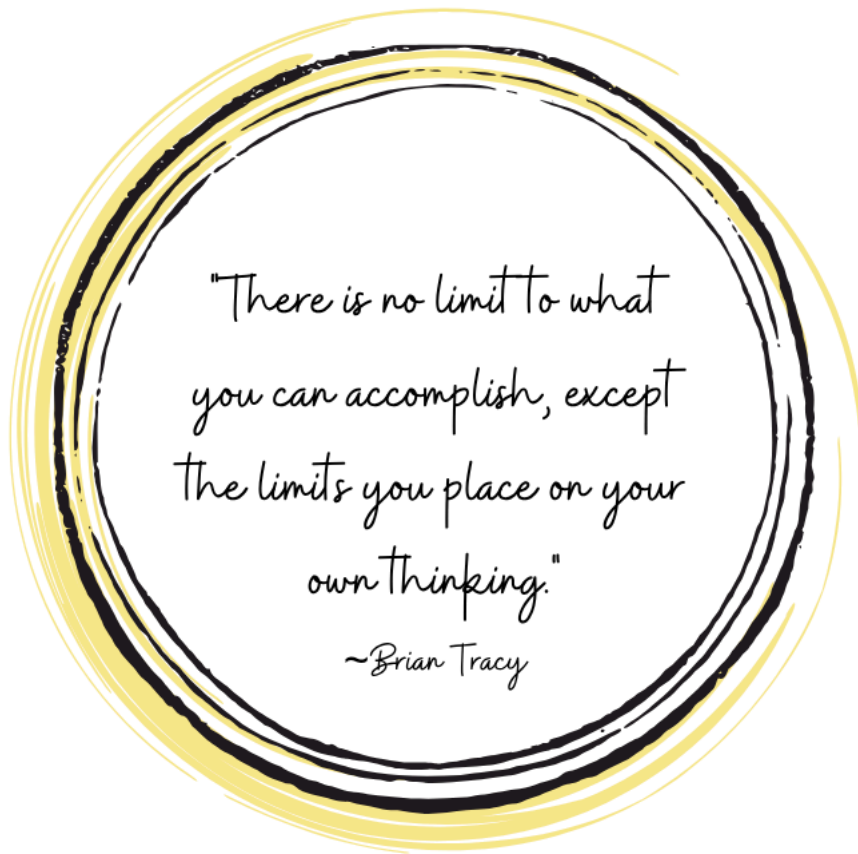


Coffenberry Middle School

591 NE Rice St.
Myrtle Creek, OR 97457
541-863-3104

25-26 Student/Family handbook



SOUTH UMPQUA SCHOOL DISTRICT
"United in unlocking unlimited potential in every student"

Coffenberry Middle School Mission:

At Coffenberry Middle School we believe every student has the right to learn, to belong, and to be themselves. We work together to create a safe and welcoming place where everyone is supported and challenged. Through meaningful learning and strong relationships, we help students build the skills and confidence they need to face challenges both now and in the future.

Superintendent of Schools
Erika Bare

Administration
Principal – Michelle Lind
541-863-3104

Vice Principal - Chris Lofton

Counselor
Ari Maloney

School Mascot – The Hornets
School Colors – Black and Gold

Web Page – <https://www.susd.k12.or.us/cms>
Facebook: Coffenberry Middle School



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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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.

All South Umpqua School District School Board Policies can be accessed through the South Umpqua School District main website at <http://www.susd.k12.or.us>

Table of Contents

| | |
|--|---|
| 4: School Contact Information | Fragrance Free Campus |
| Reaching Your Students | Verification of Residency |
| 5-8: School Rules and Student Expectations | School Closures |
| 9: Daily Schedules | Emergency Drills |
| Bell Schedule | Animals on Campus |
| School Calendar | Site Council |
| 11: Cell phone/Personal Technology | 18: Student Responsibilities/Practices/Policies |
| 12: Attendance | Backpacks |
| 13: Academic Program | Games, toys, Card Collections |
| Academic Excellence | Hall/Bathroom Passes |
| Grading | Tardies |
| Middle School Skills Success | Bicycles and Wheeled Transportation |
| Progress Reports | Bullying/Harassment, Intimidation, and |
| Report Cards | Menacing |
| Family and Teacher Communication | Cheating and Plagiarism |
| Advisory | Closed Campus |
| Schedule Change | Horseplay |
| Parent/Teacher Conferences | Drugs, Alcohol, and Tobacco |
| 14: Student Life | Fire Drill |
| Cafeteria | Hallway Behavior |
| Counseling Services | Student Affection |
| Dress Code | Safety |
| Library | School Boundaries |
| Lockers | School Telephone |
| Locker Inspection | Valuables |
| Lost and Found | Bus Transportation |
| Insurance | 20: Student Management |
| Keycards | Student Code of Conduct |
| Off Campus Conduct | Responding to Behavior |
| Homework Requests | 21: Athletics and Activities |
| Using AI | Information and Expectations |
| Dances | |
| Fees | |
| Reward Trips | |
| Medical Issues | |
| Medications | |
| Security Cameras | |
| Visitors | |
| Borrowing/Trading/Selling | |
| Tobacco Free Campus | |

Contact Information

Contact Main Office: 541-863-3104 ext. 56203

- Call if you need to report a student coming late or an absence due to illness or emergency.
- If you have a note from your parent because you are late or are leaving during the school day.
- If you wish to leave a message for a teacher
- If you need to make an appointment with an administrator
- If you wish to purchase school swag
- If you wish to make an appointment with the school counselor
- If you wish to discuss an incident that occurred at school
- If you need busing information

Contact Business Office: 541-863-3104 ext. 56202

- If you need to change emergency contact names and/or phone numbers, employment information, or medical information
- If you need to pay a fee or fine
- If you need data/transcript
- If you need help with athletic clearance

Transportation (Bus Barn) 541-863-3038

Safe Oregon Tip Line <https://www.safeoregon.com/>

South Umpqua School District: www.susd.k12.or.us

Coffenberry Middle School Facebook:

<https://www.facebook.com/people/Coffenberry-Middle-School/100043518414740/>

Need to Reach Your Student?

If you need to reach your student during school hours, please call the main office at 541-863-3104 or email shirley.cockrell@susd.k12.or.us. We will send a pass for the student to come to the office and call from the school phone.

SOUTH UMPQUA SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION

The South Umpqua School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008. The following have been designated to respond to questions and complaints from students, parents, staff and members of the public about nondiscrimination and equal educational opportunities, and may be contacted for additional information and/or compliance issues.

Erika Bare
Superintendent
South Umpqua School District #19
558 Chadwick Ln
Myrtle Creek, OR 97457 541-863-3115
erika.bare@susd.k12.or.us

Emily Veale
Director of Student Services
Student Services Director
Section 504 Coordinator
Title IX Coordinator
McKinney Vento Liaison and Foster Care POC
emily.veale@susd.k12.or.us

Ryan Savage
Director of Curriculum
and Instruction
ryan.savage@susd.k12.or.us

Coffenberry Middle School Rules and Student Expectations

Our goal is to create a positive and respectful learning environment where every student feels safe and supported. Tools for success and more details about student responsibilities are outlined in the handbook.

Our three school rules:

1. Be Safe:

- Create and maintain a space where all students and staff are protected from physical and/or mental harm and can learn and grow.

2. Be Respectful:

- Allow learning to happen around you.
- Treat each other with kindness, empathy, and consideration to create a supportive environment.
- Learn to appreciate different perspectives, experiences, and differences of others.
- Allow all students to ask questions and actively participate in academic pursuits.
- Keeping hands off things that don't belong to you and turning found items into the office.

3. Be responsible:

- Be accountable for your own choices and work to meet expectations/obligations.
- Take ownership of your actions and choices and accept the consequences.
- Acknowledge mistakes, learn from them, and make amends when necessary.
- Meet deadlines and follow through by prioritizing tasks, managing time, and avoiding distractions.

❖ **Student Responsibilities:**

- Be on time to all classes
- Come prepared for all classes (pencil/pen, folder)
- Keep personal electronics “off and away” in locker, backpack or designated spot
- Use school technology appropriately and stay on designated sites
- Follow instructions from all staff members
- Be respectful of the learning of others
- Walk on the right side of the stairs and hallways
- Dress so you are ready to learn
- Wear appropriate shoes for physical education classes
- Passing periods are for using the restroom, getting water, and going to your next class
- Show kindness to others
- Dismissal is at 3:10 and students not participating in activities should immediately leave the school campus per district policy

Student Code of Conduct Policy JFC

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district’s written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Behavior Expectations: Guidelines for Success

| | Be Safe | Be Respectful | Be Responsible |
|---|---|---|---|
| Library | <ul style="list-style-type: none"> Keep hands, feet, and objects to self. Enter and exit quietly and calmly. Wait your turn. Watch where you are going. Heads up! Take hoods off. Use library furniture the way it was made to be used. | <ul style="list-style-type: none"> Use polite language; G/PG rated. No putdowns. If it isn't yours, leave it alone unless you have permission. Use sound level 0-1. Listen and follow adult directions the first time. Leave food and drink out. Put books away where you found them or ask for help. | <ul style="list-style-type: none"> Leave it as clean or cleaner than when you arrived. Return items by due date. Keep books and electronic devices away from liquid or animals while at home. |
| Lunch/ Cafeteria | <ul style="list-style-type: none"> Watch where you are going. Heads up! Keep hands, feet, and objects to self. Sit with feet on the floor, bottom on the bench. Wash your hands before eating. Walk with two hands on tray. Report any spills. Take hoods off. | <ul style="list-style-type: none"> Use voice level 2. Use polite language; G/PG, no putdowns. Take your turn at the water fountain quickly and move so others can use it. Wait your turn. Follow directions the first time they are given. | <ul style="list-style-type: none"> Leave it as clean or cleaner than you found it. Be where you need to be. Be prompt to destination. Report any spills or messes. Clean up the area where you ate, throw away any trash, remove any spilled food. Eat in the given time. Food stays in the cafeteria. |
| Assemblies/ Special Events | <ul style="list-style-type: none"> Keep hands, feet, and objects to self. Sit with bottom on the bleacher seat and feet below. Take hoods off | <ul style="list-style-type: none"> Use the designated voice level for the activity. Use polite language; G/PG, no putdowns. Follow directions the first time they are given. Stay focused and participate for the purpose of the event. | <ul style="list-style-type: none"> Sit in assigned spot. Take what you bring. |
| Arrival/ Dismissal | <ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. Look for cars when crossing driveways and crosswalks. Use crosswalks and sidewalks. Watch where you are going. Heads up! Go directly to your destination. Walk your wheels on campus. Be aware of others and surroundings. | <ul style="list-style-type: none"> Use sound level 2. Use polite language; G/PG, no putdowns. Follow all adult directions. | <ul style="list-style-type: none"> Arrive on time and leave promptly. <ul style="list-style-type: none"> Check in at the office if arriving late. Notify the office before 12:00pm about end of the day changes. |
| Buses | <ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. Keep all your body inside the bus. Ride the correct bus and if needed have a bus pass. Stay seated at all times. Keep the aisle clear. | <ul style="list-style-type: none"> Use sound level 1. Use polite language; G/PG, no putdowns. Wait your turn to get on the bus. Follow adult directions the first time. | <ul style="list-style-type: none"> Leave it as clean or cleaner than you found it. Take your belongings when you get off the bus. Get to the bus on time. |
| Office | <ul style="list-style-type: none"> Take hood off. | <ul style="list-style-type: none"> Wait your turn. Use polite language; G/PG, no putdowns. Follow adult directions the first time. If it isn't yours, leave it alone. | <ul style="list-style-type: none"> Sign in when arriving late to school. Sign out when leaving school early. |

| | Be Safe | Be Respectful | Be Responsible |
|---|--|---|--|
| All the time Everywhere | <ul style="list-style-type: none"> • Keep hands, feet, and objects to self. • Keep drugs, alcohol, vaping, smoking, lighters, THC products, or paraphernalia off campus. • Keep weapons off campus. • Walk your wheels on campus, bikes, skateboards, scooters. • Take hoods off when in the buildings. | <ul style="list-style-type: none"> • Use polite language; G/PG rated. No put downs. • Keep hands, feet, and objects to self. • If it isn't yours, leave it alone unless you have permission. • Follow the dress code. • Voice level: Use the designated voice level. • Leave all spaces as clean or cleaner than you arrived. • Support the rights and feelings of others. | <ul style="list-style-type: none"> • Let someone know if there is a safety issue. • Leave it as clean or cleaner than you found it. • Be honest. • Follow the dress code. • Follow school rules and procedures and encourage others to do the same. • Stay in supervised areas. • Be prepared and on time. • Cell phones are put away and out of sight during class time. • Accept consequences for your own behavior. • Make choices that promote the well-being of yourself and others. • Refrain from cheating including plagiarism. |
| Halls/ Stairways/ Pathways | <ul style="list-style-type: none"> • Always walk. • Stay to the right. • Use one stair at a time. • Use crosswalks. • Stay on sidewalks. • Keep hands, feet, and objects to self. • Watch where you are going. Heads up! • Take hoods off. | <ul style="list-style-type: none"> • When visiting in the hall, keep walkway clear. • Use voice level 2. • Use polite language; G/PG, no put downs. • Take your turn at the water fountain quickly and move so others can use it. | <ul style="list-style-type: none"> • Leave it as clean or cleaner than you found it. • Be where you need to be. • Be prompt to destination. • Report any spills or messes. • Arrive to class on time. |
| Lockers | <ul style="list-style-type: none"> • Look for others around before opening or closing. • Keep lockers closed when not using. | <ul style="list-style-type: none"> • Use only your locker with school lock. • Use temporary and appropriate decorations only. • Wait your turn. • If it isn't your locker, leave it alone unless you have permission. | <ul style="list-style-type: none"> • Keep lockers clean. • Keep combination. • confidential. • All items must fit inside locker. • Regularly clean lockers. • Only resealable, leakproof bottles in lockers. |
| Bathrooms | <ul style="list-style-type: none"> • Keep water in the sink. • Wash hands. • Leave the lights on. • Cell phones are NOT allowed . • Drugs, alcohol, vaping, smoking, lighters, or THC products are not allowed. • Take hood off. | <ul style="list-style-type: none"> • Give people privacy. • Use the restroom during passing periods if possible. • Use level 2 voice. • Keep conversations to a minimum. | <ul style="list-style-type: none"> • Report and stop vandalism. • Do your business and go. • Place trash in the trash can. • Leave promptly. • One per stall • Keep it clean. • Lock the top bolt when using the individual bathroom and lock the door when you leave. |
| Lunchtime Playtime | <ul style="list-style-type: none"> • Walk and run in the spaces provided. • Use the equipment the way it was made to be used. • Stay in the boundaries. Stay where an adult can see you. • Watch where you are going. Heads up! • Keep hands, feet, and objects to yourself. | <ul style="list-style-type: none"> • Use sound level of 3 or less. • Follow adult directions the first time they are given. • Stop what you are doing and listen when the whistle is blown. • Use polite language, P/PG, no put downs. • Play games with good sportsmanship. • Control your body. | <ul style="list-style-type: none"> • Use equipment as designed and instructed. • Take turns and share. • Use the restroom during your lunch break. • Put equipment away at the end of lunch. • Leave it as clean or cleaner than you found it. • No food leaves cafeteria. |

Instructional Expectations

| Academic Time | Teacher | Student |
|------------------------------------|---|--|
| Entering Class | <ol style="list-style-type: none"> 1. Greet students at the door or other welcome routine 2. Monitor hallway expectations within area of classroom | <ol style="list-style-type: none"> 1. Enter class with materials needed. 2. Greet teachers and peers. 3. Sit in assigned seat. 4. Read directions on board. |
| Warm Up/Launch | <ol style="list-style-type: none"> 1. Take attendance 2. Daily routine for starting class 3. Check in with students 4. Materials required posted | <ol style="list-style-type: none"> 1. Follow instructions with required material ready. 2. Check in with the teacher as needed. |
| Teacher-Directed Activities | <ol style="list-style-type: none"> 1. Share and discuss objective(s) 2. Ensure opportunities for students to respond. | <ol style="list-style-type: none"> 1. Listen actively 2. Ask “on topic” questions 3. Be on task 4. Talk when it is your turn |
| Individual Work Time | <ol style="list-style-type: none"> 1. Brief students before they work 2. Circulate/supervise where students are working 3. Ensure feedback loops | <ol style="list-style-type: none"> 1. On task working quietly (meet teacher expectations) 2. Stay in seat or assigned area 3. Ask “on topic” questions |
| Collaborative Work Time | <ol style="list-style-type: none"> 1. Brief students before they work 2. Circulate/supervise where students are working 3. Ensure feedback loops | <ol style="list-style-type: none"> 1. Do your part 2. Be inclusive to people and ideas 3. Work through conflict 4. On task 5. Calm on topic conversations |
| At All Times | <ol style="list-style-type: none"> 1. Maintain schoolwide expectations 2. Implement accommodations and modifications (504, IEP, ELL) 3. Break class into segments 4. Vary instruction | <ol style="list-style-type: none"> 1. Choose kindness 2. Follow schoolwide expectations. |
| Ending and Exiting Class | <ol style="list-style-type: none"> 1. Maintain engagement and/or structure until the end (Bell to Bell) 2. Preview next class; daily routine for ending class | <ol style="list-style-type: none"> 1. Clean up your area and put materials away. 2. Wait until the teacher dismisses class. |

Daily Schedules

| Monday, Tuesday, Thursday, Friday | |
|--------------------------------------|--------------------|
| 1st Period | 8:25-9:18 |
| 2nd Period | 9:23-10:13 |
| 3rd Period | 10:20-11:10 |
| 1st Lunch | 11:10-11:40 |
| Advisor A | 11:45-12:25 |
| Advisor B | 11:15-11:55 |
| 2nd Lunch | 11:55-12:25 |
| 4th Period | 12:30-1:20 |
| 5th Period | 1:25-2:15 |
| 6th Period | 2:20-3:10 |

| Wednesday | |
|------------------|--------------------|
| 1st Period | 8:25-9:00 |
| 2nd Period | 9:05-9:40 |
| 3rd Period | 9:45-10:20 |
| 1st Lunch | 10:20-10:50 |
| Advisor A | 10:55-11:30 |
| Advisor B | 10:25-11:00 |
| 2nd Lunch | 11:00-11:30 |
| 4th Period | 11:35-12:10 |
| 5th Period | 12:15-12:50 |
| 6th Period | 12:55-1:30 |

School Calendar

2025-2026

September

- 1 No School (Holiday)
- 2 No School (Inservice)
- 2 Open House 5:00- 6:30pm
- 3 First Day for 6th Graders Only
- 4 First Day for all Students
- 9 School Pictures
- 19 After School Celebration 3:10-4:15

October

- 2 Fundraiser Begins (Cookie Dough)
- 9-10 No School (Inservice)
- 20 Fundraiser Ends
- 27 Start of Red Ribbon Week
- 30 School Dance
- 31 No School (Inservice)

November

- 4 Dental Day
- 7 Student Reward Trip
- 10 No School
- 11 No School (Holiday)
- 24-25 No School (Parent Conferences)
- 26-28 No School (Thanksgiving Holiday)

December

- 12 School Dance
- 18 Band Concert
- 22-31 No School (Winter Holiday)

January

- 1-2 No School (Winter Holiday)
- 5 No School (Teacher workday)
- 19 No School (Holiday)
- 23 No School (Inservice)
- 30 Student Reward Trip

February

- 6 School Dance
- 16 No School (Holiday)
- TBA Fundraiser

March

- 2-6 Book Fair
- 4 Family Night
- 23-27 No School (Spring Holiday)

April

- 3 No School (Inservice)
- 6 No School (Parent Conferences)
- 9-11 FBLA State Conference
- 17 Student Reward Trip

May

- 22 No School
- 25 No School (Holiday)
- 28 Spring Band concert

June

- 8 Last Day for 8th Graders
- 8 8th Grade Farewell 10:00 am
- 9 Last Day of School (Half Day)

School Hours: 8:25 am – 3:10 pm

Wednesday Only: 8:25 am – 1:30 pm

All dates subject to change.

Cell Phones/Personal Electronic Devices/Smartwatches

Code JFCEB The school is not responsible for lost, stolen, or damaged cell phones or electronic devices. All personal electronic devices must be turned off and stored in a locker or backpack.

All use of personal devices must follow the District's Acceptable Use Policy. Inappropriate use may result in the loss of privileges, suspension, or referral to law enforcement. If a student sends a text or creates a post, story, reel, TikTok, or similar content that is demeaning to another student and is determined by school administration to be cyberbullying, it will be addressed with appropriate disciplinary action. This includes any communication made outside of school hours if it affects school activities, classroom instruction, or student safety.

In addition, taking, sharing, or possessing videos of any violation of school rules is considered being part of the violation and may result in disciplinary consequences. Recording video or taking pictures without prior authorization from the principal or designee is not allowed on district property or during district-sponsored activities.

Devices used in violation of these expectations are subject to confiscation and will only be returned to the student's caregiver or property owner.**

CELL PHONE EXPECTATIONS

PROCEDURES:

- All digital devices are **powered off and away during the day from arrival to departure.**
- Cell phones and other digital devices must be kept in student assigned lockers or backpacks. Students may not have any device on their person during the day for any reason.
- Digital devices include: phones, headphones, earbuds, smartwatches and/or other electronic devices.

CONSEQUENCES:

- **1st Offense:** Student is sent to the office, receives a warning and reteach of expectations. The violation is logged, and a parent notification is sent via email.
- **2nd Offense:** Student is sent to the office and the electronic device is confiscated and locked away safely until the end of the school day. Student is reminded of expectations regarding cell phone/electronics usage and family is notified of the violation.
- **3rd Offense:** Student is sent to the office and the electronic device is confiscated and locked away safely until the end of the school day. Family member is notified of violation and will need to pick up the device from the office.
- **4th Offense:** Student will be required to turn in their phone to the office every morning or leave at home for the remainder of the quarter.

Inappropriate or insensitive use of personal electronic devices in the classroom creates distractions that are disruptive to student attention, learning, and school culture.



Coffenberry Middle School

Attendance, Absences, and Late Arrivals

| | |
|---|--|
| <p>Students who attend school regularly are more likely to have success in school, graduate on time, and speak more positively about their school experience. Positive and regular attendance is crucial if we are to help our students become lifelong learners. Our goal is to have every student attend 90% of the time or more. Regular attendance in each class is expected, unless illness or an emergency exists.</p> | <p>Late Arrival</p> <ul style="list-style-type: none"> Students arriving late to school will be marked late arrival. The school doors are locked. All students MUST check in at the office AND receive a tardy pass before going to their class if arriving late to school. Parents are expected to notify the school if their student is arriving late. |
| <p>Notifying the Office of Absences:</p> <ul style="list-style-type: none"> Call within 48 hours of absence. <ul style="list-style-type: none"> Main Office: 541-863-3104 ext. 56203 Email: Shirley.Cockrell@susd.k12.or.us Parent/guardian can send a note with student. | <p>Leaving Early:</p> <ul style="list-style-type: none"> Students must check out at the office prior to leaving the building. Students must wait for and receive an office summons that will be delivered to the student's class prior to the student leaving class. If a student is ill, they will wait at the main office to be picked up. The person picking up the student must come into the building and present ID. |
| <p>Information for Notification:</p> <ul style="list-style-type: none"> Student's first and last name Reason for absence Date (s) of absence Caller's name and phone number if you would like a call back. | <p>Pre-Arranged Absence Procedure:</p> <ul style="list-style-type: none"> Family should call or send a note with the student that they will be gone at least 3 days prior to the absence. Students will get pre-arranged absence form from the office. Form is completed and signed and returned back to the office prior to the intended departure date. |
| <p>Definition of Excused Absence:</p> <ul style="list-style-type: none"> Student illness Illness of immediate family member when the student's presence at home is necessary Emergency, such as death, accident, injury or medical issue to student or family member. Dentist, doctor, or court appointment Administrator approved arrangements made in advance Pre-Arranged absence approved by school | <p>10-Day Inactivation Policy:</p> <p>Oregon law requires a public school district to withdraw any student with is marked as absent for 10 consecutive, full school days. Withdrawn students are required to re-enroll when they return to school.</p> |
| <p>School Notification to Families:</p> <p>Once a day, families will receive a call, email, and text notifying you of your student's absence if it is not excused. <u>Please do not reply to these auto-generated notifications as the school will not get your response.</u> Please email Shirley.Cockrell@susd.k12.or.us or call 541-863-3104 to discuss the absences if needed.</p> <p>We also notify families when there are many absences.</p> | <p>**All absences are still absences whether excused or unexcused. All absences will be counted and tracked and families will be notified of the percentage of attendance students are at. We want you to know how often your child is absent. We will also count attendance this way for our quarterly trips that a grade level can earn.**</p> |

Academic Program

Academic Excellence – Coffenberry is a great place to grow both academically and socially! Students are encouraged and expected to accept the challenges of their classes by putting forth their best efforts so that quality work becomes the standard for all assignments. We believe it is important for missing work to be completed in a timely manner so that students continue to show consistent growth, understanding, and knowledge as the units and classwork progresses.

Grading - We continue to emphasize meaningful learning and clear communication. The goal is for your student's grades to more accurately reflect what they know and can do in relation to content they are expected to learn. This helps us more accurately assess academic progress. Skills such as effort, participation, and behavior will be reported separately from academic performance. Grades communicate student learning progress

A: An "A" letter grade would indicate that a student has mastered, at an advanced level, the academic learning targets for that class.

B: A "B" letter grade would indicate that a student has a strong understanding of the content and has the tools needed to succeed at the next level.

C: A "C" letter grade indicates that a student has a basic understanding of the content and skills taught in the course. They have what they need to move forward.

D: A "D" letter grade depicts that a student has not yet mastered the knowledge and skills necessary to succeed at the next level. This grade communicates that more learning and intervention may be needed.

F: A "F" letter grade indicates that the student has not understood course material sufficiently and is needing support.

NG: The "No Grade" letter grade depicts that a student has shown insufficient evidence of learning. There is not enough evidence to assess the student's understanding. The student has made minimal or no progress throughout the grading period.

I: "Incomplete" The student needs to complete some work in order to best assess their learning.

Middle School Success Skills: Middle School Success Skills help students build the habits and behaviors they need to grow not only as learners but also as people. These skills focus on areas like responsibility, organization, perseverance, respect, and working with others. While they are not tied to specific academic subjects, they are just as important because they show how students are developing the qualities that support success in school and in life. Middle School Success Skills will be reported as the first comment on Report Cards to communicate how students are doing in these areas.

| Level | Description |
|---------|---|
| Always | I take responsibility for my actions, stay organized, and manage my time well. I control my emotions, show respect, and work well with others. I ask questions, solve problems, and keep trying even when things are tough. I reflect on my work and learn from mistakes. |
| Usually | I am responsible and organized most of the time. I manage my emotions and behavior in most situations. I try to respect others and work well in groups. I usually ask questions, try to solve problems, and keep going even when things are a little hard. |

| | |
|------------------|--|
| Sometimes | I need reminders to stay organized or manage my time. I sometimes have trouble controlling my emotions or behavior. I try to work with others but may not always show respect. I sometimes give up when things are challenging or wait for help instead of trying on my own. |
| Rarely | I often forget to stay organized or finish my work. I struggle to manage my emotions and behavior. I rarely show respect or work well with others. I give up quickly when faced with challenges and avoid reflecting or learning from mistakes. |

Progress Reports: Twice during the quarter progress reports will be emailed home to families. This is a snapshot of how the student is doing mid-way through the quarter. This allows us to communicate with families the progress up to this point before final grades are assigned.

Report Cards: At the end of each quarter report cards are emailed home to families. These will be sent home after the end of each quarter.

Family and Teacher Communication: We believe in a partnership between school and families as our parents/guardians are the experts in their students' lives and can take an active role by: providing regular study time at home, asking about incomplete assignments, and monitoring progress through PowerSchool. If classroom based concerns or questions occur, we encourage you to help your student connect with their teacher to advocate for their needs. This may include coaching your student to have a conversation with their teacher or a parent/guardian conversation with the teacher to resolve concerns. Please reach out to the administration team if you cannot resolve your concern with the teacher directly. Families can also stay updated using PowerSchool – <http://susd.powerschool.com>.

Advisory: Advisory is a class that all students attend during the school week. On Monday, Tuesday, Thursday and Friday students have an opportunity to get additional academic support with reteaching, retakes, or opportunities for academic extension. Wednesdays will be spent learning skills on mental well being, organization, community building and practicing our safety drills.

Schedule Changes: Schedule change request forms must be completed within the first week of each quarter with the counselor. Note: We do not switch classes to accommodate friends or teacher preferences. All changes are based on class availability and are **not guaranteed**.

Parent-Teacher Conferences: Formal parent-teacher conferences are held twice a year to support ongoing collaboration between home and school. These conferences provide an opportunity to discuss student expectations, review academic progress, and address any behavior support needs. Information about scheduling fall and spring conferences is emailed home to parents in advance.

Student Life

Cafeteria: Our cafeteria is open twice daily (breakfast and lunch) to provide students with the nourishment they need. Meals are provided to every student. Breakfast is served from 8:00am-8:15am for all students. Lunch is served during the day. Students eat either during First lunch or Second lunch depending on their advisor teacher.

Counseling Services: Mrs. Maloney is available to help students with personal, academic, and social concerns. Students can complete a request for an appointment to speak with her. When emergencies arise, services are available.

Dress Code: Clothes for school should allow students to focus your attention on learning and other school activities. Students must wear bottoms and a top when at school. Footwear appropriate for school activities must be worn at all times. Hoods must be removed during the school day. Violations will result in counseling and requirements to change clothes.

School Policy Codes: JFCA/ACB/KGC/GBK/JFCG

- Clothing and jewelry should not display words, pictures or insignias that are crude, profane, or sexually suggestive, or which advocate racial or religious prejudice, or which depict drugs, alcohol, illegal activities or promote such things, or have violent imagery, weapons, or hate symbols.
- All clothing should cover underwear, undergarments (with the exception of straps), and private parts. Underwear and undergarments include but are not limited to bralettes, lingerie, and waistbands of underwear.

Library: The library is open from 8:15am-3:20pm except Wednesdays, when the library closes at 1:30pm. No food or drink is allowed in the library. Students can check out items from the library including Chromebooks to complete work when needed.. Students are responsible for the items checked out to them and must pay for lost or damaged items. Chromebook charges can range up to \$150 from negligence or irresponsibility. Students with overdue items may not check out other materials until the overdue is cleared.

Lockers: Students that would like a locker assigned to them may get a locker assignment from Shirley in the office. Students are expected to have their own locker as sharing is not permitted. This prevents problems and ensures that student's items are protected. To prevent problems, do not share your combination with another student. Immediately report problems or missing items. Lost locks will incur a \$10 fee. Coffenberry is not responsible for lost or stolen items. Lockers should be used to store items needed for school. School and government officials may search lockers when a reasonable suspicion exists.

Locker Inspection (Code: JFG): Lockers, desks, and other storage areas are the property of the school district and are under the control of the principal. Students have no expectation of privacy when using these spaces and may only use them to store items needed for school-related activities. All storage areas are subject to routine inspection without prior notice in order to ensure that no prohibited items are present, maintain sanitation and safety, and reclaim school property such as overdue books or equipment.

Lost and found: Lost items that are found are stored in the cafeteria for about a month. Unclaimed items are donated to a charitable organization monthly. In order to prevent loss, label personal belongings including coats, sweatshirts, school supplies, lunch bags, musical instruments, and backpacks. Avoid bringing personal items and valuables to school.

Insurance: Insurance information can be provided to parents at the start of the school year. Sports participants must verify insurance coverage (school or family).

Keycards: Students can check out a keycard for access to the main building and the gym during the school day. Students see Peggy for the check out form. Cards may not be loaned to others and misplaced cards will be accessed with a \$7 replacement fee.

Off Campus Conduct: Students are expected to follow the three school rules at all times, including off-campus, as they represent the school from the time they leave home until they return. This includes behavior at bus stops, on field trips, and during other off-campus activities. Disciplinary consequences may be given for

off-campus conduct that disrupts the educational process, has a harmful effect on our school environment or the welfare of our students, occurs at school-related or bus stop locations, or threatens student safety or well-being during travel.

Homework requests: When requesting homework for a student they need to have been gone for more than 2 days and require 24 hour notification for staff to get the work collected.

Using AI Responsibly: AI tools should be used ethically and responsibly to support learning, not to bypass it. Your work must be primarily your own, with proper acknowledgment of any AI assistance. While AI can be a helpful tool for clarification, learning, and tutoring, it should not be used to complete assignments for you. Copying significant AI-generated content without citation is not acceptable. You should be able to explain and demonstrate your understanding of any work you submit; failure to do so may indicate the need to relearn the material.

Dances: To attend a school dance, students must be present for at least half of the school day. All school conduct rules apply during dances. Once admitted, students are discouraged from leaving early and will not be allowed to return if they do; parents may also request that their child not be allowed to leave before the dance ends. Students must be picked up promptly at the end of the event. Dances are only open to current middle school students and homeschool students who participate in school activities.

Fees: Fees will be assessed for any lost or damaged books, locks, keycards, Chromebooks or other vandalism to school property. Bills will be sent to parents/guardians stating the amount of fees, damages or fines due.

Reward Trips: Grade levels have the opportunity to earn reward trips at the end of each quarter of school. They will be based on academics, behavior, and attendance. The grade level with the overall highest percentage in these categories will earn the trip. Families will be notified of trips ahead of time and permission slips will be required for student participation by the due date. A regular school day is planned for the grade levels that do not earn the trip.

Medical Issues: Please notify the school office early in the year of any unusual or ongoing medical conditions—up-to-date information is critical for your student's safety.

Injury Response: Minor injuries will be treated with basic first aid, and parents will be contacted if the injury may require medical attention. If the injury appears serious and parents cannot be reached, the school will seek appropriate medical care.

Illness and Infection: Keep your child home if they have a fever over 100.4°F (even after medication), are vomiting, have diarrhea, or have pink, crusty eyes. If your child has a treated infection, the area should be covered, and a note should be sent to school. If a child becomes ill or injured during the school day, parents will be contacted to pick them up.

Communicable Diseases: Students suspected of having a communicable disease will be sent home, and parents should not send children to school if they suspect an illness. A written clearance from a doctor or health department is required for the student to return to school.

Medication (Code JHCD): Students are not allowed to take prescription or over-the-counter medications at school without written approval from a parent/guardian or physician. A medication request form must be completed, including the name of the drug, dosage instructions, and a liability release. All medications must be stored in the school office and will only be administered by trained office staff. Prescription medications must be in the original labeled bottle with the student's name. All required paperwork must be properly completed and filed with the school office.

Security cameras: For the protection of students, staff and school property, cameras are in place in numerous areas around campus. Information obtained from camera recordings may be used in the investigation of school rule violations or criminal activity.

Visitors (Code: KK): Visitors must ring the doorbell and state their purpose before entering school property. Upon arrival, all visitors are required to report to the school office and show ID. Visitors should not disrupt teacher work or classroom activities. Visitors need authorization from the principal or teacher before contacting any students. Visitors may be asked to leave for engaging in physical violence, disruptive behavior, disorderly conduct, violating school rules or laws, or interfering with educational programs or staff work.

Borrowing, Trading, Selling, or Bartering: Students are not allowed to borrow, trade, sell, or barter items on school grounds or during school activities. The school will not be held responsible for any problems or conflicts that arise from these exchanges. Any sales conducted at school must be for the benefit of school-approved activities or fundraisers.

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 a healthy environment.

Fragrance Free Zone: Coffenberry is a fragrance-free zone – please no colognes, perfumes, or body washes that have fragrance in the building. We have staff and students that are severely allergic to fragrances and must seek immediate medical attention.

Verification of Residency: Under Oregon law, students may attend the school district where their parents/guardians reside. To comply with state law regarding school attendance boundaries and to assure better emergency contact information for students, all students new to a school are asked to provide appropriate documentation of parental residency or, in the case of an emancipated minor, their own residency.

This includes:

- Students new to South Umpqua Schools
- Students in grades K, 6 and 9
- Students transferring from one school to another

Appropriate Documentation:

Two original documents from separate categories are required as proof of residency for registration. These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student:

1. Real Estate Documents [Current mortgage statement, escrow papers that show close of sale, grant deed, property tax bill, or rental agreement signed by both parties, with your name and address listed along with two consecutive rental payment receipts (within 60 days for new rentals)]
2. Other Official Documents:
 - a. Financial Documents (bank statement, credit card bill, pay stub)
 - b. Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan)
 - c. Insurance (home, rental, health or car)
 - d. Current Utility: electric, gas, cable or water bill with your name and address listed

Please Note: Telephone bills and driver licenses are not accepted for proof of residency.

What If I Don't Have Needed Documents?: In some cases, such as homelessness, you may not have the documentation you need to register. You may be referred to the District Student Services Department for support in addressing your child's school needs.

School Closure, Severe Weather/Emergencies: Families can check the district website at www.susd.k12.or.us for updates. We will also post updates on the South Umpqua School District Facebook page. If you register your contact information, you can receive automatic notifications on school closures through School Messenger. Parents/Guardians are strongly encouraged to update contact information when it changes.

Emergency Drills: We conduct monthly drills to familiarize our students with procedures.

Animals on Campus: Permission must be obtained from the Superintendent before bringing any animals to school. For the safety of our students no dogs are allowed on campus at any time. Trained service dogs would be the exception to the policy. Code: ING Companion or comfort animals are not considered service animals.

Site Council: The Site Council is mandated by the Oregon Education Act for the 21st Century. Duties of the council include coordinating the "School Improvement Plan" which promotes professional development for school staff, improves the school's instructional program, and oversees the administration of professional development grants. The Council includes teachers, parents/guardians, classified staff, and the building principal. Council meetings are open meetings and parents/guardians are always welcome. Site councils exemplify collaboration with a focus on promoting school renewal projects that affect student learning. Minutes from each meeting are posted on our school website.

If you are interested in serving on the council or would like more information, please contact the principal.

Student Responsibilities/Practices/Policies

Backpacks: Students may not bring backpacks into the bathrooms. Backpacks should also not be left in the hallways during classtime, as this creates safety concerns and tripping hazards. Backpacks should be stored securely in lockers, where they are safe and out of the way. Any backpacks left outside of lockers are not the responsibility of the school, so it is important that students keep them locked in their assigned lockers when they are not in use.

Games, Toys, and Card Collections: Card games, toys, and other distracting items are not allowed at school and will be confiscated if brought. Confiscated items will be held in the office until a parent picks them up. The school is not responsible for any lost or stolen items. Items not claimed by the last day of school will be discarded.

Hall/Bathroom Passes: Students will sign in/out of class during class time using a school-approved hall pass. Students will be required to keep their hall pass in their School folder. Hall passes will not be signed during the first 10 minutes and last 10 minutes of class.

Late to Class (Tardy) within a two week time period

Tardy 1-2: Classroom teacher will let student know, issue a warning, and may contact home.

Tardy 3-4: Classroom teacher will contact home and may issue a lunch detention.

Tardy 5+: Classroom teacher will refer the student to Administration to determine next steps.

Bikes, Skateboards, and Similar Devices: Students may ride bikes, skateboards, scooters, and similar devices to and from school but must walk them once on school grounds. These items may not be used on district property during school hours (7:00 a.m. to 4:00 p.m.). Use outside of school hours is not recommended and is at

the user's own risk. Bikes and scooters should be secured in the designated bike rack. The school is not responsible for any damage or theft.

Bullying, Harassment, Intimidation, and Menacing (Code: JFCF/GBNA): Harassment, intimidation, and bullying of any kind is prohibited. This includes actions that interfere with a student's education, occur on or near school grounds, during school activities, or on school transportation, cause physical harm or fear, create a hostile environment, target a person's protected class status (such as race, color, religion, gender, or disability), or degrade students or staff. Disciplinary actions may include suspension, expulsion, or referral to law enforcement. Students are expected to report any violations to a staff member immediately or report using SafeOregon Tip Line.

Cheating and Plagiarism: Giving or receiving unauthorized help on classwork, tests, or assignments is considered cheating. Each teacher will clearly define the cheating policy for their class. Plagiarism—copying someone else's work, including content from the internet—is not allowed and will result in disciplinary consequences.

Closed Campus: Students must remain on school grounds from the time they arrive until they are dismissed at the end of the day. Leaving campus during school hours is not allowed without a permit from the office. Lunch passes may be issued with a parent's written permission, allowing a student to leave campus for lunch.

Horseplay: Horseplay means pushing, shoving, poking, tripping, elbowing, wrestling, and other physical contact including play fighting. Our halls and common spaces are crowded; horseplay often leads to accidental injuries or fights. **Horseplay is absolutely not allowed at Coffenberry, on the bus, and during school sponsored events.** The excuse "but we are friends!" or "we're just messing around" does not work. Hands off!

Drugs, Alcohol, and Tobacco (Code: KGC/GBK/JFCG): The use of drugs, alcohol, tobacco products, or inhalant delivery systems by students is illegal, harmful, and interferes with learning and healthy development.

Students who possess, use, distribute, purchase, or sell unlawful drugs—including drug paraphernalia—alcohol, tobacco products, or inhalant delivery systems on district property, in district vehicles, or at district-sponsored activities (on or off campus) will face disciplinary action, up to and including expulsion.

Fire Drill Procedures: When a fire alarm sounds, accompanied by a white strobe light, all staff and students must immediately exit the building. If a fire drill occurs during class time, students should exit with their class and line up with their teacher at the designated location. If it occurs during passing time or lunch, students must leave the building right away and report to their homeroom teacher for attendance.

Hallway Behavior: Students are expected to walk quietly and keep to the right side of the hallway. Running, shouting, or any disruptive behavior is not allowed. Everyone should be courteous and respectful to others while moving through the halls.

Student Affection: Physical displays of affection that go beyond a quick hug are considered inappropriate at school, as they can be distracting and disruptive to a respectful learning environment. If students continue this behavior after being asked to stop, parents will be contacted and disciplinary consequences will be applied. Continued violations will be considered willful disobedience. This policy is strictly enforced to maintain a comfortable and appropriate environment for all students, especially given the wide range of ages and maturity levels in middle school.

Safety: To ensure a safe learning environment, certain items are strictly prohibited at school. These include guns, knives, replicas of guns or knives, or any objects that could be considered weapons; explosives, ammunition, or any devices that could cause harm or damage; cigarette lighters, matches, controlled substances (including vaping devices), tobacco, marijuana, and alcohol.

Additionally, any other item deemed a nuisance or unsafe by school staff is not allowed. If a student brings a prohibited item to school, it may be confiscated and turned over to the appropriate authorities. In serious cases, law enforcement may be contacted.

School Boundaries: During lunchtime, students must stay within the teacher's line of sight while on the field. The upper parking lot may only be used by students when going to the front office without a keycard. The gravel parking lot near the cafeteria is designated only for drop-off or pick-up.

The shop area is off-limits before school and during lunch unless a teacher is present. Students must stay away from the elementary school and its play area until after 4:00 PM. Additionally, students should not approach or loiter near neighboring homes and should avoid interacting with or bothering dogs in the surrounding area.

Telephones: Students may use the office phone with permission to contact their family. Phone calls should be limited to between classes except in an emergency. Using the phone for false or prank calls will result in disciplinary consequences and may be reported to law enforcement.

Valuables: Students are responsible for their own personal belongings and should avoid bringing large amounts of money or valuable items to school. If students wear glasses, watches, or other valuables, they should keep careful track of them at all times. Clothing and expensive items, such as sports shoes, should be clearly and permanently marked with identification to help prevent loss or theft.

Bus Transportation: Buses arrive before classes and depart promptly after school. Students are expected to be at their correct bus stop before school and at the bus loading area in time in the afternoon to board. Riding the bus is a privilege and can result in disciplinary action when students conduct themselves inappropriately. Buses have video recording systems accessible to the school and bus company, but not to parents due to student privacy. Please contact the South Umpqua District office if any questions arise.

The bus driver will notify the school principal when there is a violation of bus safety rules. Parents/guardians will then be contacted in a timely manner.

- First Misconduct Report: This is a warning.
- Second Misconduct Report (of the school year): Suspension of bus riding privileges for up to 5 school days
- Third Misconduct Report (of the school year): Suspension of bus riding privileges for up to 10 school days.
- Fourth Misconduct Report (or more): Student may be expelled from the bus for the remainder of the school year.

Please make sure your child knows before they leave that morning what the bus or pick-up plan is for the afternoon. This will cut down on last minute phone calls and/or your child's worry about the plan. If your plans change during the day, please notify the office as early as possible. If your child is riding the bus home with a friend, they need to bring a written note signed by the parent to the office before 12:00 pm that day. The office will issue a bus pass. A note is not a bus pass. Drivers will not accept a note.

OREGON STATE BOARD OF EDUCATION
REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Pupils being transported are under the 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 from 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.

First Student: Transportation 541- 863-3038

Student Management

Student Code of Conduct: Code: JFC

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities. Students are responsible for their conduct at school, while traveling to and from school, and during school-sponsored events. Consequences for misbehavior depend upon the severity of the misbehavior and the student's history of conduct. If a student demonstrates excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential action will be more severe.

Actions When Unexpected Behavior Occurs: Students that do not follow school rules may be referred to school administration. This is not an exhaustive list. In addition to these listed students may also be searched, have items confiscated, have citations issued from law enforcement, have restitution required, and/or be expelled.

Lunch Detention (Code: JGB)

Detention may be assigned for minor disruptions, inappropriate behavior, safety violations, tardiness, and similar issues. Detentions are served during lunch; students may eat a school lunch or bring a sack lunch, but restaurant food is not allowed. Students are expected to serve detention on the assigned day. Failure to serve will result in the detention time being doubled. Continued failure to serve may lead to suspension and a parent conference.

In-School Suspension (Code: JGD)

In-school suspension may be assigned at the administrator's discretion as an alternative to off-campus suspension. Students will complete academic work and participate in behavior-related learning activities. If a student fails to follow rules during in-school suspension, they may be sent home on immediate suspension. A parent or guardian must be available to pick up the student. In-school suspension may also affect a student's ability to participate in field trips, reward trips, after-school/evening athletic/school activities, and dances.

Suspension (Code: JGD)

Students may be suspended by an administrator for violating school rules or engaging in willful conduct that disrupts others' right to an education. During suspension, students are not allowed to be on campus or attend school functions. A formal suspension notice will be issued, and parents will be notified by phone. Suspensions may also affect a student's ability to participate in field trips, reward trips, after-school/evening athletic/school activities, and dances.

Athletics

Coffenberry Sports Information:

Athletics play an important role in the extracurricular program at Coffenberry Middle School. The programs offered to our students provide far more than the opportunity to hone athletic skills. Competition in sports teaches students how to develop inner strength, how to function within a team, and how to win and lose gracefully. These athletic endeavors allow our students to promote a sense of self-worth. It is the goal of the Coffenberry athletic program for all of our students to succeed in their chosen athletic programs, keeping in mind that success means that winning is not as important as participating, having fun, and doing your best. Students participating in athletics represent the school and community. Students are expected to follow the Student Athlete Code of Conduct.

In order for students to participate in athletics they need to have all forms completed and a medical sports physical on record every two years.

The following sports are offered:**Fall****7th - 8th Football****7th - 8th Volleyball****Winter****6th - 8th Wrestling****7th - 8th Boys Basketball****7th - 8th Girls Basketball****Spring****6th - 8th Track and Field**

Athletic Events: Students are encouraged to participate in athletic events as players or spectators. Student spectators are expected to demonstrate good sportsmanship and common courtesy, including participating in cheers to encourage competitors. All students must follow the three school rules, remain in the bleachers or designated spectator areas during events, and avoid roaming the school grounds or running in and out of the gym.

Transportation to Athletic Events (Code: EEAE): Students participating in activities are required to ride district-provided transportation to athletic events. Students may only be released to ride home with a parent if the parent is present and provides a written request. If a student will be riding home with another adult, the school must receive written notification in advance. Forms for alternate transportation requests are available in the school office. Parents transporting students in private vehicles must provide a valid driver's license and proof of insurance.