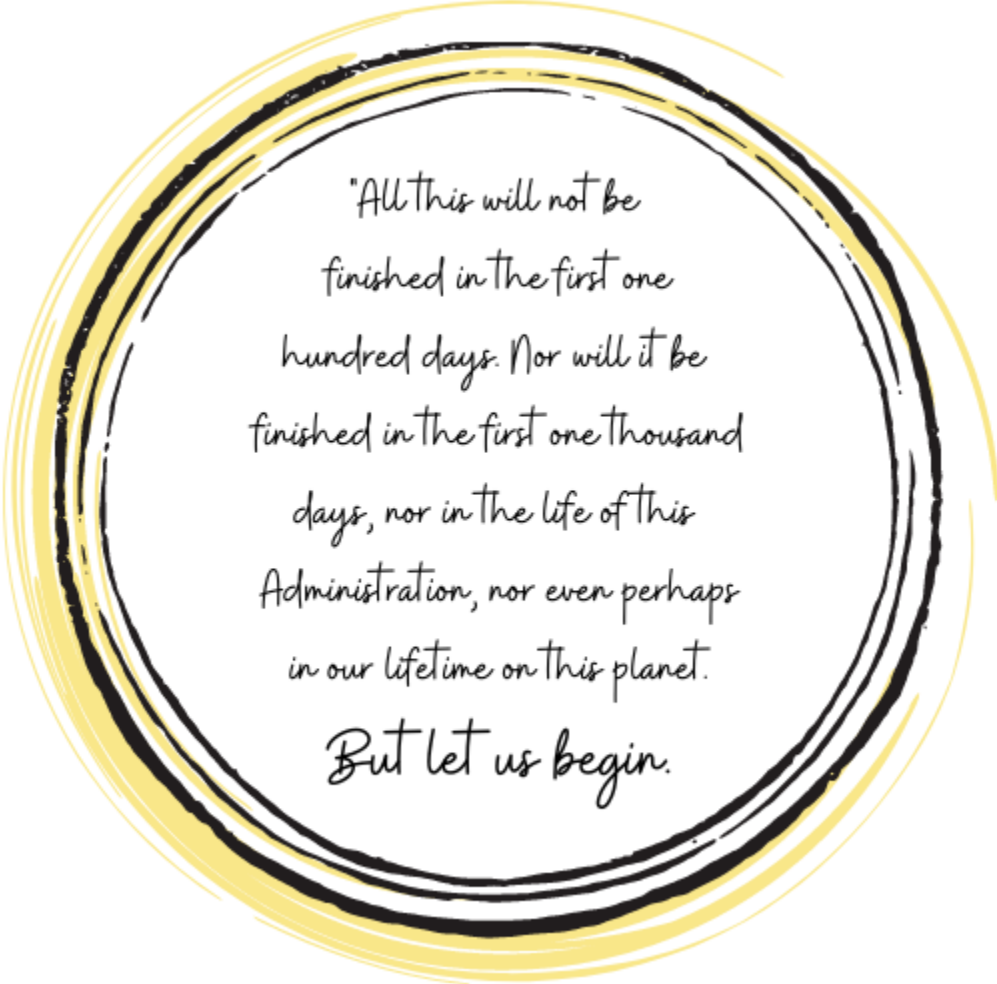


COFFENBERRY MIDDLE SCHOOL

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



*"All this will not be
finished in the first one
hundred days. Nor will it be
finished in the first one thousand
days, nor in the life of this
Administration, nor even perhaps
in our lifetime on this planet.
But let us begin.*

STUDENT/PARENT HANDBOOK

SOUTH UMPQUA SCHOOL DISTRICT
"Unlocking the Potential in Every Child"

Coffenberry Middle School Vision: At Coffenberry Middle School we seek to provide all students with the opportunities and experiences to develop skills, attitudes, and values that will lead to a lifelong love of learning and empowerment to meet current and future challenges.

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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

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. We have staff and students that are severely allergic to fragrances and must seek immediate medical attention.

COFFENBERRY MIDDLE SCHOOL

But let's begin...

It is our goal to provide a positive respectful learning environment. We want all our students to have a safe and conducive environment where they can learn and be their best selves. Having school rules helps ensure this.

Our three school rules are:

1. **Be Safe:**

The primary goal at Coffenberry Middle School is to provide a safe and secure environment for all students to learn and grow. Students are encouraged to adopt practices that keep them out of danger and prevent accidents or injuries. This includes being aware of what is around them and letting an adult know if another person, personal property, or school property is being abused in any way.

2. **Be Respectful:**

Students are expected to treat each other with kindness, empathy, and consideration to help create a supportive environment where students feel valued, accepted, and included. This includes learning to appreciate different perspectives, experiences, and differences of others. Respectful behavior contributes to a positive learning atmosphere where students can ask questions and actively participate and engage in academic pursuits. This also includes respecting the school and personal property of other students and staff by keeping our hands off things that don't belong to you and turning found items into the office.

3. **Be responsible:**

Being responsible is the willingness to be accountable for your own choices and working toward meeting expectations and obligations. It involves taking ownership of your actions and choices and accepting the consequences that come from them. It involves acknowledging your mistakes, learning from them, and making amends when necessary. It includes meeting deadlines and following through by prioritizing tasks, managing time, and resisting distractions or temptations. Students are encouraged to take ownership of their actions, behaviors, and academic performance. Being responsible can positively impact yourself and the world around you. Responsibility helps to create an environment where we can rely on and support one another.

*On the following pages you will find the behavior expectations for all students.
Please note these are guidelines and not an all-inclusive list.*

BEHAVIOR EXPECTATIONS: GUIDELINES FOR SUCCESS

	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 putdowns. • 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. 	<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.
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 putdowns. • 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. • Keep cell phones out of the bathroom. • Drugs, alcohol, vaping, smoking, lighters, or THC products are not allowed. • Take hood off. 	<ul style="list-style-type: none"> • Give people privacy. • Use restroom during passing periods if possible. • Use level 2 voice. 	<ul style="list-style-type: none"> • Inform adults of vandalism, spills, or other problems. • Flush toilet after use. • Place trash in trash can. • Leave promptly. • Leave it as clean or cleaner than you found it. • Go in, go, flush, wash, and 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. 	<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.

	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. • Keep food in the cafeteria or in the courtyard only.
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.

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ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

The purpose of an education is to develop critical thinking, communication, literacy, and creativity. Assignments not only evaluate knowledge, but also cultivate these skills. We encourage students to explore, articulate, and think independently. Artificial intelligence (AI) tools should be used ethically and responsibly to support your learning, not bypass it. You are expected to produce work that is primarily your own, and appropriately acknowledge any assistance received from AI. AI can be used as a supplemental aid; for clarification, not substitution; for learning, not completing; and for tutoring, not completing. It is not your work if you copy significant portions of AI-generated content without properly citing what was borrowed from AI; letting AI complete all or most of the work; or using AI to bypass steps of an assignment. AI should be used to enhance your learning, not do the learning for you. You should be able to discuss the topic verbally and demonstrate your knowledge and understanding of anything submitted. An inability to support/extend your work through conversation or extension questions will demonstrate a need to relearn the material and provide new evidence of learning.

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.

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 are expected to always follow the three school rules. 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

Research shows that there is a direct correlation between regular attendance and academic achievement. It is important for your child to be at school every day. We emphasize regular attendance.

If your student is going to be absent, please call the office by 10:00am. If you unable to call, please send a note with your student the next day they return to school.

You can check your student's attendance 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 do not know this information, the school can provide it for you.

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.

- **PRE-ARRANGED ABSENCES**

Students who are going to be absent, for a planned absence, need to notify the school in advance. A call or note from a parent stating the reason and date(s) for the absence(s) should be turned in to the Office. At least two days prior to a planned absence, the student can pick up an Assignment Request Sheet from the office for teachers to fill out.

It is the student's responsibility to make up any missed classwork.

BEHAVIOR OFF SCHOOL GROUNDS

When students are off the school grounds, they still represent Coffenberry, and we expect them to be responsible representatives of our school. Students are responsible for the three 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. Bikes and scooters can be secured using the bike rack in front of the cafeteria. 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. The full price of the book will be charged to students for lost textbooks and library books. Textbooks and library books are to be kept clean and handled carefully. Other charges will be made for damaged books. These costs will be according to the severity of the book damage. Lost and damaged books must be paid 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/SMART WATCHES

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.

There is no expectation that students should be allowed to use cell phones during class and parents should not expect students to reply to texts or calls during class time. Cell phones and other electronics may be used before school (prior to 7:40), between classes, at lunch, and after school (after 2:15). Phones may not be used in the classroom during the school day. Cell phones are not to be used in bathrooms or locker rooms.

Students should 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.

Our District Acceptable Use Policy Code JFCL-AR will be enforced while students use personal electronic devices on school property. 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.

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.

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.

CHROMEBOOKS

Students may have a Chromebook checked out to them either for the class period or for a two-week period to catch up with schoolwork. When checking out a Chromebook, students will also receive a power cord. When using a Chromebook either in class or at home, the student is responsible for the Chromebook until they return it at the end of class or at the end of their check out time. Students are expected to take good care of the Chromebook. Any damage that happens to a Chromebook due to negligence or irresponsible behavior will be responsible for damages. This damage could include up to a \$150 fee.

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.

CONSEQUENCES OF UNEXPECTED BEHAVIOR

- **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. 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 schoolwork 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 suspension 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 hearing officer who will notify the student and parents of the assessed penalty. (State law requires a student to be expelled for one year and cannot be accepted by any other Oregon public school during that time, if they have in their possession certain types of weapons.)

DANCES

Students must 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 the 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.

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/ACB

Middle school is a crucial time when you are transitioning into adolescence and preparing for high school and beyond. A dress code helps instill a sense of professionalism and appropriate dress for future workplaces. It teaches you about the importance of dressing for different occasions and promotes good grooming habits. Our goal at Coffenberry is to have a reasonable, fair, and inclusive dress code. Clothing that promotes violence, drug use, hate speech or discrimination is not allowed. Clothing should not display offensive or inappropriate language, symbols, or images. Clothing for all students should provide sufficient coverage of all personal areas. Footwear should be suitable for the specific activities and environment of the middle school and should prioritize safety. Clothing that reveals undergarments is not appropriate for school. Students violating this policy will be counseled about proper dress and grooming and will be required to change their clothes.

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 reward trips to acknowledge student success. When a field or reward 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 trip. All students are "in school" while participating in district sponsored field trips. A regular school day is planned for students not attending trips. If for any reason you choose to keep your child at home, please call the school. Students not attending trips or school will be considered truant unless an administrator has excused the absence.

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 homeroom 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 their assignments. Report cards will be sent home at the end of each quarter. 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 mastered all the learning for that course. Incompletes are given as temporary grades to show further learning is needed. At Coffenberry the learning is the constant and time is the variable therefore all Incompletes will have to be made up. 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. Parents can keep updated on grades using the parent portal of PowerSchool. This link can be found on our school website: www.susd.k12.or.us/cms

HALLWAY BEHAVIOR

The hallways at Coffenberry are often crowded between classes. Be sure to follow the expectations of walking on the right, using a level 2 voice volume, always walking, keeping your hands and feet to yourself, and remembering to take off your hood when you come inside. If you forget to follow the hallway guidelines, you are making our hallways unsafe for others. This ensures you are safe, respectful, and responsible.

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.

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.

KEYCARDS

As a safety measure, all our outside building doors are always locked. Students will be provided with an access card to safely enter the campus building during school hours. These cards are to be picked up from their homeroom teacher before school starts and then dropped off at the end of the school day. If a student forgets to return their key card at the end

of the day, the card will be immediately deactivated. All students have the choice to use the key card each day. Students that lose their key card will be charged a \$5.00 fee. When using a keycard, students are expected to open a door to help others and be in expected areas.

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. Students that lose their locks will be responsible for the \$6.00 replacement fee. 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**. Coffenberry is not responsible for any loss or damage. Students should:

- Leave their backpack 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.

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.

MEDICAL ISSUES:

It is important that any unusual medical issues be brought to the attention of the school office early in the year. Up-to-date information is very important for your student's safety.

Accidents:

If your child is injured, first aid will be applied to minor abrasions; however, if it appears the injury may need medical attention, you will be promptly notified. Should we be unable to locate you and the injury appears to be serious, we will seek medical attention.

Sickness and Infections:

Children should be kept at home when they are suffering from an infectious condition such as severe colds, elevated temperature, or symptoms of viral infections. If your child has an infected area on his/her face, arm or hand and is being treated by a doctor with medication and is not contagious with this medication, please keep it covered during school hours and send a note with your child. You will be notified to come and pick up your child when they become ill or injured.

Communicable Diseases:

A child suspected of a communicable disease will be excluded from school the day symptoms are noted. Parents who suspect their child has a communicable disease should keep them at home and contact either their family physician or the health department. Students excluded for a communicable disease must have a written excuse from the health department or a physician to return to school.

MEDICATION

Code JHCD

School Board Policy #8044 states that "Students may not take prescriptions and other drugs while at school unless a specific written request from the parent/guardian OR physician is approved by a building administrator.

Such a request must contain the name of the medication and specific written instructions. Full release from responsibilities pertaining to the administration and consequences of such medication must be provided in writing to the building administrator by the parent." This policy is derived from state law ORS 336.650.

All medications brought to school, including aspirin, will be housed in the office. Medication required to be taken during the school day will be administered by trained office staff only. State law requires the medication to be in the prescription bottle, with directions and student name, along with the proper paperwork completed, giving permission for your child to receive medicine.

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. Students that opt out from taking the test will be required to take a district assessment.

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." A better question is "What work do you need to finish because you didn't finish it at school?" Please check with your child's teachers at any time. 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 are inappropriate at school and distract from the respectful learning environment we strive to achieve. 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

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.

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 any smokeless devices; tobacco, marijuana, alcohol.

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 should not be in the gravel parking lot on the side of the cafeteria at any time unless being dropped off. Before school and at lunch, 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 must check in with the office before going to class. Chronic tardiness will require a parent conference and student will be referred to 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 of 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 to contact caregivers. Abuse of office phones will result in the 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 with 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 in the loss of bus riding privileges for 5 days. A third citation will result in the loss of bus riding privileges for 10 days. A fourth citation will result in loss of bus riding privileges for the remainder of the school year.

- **BUS PASS PROCEDURES**

1. Students riding another bus or being dropped off at a different stop **must have a bus pass from the school office.**

2. In order to obtain a bus pass the student must bring a signed note from their parent or guardian, parental personal contact with the school, or a phone call initiated by the parent no later than 12:00pm the day of to be issued.
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 about the location of a departure from a bus.

- **FIRST STUDENT BUS COMPANY VIDEO RECORDING SYSTEM**

All buses 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 have 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 parents/guardians are afforded their right to privacy. Please contact the 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 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

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.

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 always keep track of them. 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.