CANYONVILLE MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2019-2020



Home of the TIGERS!

**Canyonville Tiger Fight Song**

**Go you Tigers, go you Tigers, on to victory. We can win this game tonight, so come on Tigers, fight, fight, fight, fight. Go you Tigers, Go you Tigers, on to victory. We want to win this game, so fight for fame. Come on Tigers fight, Hey!**

**\* All South Umpqua School District School Board Policies referenced in this handbook can be accessed through the South Umpqua School District main web site** [**www.susd.k12.or.us**](http://www.susd.k12.or.us)**.**

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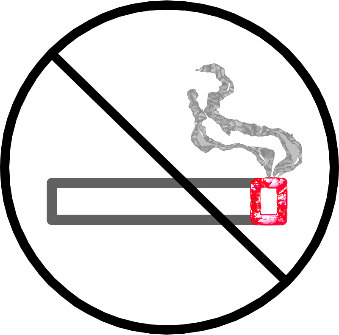
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| **School Vision Statement**  Canyonville K-8 vision is to prepare our students to successfully compete in all facets of the 21st-century learning environment and workforce. | |
| **Guiding Philosophy**  ALL STUDENTS CAN LEARN | **School Mission Statement**  The mission of Canyonville School is to increase student achievement while strengthening core values and skills necessary to become productive citizens |
|  | **School Goals**   1. **Increase Student Achievement** 2. **Increase the effectiveness of Instructional Practice** 3. **Provide a safe and supportive learning environment for all students and staff**. |

****TOBACCO FREE CAMPUS The South Umpqua School District is proud to be TOBACCO FREE. This means that no one is permitted to use tobacco products within the boundaries of the school. This includes any areas on or surrounding the property. We encourage all parents and visitors not to smoke on the grounds. Thank you for your help in maintaining a clean campus and healthy environment.

**CANYONVILLE MIDDLE SCHOOL**

**Main Office (Middle School): (541) 839-4396**

**FAX: (541) 839-6528**



Dear Parents and Guardians,

The Tiger staff welcomes you to Canyonville Middle School! This year we will continue the high-quality education and inviting environment you have heard about or already experienced. We understand that middle school is truly a transition time for your student with unique needs – he/she is not an older elementary student or a junior high school student. We take these middle school needs into consideration when developing all of our policies and procedures.

We offer a rigorous academic program that includes English, social studies, science, and math. In addition, we are extremely proud of our elective program. While many middle schools are eliminating their program offerings, we continue to offer high-level performance-based and production-based classes. In addition, for students not on grade level, we require targeted intervention classes. In other words, we ensure growth for each and every one of our students.

We encourage all our students to get involved in co-curricular activities. Students involved in these activities generally do better in school. Band, student leadership, and/or athletics are a great way for students to establish a deeper relationship with their classmates and staff. This relationship makes them feel a part of something bigger than themselves – essential learning for middle school students.

At Canyonville, we strive to educate the whole child. We aim to equip kids with the resources and skills to lead healthy lives and develop lifelong healthy habits. We recognize that health and academic success are inherently linked and because of this, we are working to provide a healthy environment for our students at school. All students at Canyonville are required to take PE and Health every year (grades 6-8..

Finally, our students can only reach their potential with their families’ active involvement at Canyonville. Families are our student’s first and most important teachers. Even though most students beg their families to not get involved, it is important that they do! The stronger the home/school relationship, the better chance our students have to succeed.

Do not hesitate to contact me with any clarifications or questions. We are very excited for another outstanding year here at Canyonville Middle School!

Sincerely,  
Doug Park, Principal

P.S. Please take some time to go over the information in this handbook with your child. It can save you both some surprises and send a message to your child that school is important.

**CANYONVILLE MIDDLE SCHOOL**

**Main Office (Middle School): (541) 839-4396**

**FAX: (541) 839-6528**

**Canyonville Middle School Staff**

**Doug Park Principal**

**Kathy Brown Office Manager**

**Aimee Whatley Special Education**

**Amber Pennington Algebra, 7th Math, 7th & 8th Soc. St.**

**Marcus Lowry 6th & 8th Math, 6th 6th English**

**Sarah Lowry 6-8 English**

**Kristina Gale Media Specialist - Library**

**Molly Boye' Science, Leadership Christa Davis Speech Therapist**

**CJ Gaedecke Behavior Attendance Monitor**

**Lori Gunn Cafeteria**

**Tina Solez Instructional Assist.**

**Audra Blackman Instructional Assist.**

**Monica Keene-Beltz Instructional Assist.**

**Tiffany Martin Instructional Assist.**

**Amy Spearen Instructional Assist.**

**Jessica Parazoo Instructional Assist.**

**Shari Lydick Instructional Assist.**

**Melissa Fields Instructional Assist.**

**Josue Nieves Instructional Assist.**

**Tiffanie Martin Instructional Assist.**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The South Umpqua School District does not discriminate on the basis of race, sex, religion, national origin or any disabling condition. If, for any reason, you believe that you are being discriminated against because of your race, color, sex, religion, national origin, or any disabling condition, contact the district superintendent.

[](http://www.bing.com/images/search?q=tiger+pictures+free&view=detail&id=2D713A924F98ADCD6E70D73DE3A2667625E8F127&first=0)**CANYONVILLE MIDDLE SCHOOL**[](http://www.bing.com/images/search?q=tiger+pictures+free&view=detail&id=2D713A924F98ADCD6E70D73DE3A2667625E8F127&first=0)

**Always Do Your Best!**

It is our goal to provide a positive respectful learning environment. We want all of our students to experience success while here at Canyonville Middle School. The following School-Wide Rules ensure that we have a fun, safe environment.

**1. Be Safe!**

Everyone must know that Canyonville is a safe place to be. Any behavior that may harm you or others will not be tolerated. Not taking action when someone else is being hurt, physically or emotionally, is harmful. If you know that another person, personal property, or school property is being abused in any way, let an adult know is always the right thing to do. Even though it may involve disciplinary action for someone, your integrity (honor and honesty with yourself and others) is most important for the victim and for your own growth and maturity as well.

**2. Be Respectful!**

Treat everyone with respect! This means being polite, accepting differences between people, and not making someone feel bad because of something you may have said or done. People will not be inclined to treat you with respect unless you behave in a respectful manner. This also means showing respect for school and personal property. Examples of respecting property include: taking care of school equipment, keeping hands off the personal property of other students and staff, and taking found items to the Lost and Found.

**3. Be Responsible!**

All through your life, you must decide how you will act. Therefore we expect that you will do what is right whether anyone is watching or not. This is called "Being Responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. Remember to ask yourself if you are part of the solution or part of the problem?

**\*\* *Disclaimer***

***“The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement.  Material contained herein ma, therefore, be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.”***

On the following pages, you will find a matrix showing examples of what safe, respectful, and responsible behavior looks like at Canyonville Middle School. This matrix states expectations for our students in all areas of the school. We have made no attempt to list every conceivable expectation that comes with being safe, responsible, and respectful. As always, we expect common sense and conscience to be a student's major guide. It will not be acceptable to say, "It wasn't listed, therefore, I didn't know.

|  |  |  |  |
| --- | --- | --- | --- |
| AREA/EXPECTATION | Be Safe | Be Respectful | Be Responsible |
| All Areas      tn_SchoolHouse | **K**eep hands, feet  and objects to self.  Avoid horseplay.  **W**alk at all times. | **U**se appropriate language and  volume.  **R**espect others personal space.  **U**se all equipment and materials  appropriately.  **R**emove hats on campus.  **C**lean up after yourself.  **U**se kind words and actions.  **K**eep a respectful learning  environment.  **D**ress in a way that respects others  right to learn. | **F**ollow all adult  directions the first time.  **S**tay in supervised areas.  **A**ll food and drink stay  in the cafeteria unless  permission is given from a  staff member.  **B**e prepared and on time.  **U**se good judgment and  taste with dress and  appearance.  **E**lectronic devices,  including cell phones,  need to be non-disruptive during school hours. |
| Classroom  MCj03981210000[1] | **W**alk at all times.  **H**ands, feet, and  objects to self. | **W**ait your turn patiently.  **B**e kind.  **U**se polite speech.  **W**ait for teacher to dismiss class.  **T**reat others the way you would  like to be treated.  **L**isten attentively and courteously  to the speaker. | **B**e on time.  **B**e prepared for class  **W**ith appropriate  materials.  **B**e on task.  **D**o your own work. |
| Halls/Stairways/Pathways  MCPE02648_0000[1] | **W**alk at all times.  **S**tay to the right.  **O**ne stair at a time.  **S**tay off handrails.  **U**se crosswalk.  **S**tay on sidewalk.  **A**void horseplay in  halls.  **L**isten and respond politely to adult directions. | **R**espect others’ space.  **R**espect the building and  equipment.  **W**hen visiting keep walkway clear.  **U**se appropriate language and  volume. | **B**e on time to class.  **P**ick up after yourself.  **U**se the trash cans. |
| Lockers  MCj03981230000[1] | **O**pen and close  quietly and  carefully. | **U**se only your locker with  school lock.  **U**se temporary and appropriate  decorations only.  **W**ait your turn patiently. | **K**eep lockers clean.  **K**eep combination  confidential.  **K**eep locker locked.  **L**ost locks cost $6.00  **F**actory sealed drinks  Only; seals must not be  broken. |
| Bathrooms  MCj02958460000[1] | **K**eep water in sink.  **W**ash hands.  **L**eave lights on. | **G**ive people privacy.  **R**espect property. | **H**ave a pass during class  time.  **I**nform adults of  vandalism, spills, or other  problems.  **F**lush toilet.  **L**eave promptly.  **P**ut trash in garbage can. |

|  |  |  |  |
| --- | --- | --- | --- |
| AREA/EXPECTATION | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
| Office  MCj03983970000[1] | **K**eep hands, feet  and objects to self.  Avoid horseplay.  **W**alk at all times. | **W**ait your turn patiently.  **S**tate your purpose politely.  **A**sk for permission to be  behind the counter.  **A**sk for permission to use  the phone. | **H**ave a pass during class time.  **U**se the window first.  **Leave** students in time out alone.  **S**ign in/out at the office when  arriving late or leaving early. |
| Library  MCj02920820000[1] | **L**eave backpacks  and lunch bags in  locker. | **W**ait in line patiently and  quietly.  **U**se a quiet voice.  **C**lean up the area and push  in the chairs. | **A**sk for assistance from the  library staff, if needed.  **R**eturn books on time.  **K**eep food, drink, and gum out  of the library. |
| Computer Lab  j0195384 | **M**ust be supervised  by an adult at all  times.  **P**ush in chair.  **U**se chair  appropriately. | **U**se quiet voices.  **R**espect equipment.  **L**eave the computer  settings where they are.  **K**eep hands off monitors. | **K**eep food, drink, and gum out  of computer lab.  **L**og out after use.  **F**ollow computer lab  guidelines.  **S**it in assigned seat. |
| Cafeteria    MCBD10652_0000[1] | **S**tay seated until  finished.  **W**alk at all times.  **A**void pushing,  horseplay and  crowding tables.  **U**se the stairs to get  on and off of the  stage. | **U**se quiet voices.  **N**o handling of food  belonging to others.  **L**isten and respond politely to adult directions.  **N**o cutting or saving places in the lunch line.  **N**o profanity or vulgarity. | **K**eep your food on your tray.  **T**ake only what you can eat  including condiments.  **U**se equipment properly.  **C**lean up after yourself.  **A**ll food and drink stays in the  lunchroom. |
| Assemblies/Special Events  MCj00889620000[1] | **W**ait for adult  dismissal.  **W**hen entering and  exiting, do so in a  safe courteous  manner. | **S**how appreciation  appropriately.  **W**atch for and respond  immediately to quiet signal.  **L**isten responsibly.  **S**it quietly during  presentation. | **F**ocus on presentation.  **S**it with your grade level class.  **B**e ready to participate and enjoy  assembly. |
| Gym Complex  Playground/Fields  MCSL00608_0000[1] | **K**eep hands and feet  to self.  **U**se equipment for  intended use with  adult permission. | **U**se good sportsmanship.  **S**hare equipment and space.  **I**nclude everyone.  **L**eave others’ personal  property alone. | **R**eturn equipment promptly.  **P**lay safe, play fair. |
| Bus  MCj03981270000[1] | **S**tay seated, seat on seat, back against back, feet  on floor.  **K**eep hands, feet,  and objects to self  and out of aisle. | **U**se quiet voices.  **B**e kind.  **U**se polite speech. | **A**lways follow bus driver’s  instructions.  **F**ollow bus guidelines. |

In addition to the areas listed in the matrix here are other things where responsibility, respect, and safety are expected to be the student’s guide.

**Be Responsible**

**LOCKERS**

Students assume the responsibility for loss or damage to their clothing, equipment, books or other personal property. The school endeavors to protect all personal property, but is not responsible for any loss or damage. General search of school properties, including but not limited to lockers or desks may occur at any time and items belonging to the school or which are unlawful may be seized. Parents and students will be notified of locker searches. **P.E. lockers are to be used for all PE clothes and athletic gear. Any items not locked up are the responsibility of the owner, not the staff or school.**

**FEES**

Students will be required to pay for the materials they use in some elective classes. Fees will be assessed for any lost or damaged books or other vandalism to school property. The school may withhold the grade reports of students who owe fees, fines or damages until those fees, fines or damages are paid. The parents or guardians will receive written notice stating the school’s intent to withhold grades. The notice will include an itemization of the fees, fines or damages owed.

**CLOSED CAMPUS**

Students must stay on the school grounds from the time they arrive, even if the school has not yet started. Students are not permitted to leave the school grounds at any time during the school day without a permission slip from parents to the school office prior to the start of school. Arranging overnight stays which change transportation must be pre-approved before noon.

**SCHOOL BOUNDARIES**

Students are to stay within the teacher's range of vision on the field. Students are not allowed in the parking lots unless being dropped off. Students are not to walk up the path to the cafeteria without being released by an adult. Before school and at noon the gym is off limits until the classroom teacher arrives. Students are not allowed off campus once they arrive at school; before school, during passing periods, lunch time, or at any time they have not asked and been granted permission by the office staff or supervising adult.

**TEXT BOOKS/LIBRARY BOOKS**

Students are responsible for any books issued to them or checked out by them. The full price of the book will be charged to students for lost textbooks and library books. Textbooks and library books are to be kept clean and handled carefully. Other charges will be made for damaged books. These costs will be according to the severity of the book damage. Lost and damaged books must be paid for before another textbook is issued to the student before the student is allowed to check out books from the library.

**Parents should note that the average cost of a textbook is $55.00**

**STUDENT VALUABLES**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to the school, and if they wear glasses or watches keep track of them at all times. Clothing and especially expensive sports shoes should be marked with permanent identification.

**OFF SCHOOL GROUNDS**

When students are off school grounds they still represent Canyonville and we expect them to be a responsible representative of our school. Students are responsible for the school rules from the time they leave for school in the morning until the time they get home after leaving school. **Bus stops and field trips** are areas that fall under school rules that are not on school property.

**PowerSchool**

Keep up to date on Grades, GPA, Missing Assignments, Attendance, Announcements and Fees with our student information system, PowerSchool. Information to set up an account was provided to you. If you need help setting up an account see Kathy in the office. This a wonderful tool to help you keep up to date.

**OFF CAMPUS LUNCH**

Canyonville Middle School allows for students (6-8) to go off campus for lunch, with **written parental** permission. They may go to Ken’s Sidewalk Café, Subway, Ray’s Food Place, or their own house if it is within a reasonable distance. All students must **check out at the office** before they are may leave campus.

In order to achieve this privilege students **must be in good academic standing, have no behavior or attendance issues and return to campus before the beginning of 4th period (12:20 pm)**

When students are off-campus they represent Canyonville School and we expect them to **be responsible and follow all of the rules and expectations** while off of school grounds.

If a student fails to uphold the requirements and expectations for off-campus privileges, they will be revoked until they have demonstrated to once again be a responsible individual. For school rules broken while off campus there will be a consequence of a **minimum of 2 weeks suspension of privileges**, depending on the severity of the offense.

**Student Acknowledgement**

I have read the expectations regarding going off-campus for lunch and I will abide by all school rules and behave in a responsible manner that best represents Canyonville School while off school grounds.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**Permission for Off-Campus Lunch**

If you are going to provide permission on a day-to-day basis, please write a note for the day(s) that you are allowing your child to leave campus. If you would like to give permission for an extended period of time, please fill-in the following.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has permission to leave the Canyonville School campus for lunch for the following amount of time:

\_\_\_\_ Entire school year \_\_\_\_ Current quarter \_\_\_\_ Specific dates( \_\_\_\_\_\_ to \_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**It is up to the discretion of the teacher to let you use the restroom when it is appropriate.**

**TARDIES/UNPREPARED**

Tardiness or coming unprepared for class is very disruptive to the learning environment for the late student and the rest of the class. When a student is tardy they are not being responsible nor are they respecting everyone's right to learn. If a student arrives in a class after the tardy bell and does not have a pass from a staff member or the office, a tardy is given by that teacher.

The official school day begins at 8:40 a.m. Students arriving after 8:40 a.m. must report to the office. The student will receive an unexcused tardy unless a parent note or phone call indicates illness, or there is a late bus. Chronic morning tardiness will require a parent conference. Three (3) or more unexcused tardies to any class will result in detention or more severe consequences.

1st = Teacher warning

2nd = Teacher warning and may notify the parents in writing or by phone.

3rd = Teacher will assign the student detention and may notify the parents in writing or by phone.

4th = Teacher will assign the student detention and shall notify the parents in writing and by phone to schedule a conference.

\*\*Students who have chronic problems with tardies will be referred to the Principal for action.

**BE RESPECTFUL**

**Cell Phone Policy/Electronic Devices**

The South Umpqua School District and Canyonville Middle School are not responsible for lost, stolen or damaged cell phones or other electronic devices. **Cell Phones or Electronic Devices cannot be carried by the students during school hours. If they are brought to school, they must be locked in a locker assigned to the student.** If a student chooses to break the rule and the teachers see a phone they will confiscate it and turn into the office and it can be picked up after the next day or the parent can pick it up. After the third violation, the student will no longer have the privilege to bring their cell phone to school. Parents call the school if you need to get a message to your child. Students you will not be allowed to use the school phone to make social plans this should be done before coming to school. We encourage students to have their own set of earbuds, however, they can’t be worn in between class or in class without the teacher’s permission.

**DRESS CODE Code: JFCA**

Dress and grooming shall be of a nature that sets a positive tone of respect, courtesy, and personal pride. We expect students to wear clothing that is clean and reflects reasonable standards of modesty. Suggestive language or pictures, profanity, or messages advocating drugs or alcohol will not be tolerated. Pajamas, slippers, spaghetti straps, shirts that do not cover the midriff, and clothing that reveals undergarments are considered inappropriate for school. All shoes must have a sole. Sunglasses, hats, and hoods are not to be worn in the building. Students should wear clothing that is the correct size and free of holes above the mid-thigh unless is clothing is worn underneath so skin cannot be seen. (Shirts should not be worn that has a neckline that is lower than the width of your hand from your collarbone.) Pants that are worn sagging below the hips are unacceptable dress for school. Skirts and shorts must cover your bottom. Students violating this policy will be counseled about proper dress and grooming and will be required to change their clothes.

**FRAGRANCE-FREE ZONE**

Canyonville is a fragrance-free zone – please no colognes, perfumes, or body washes that have fragrance. We have staff and students that are severely allergic to fragrances and have to seek immediate medical attention.

**PERSONAL CONTACT/ PHYSICAL DISPLAYS OF AFFECTION**

Physical displays of affection between students are inappropriate at school—such as kissing and holding hands—and distracts from the respectful learning environment we strive to achieve. At this age, we feel that giving a quick hug is appropriate. If students persist in this unacceptable behavior, their parents shall be contacted. Continued violations shall be considered as willful disobedience. Because of the wide range of age and maturity of middle school students, this policy is strictly enforced.

**NOTE WRITING/TEXTING Code: JFCL**

To keep a respectful learning environment, reading, writing, or passing personal notes at school is not allowed. Notes will be taken by a staff member and a consequence may be given. Putting notes or anything in another person’s locker can also disturb the respectful learning environment and is also not allowed. Cell phone use is prohibited (except if a reward is earned) **Use of a cell phone to send inappropriate text messages, pictures or video at school will result in loss of cell phone privileges and possible referral to law enforcement authorities.**

**BE SAFE**

The items listed below are not to be brought to school under any circumstances. If the item is brought to school, it can be taken from you and handed over to the appropriate authorities. Law enforcement may be contacted. If confiscated items are not picked up by the end of the school year by a parent/guardian they will be discarded.

* Guns, knives; any item which could be conceived as a weapon.
* Explosives/ammunition or devices that may cause injury or damage.
* Cigarette lighters/matches; controlled substances including tobacco.
* Any other articles that are a nuisance or deemed unsafe by a staff member.

**Misconduct that Occurs Off-Campus**

Students may face disciplinary consequences for …

1. any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district;

(2) conduct that occurs off the school premises at school-related or supervised functions or at a school bus stop;

(3) or behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health.

**Code:** **JFCI Code:** **JFCG/KGC/GBK**

**Drugs/Alcohol/Tobacco**

It is the position of the Board that the South Umpqua School District will be free of alcohol and other drugs.

The district is committed to the creation and maintenance of a safe, healthy and productive learning environment where students are free from the effects of drugs and alcohol. Therefore, the following conduct by Canyonville students is strictly prohibited: Being under the influence or unlawfully using, possessing, purchasing, distributing, dispensing, manufacturing, selling, or transporting alcohol and/or drugs while on school premises, in district-owned or district-approved vehicles, at district-sponsored or district-approved activities or events, or otherwise engaged in school district business

**REWARDS FOR CHOOSING TO FOLLOW THE RULES**

The staff at Canyonville Middle School has set up the following reward system to recognize appropriate academic and social successes.

**REWARD DAYS AND REWARD FIELD TRIPS**

Throughout the school year, reward trips and days will be available to students who meet necessary requirements based on behavior and grades.

Other rewards include, but are not limited to; PBIS “Tiger Bucks”, Student of the Month Awards, Honor Roll recognition, and Academic Achievement or Citizenship Certificates, positive notes or calls home, and free time privileges.

\*\*\*Any Major Violation will be determined by a building administrator\*\*\*

**CONSEQUENCES FOR CHOOSING NOT TO FOLLOW THE RULES**

**DETENTION Code: JGB**

Detentions will be given for various violations such as minor classroom disruptions, failure to heed safety rules, tardies, excessive rough housing, and any other problems that may interfere with learning or safety. Detentions are served during lunch. A student receiving detention resulting from any violation occurring with a substitute teacher will automatically be ineligible for the next school dance.

When a detention slip is issued, the student will serve it on the designated day. If a student fails to serve the assigned detention, it will be considered a “no-show,” and the detention will be doubled. Failure to serve a second time can result in suspension and a parent conference before the student returns to school.

Staff will make every attempt to keep parents informed of detentions, but the students are responsible for taking their detention slip home and getting it signed by their parent/guardian and returned to school.

**IN-SCHOOL SUSPENSION Code: JGD**

At administrator’s discretion, in-school suspension may be an option arranged in lieu of suspension where a student will stay on campus. The student will work on school work and behavior learning packets during in-school suspension. Because in-school suspension is in lieu of suspension, any infringement of the rules and regulations will result in immediate suspension. The parent, guardian or emergency contact must be available to pick up the student if this choice is offered. A suspension may disqualify the student from attending the next dance. The privilege to go on field trips may also be affected by a suspension.

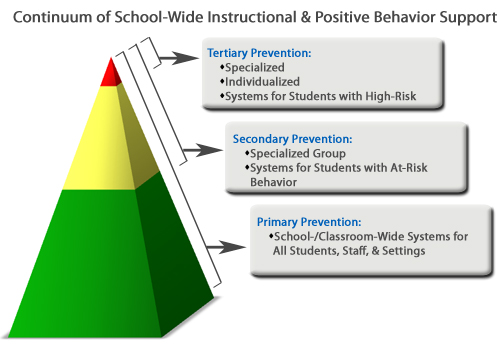
**SUSPENSION Code: JGD**

Building administrators have the authority to suspend the privilege of attending school for any student guilty of violating school or district rules and policies. Students who are suspended may not attend any school function or be on the school grounds at any time during the suspension period. In-school suspension may be used as a substitute for out-of-school suspensions in some cases. This option is left to the discretion of the building administration and school board policy. A student will be issued a suspension notice, attempts will be made to notify parents by phone, and a letter of notification will be sent. A suspension may disqualify the student from attending the next dance. The privilege to go on field trips may also be affected by a suspension.

**EXPULSION Code: JGD**

Expulsion is the removal of a student from Canyonville Middle School. This action may be taken if the student has had repeated infractions, undermines the educational process, presents a danger to himself or others, has in his possession or uses any illegal substance. A hearing is held at the district office under the jurisdiction of a district-appointed hearings officer who will notify the student and parents of the assessed penalty. (State law requires a student to be expelled for one year, and cannot be accepted by any other Oregon public school during that time, if they have in their possession certain types of weapons.)

**\*\*Any Major Violation will be determined by a building administrator\*\***

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**Canyonville School Secondary Discipline Matrix**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Parent contact** | **Conf. w/Student** | **Loss of Privilege** | **Time Out in Office** | **Detention: Lunch/Afterschool** | **In School Suspension** | **Out of School Suspension** | **Suspension Pending Expulsion** | **Restitution** | **Screening/Counseling/Treatment** | **Schedule Modification** |
| Alcohol /Drugs/Tobacco |  |  |  |  |  |  |  |  |  |  |  |
| Arson |  |  |  |  |  |  |  |  |  |  |  |
| Bomb Threat/False Alarm |  |  |  |  |  |  |  |  |  |  |  |
| Cheating/Plagiarism |  |  |  |  |  |  |  |  |  |  |  |
| Chronic Minor Behavior |  |  |  |  |  |  |  |  |  |  |  |
| Closed Campus Violation |  |  |  |  |  |  |  |  |  |  |  |
| Computer/Internet Abuse |  |  |  |  |  |  |  |  |  |  |  |
| Disrespect/Non-Compliance |  |  |  |  |  |  |  |  |  |  |  |
| Disruptive Conduct |  |  |  |  |  |  |  |  |  |  |  |
| Dress Code Violation |  |  |  |  |  |  |  |  |  |  |  |
| Fighting |  |  |  |  |  |  |  |  |  |  |  |
| Harassment: Intimidation/Sexual/Racial/Bulling |  |  |  |  |  |  |  |  |  |  |  |
| Horseplay |  |  |  |  |  |  |  |  |  |  |  |
| Inappropriate Touching/Display of Affection |  |  |  |  |  |  |  |  |  |  |  |
| Insubordination |  |  |  |  |  |  |  |  |  |  |  |
| Language: Abusive, Inappropriate |  |  |  |  |  |  |  |  |  |  |  |
| Physical Aggression |  |  |  |  |  |  |  |  |  |  |  |
| Tardy |  |  |  |  |  |  |  |  |  |  |  |
| Theft |  |  |  |  |  |  |  |  |  |  |  |
| Threat of Violence to Individuals |  |  |  |  |  |  |  |  |  |  |  |
| Threat to School |  |  |  |  |  |  |  |  |  |  |  |
| Truancy/Skipping/Leaving |  |  |  |  |  |  |  |  |  |  |  |
| Unprepared for Class |  |  |  |  |  |  |  |  | ` |  |  |
| Vandalism/Property Damage |  |  |  |  |  |  |  |  |  |  |  |
| Weapons |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |
|  | All violations | |  |  |  |  |  |  |  |  |  |
| **NOTE:** 1.  = Marked above will signify the progression of consequences for violations from the minimum to the maximum. 2. The District will report any illegal activity to the proper authorities.  Canyonville Middle School Revised 5/20/19 | | | | | | | | | | | |

**STUDENT PROGRESS**

**PROGRESS REPORTS**

Midway through each trimester or more often, (possibly every 4 weeks), progress reports will be mailed home. Parent conferences and progress reports will be utilized between grading periods to communicate academic or citizenship problems students may be having. Progress reports are not part of a student’s cumulative records.

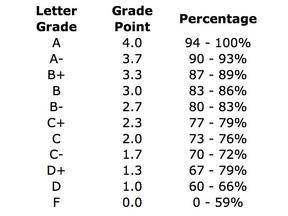
**REPORT CARDS**

Report cards are issued at the end of the Quarter. The report cards are the property of the students and are not to be returned to the school. Quarter report cards are part of a student’s permanent records.

**GRADES**

The student's grades reflect the teacher's judgment regarding the student's progress. Teachers are not required to accept an assignment that is more than two weeks past the due date unless the parent was not notified of a drop in grade and their student is in danger of failing or failing and arrangements have been made to address this.

We use + and – grades to differentiate between lower and upper grade ranges. The grading system, broadly defined, could be interpreted to mean the following:

**"A"** Indicates exceptionally fine work. It also means accomplishment of at least 90 percent of course objectives.

**"B"** Represents above average work. It also means the accomplishment of at least 80 percent of course objectives.

**"C"** Represents average work. It also means the accomplishment of at least 70 percent of course objectives.

**"D"** Indicates poor work. It also means the accomplishment of at least 60 percent of course objectives.

**"F"** Achievement that is insufficient to reach the minimum acceptable level.

**“I”** An “I” on the report card stands for incomplete. An incomplete may be given when more time is needed to complete coursework. Students must be making academic progress towards making up the incomplete or it will be converted to the grade earned.

**HONOR ROLL**

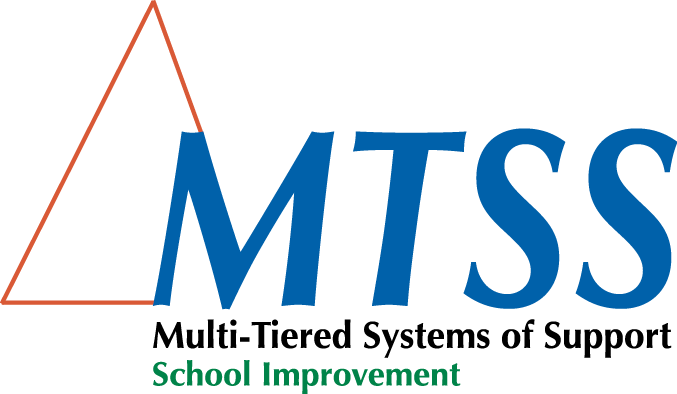
An honor roll will be published following the issuance of report cards for each grading period. A student must meet the following requirements to be eligible for honor roll listing:

4.0                        Principal’s List

3.99-3.50              Honor Roll

3.49-3.00              Honorable Mention

A student receiving a mark of "incomplete" is not eligible for listing on the honor roll. Students cannot have any F’s or D’s, and no more than one C on the report card. Students must be enrolled on a full-time schedule.

**Multi-Tiered System of Support** All students at Canyonville will be successful in all subjects, learn at all levels, and make gains to prepare for high school and college. In order to create a climate of success for all, the staff at Canyonville will make every effort to ensure every student will learn, pass every class and meet every state standard. The school will offer several interventions and programs to help reach these goals. Canyonville already offers an academic study class; standards based intervention classes, school tutors, and teachers offering extra time before and after school for student help. Along with those classes and interventions, Canyonville will now require that all students get the time and help they need to successfully complete work.

We will require students who do not pass assessments, complete homework or who are failing courses to spend time out of their elective class and in the academic recovery room for whichever class they are behind in. We also offer a morning and after school homework option for extra help. Make arrangements with the subject area teacher ahead of time to set this extra help up. Student data, based on testing in class, FastBridge and from the state assessments, will help determine if students need an extra study class or after schoolwork time. We believe success at Canyonville is defined as students making progress towards Oregon Diploma Standards, passing all classes with C’s or better, meeting and exceeding state tests, scoring on college pathway track on FastBridge, learning study habits for a lifetime, and preparing for a college education.

**Intervention Strategies**

* Student progress will be monitored on a weekly basis through the use of formative assessments (tests and quizzes) and progress on daily assignments.
* Students who are failing to make progress, are missing assignments, or receive failing grades on daily work will be taken out of their elective class and placed in a Study Hall.
* Professional learning teams will monitor progress and student achievement data on a bi-monthly basis to help guide curriculum and this program of interventions.

**Homework Policy**

* Students will not be allowed to just not turn in work. Following the procedure previously listed, teachers will check student assignments turned in on a daily basis. Teachers will expect an effort of more than 50% completed. However, if a student is turning in non-standard homework or assignments on a consistent basis we will assign Study Hall.
* Teachers may give students the opportunity to redo assignments if they receive a failing grade. Students will not receive full credit, but can help improve their grade and, most importantly, learn the concept. Students will need to ask teachers for the make-up opportunity and be willing to complete it within the teachers given timeline.
* Failure to improve homework and study habits will result in referral into full time Study Hall which entails loss of elective class.

**Multi-Tiered System of Support Targeted Indicators**

* **READING AT GRADE LEVEL**
* **IMPROVED ATTENDANCE**
* **IMPROVED DISCIPLINARY ISSUES**
* **9TH GRADE ON-TRACK TO GRADUATION IDENTIFICATION AND SUPPORT**
* **IMPROVED ENGAGEMENT**

We choose the MTSS approach because we saw the need for multiple, simultaneous interventions to address the problems of struggling students.

**EXTRA INTERVENTION/TUTORING HELP**

Before or after school homework help may be available to students who would like to come at 8:20 or stay after school. Students who stay after school will be required to go to the designated classroom 5 minutes after the bell has rung. Students will need to have transportation set up, as the district won’t be able to provide it.

**HOME COMMUNICATION**

The staff at Canyonville will make every attempt to communicate with parents/guardians student progress, behavior and effort.

* Many classes ask students to keep assignment sheets and notebooks which show daily and weekly progress.
* Parents/Guardians may check student progress by accessing the online student information system.
* Staff will communicate by phone, e-mail, or letter, student concerns when needed.
* Parents/guardians are encouraged to call, e-mail, or set up meetings if they need to discuss any issues with a teacher or Middle School team

**STUDENT EXPECTATIONS IN STUDY HALL**

* Be Respectful, Responsible and Safe.
* Students will receive one warning for behavior or lack of effort. A second occurrence will cause the student to be removed and a lunch detention will be assigned for the following day.
* Bring all necessary materials with them. Students will not be allowed to leave the room except for emergency situations.
* Need to work silently. Students may ask for help from the staff room monitor by raising hand and asking respectfully and quietly for help.

**CHEATING/PLAGIARISM**

Cheating is considered unacceptable behavior and is defined as giving or receiving unauthorized aid on class work or a test. Each teacher further defines cheating as it applies to their class. Students involved with a cheating incident will have to re-do the work, serve a lunch detention, and parents will be notified. Repeated incidences will result in more severe consequences. Any kind of plagiarism, including internet, is not allowed on student reports and projects.Any referral for cheating/plagiarism will result in the loss of the privilege to attend the next activity and/or dance.

**PROMOTION AND RETENTION OF STUDENTS Code: IKE**

Each student of the South Umpqua School District will have the opportunity to develop academically, mentally, physically, socially, and emotionally to the best of his/her ability. Some students may benefit from repeating a grade; others may need the challenge afforded by skipping a grade. The building principal, in cooperation with appropriate staff and parents, and within the context of South Umpqua School Board Policy, will make decisions relating to promotion and retention of students.

Any student who fails one or more classes in a quarter is in serious academic trouble. To pass an academic class for the school year, a student must pass a minimum of three of the four quarter grading periods. If a student fails two core classes for more than two quarters, he or she may be retained the following year, or be required to show proficiency of the failed classes through a summer school program.

**8TH GRADE PROMOTION**

8th Grade requirements for your 8th grade student to participate in the “Promotion Ceremony!” This ceremony is a grade dependent activity. Students will be required to have passing 3rd and 4th quarter grades (No F’s) in all of their core academic classes (English Math, Science, &Social Studies,).

**GENERAL PARENT INFORMATION**

**BORROWING, TRADING, OR BARTERING**

Problems arising from borrowing, trading, or bartering of items are not the responsibility of the school. Parents will be called to settle issues of student conflict which originate inside or outside school or impede the educational process.

**BULLYING/HARASSMENT/INTIMIDATION/MENACING Code: JFCF/GBNA**

A safe school environment is a top priority at Canyonville. All students and staff members are to be treated respectfully, and adult directives are to be followed by students. We strive to make our school a place where everyone feels safe physically and emotionally; therefore, any threats to student or staff safety are taken very seriously. This may include removing a student from school while an investigation takes place to determine the seriousness of an incident and reporting such incidents to law enforcement agencies. **Hazing, bullying, racial or sexual harassment, intimidation or any act that injures, degrades, devalues, or disgraces a student or staff member will not be tolerated.** Any student or group of students who engage in such behavior is subject to disciplinary action including suspension, expulsion, or referral to law enforcement officials. Sexual harassment will be reported to the state agencies and law enforcement. Students having knowledge of conduct violating this policy or feel they have been a victim of bullying, hazing, harassment, or menacing that violates this policy are encouraged to immediately report their concern to a staff member.

**SCHOOL DANCES**

Students in good standing are welcome**. Students that have had any of the following during the time between dances may not be eligible to attend:**

* Three infractions including **bus** citations and/or detentions (in any combination) during this same period.
* Any type of suspension.
* Any detention or formal discipline with a substitute teacher.

Students must be in school the day of the dance unless excused for a doctor or dentist appointment. (A note from the doctor or dentist must accompany the student back to school. A student may attend due to extenuating circumstances at the administrator’s discretion.) **Students with chronic referrals may be ineligible as well.** Students not eligible to attend the dance are not to be on school grounds during the dance. **All school rules of conduct and dress apply to school dances and activities with the exception that hats may be worn.**  After students are admitted to the dance, they are discouraged from leaving before the dance has ended. **If students choose to leave, they are not allowed to return.** If a parent/guardian does not want their student to leave the dance for any reason, let an adult in charge know. Students are to be picked up promptly at the end of the time advertised. Dances are for Canyonville Middle School students or students enrolled in a private school who are participating in other Canyonville school activities. Guest passes may be issued for certain school activities announced by the principal in advance.

**ATHLETIC EVENT ATTENDANCE**

Students are welcome and encouraged to participate in or be spectators at athletic events held at **Canyonville or other South Umpqua District events.** Student spectators participating in yells and cheers help encourage those who are competing. Spectators are expected to demonstrate common courtesy and good sportsmanship when attending any athletic event**. Students in attendance at athletic events should be in the bleachers or designated area for spectators. This is not a time to be roaming the school grounds or running in and out of the gym.**

**EXTRA CURRICULAR ACTIVITIES**

Students must be in school at least half of the day of the extra-curricular event to be eligible to participate. Students who are suspended from school are not allowed to participate in any school related activity or be on school grounds from the time they receive the suspension notice until they are eligible to return to school.

**FIELD TRIPS**

****At the beginning of the school year parents granted permission for educational field trips on the registration forms. Occasionally teachers plan field trips to extend classroom instruction or as a reward for students. When an extended field trip is planned, information will be sent home to parents regarding the excursion. A parent permission slip will accompany the information sheet and must be turned in to the teacher by the required date before the student is allowed to participate in the field trip.

All students are considered to be “in school” while participating in district sponsored field trips. A regular school day is planned for students not attending field trips. If for any reason you choose to keep your child at home, please call the school. Students not attending field trips or school will be considered truant unless the absence has been excused by an administrator.

**BIKES/ SKATEBOARDS**

Bikes, skateboards, scooters, or similar devices are prohibited on district property on school days between 8:30 AM and 4:00 PM and/or during any school or extra-curricular activity unless special permission is given by the building administrator for a specific activity. Use of bikes, skateboards, scooters or similar devices on district property during non-school hours is not recommended and is at the user’s risk. South Umpqua School District is not responsible for any injury from these. Bikes, skateboards, scooters, or similar devices can be ridden to and from school with parent permission at the users risk. Once on school grounds, they must be walked. Between the gym and the annex, there is a bike rack where bikes and scooters can be secured. The school is not responsible for damage or theft.

**BUS TRANSPORTATION**

Bus transportation is a privilege and not a responsibility of the school district. Inappropriate conduct or failure to follow rules on the bus will result in disciplinary action including denial of transportation. Major or chronic violations of school rules while on the bus or at bus stops may also result in suspension or other disciplinary action taken by the school. The first bus citation will result in a warning and conference with the student. A second citation will result in loss of bus riding privileges for 5 days. A third citation will result with loss of bus riding privileges for 10 days. A fourth citation will result in loss of bus riding privileges for the remainder of school year.

**BUS PASS PROCEDURES**

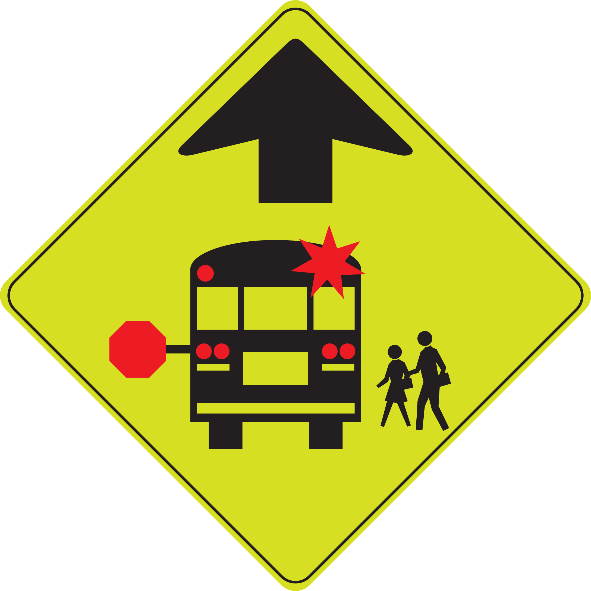
1. Students riding another bus or being dropped off at a different stop must have a bus pass from the school office.
2. In order to obtain a bus pass, the student must bring a signed note from their parent or guardian, in person contact with the school, or a phone call initiated by the parent.
3. Students will only be dropped off at the address or location specially requested unless previously cleared by the office and First Student.
4. Notes or requests to ride a different bus or to be dropped off at a different location are for one day only and must be requested each day unless it is a change in permanent residence.
5. No student will be forced from a bus if they do not wish to get off. The driver will call the bus office and get directions should this situation arise or if there is any confusion on the location of a departure from a bus.

**FIRST STUDENT BUS COMPANY VIDEO RECORDING SYSTEM**

All busses are equipped with a video camera recording system. First Student is a private bus company contracted to provide bus services for the district. This video tape system is the exclusive property of the contracted bus company First Student. If issues arise, the bus company and school administration has the right to view recorded events. Parents/ guardians may request that recorded events be viewed by school administration or bus company management. The video may not viewed by parents/guardians due to confidentiality of other students on the tapes. All students and their parent/guardians are afforded their right to privacy. **Please contact South Umpqua District office if any questions arise.**

**OREGON STATE BOARD OF EDUCATION**

**REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES**

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. ****Pupils shall not bring balloons or glass on the bus.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privileges to ride the buses.
16. Pupils shall remain seated while the bus is in motion.
17. NO FOOD, GUM OR DRINKS ARE ALLOWED ON SCHOOL BUSES.

If you there is any concerns, questions or complaints contact First **Student**: Transportation - **863-3038**

**ILLNESSES**

****If an illness or injury occurs after a student arrives at school, he/she is to report to the teacher and then to the office. **A LOCAL EMERGENCY PHONE NUMBER IS REQUIRED FOR EACH STUDENT TO BE USED IN CASE THE PARENT CANNOT BE REACHED.**

**MEDICATION**

Administering medication by school personnel will follow ORS 339.870. Code JHCD

**All medications, prescription and non-prescription, shall be brought to/from school in the original container or packaging by the parent/guardian**. A medication form is to be filled out by the parent and kept on file at the office. Students are not allowed to carry prescription or non-prescription medication (except cough drops or inhalers for asthma) at any time. No medications are kept at the office or dispensed except those brought by a parent for their student.

**LOCKER INSPECTION Code: JFG**

Lockers belong to the school district and are assigned to a student. They can be searched at any time by the Principal or a designee for any reason. Any such items which may be disruptive to the educational process will be removed from the locker or the student’s possession and will be returned to the parent at the administrator’s discretion. Lockers may be inspected periodically for neatness and overdue library books.

**CONFIDENTIALITY Codes: JO, JO-AR, JOA, JOB, JOD** Throughout the year Canyonville Middle School releases student "directory information" to various public agencies, media and civic groups. The information is used in press releases on school activities, parent group organization, surveys, and reports to public agencies, etc. Directory information includes the following information relating to students enrolled at Canyonville Middle School: Student name, address, telephone number, date and place of birth, participation in school activities, weight and height of athletic teams, dates of attendance, degrees and awards received, and other similar information. **Parents or students who want to refuse the release of any or all directory information must notify the school within two weeks of enrolling at Canyonville Middle School.**

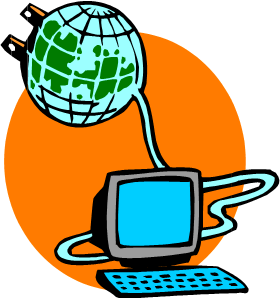
**INSURANCE**

Full information regarding student insurance will be made available to parents/guardians at the beginning of the school year. Students need to report any injury to the office within twenty-four (24) hours of the injury. Students who participate in sports must have verification of insurance coverage, either school or family.

**TELEPHONES**

****With permission, students may use the office phone for parent/guardian contact only. Abuse of office phones will result in loss of all phone privileges. **False 911 calls are illegal and will be handled by the police.**

**STUDENT TECHNOLOGY and INTERNET USE AGREEMENT**

Internet access is available to students and staff in the South Umpqua School District (SUSD). Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The purpose of this Technology Use Agreement is to provide the procedures, rules, guidelines, and the code of conduct for use of technology and the information network in the South Umpqua School District.

With Internet access, there comes the risk of availability of material that may not be appropriate in the context of a school setting. Although S.U.S.D. has taken precautions to filter controversial websites, it is impossible to fully restrict access to all objectionable content. We (SUSD) firmly believe that the valuable information and interaction available on the Worldwide Web far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Smooth system operations rely upon the proper conduct of users. In general, this means efficient, ethical and legal utilization of network resources.

**MOVING/CHECKING OUT**

If a student is going to move, the parent must notify the office as soon as possible. By the last day, all textbooks and library books must be returned, and any fees owed must be paid. The student is to report to the office on their last day and secure a check-out form to be signed by each of the student's teachers and the librarian. No early check out will be done at the end of the school year except for illness, family emergency or by administrative approval.

**VISITORS**

Parents are welcome to visit school at any time. They must check in at the office and get a visitor’s pass each time they visit the school. Students are not permitted to bring friends or relatives to school for any part of the school day.

**OREGON STATE ACHIEVEMENT TESTS**

All students are required to take Oregon State Achievement Tests to determine their progress toward meeting the Oregon State Standards. These test scores become part of the student’s permanent school record and are used to rate schools across the state. They are very important and are taken seriously.

**PROFESSIONAL LEARNING COMMUNITIES**

To better address the unique needs of middle school students, the Canyonville staff has formed a Middle School team that meets every other week. Research shows organized structure of teams for planning, teaching, and communicating about students is one of the best ways a middle school can be responsive to the needs of the early adolescent. Some reasons for teaming at this level include an opportunity to:

* Help students make the transition from a self-contained elementary classroom to the departmentalization of secondary grades.
* Help students see the wholeness that exists in learning, both in content and skills.
* Emphasize the child as well as subject matter.
* Provide the structure and consistency needed by students at this age.
* Provide for the unique guidance needs of early adolescent students.

Teams allow teachers to plan for students’ special needs and learning styles. This may involve changing a student’s schedule, adjusting the curriculum, helping with organizational skills, or addressing behavioral issues which may be hindering the student’s academic or social success. The team philosophy recognizes that parent involvement is crucial to student success. Teams will frequently ask parents to meet with them to help their student and are also glad to meet with parents at their request. Another function of the teams is to provide recognition and reward activities for students who are demonstrating good citizenship in the form of responsibility, self-management, school spirit, and respect and empathy for others.

**SCHOOL ATTENDANCE Code: JEA, JEA-AR**

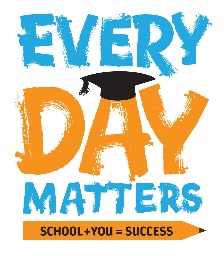
* Daily participation in class is vital for academic success. Absences for any reason mean missed classroom discussions, activities, and opportunities to clarify assignments. Poor attendance will directly impact grades. Students need to assume responsibility to be in class each day and make up work missed when they must be absent from class.
* Students with appointments (dental, doctor, or family obligation) must present a note and/or phone call from their parents to the office and secure a "Permission to Leave School Grounds" slip. When it is time for the appointment, the student will check out at the school office. When returning, the student will need to check in at the office. Checking in is necessary when you come in during any part of the day.
* If a student becomes ill during the school day and desires to leave school, he must first clear through the office. A student will never be sent home until the parents have been informed of the action taken. **Parents, please call the school when students are absent.** If you are unable to call, please send a note with your student to be turned in at the office when they return to school. The excuse should indicate the reason and date(s) for the student absence. Without this attendance information, absences will be unexcused and students may not be able to make up missed work.

**EXCUSED ABSENCES (ORS 339.065)**

Excused absences are those that are family or school initiated.The following are accepted reasons for excused absences:

* Student illness.
* Illness of a family member requiring the student’s help at home.
* Death in the family
* School-sponsored field trip

**UNEXCUSED ABSENCES**

* Appointments for haircuts, tanning, pictures, shopping, and other personal business are **not** excused. Oversleeping, missing the bus, babysitting and similar excuses are **not** considered excused absences or tardies. Absences and tardies will be reported to parents and the student will be subject to disciplinary action. Oregon law (ORS 339.020) states that parents are responsible for making sure their children are in school.
* Excessive absences can result in a requirement to commit to an attendance contract between the student, parent, and the administration. This contract will help the family to make goals and commitments to the student attending school on a regular basis.
* If a student continues to display poor attendance while on an attendance contract, it may result in a fine to the parent or guardian. At this point, the student will not be considered “a student in good standing.” The student will not be allowed to attend dances, afterschool athletic events, and field trips.

**\*\*PRE-ARRANGED ABSENCES\*\***

Students who are going to be absent, for reasons other than those listed above, need to notify the school in advance **(A minimum notice of 2 days is requested)**. A note from a parent requesting permission for the student to be absent and stating the reason and date(s) for the absence(s) should be turned in to the office. Parents who are unable to follow this procedure are asked to phone the office at 839-4396 explaining the absence(s). Students may be excused at the principal’s discretion for reasons other than illness, not to exceed 5 days in a three month period.

**At least two days prior to a planned absence, the student needs to pick up an Assignment Request Sheet from the office. Students need to pre-arrange with each teacher any possible assignments to be done in advance of the absence. If the teacher feels the lessons may need extra time to explain, it will be the responsibility of the student or parent, to arrange time with the teacher before or after school, to help get the instruction.**

**ATTENDANCE REWARD PLAN**

Attendance is essential for a student to be successful at school. We have an attendance reward plan to recognize students’ perfect attendance. The following will more clearly define the criteria for perfect attendance rewards.

**What makes perfect attendance?**

* The student must have no 1st period tardies.
* The student pre-arranges at least one day in advance for a medical appointment and is in school for half the school day.
* The student is attending a school activity.

If the student is gone for anything other than the above reasons, they do not have perfect attendance.

**How does it work?**

* Tiger Cards are awarded at the end of each quarter.

At the end of the year perfect attendance will receive a large prize or multiple medium prizes.

**ATHLETICS**

Canyonville Middle School provides many opportunities for students to participate in athletics as follows:

**7th and 8th Grade Students:** Football, volleyball, basketball, and track

Fees: $50.00 per sport with a $100.00 cap per student.

$150.00 sports fee cap per family.

**6th Grade Students:** Football, volleyball, basketball, and track

Fees: $20.00 per sport

Fees must be paid before the first game of the season, unless other arrangements are made with the office manager. Students participating in a school-sponsored sport are representatives of the school and community. Students are obligated to represent themselves, the school, and the community in a safe, respectful, and responsible manner. Major violations of school wide rules, alcohol, drug, and tobacco violations will result in suspension from games or dismissal from team.

**TRANSPORTATION TO ATHLETIC EVENTS**

Students who are part of a student activity must ride district-provided transportation to the activity. A student can be released to ride home with a parent only if the parent is present and makes the request in writing. If parents wish to have another adult transport their child, written notification must be received by school officials **before** the bus leaves for the activity. Forms for this process are available in the school office. Parents transporting students in a private vehicle will be required to verify a current driver’s license and proof of insurance. (School Board Policy EEAE)

**FREQUENTLY ASKED QUESTIONS AND ATHLETIC FAQ’S**

* **What is the attendance policy for athletic events?**

Students must be at school the afternoon portion of the day (last 3 periods of day). Absences must be excused with parent contact or doctors note. Emergency situations will be at the discretion of the administration.

* **What is the school discipline policy regarding participation in an athletic activity?**

****Students who are suspended from school on the day of a game or activity are not allowed to participate in any school related activity or be on school grounds the day of the activity.

* **How does school discipline effect participation?**

A suspension may make the student ineligible for 20% of the contests or events. Other referrals, such as detentions and bus citations, will be up to the discretion of the coaches and administration. Students may be removed from teams for serious or repeated violations of the school discipline policies and the code of conduct contract.

**What is the school policy regarding grades and participation in athletics?** Students who participate in extracurricular athletic activities will be required to have a 2.00 (C average) grade point average and have no F’s in core classes (English, Math, Social Studies & Science) in the previous grading period. Students who fail to meet this requirement with be put on academic probation for the duration of the season or grading period. While on probation the student will be required to attend scheduled practices and complete a grade check sheet each week. If the grade checks are satisfactory, then the student may participate in the next week’s contest(s) and if the grade check is unsatisfactory (failing grades) they will be unable to participate in the contest or even attend away contests.

**\*In order to participate on any sport team, the athlete must have on file a record of the following:**

1. **Verification of a medical physical examination**
2. **Proof of insurance/Medical Consent to treat Code: JHA**
3. **Parent/ Athlete Contract**

**GENERAL FAQ’S**

**Can my child come home during lunch?**

Yes, lunch passes are available with a parent note for students to walk home for lunch. Parents/guardians may take their student to lunch for a special occasion. Students must check out with the office and must return on time for the next class period.

**What is taught in your health curriculum?**

Canyonville’s curriculum is based on Oregon State Standards. Health curriculum includes information on HIV, AIDS and hepatitis and stresses the value of abstinence. If you want your child to be exempt from this portion of the health curriculum or other school material, please notify the school office and an alternative will be provided.

**SKILLS FOR SUCCESS FAQ’S**

**How can I help my child be successful at school?**

Parents, please help your son or daughter complete assignments by providing regular study periods at home and asking to see assignments. A common middle school comment is, **“I don’t have any homework.”** If you hear this often, please check your child’s grades online. It is probably not an accurate statement. Please check your child’s binder and folders frequently to help with homework and organization.

**How can I communicate with my child’s teachers?**

Communication between teachers and parents is a very important part of the educational process. Teachers are available to contact by telephone after school hours or by special appointment. Go to the Canyonville website at susd.k12.or.us and email your child’s teacher by clicking on their email address. If you would like to schedule a parent/ teacher conference, call the school at 541-839-4396 to set it up. Formal parent/teacher conferences are provided twice a year to provide communication on student expectations, reports on academic achievement, and behavior support. Conference information will be mailed home to parents to schedule formal conferences in the fall and spring.

**Canyonville Middle School (Grades 6-8)**

**Supply List 2019-2020**

* Scientific Calculator **(7th/8th Grade)**
* Ear Bud/Headphones (must fit in small Ziploc sandwich bag)
* Scissors-6 inch
* Colored Pencils – 12 pack
* #2 Pencils (48)
* Pencil top erasers
* Black or Blue pens (12)
* Pencil pouch/Pencil box
* Dry Erase Markers (8)
* Glue Sticks (3-4 small)
* Kleenex (1)
* Pee Chee type folders (4)
* College Rule Notebook paper (3)
* College Rule Spiral bound notebooks 70+ sheets (2)
* College Rule Composition Notebook 100 sheets (4)
* Graph Ruled (grid) Composition Notebook 100 sheets (1)

**PE Supplies:**

* Shorts
* T-shirt
* Athletic Shoes – non marking soles.
* Stick Deodorant (**no body sprays**!) – We are a fragrance Free School!

**Canyonville School does not furnish supplies to Middle School students. It’s important your student comes to school/class prepared with appropriate materials.**