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2022-2023

**Coffenberry
Student
Handbook**



Coffenberry Middle School

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

Student_____

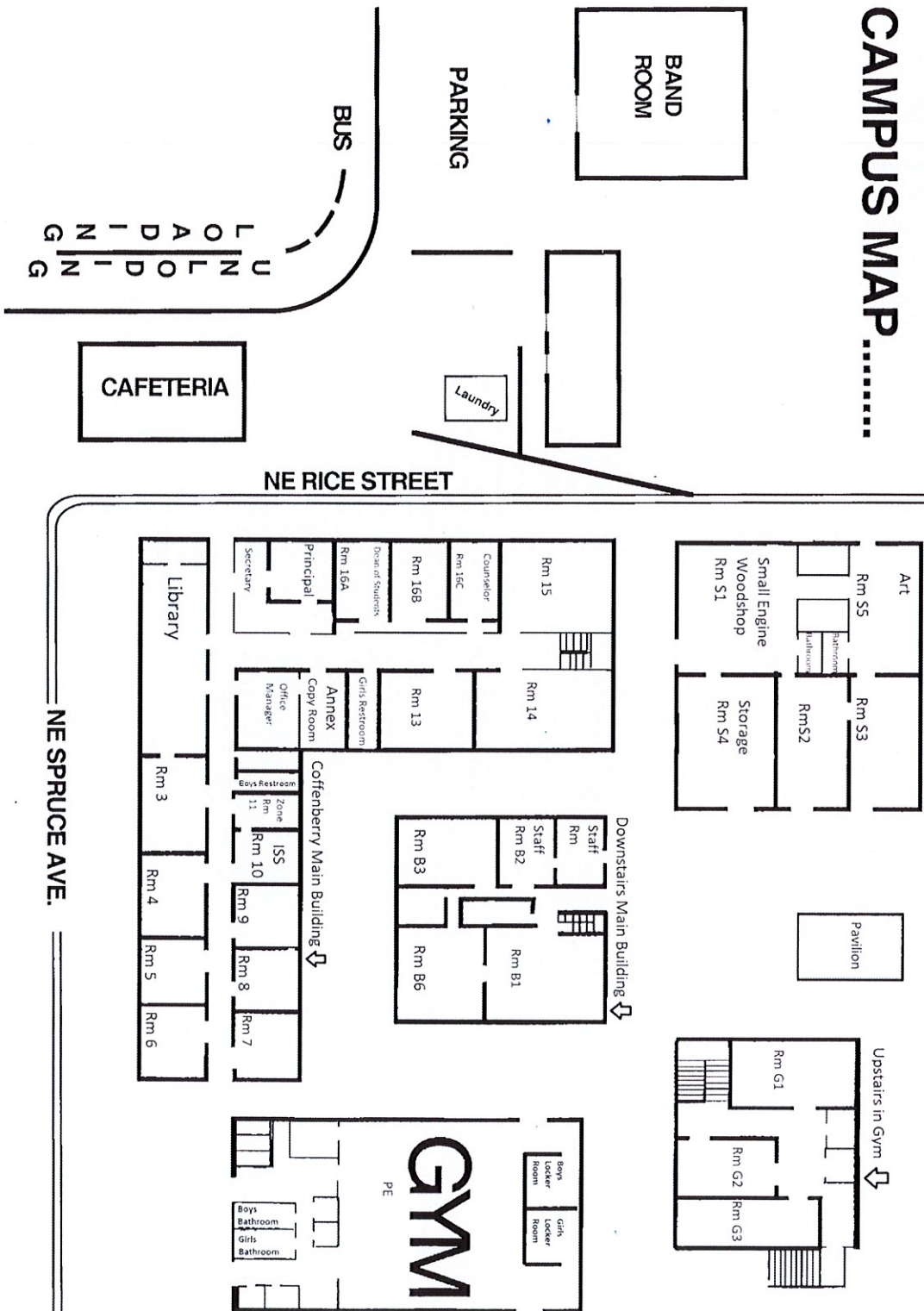
Grade_____

SOUTH UMPQUA SCHOOL DISTRICT
“Unlocking the Potential in Every Child”

Table of Contents

Campus Map	3
Athletics	7
Athletic Events	7
Attendance	7
Behavior off School Grounds	8
Bike, skateboards	8
Book Fees	8
Borrowing, Trading or Bartering	8
Bully/Harassment/Intimidation/Menacing	9
Cell Phone/Electronic	9
Cheating/Plagiarism	9
Closed Campus	9
Confidentiality	10
Dances	10
Disciplinary Consequences	10
Discipline Matrix	11
Drugs/Alcohol/Tobacco	12
Dress Code	12
Fees	12
Field Trips	12
Fire Drill	12
Games, Toys and Card Collections	12
Grades	13
Honor Roll	13
In "Good Standing"	13
Insurance	13
Lock Down Procedures	13
Lockers	14
Medication	14
Moving/Checking Out	14
Oregon State Achievement Tests	14
Parent Support	14
Parent – Teacher Conferences	15
Physical Display of Affection- PDA	15
Promotion and Retention of Students	15
Rewards	15
Safety –Zero Tolerance items	15
School Boundaries	15
Tardiness	16
Technology and Internet Student use Agreement	16
Telephones	16
Transportation services/Buses	17
Transportation to Athletic Events	17
Unprepared for Class	18
Valuables	18
Visitors	18

COFFENBERRY MIDDLE SCHOOL CAMPUS MAP.....



COFFENBERRY MIDDLE SCHOOL

Making a Difference

It is our goal to provide a positive respectful learning environment. We want all of our students to experience success at Coffenberry Middle School. Our School Wide Rules are established to ensure that we have a fun, safe environment.

1. Be Safe!

Everyone must know that Coffenberry is a safe place to be. Any behavior that may harm you or others will not be tolerated. Sometimes 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, letting 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 badly 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 show respect for school and personal property. Examples of respecting property include taking care of our school equipment, keeping our hands off the personal property of other students and staff, and taking found items to the Lost and Found.





3. Be Responsible!



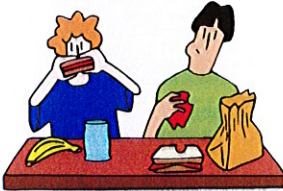



All through your life you must decide how you will act. Therefore we expect that you will do what is right whether anyone is watching or not. This is called "Being Responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for 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 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. 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 Coffenberry 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
<p>All Areas</p> 	<p>Keep hands, feet and objects to self.</p> <p>No drugs, alcohol, vaping, smoking, lighters, THC products, or paraphernalia on campus.</p> <p>No weapons</p> <p>Walk your wheels on campus; bikes, skateboards, scooters</p>	<p>Use polite language; G/PG rated.</p> <p>No putdowns.</p> <p>Keep hands, feet and objects to self.</p> <p>If it isn't yours, leave it alone unless you have permission.</p> <p>Follow the dress code.</p> <p>Voice level: Use the designated voice level.</p> <p>Leave all spaces as clean or cleaner than you arrived.</p>	<p>Let someone know if there is a safety issue.</p> <p>Leave it as clean or cleaner than you found it.</p> <p>Be honest</p> <p>Follow the dress code</p> <p>Follow all school rules and procedures and encourage others to do the same.</p> <p>Stay in supervised areas.</p> <p>Be prepared and on time.</p> <p>Bring a charged Chrome-book.</p> <p>Cell phones, need to be off and silent during class time.</p>
<p>Halls/Stairways/Pathways</p> 	<p>Walk at all times.</p> <p>Stay to the right.</p> <p>Use one stair at a time.</p> <p>Use crosswalk.</p> <p>Stay on sidewalk.</p>	<p>When visiting keep walkway clear.</p> <p>Use voice level 2</p> <p>Use polite language; G/PG, no putdowns.</p> <p>Keep hands, feet and objects to self.</p>	<p>Be on time to class.</p> <p>Leave it as clean or cleaner than you found it.</p>
<p>Lockers</p> 	<p>Open and close quietly and carefully.</p>	<p>Use only your locker with school lock.</p> <p>Use temporary and appropriate decorations only.</p> <p>Wait your turn patiently.</p>	<p>Keep lockers clean.</p> <p>Keep combination confidential.</p>
<p>Bathrooms</p> 	<p>Keep water in sink.</p> <p>Wash hands.</p> <p>Leave lights on.</p> <p>No Cell Phones.</p> <p>No drugs, alcohol, vaping, smoking, lighters, or THC products.</p>	<p>Give people privacy.</p> <p>Go in, do your business, and leave immediately.</p> <p>Use restroom during passing periods if possible.</p> <p>Use level 2 voice</p>	<p>Inform adults of vandalism, spills or other problems.</p> <p>Flush toilet after use.</p> <p>Leave promptly.</p> <p>Leave it as clean or cleaner than you found it.</p>

<p>Office</p> 	<p>Use level 2 voice.</p>	<p>Wait your turn patiently. State your purpose politely; “please, thank you.” Ask for permission to be behind the counter. Ask for permission to use the phone.</p>	<p>Sign in/out at the office when arriving late or leaving early. Stay where you are supposed to be. If it isn't yours, leave it alone unless you have permission.</p>
<p>Library</p> 	<p>Hang bags on back of chair or keep on back.</p>	<p>Wait in line patiently. Use level 1 voice. Push in chairs. Leave it as clean or cleaner than you found it.</p>	<p>Ask for assistance from the library staff, if needed. Return books on time. Keep food, drink, and gum out of the library.</p>
<p>Cafeteria</p> 	<p>Stay seated until finished. Walk at all times. Keep hands, feet and objects to self.</p>	<p>Use voice level 2 If it's not yours, don't touch it unless you have permission. Use polite language; G/PG rated. No put downs. No cutting in the lunch line</p>	<p>Keep your food on your tray. Take only what you can eat including condiments. Leave it as clean or cleaner than you found it.</p>
<p>Assemblies/Special Events</p> 	<p>Enter and exit quietly Keep hands, feet and objects to self. Follow all safety guidelines.</p>	<p>Listen respectfully; while the speaker is speaking, you aren't. Raise hand before speaking. Eyes on the speaker Watch for and respond to quiet signal. Sit quietly during presentation. Cell phones put away.</p>	<p>Focus on presentation. Be ready to participate and enjoy assembly. Follow school rules and procedures and encourage others to do the same.</p>
<p>Gym Complex Playground/Fields</p> 	<p>Keep hands and feet to self. Use equipment for intended use with adult permission.</p>	<p>Use good sportsmanship. Share equipment and space. Include everyone. If it's not yours, leave it alone unless you have permission. Use polite language; G/PG, no putdowns.</p>	<p>Return equipment promptly. Play safe, play fair.</p>
<p>Bus</p> 	<p>Stay seated with bottom on seat. Keep hands, feet, and objects to self and out of aisle.</p>	<p>Use level 2 voice. Use polite language; G/PG, no putdowns. If it's not yours, leave it alone unless you have permission.</p>	<p>Always follow bus driver's Instructions. Follow bus guidelines. Leave it as clean or cleaner than you found it. Let someone know there is a safety issue.</p>

ATHLETICS

Code: JHA

We provide many opportunities for students to participate in athletics. Football, volleyball, basketball, wrestling, and track are offered to students. Students participating in a school sponsored sport are representatives of the school and community. Students are obligated to represent themselves the school and 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 up to dismissal from team. Students must be in school the day of athletic events to participate.

In order to participate on any sports 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
3. Parent Contract

ATHLETIC EVENTS

Students are welcome and encouraged to participate in or be spectators at athletic events held at Coffenberry 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.

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. The academic impact of missing school is the same whether the absences are excused or unexcused. **AS A REMINDER, TO EXCUSE AN ABSENCE, PLEASE CALL THE SCHOOL AT (541) 863-3104, BEFORE 10:00AM.**

You could really help out by avoiding extended vacations that require your children to miss school; lining up vacations with the school's schedule. The same goes for doctor appointments. Above all, set an example for your child. Show him or her that attendance does indeed matter to you, and you won't allow an absence unless they are truly sick. Please check on your child's attendance, to be sure absences are not piling up. This can be done by using Powerschool Student and Parent Portals. Go to the district website www.susd.k12.or.us Click on **SCHOOLS>COFFENBERRY>POWERSCHOOL** You will be asked to enter your login name and password. If you don't know this information, the school can provide it for you. Thank you for taking an active role in your student's future!

- **EXCUSED ABSENCES (ORS 339.065)**

Excused absences are those that are family or school initiated. 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.

The following are accepted reasons for excused absences:

1. Student illness.
2. Illness of a family member requiring the student's help at home.
3. Death in the family
4. School sponsored field trip
5. 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. 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. A student will never be sent home until the parents have been informed of the action taken. \

- **PRE-ARRANGED ABSENCES**

Students who are going to be absent, for reasons other than those listed, need to notify the school in advance. 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 541-863-3104 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 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.

IF STUDENT FAILS TO FOLLOW PROCEDURE IT IS THE STUDENTS RESPONSIBILITY TO MAKE UP WORK WHEN THEY RETURN.

- **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 excused tardiness. Absences and tardiness 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 can 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.

BEHAVIOR OFF SCHOOL GROUNDS

When students are off school grounds they still represent Coffenberry 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.

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) Behavior that occurs while traveling to and from school that threatens student safety, physical or mental health.

BIKES, SKATEBOARDS

Bikes and Skateboards, or similar devices, are prohibited on district property on school days between 7:00 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 and skateboards 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 and scooters can be ridden to and from school. Once on school grounds they must be walked. On the north end of the school outside the 6th grade hallway there is a bike rack where bikes, skateboards and scooters can be secured. The school is not responsible for damage or theft.

BOOK FEES

Students are responsible for any books issued to them or checked out by them. 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 before another textbook is issued to the student or the student is allowed to check out books from the library. Parents should note that the average cost of a textbook is \$55.00

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 outside school or impede the educational process.

BULLYING/HARASSMENT/INTIMIDATION/MENACING

Code: JFCF/GBNA

A safe school environment is a top priority at Coffenberry. "Harassment, intimidation or bullying means any act that:

1. Substantially interferes with a student's educational benefits, opportunities or performance.
2. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.
3. Has the effect of: Physically harming a student or damaging a student's property. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property. Creating a hostile educational environment, including interfering with the psychological well-being of a student. Threats or comments via electronic devices while at school.
4. May be based on, but not be limited to, the protected class status of a person. "Protected class" means a group of persons distinguished, by race, color religion, sex. Sexual orientation, national origin, marital status, and familial status, source of income or disability.

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. 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. 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.

CELL PHONES/ELECTRONIC DEVICES (I-Pods, mp3 players, PSP, and cameras)

Code JFCL-AR

The South Umpqua School District and Coffenberry Middle School are not responsible for lost, stolen or damaged cell phones or other electronic devices. It is our responsibility to teach students how to properly use electronic information devices in a society where technology and its abilities change daily. Because of this, we at Coffenberry feel that our policy of restricting possession of electronic devices during the school day is not reflective of current practice within American Society. Therefore, we are allowing students to possess electronic devices during the school day. A number of restrictions on that possession are still in place. Cell phones and other electronics may be used before school (prior to 7:45), between classes, at lunch, and after school (after 2:15). Phones may not be used in the classroom during the school day without teacher permission. Cell phones are not to be used in the bathrooms or locker rooms. **Students are allowed to wear only one ear bud when listening to music during their free time, as it is a safety issue.** Teachers will still be able to legislate use in their classroom. Unless directed by a teacher, phones should be powered off, put away, and not a distraction during class time. Cell phone parking lots are provided in each classroom to keep cell phones during class time if students choose to do so. Also, our District Acceptable Use Policy Code JFCL-AR will be enforced while students use personal electronic devices on school property. Any student who uses such devices inappropriately will still be subjected to discipline as in the past. Use of a cell phone to send inappropriate text messages, pictures or video at school will result in loss of cell phone privileges, **In School Suspension**, and possible referral to law enforcement authorities. If a student text, social media post, or any other form of electronic communication is demeaning to another student(s), and is considered Cyberbullying by school administration, appropriate disciplinary action will be taken. This includes communication made outside of school hours if it is a distraction to the learning process and/or a safety concern. Consequences for misuse of cell phones/electronic devices will follow discipline matrix on page 10.

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. Any kind of plagiarism, including internet, is not allowed on student reports and projects. Students involved in cheating or plagiarism will receive a consequence according to the discipline matrix.

CLOSED CAMPUS

Students must stay on the school grounds from the time they arrive, even if school has not yet started. Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. For example: Arriving on the bus, then leaving school to go to the store. Lunch passes are available with a parent note for students to walk home for lunch. If students stay after school for assistance, they cannot leave school grounds before riding the late bus home.

CONFIDENTIALITY

Codes: JO

Throughout the year Coffenberry 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 Coffenberry 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 Coffenberry Middle School.

DANCES

Students must be in good standing and attend school at least half of the school day on the day of the dance to participate. All school rules of conduct apply to school dances and activities. 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 you do not want your student to leave the dance for any reason, let an adult in charge know. Students are to be picked up promptly after all dances. Dances are for Coffenberry Middle School students or students enrolled in a private school who are participating in other Coffenberry school activities.

DISCIPLINARY CONSEQUENCES

Discipline is something done FOR a student, not TO him or her.

- **DETENTION**

Code: JGB

Detentions will be given for various violations such as: minor classroom disruptions, inappropriate language, and failure to heed safety rules, tardiness, excessive rough housing, and any other problems that may interfere with learning or safety. Detentions are served during lunch and after school. Restaurant food is not allowed during lunch detention. Sack lunches from home are allowed, or your student will be provided with a school lunch. 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 in the room will result in immediate suspension. The parent, guardian or emergency contact must be available to pick up the student if this choice is offered. 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. The privilege to go on field trips may be affected by a suspension.

- **EXPULSION**

Code: JGD

Expulsion is removal of a student from Coffenberry 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 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.)

Coffenberry Middle School Discipline Matrix '22 - '23

Behavior	1 st Offense	2 nd Offense	3 rd Offense	Continued Behavior
Tardiness to class	Verbal Warning	Discussion with student	Lunch Detention *	Counseling Intervention+Lunch Detention
Cell Phone Use Violation	Verbal Warning	Phone confiscated – pick up at end of day*	Phone given to admin. – parent pick up*	Meet with parent about phone being allowed at school.
Minor Disruption and/or Disrespect	Verbal Warning	Lunch Detention*	After School Detention *	Meet with counselor Progressive Discipline
Minor Defiance/ Non-compliance	Verbal Warning	Lunch Detention*	After School Detention *	Meet with counselor Progressive Discipline
Inappropriate Language	Verbal Warning	Lunch Detention*	After School Detention *	Behavior Intervention Progressive Discipline
Minor Physical Horseplay Causing Injury	ISS 1 Day*	ISS 2 Days*	Behavior Inter. OSS 1 - 3 Days*	Behavior Intervention Possible Expulsion
Minor Physical Aggression Causing Injury	OSS 1 Day*	OSS 2 – 3 Days*	OSS 3-5 Days*	Meet with counselor Progressive Discipline
Skipping Class/Truancy	After School Detention *	After School Detention *	ISS 1 Day *	Meet with counselor Progressive Discipline
Major Disruption and/or Disrespect toward staff	ISS 1 Day *	ISS 2 Days *	ISS 3-5 Days Parent Meeting	Intervention Admin. Plan
Inappropriate Language Directed toward Staff	OSS 1 Day*	OSS 3 Days*	OSS 5 Days Behavior Plan	Possible Expulsion
Plagiarism/Cheating	Loss of Points*	After school Detention*	ISS 1 Day*	Meet with counselor Progressive Discipline
Technology Violation	After School Detention*	ISS 1 Day* Time off technology	ISS 1-3 Days* Loss of Technology	Meet with counselor Progressive Discipline
Theft or Destruction of Property	Restitution ISS 1-5 Days *	Restitution OSS 1-3 Days*	Restitution OSS 3-5 Days*	Possible Expulsion
Intimidation/Threat to School Staff	OSS 1–5 Days* Poss. Expulsion	OSS 5-10 Days* Poss. Expulsion	Suspension Pend. Expulsion	Referral to Police
Intimidation, harassment, threat to fellow student	ISS 1 – 5 Days*	OSS 3 – 7 Days*	Suspension Pend. Expulsion	Referral to Police
Sexual Harassment	OSS 1-2 Days *	OSS 3 – 7 Days* Police Referral	Suspension Pend. Expulsion	
Teasing & Bullying	Lunch Detention*	After school Detention*	ISS – 1 Day	Progressive Discipline Counseling Referral
Major Physical Aggression Fighting	OSS 3 Days*	OSS 3 – 5 Days*	Suspension Pend. Expulsion	Referral to Police
Threat of Intent to Use Weapons at School	OSS Suspension Threat Assessment - Police	OSS Suspension Pending Expulsion - Police		
Possession of Weapon	OSS Suspension 3-5 Days * Police	OSS Suspension Pend. Expulsion		
Possession of Weapon with Intent to Use	OSS Suspension Police Referral			
Possession of Drug Paraphernalia	OSS 1-3 Days*	OSS 5-7 Days * Referral to ADAPT	Suspension Pend. Expulsion	
Possession or Use of Tobacco, Alcohol or Drugs	OSS 3-7 Days * Referral to Police	OSS Suspension Pend. Expulsion Police Referral		

* Parent Contact with each behavior referral, either via phone, email or mail.

** ISS (In School Suspension) OSS (Out of School Suspension)

Matrix is used as a guideline; consequences may be adjusted due to severity of act, or by student behavior plan. Not all possible behaviors are included on matrix.

DRUGS/ALCOHOL/TOBACCO

Code: JFCG/KGC/GBK

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 South Umpqua 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.

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, costumes, capes, spaghetti straps, strapless shirts or dresses, muscle tank tops with large arm holes, shirts that do not cover the midriff and clothing that reveals undergarments are considered inappropriate for school. All shoes must have a sole. Students should wear clothing that is the correct size. Shirts should not be worn that have a neckline that is lower than the width of your hand from your collarbone. Bottom clothing for male and female students should provide sufficient coverage of all personal areas. Roughly, bottom clothing should have a minimum of a 3" inseam. Wearing offensive bracelets, hats, etc. will be asked to remove them. Students violating this policy will be counseled about proper dress and grooming and will be required to change their clothes. Coffenberry is a fragrance free zone – please no colognes, perfumes or body washes that have strong fragrance. We have staff and students that are severely allergic to fragrances and have to seek immediate medical attention.

FEES

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.

FIELD TRIPS

Occasionally teachers plan field trips to extend classroom instruction or as a reward for students. When a 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.

FIRE DRILL

Alarm with white Strobe light. All staff and students will exit the building. If this were to happen during class time, students would exit with their class. If this were to happen during passing time or lunch time, all students would exit the building and report to their first period teacher.

GAMES, TOYS AND CARD COLLECTIONS

Card games, toys, games and other items that may be a distraction to the learning process, are not allowed at school. If brought to school, these items will be confiscated and kept in the office until a parent is able to come to the school to pick them up. These items are also targets for theft. The school will not be responsible for loss or stolen items. Items not picked up by the last day of school, will be discarded.

GRADES

Coffenberry is a great place to grow both academically and socially! Your child is encouraged and expected to accept the challenges of their classes by putting forth their best effort, so quality work becomes the standard for all of their assignments. Progress reports or Report cards will be sent home every 4.5 weeks. Grades will be marked by either A, B, C, D, F or I (incomplete). An incomplete is not a failing grade but an indicator that your child has not completed all of the class work for that course. Incompletes are given as temporary grades to show that essential outcomes or proficiencies have not been met. At Coffenberry the learning is the constant and time is the variable therefore all Incompletes will have to be made up as a requirement for promotion to SUHS. All grades on report cards can be changed by contracting with the teacher. In addition to written reports, parent conferences will be held in fall and spring. The student's grades reflect the teacher's judgment regarding the student's progress.

HALLWAY BEHAVIOR

The hallways at Coffenberry are often crowded between classes. Be sure that you are walking on the right, using a level 3 voice volume, walking at all times, keeping your hands and feet to yourself, and remembering to take off your hat or hood when you come inside. If you forget to follow the hallway guidelines, you are making our hallways unsafe for others, and you may receive a hallway ticket resulting in a lunch detention the following day.

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	High Honors
3.49-3.00	Honor Roll

A student receiving a mark of "incomplete" is not eligible for listing on the honor roll. Students must be enrolled on a full-time schedule.

IN "GOOD STANDING"

We would like to encourage our students to do their best academically and behaviorally while they attend middle school. Every four to five weeks, we will be recognizing students that are in "Good Standing." These students will be rewarded with cell phone use during their free time, free access to after school activities, and be invited to celebratory activities throughout their school experience. We have a high expectations for our students to be successful here at Coffenberry and want to ensure student success as our students move toward high school. To encourage success, we have developed a tiered level of academic expectations for our students.

A student will move out of "Good Standing" if:

- A 6th grade student is failing 3 or more classes.
- A 7th grade student is failing 2 or more core classes; math, English, science or social studies.
- 8th grade student is failing 2 or more of any type of class.
- A student has been put on an administration plan for behavior.

If a student is no longer in "Good Standing," he or she will no longer be allowed cell phone/technology use at school, and access to after school activities including dances. Each student will be evaluated every 4-5 weeks to determine if they are in "Good Standing" or not. Our hope is that students that may not have been motivated to complete daily academic assignments or to follow school wide rules will become newly motivated.

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 after the injury. Students who participate in sports must have verification of insurance coverage, either school or family.

LOCK DOWN PROCEDURES-A.L.I.C.E.

Lock Down Signal: Alarm with Blue Strobe Light

If an intruder were on campus, ALICE is an acronym for Alert, Lockdown, Inform, Counter and Evacuate, will go into effect. The philosophy of ALICE is to use technology and information in a way that our students and staff can make informed decisions in a crisis, remove as many people as possible from the danger zone. We would go into a full lockdown where students and staff are locked into their classroom wherever they are at the time. If this were to happen during passing time, students would go to the nearest classroom. The doors would not be open to anyone except law enforcement personnel. This means if we were in full lockdown, we would ask parents not come on campus, as they would impede law enforcement. This allows the police and sheriff departments to do their jobs and once the threat has been cleared, we would lift the lockdown.

We will communicate notifications to parents via phone using the "School Messenger" automatic messaging system. Phone lines need to be kept clear for law enforcement only, no incoming calls from parents will be taken. After the lockdown has been lifted parents may come pick up their children. If a school evacuation is required, the site pick up will be the empty lot between the swimming pool and Maple Street.

LOCKERS

Your child will be assigned a locker by their grade. They are not to move from their assigned locker without permission. **THEY MUST NOT GIVE THEIR COMBINATION TO OTHER STUDENTS, NOT EVEN TO THEIR BEST FRIEND!!!** Lockers are a permanent part of the building, and students are expected to keep them in good condition. Building administrators may inspect lockers at any time. To avoid losing property at school: students should securely lock their locker and **NOT GIVE OUT THEIR COMBINATION**. Students should:

- Leave their back pack in their locker – Back Packs are not allowed in most classrooms due to lack of space and safety.
- Not leave valuables in their locker.
- Not bring cash to school other than their lunch money.
- Not bring any electronic equipment (games, iPods, MP3's, cameras).
- Report any loss to the office immediately.
- Be sure their name is marked boldly on all property.
- 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 teachers.
- Coffenberry is not responsible for any loss or damage.

LOCKER INSPECTION

Code: JFG

Lockers assigned to a student can be searched at any time by the Principal, or their 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.

MEDICATION

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. ORS 339.870.

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.

OREGON STATE ASSESSMENT TEST

All students are required to take Oregon State Assessment 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.

PARENT SUPPORT

Parents/guardians must support their students to 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 with your child's teachers. Teachers are available to contact by telephone after student hours or by special appointment. Go to the Coffenberry website at susd.k12.or.us and email your child's teacher by clicking on their email address. You may also want to check Power Schools to check your student's progress. If you would like to schedule a parent/ teacher conference, give the school a call at 863-3104 to set it up. Please check your child's binder and folders frequently to help with homework and organization.

PARENT-TEACHER CONFERENCES

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 set up formal conferences in the fall and spring.

PHYSICAL DISPLAYS OF AFFECTION- PDA

Physical displays of affection between students is inappropriate at school and distracts from the respectful learning environment we strive to achieve (this includes hugging and arm locking with others). If students persist in this unacceptable behavior, their parents shall be contacted, and there will be a consequence. 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.

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.

REWARDS

- **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, attendance and grades.

- **OTHER REWARDS**

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

SAFETY – ZERO TOLERANCE ITEMS

Code: JFCIB-AR/JFCJ

The following 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.

SCHOOL BOUNDARIES

Students are to stay within the teacher's range of vision on the field. Students are not allowed in the upper parking lot unless being dropped off. Students are not to walk up the service road from the cafeteria. Before school and at noon, the shop is off limits until the classroom teacher arrives. Students are not to be near the elementary school or play area at any time before 4:00 P.M. Students are not allowed in these areas before school, during passing periods, lunch time, or at any time they are not under the direct supervision of an adult.

TARDINESS

Tardiness 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 to a class after the tardy bell and does not have an excused tardy pass from a staff member or the office, a tardy is given by that teacher.

If a student arrives after the school day has begun, the student will need to check in with the office before going to class. 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 a lunch detention.

1st Teacher warning

2nd Teacher warning. Parents will be notified.

3rd + Teacher will assign the student a lunch detention. Parents will be notified.

Students who have chronic problems with tardiness will be referred to the counselor.

TECHNOLOGY and INTERNET STUDENT USE AGREEMENT

Internet access is available to students and staff in the South Umpqua School District. 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 to material that may not be appropriate in the context of a school setting. Although SUSD has taken precautions to filter controversial websites, it is impossible to fully restrict access to all objectionable content. We 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 end users. In general, this means efficient, ethical and legal utilization of network resources.

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.

TRANSPORTATION SERVICES/BUSSING

Buses are provided as required by law. They arrive shortly before classes begin and leave promptly after school. It is the responsibility of the student to be in the bus loading area in ample time to board appropriately.

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 with a warning and informing the student of expected behavior. A second citation will result with 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 with 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** by 12:00 and a temporary bus pass will be issued.
2. In order to obtain a bus pass the student must bring a signed note from their parent or guardian, parental personal 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.

- **AFTER SCHOOL LATE BUS**

An Academic Bus is available Monday through Friday at 3:25 p.m. (Wednesday at 2:25 p.m.) to allow students to spend additional time with teachers for extra help or make-up. There is no after school late bus, the first Wednesday of every month. Riding the Academic Bus requires an Academic Bus Pass that is available only from the secretary in the school's main office.

- **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 be 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.**

First Student: Transportation 541- 863-3038

TRANSPORTATION TO ATHLETIC EVENTS

Code: EEA

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.

UNPREPARED FOR CLASS

Student's success in school weighs heavily on their participation and effort. In order to be successful students need to be prepared for class every day. This means having paper, pencil/pen, notebook, and text book if needed. Students who have chronic problems being unprepared will be referred to the counselor and/or administration.

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 school, and if they wear glasses or watches keep track of them at all times. Clothing, and especially expensive sport shoes, should be marked with permanent identification.

VISITORS

Parents are welcome to visit school at any time. You must check in at the office and get a visitors pass anytime you visit the school. Students are not permitted to bring friends or relatives to school for any part of the school day.

All South Umpqua School District policies referenced in this handbook can be accessed through the South Umpqua School District main web site.