needs to contact a student or a student needs to contact home for any reason, we have office phones for their use.
 - ◆ School not responsible for lost/stolen items.

- We ask that parents avoid texting their students during school hours. Contact the front office if you need to communicate with your student. (NMSD Board Policy JFCEB/JFCEB-AR).
- Cell Phone Use Progressive Consequences:
 - ◆ A first offense will result in a warning.
 - ◆ A second offense will result in the device being surrendered to the office and the offense will be recorded. The student may retrieve the device at the end of the day.
 - ◆ A third offense will result in the same as a second offense although a parent will need to retrieve the device after school.
 - ◆ Any further offenses will result in a parent, student, and administrator meeting and potential electronics contract or ban of devices on school premises.
 - ◆ Refusal to hand over the personal electronic device may result in a referral and subsequent consequences

Computers/Chromebooks

- Each student signs a District Computer Agreement at the beginning of the school year which is available for academic use.
- Use only for academic purposes. No outside software. Damage incurs fees.

Dances

- Held once per trimester. No referrals in the week of the dance for eligibility.

Dress & Grooming

- Clothing cannot disrupt the school environment. Clothing cannot have guns, promote hate, or show alcohol or drugs.
- Hoods may not be worn in the building
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Food during School Hours and Celebrations

- Energy drinks/coffee and open container drinks are prohibited during school or during school-sponsored events: This includes (but is not limited to) Dutch Bros, Starbucks, Monster, Red Bull, Rockstar. [American Pediatrics Assc.](#)
- No food delivery. Food stays in commons. Only bring food for your own student.

Gifts, Balloons, and Flowers

- No delivery during class. Contact the office for possible arrangements.

Hall Passes

- Required for hall use during class. Excessive use may lead to a parent discussion.

Health Room

- If a student is feeling ill, they can report to the office with a pass from their teacher.
- If a student needs to be sent home, parents will be contacted.

Lost or Stolen Items

- Bring valuables at your own risk - the school is not responsible for lost or stolen items

Student Lunches

- **Breakfast and Lunch will be FREE for all students**

Medications

- Students are not allowed to be in possession of any pills, tablets, or liquid medications at school.
- All prescriptions and over-the-counter drugs that need to be taken during the school day must be brought to the front office.
 - ◆ Parents need to fill out a medical form in order for the office to disperse any medication (prescribed or over the counter).
- Students are allowed to carry asthma inhalers and bee sting injectors with health care provider and parent permission (NMSD Board Policy JHCD-AR).

Schedules

- Staff hours are 7:00 A.M. to 3:00 P.M
- **Monday, Tuesday, Thursday, Friday** - Students attend from 8:00 A.M. to 2:45 P.M. Students may arrive anytime between 7:30 and 7:55 A.M., but not before.
- **All Wednesdays**- Students will be dismissed from school at 1:45 P.M.
- Students must leave campus by 3:00 P.M. (2:00 P.M. Wednesdays) unless they are involved in a school sponsored activity under the direct supervision of an adult and they have prior permission.
 - ◆ Students are also not allowed to be on the campus of any other North Marion School District school unless there is a district sponsored event with adult supervision.
- NMMS is a closed campus. This means that once a student arrives at school, they may not leave school grounds before the end of the day unless they are picked up by an approved adult.

Master Bell Schedules

- All schedules can be found in the student planner

Physical Contact

- NMMS prohibits inappropriate physical contact due to the age range of students (11-14). Prohibited actions include:
 - ◆ Prolonged hugs
 - ◆ Holding hands
 - ◆ Kissing
 - ◆ Close proximity
 - ◆ Sitting on laps
 - ◆ Touching private parts
- Consequences apply for violations, and parents/guardians will be contacted.

Student Awards

NMMS celebrates student success with awards each trimester and at the end of the year:

→ **Monthly/Trimester Awards:**

- ◆ **Students of the Month:** Teacher-nominated for contributions to learning.
- ◆ **Trimester Academic Performance Awards:** Honor Roll for GPA 3.5+
- ◆ **Practically Perfect Attendance:** 99% attendance.

→ **End-of-Year Awards:** Presented at the Spring Awards Dessert Banquet:

- ◆ **President's Award for Educational Excellence:** 8th graders with 3.5+ cumulative GPA.
- ◆ **Presidential Pin:** Top 95th percentile over three years.
- ◆ **Principal's Award for Educational Excellence:** Top 95th percentile.
- ◆ **Educator's Award for Achievement and Performance:** Grade team nominated.
- ◆ **Growth Mindset Award:** Grade Level team nominated.
- ◆ **Scholar Athlete:** 8th graders in three sports with 3.5+ GPA.

Wolfpack Den (WPD)

- Homework Club! Monday, Tuesday, and Thursday from 2:50 until 3:30

Getting Involved: Students

Athletics

See the NMMS Parent-Player Handbook for information regarding:

- Sports offerings
- Code of conduct and expectations
- Requirements, etc.

A paper copy is available in the office or you may access an electronic version at:

<https://www.nmarion.k12.or.us/middle-school/page/ms-athletics>

For more information, see Mrs. Androy-Koberstein or Mrs. Ortiz in the front office.

Clubs/Student Groups

- Leadership, Robotics, MESA, Chess Club, NJHS, Wolf Pack Den

Getting Involved: Parents/Guardians

- Communicate with teachers regularly
- Check Power School weekly for grades and assignments
- Sign up for Parent Square for updates
- Attend two student-led conferences annually (fall and spring)
- Participate in school functions (performances, reviews, showcases)
- Encourage students to use after-school homework help at Wolf Pack Den
- Attend monthly community series hosted by the middle school Admin Team!

Visitors and Volunteers

- Volunteers allowed with an updated background check within two years
- Visitors must sign in at the main office and get a visitor's pass
- Parents should make an appointment before visiting
- No student visitors are allowed (NMSD Board Policy JECAD/GBH).

Site Council

- Includes staff, parents, and students
- Parents encouraged to join to have their voices heard
- Contact Dr. Stacy Erickson to join
- Meetings are open to the public
- Supports plans for a welcoming, safe, and respectful school environment and community engagement

Teacher and Administrator Contact

- Prearrange meetings via email (firstname.lastname@nmarion.k12.or.us) or by calling the front office
- Drop-ins discouraged; service guaranteed with a prearranged time

Parent Portal

- PowerSchool Parent Portal: Check attendance, homework, and grades
- Infosnap: Register students online
- In Touch Parent Web Portal: Pay fees, fines, and purchase items (yearbook, spirit wear, registration fees)

Academic Expectations, Supports, and Grading

Grading

Score	Descriptor	Student work at this level
A	Exceeding	demonstrates mastery of most/all skills/concepts that is beyond grade level expectations
B	Good	demonstrates mastery of some skills/concepts that are beyond
C	Average	demonstrates mastery skills/concepts that meet grade level expectations
D	Poor	demonstrates partial or inconsistent mastery skills/concepts
F	Failing	demonstrates little/no evidence of mastery of skills/concepts

Homework

- Extends classroom work for skill practice and understanding
- Begins in class for clarity on work and expectations
- Student use planners to record assignments; parents can track them
- **Homework Requests**
 - ◆ One-day absence: Check with teachers/classmates
 - ◆ Two+ days absence: Parents can request assignments by calling the office before 9:00 am for pick-up by 3:15 pm

Plagiarism

- Defined as using others' ideas without credit
- Types include (but are not limited to) uncited quotations, web-published papers, artistic plagiarism, and cheating
- Students who are caught cheating or plagiarizing will receive a referral, and have consequences assigned. (NMSD Board Policy IKI)

Progress Reports and Report Cards

- Formal grade reports every 12 weeks
- Mid-trimester progress reports provided
- Teachers will contact parents if a student is failing
- Parents can email teachers about performance
- Extracurricular participation requires passing all classes with weekly grade checks (NMSD Board Policy IKAB).

Safety

NMMS prioritizes student safety and has an effective emergency operations plan. For details, visit the [Safety and Security section](#) on the district website.

Child Abuse

- As per ORS 418.750, officials must report any suspected child abuse to authorities.
- NMMS strictly follows this legal requirement and contacts DHS when necessary.

Communicable Diseases/ School Exclusion

- ONLY Exclude students if illness prevents participation, requires more care than staff can provide, or if symptoms like fever ($>100.5^{\circ}\text{F}$), vomiting, stiff neck, rash, behavior changes, jaundice, diarrhea, skin lesions, colored drainage, or difficulty breathing are present.
- Exclude students at the onset of symptoms (runny nose, fever, cough, etc.).
- Return to school only after 24 hours fever-free.
- Participation in recess and PE is required unless a doctor's note is provided.

Emergency School Closings

- Inclement weather or other changes will be announced via local radio/TV, district website, auto-dialer, and ParentSquare.
- Listen to KWBX LaPantera 940, KGW 620, KSLM 1390, and KEX 1190 for updates starting at 6:30 AM.

→ *Avoid calling the school during these times to keep phone lines open.*

Safety Drills

- Fire, earthquake, and lockdown/lockout drills practiced throughout the year.
- Procedures posted in classrooms and reviewed/practiced at the beginning of the year.

NMMS Student Behavior Management Plan

→ Objective of Discipline:

- ◆ Help students develop self-discipline, take responsibility for actions, and maintain a productive learning environment (NMSD Board Policy JFC).

School Wide Behavior Rules and Expectations

Students are responsible for their behavior in the educational process. Parents should discuss expectations with their students.

Code of Student Conduct

- Applies during school and at school activities (events, field trips, tutoring, athletic functions, bus transportation).

School-Wide Student Behavior Management Policy

- **Level 1:** Less serious behaviors handled by teachers/staff.
- **Level 2:** Serious behaviors handled by administration, resulting in a discipline referral and adherence to a district discipline matrix.

Level 1 Behaviors are handled by the teachers and include, but are not limited to:

- | | |
|--|---|
| → Misuse of class time | → Coming to class and refusing to work |
| → Open defiance, refusing to work or follow directions | → Teasing other students |
| → Lying, cheating or falsification | → Inappropriate gestures or language |
| → Talking back or arguing | → Violation of a classroom specific expectation |
| → Disruption of class (talking, horseplay, throwing objects, etc.) | → Tardiness to class |

Consequences for Level 1 Behaviors May Include, but are not limited to:

- | | |
|---|---------------------------------------|
| → Verbal Reminder | → Sent to a Buddy Teacher's classroom |
| → Time Out | → Parent Contact |
| → Sent to the Refocus Room for a short time (5 to 10 minutes) | → Classroom Community Service |
| | → Detention (after school) |

If the behaviors become habitual then administration intervene with a discipline referral.

Level 2 Behaviors are handled by administration and include, but are not limited to:

- | | |
|-------------------------------------|----------------------------------|
| → On-going Level 1 issues | → Ethnic / Racial / Gender Slurs |
| → Skipping class /school | → Theft |
| → Insubordination—defying authority | → Misuse of computer |
| → Horseplay or physical aggression* | → Threats* |
| → Harassment /bullying* | → Vandalism |
| → Sexual Harassment* | → Drugs / Alcohol* |

- Tobacco or tobacco like products*
- Weapons / Dangerous Instruments*
- Gang References
- Physical Altercation
- Verbal Altercation
- Physical Assault/ Fighting*
- Verbal Assault
- Disrespectful to Staff
- Plagiarism
- Disorderly Conduct (Food fights, inciting unrest, etc.)
- Forgery
- Breaking and entering
- Arson
- Accomplice to fight (videoing, promoting, attending)
- Incendiary devices
- Profanity and/or obscene acts
- Gang activity

** This is not an exhaustive list, see below for more information on some items.*

Alcohol, Tobacco and Other Drugs

→ Policy and Violations:

- ◆ Possession, purchase, sale, or use of drugs or alcohol by minors is a serious legal violation.
- ◆ Student substance abuse (including tobacco, alcohol, drugs, and paraphernalia) on or near district grounds or at school-sponsored activities is prohibited.
- ◆ Disciplinary actions include removal from extracurricular activities, denial of school honors, and up to expulsion.
- ◆ Students may be referred to law enforcement. Parents will be notified of all violations

→ Unlawful Drugs Include:

- ◆ Marijuana, cocaine, opiates, amphetamines, PCP, and prescription/nonprescription drugs in violation of Board policy.

Assault, Physical Aggression and/or Threats of Violence (Including bomb, fire, chemical or other)

→ Definitions:

- ◆ Threats of bodily harm or death, with or without a weapon.
- ◆ Fighting intending to inflict harm, different from minor physical altercations.
- ◆ Direct attacks.

Law enforcement may be involved (NMSD Board Policy JFC and JFCM).

Bullying (Cyber included), Hazing and Harassment

→ Policy:

- ◆ Hazing, harassment, intimidation, bullying (including cyberbullying), and ethnic/racial/gender slurs are prohibited.
- ◆ Harassment or bullying interferes with a student's educational benefits, creates a hostile environment, and is repeated over time.
- ◆ Harassment includes abusive behavior based on age, race, religion, disability, sexual orientation, etc.

→ Reporting Procedure:

- ◆ Students must report incidents to a teacher, counselor, or administrator using the student reporting forms

- ◆ Verbal or written reports should be given to administration or a counselor.
- ◆ Complaints will be investigated, parents notified, and disciplinary actions taken as necessary.

Sexual Harassment and Assault

→ Definition:

- ◆ Uninvited, unwelcome sexual attention creating a hostile environment.
- ◆ Offensive remarks about a person's sex or sexual preference.
- ◆ Illegal when frequent or severe enough to create a hostile environment (NMSD Board Policy JBA/JBA-AR).

Smoking

→ Policy:

- ◆ NMMS is a drug/smoke/alcohol-free zone.
- ◆ Tobacco includes cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, etc.
- ◆ Violations include fines and school discipline for possession or distribution to minors.

Weapons, Unauthorized and Flammable Devices

→ Policy:

- ◆ Possession or use of any weapon or device as a weapon on school property or during school activities is prohibited.
- ◆ Includes dangerous weapons, deadly weapons, destructive devices, firearms, knives, etc.
- ◆ Possession of any weapon or drug results in a 10-day suspension pending investigation.
- ◆ Accidental possession of items like pocket knives, if reported, will be considered carefully regarding consequences

Explanation of Consequences

Opportunity Center

→ Purpose:

- ◆ Provides a space for students to reflect on their behavior and refocus on academics

→ Process:

- ◆ Students are sent to the Refocus Room by teachers when needed.
- ◆ The attendant will:
 - Greet the student.
 - Discuss what led to the intervention and next steps.
 - Provide a reflection form.
 - Send the student back to class.
- ◆ Parents will be contacted via email or phone to notify them of the intervention.

Detention— After-School

→ **Time:** 2:45 - 3:30 pm

→ **Transportation:**

- ◆ Students may use elementary school buses unless behavior issues lead to loss of this privilege. Parents must arrange alternative transportation if needed.
- ◆ Parents will receive at least 24 hours' notice before detention is assigned (NMSD Board Policy JGB).

In-School Suspension

→ **Details:**

- ◆ ISS may range from half a day to 5 days depending on the severity and student behavior history.
- ◆ Located in the Refocus Room with a full-time attendant.
- ◆ Responsibilities include:
 - Understanding the behavior and its impact.
 - Completing academic work.
 - Engaging in community service tasks.
- ◆ ISS includes lunch in the Refocus Room and scheduled breaks.
- ◆ Failure to follow rules may result in being sent home.

Out-of-school Suspension

→ **Criteria:**

- ◆ Authorized for willful violations of regulations, disruptive conduct, endangerment of others, or damage to school property (NMSD Board Policy JGD)

→ **Details:**

- ◆ Includes a statement of reasons, suspension length, and a readmission plan.
- ◆ Parents will be notified.
- ◆ Suspended students may not attend after-school activities, be on district property without a parent, or participate in district-sponsored events.
- ◆ Violations may lead to law enforcement involvement and charges of criminal trespassing.
- ◆ A reentry meeting with the principal is required before returning to school.

Expulsion

→ **Criteria:**

- ◆ Recommended for severe or repeated breaches of discipline policy after other disciplinary actions have failed (NMSD Board Policy JGE)

→ **Process:**

- ◆ Expulsion is considered when repeated misconduct occurs despite previous interventions.

Referral to Law Enforcement

→ Details:

- ◆ Certain behaviors that violate the law may lead to questioning or arrest by law enforcement.
- ◆ Parents will be notified promptly.
- ◆ Conferences between parents, students, and school administration may be requested.
- ◆ In serious cases, parents will be informed of their "Due Process" rights.

Contact Information:

Title	Name		Phone	E-mail
Principal	Joseph Jensen	→ Parent Concerns → Conflicts with Other Students, Counseling Referrals and Mental Health → Discipline → Governance/Vision → Safety	503.678.7130	joseph.jensen@nmarion.k12.or.us
Vice Principal	Jason Olson	→ Athletics → Conflicts with Other Students, Counseling Referrals and Mental Health → Discipline → Governance/Vision → Safety	503.678.7116	jason.olson@nmarion.k12.or.us
Office Personnel	Yobana Ortiz (Spanish and English)	→ Scheduling meeting with admin → Athletics → Facilities Requests → Requesting Homework → Student Fees	503.678.7118	yobana.ortiz@nmarion.k12.or.us
Office Personnel	Yolanda Velichko (Spanish and English)	→ Scheduling meeting with admin → Attendance Questions, Absences → Powerschool Parent Portal → Requesting Homework → Student Records	503.678.7119	yolanda.velichko@nmarion.k12.or.us
Counselor A-Z	Alaina Haig	→ Conflicts with Other Students, Counseling Referrals and Mental → Student Schedules	503.678.8312	alaina.haig@nmarion.k12.or.us