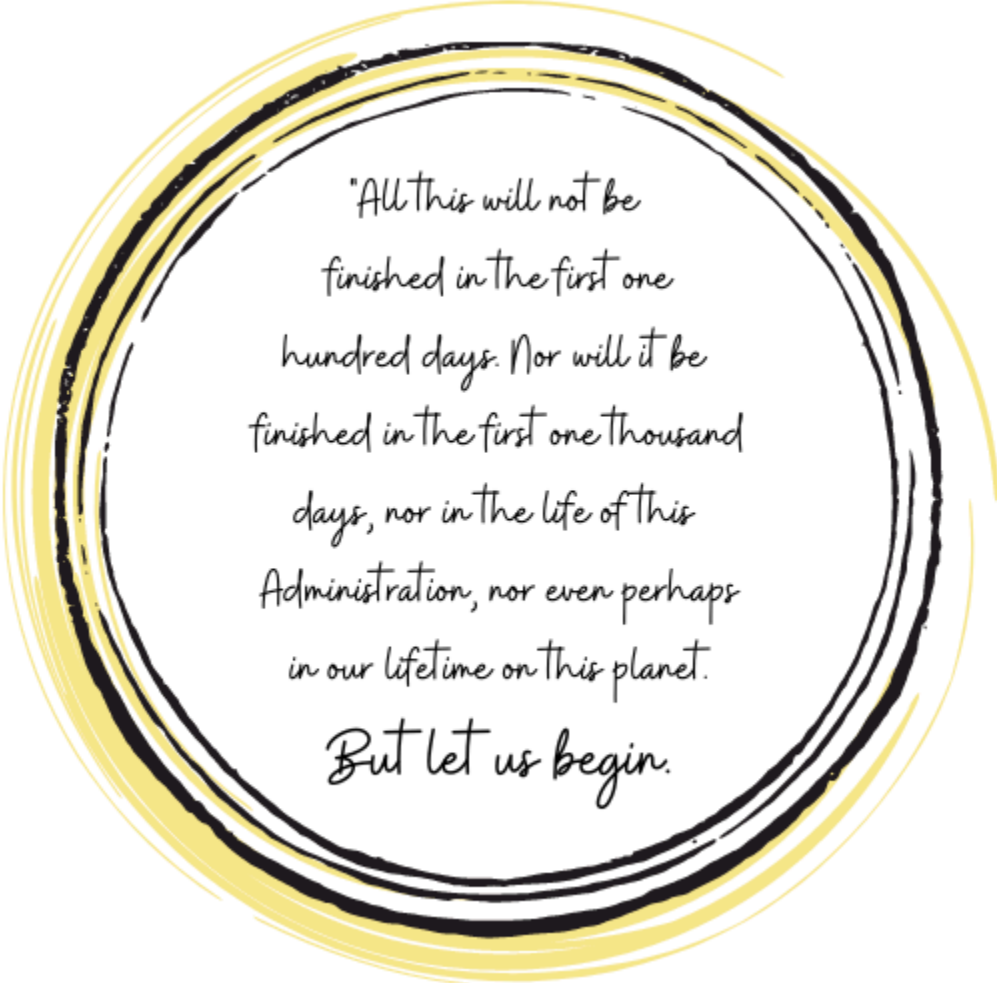


# Coffenberry Middle School

591 NE Rice St.  
Myrtle Creek, OR 97457



*"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."*

541-863-3104

## **24-25 Student/parent handbook**

**SOUTH UMPQUA SCHOOL DISTRICT**

**"Helping all students do their best work and become their best selves"**

## **Coffenberry Middle School Vision:**

At Coffenberry Middle School we aim to offer every student the opportunities and experiences necessary to cultivate skills, attitudes, and values that foster a lifelong passion for learning and empower them to face present 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement.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 in the building. We have staff and students that are severely allergic to fragrances and must seek immediate medical attention.

## COFFENBERRY MIDDLE SCHOOL

But let's begin...

Our goal is to create a positive and respectful learning environment where every student feels safe and supported. By establishing school rules, we ensure that our students have the ideal conditions to become their best selves doing their best work.

Our three school rules and what they mean are:

**1. Be Safe:**

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

**2. Be Respectful:**

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

**3. Be responsible:**

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

*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

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

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

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## **USING AI RESPONSIBLY:**

- AI tools should be used ethically and responsibly to support learning, not bypass it.
- Your work should be primarily your own, with appropriate acknowledgment of any AI assistance.
- AI can be used as a supplemental aid for clarification, learning, and tutoring - not for completing assignments.
- Copying significant AI-generated content without proper citation is unacceptable.
- You should be able to discuss and demonstrate your knowledge of any submitted work.
- Inability to support/extend your work will indicate a need to relearn the material.

## **ATHLETICS**

- Opportunities offered include football, volleyball, basketball, wrestling, and track.
- Students participating represent the school and community.
- Expected to behave in a safe, respectful, and responsible manner.
- Major behavioral, alcohol, drug, or tobacco violations can result in suspension or dismissal from the team.
- Students must follow Student Athlete Code of Conduct.

### **Requirements to Participate:**

- Medical physical examination record
- Proof of insurance/Medical Consent to treat
- Signed Parent Contract

## **ATHLETIC EVENTS**

- Students are welcome and encouraged to participate or be spectators
- Student spectators are expected to demonstrate good sportsmanship and common courtesy
- Participate in yells and cheers to encourage competitors
- Always follow the three school rules
- Remain in the bleachers or designated spectator area during events
- Avoid roaming the school grounds or running in and out of the gym

## **ATTENDANCE**

Code: JEA, JEA-AR

- Regular attendance is directly linked to academic achievement
- It is important for students to be at school every day
- Regular attendance is attending 90% of school days or better. This equates to 18 days.

### **Procedures for Absences:**

- If a student will be absent for the day, parents should call the office by 10am.
- If unable to call, send a note with the student when they return.
- For appointments, provide a note/call and get a "Permission to Leave" slip. Students must check out at the office before leaving and check back in upon return.
- For pre-arranged absences
  - Students must notify the school in advance for planned absences
  - Parent call or note stating the reason and date(s) should be provided to the office
  - At least 2 days prior, students can pick up an Assignment Request Sheet from the office for teachers to complete
  - Students are responsible for making up any missed classwork

Check your student's attendance

PowerSchool Student and Parent Portals at <http://www.susd.powerschool.com>

- 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.

## **STUDENT CONDUCT OFF-CAMPUS**

- Students represent the school and are expected to follow the 3 school rules.
- School rules apply from when they leave home to when they return to their home.
- This includes bus stops, field trips, and other off-campus activities

Students may face disciplinary consequences for:

- Off-campus behavior that disrupts the educational process.
- Conduct at school-related or bus stop locations.
- Behavior threatening student safety or well-being during travel.

## **BIKES, SKATEBOARDS, AND SIMILAR DEVICES:**

- Can be ridden to/from school but must be walked once on school grounds.
- Not in use on district property during school hours (7am-4pm).
- Use during non-school hours is not recommended and is at the user's own risk.
- Bikes and scooters can be secured in the bike rack.
- School is not responsible for damage or theft.

## **TEXTBOOK AND LIBRARY BOOK RESPONSIBILITIES:**

- Students are responsible for any books issued or checked out.
- Full price will be charged for lost textbooks and library books.
- Books must be kept clean and handled carefully.
- Charges for damaged books based on severity of damage.
- Lost/damaged books must be paid for before new books are issued or library access allowed.
- Average textbook cost is \$115.

## **BORROWING, TRADING, SELLING, OR BARTERING**

- Not allowed on school grounds or during school activities.
- Any problems or issues arising from it will not be the school's responsibility.
- Any for profit sales occurring at school will benefit school established activities.

## **BULLYING/HARASSMENT/INTIMIDATION/MENACING**

Code: JFCF/GBNA

Harassment, intimidation, or bullying will not be tolerated.

Any acts that

- Interfere with students' education
- Occurs on/near school grounds, activities, or transportation
- Physically harms, creates fear, or hostile environment for students
- Based on protected class status (race, color, religion, etc.)
- Degrade students and/or staff

Disciplinary action can include suspension, expulsion, or law enforcement referral.

Students should immediately report any violations to staff.

## **CELL PHONES/ELECTRONIC DEVICES/SMART WATCHES**

Code JFCEB

- School is not responsible for lost, stolen or damaged cell phones/electronics.
- **No expectation of cell phone use during class time.**
- Cell phones/electronics may be used before school, between classes, at lunch, and after
- Cell phones are prohibited in classrooms, bathrooms, and locker rooms during the school day.
- One earbud allowed for music for safety.
- District Acceptable Use Policy is enforced for personal devices.
- Inappropriate use (texting, DMing, instant messaging, snapping, videoing, photos) may result in the loss of privileges, suspension, or law enforcement referral.



- Cyberbullying outside school hours may also result in disciplinary action if it disrupts the learning or raises safety concerns.

### **CHEATING/PLAGIARISM**

- Giving or receiving unauthorized aid on classwork or tests is considered cheating.
- Teachers define cheating policies for their specific classes.
- Plagiarism, including from the internet, is not allowed on student work.

### **CLOSED CAMPUS**

- Students must stay on school grounds from arrival to dismissal.
- Cannot leave school grounds during the day without a permit.
- Lunch passes are available with parent note to leave for lunch.

### **CHROMEBOOKS**

- Students may check out Chromebooks through the library with teacher approval.
- Checkout is for no longer than one week.
- Power cord provided when checking out Chromebook.
- Student is responsible for Chromebook until returned.
- Expected to take good care of Chromebook.
- Responsible for up to \$150 in damages from negligence or irresponsibility.

### **CONFIDENTIALITY**

Codes: JO

- School releases "directory information" to various public agencies, media, and groups.
- Includes student name, contact info, school activities, awards, etc.
- Parents/students can refuse release of any or all directory information.
- Must notify school within 2 weeks of enrolling to opt out.

### **CONSEQUENCES OF UNEXPECTED BEHAVIOR**

#### **DETENTION**

Code: JGB

- Detention given for minor disruptions, inappropriate behavior, safety violations, tardiness, etc.
- Served during lunch - no restaurant food allowed, sack lunch or school lunch provided.
- Students must serve detention on assigned day.
- Failure to serve results in doubled detention, further failure may lead to suspension and parent conference.

#### **IN-SCHOOL SUSPENSION**

Code: JGD

- At administrator's discretion, in-school suspension may be used instead of off-campus suspension.
- Student works on schoolwork and behavior learning during in-school suspension.
- Failure to follow rules results in immediate suspension.
- Parent/guardian must be available to pick up student.
- Suspensions may also affect field trip privileges.

#### **SUSPENSION**

Code: JGD

- Administrators can suspend students for violating rules/policies and/or willful conduct that substantially disrupts the rights of others to an education.
- Suspended students cannot attend school functions or be on campus during suspension.
- Suspension notice issued, parents notified by phone.
- Suspensions may affect field trip privileges

#### **EXPULSION**

Code: JGE

- Removal from school for up to 1 year when:

- Student’s conduct poses a threat to the health or safety of students or employees.
- When other strategies to change the student’s conduct has been ineffective.
- When required by law.
- Hearing held at district level, with penalty determined by hearings officer.

#### **DANCES**

- Must attend at least half the school day to participate.
- All school conduct rules apply.
- Once admitted, discouraged from leaving before dance ends; not allowed to return if they do.
- Parents can request students not be allowed to leave.
- Students must be picked up promptly after dances.
- Dances are for middle school students and/or homeschool students participating in school activities.

#### **DRUGS/ALCOHOL/TOBACCO**

Code: KGC/GBK/JFCG

- Student drug, alcohol, and tobacco products or inhalant delivery system use is illegal, harmful, and interferes with effective learning and healthy development.
- Students possessing, using, distributing, purchasing and/or selling unlawful drugs, including drug paraphernalia, alcohol and tobacco products or inhalant delivery systems on district property, in district vehicles, at district-sponsored activities on or off district grounds shall be subject to discipline up to and including expulsion.

#### **DRESS CODE**

Code: JFCA/ACB/KGC/GBK/JFCG

- No clothing that displays violence or violent symbols, promotes drugs, alcohol, tobacco products or inhalant delivery systems, hate speech, inappropriate language or discrimination is allowed.
- Clothing should provide sufficient coverage of all personal areas and be suitable for school activities.
- Footwear should be suitable for the specific activities and environment of the middle school.
- Violations will result in counseling and requirement to change clothes.

#### **FEES**

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

#### **FIELD TRIPS**

- Trips are used to extend learning or reward student success.
- Information will be sent home regarding the trip and any trip criteria before the trip.
- Parent permission slip required for student participation by due date.
- Students on trip are still “in school”.
- A regular school day will be planned for reward trip non-participants.

#### **FIRE DRILL**

- Alarm with white Strobe light will sound.
- All staff and students will exit the building.
- During class time, students exit with their class and line up with class.
- During passing time or lunch time, students exit the building and report to their homeroom teacher.

#### **GAMES, TOYS, AND CARD COLLECTIONS**

- Card games, toys, games, and other distracting items are not allowed at school.
- Will be confiscated and held in the office until picked up by parent.
- School is not responsible for loss or theft of these items.
- Items not picked up by the last day of school will be discarded.

## **GRADES**

- 90% of grade is based on assessments (projects, presentations, things that show learning, etc.)
- 10% based on practice activities
- Grades communicate student learning progress
  - A: Excellent understanding and mastery of the material
  - B: Strong understanding and proficiency with the material
  - C: Satisfactory understanding and basic competency with the material
  - D: Partial understanding, but significant gaps in learning
  - F: Student has not understood course material sufficiently.
  - NG: Insufficient evidence of learning
- Parent-teacher conferences held twice yearly, but parents can request more.
- Report cards sent home at the end of each quarter.
- Can stay updated using PowerSchool – <http://susd.powerschool.com>

## **HALLWAY BEHAVIOR**

- Walk quietly and keep to the right
- No running, shouting, or disruptive behavior
- Be courteous and respectful of others in the hallways

## **HONOR ROLL**

- Published at the end of each quarter.
- 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
- Grade of "F" or "NG" will exclude students from honor roll.
- Students must be enrolled on a full-time schedule.

## **INSURANCE**

- Insurance information can be provided to parents at start of school year
- Students must report injuries to office within 24 hours
- Sports participants must verify insurance coverage (school or family)

## **KEYCARDS**

- All outside doors are locked for safety.
- Students can check out a keycard for access to buildings during school hours.
- Students must fill out the check-out keycard form.
- Cards can be checked out at the beginning of the year and must be returned at the end of the school year.
- Cards may not be loaned to others.
- Misplaced cards must be reported to the office.
- Cards not returned at the end of the year will incur a \$5 replacement fee.

## **LOCKERS**

- Students will be assigned a locker and cannot be changed without permission.
- Combinations must not be shared with others
- Students that do not want to use a lock should turn their lock into the office.
- Lost locks will incur a \$6 fee.
- Lockers should be kept in good condition. No stickers.
- Lockers are subject to administrative inspection
- To avoid loss/damage:
  - Don't store valuables or extra cash in locker
  - Report any losses immediately

- o Label personal property

## **LOCKER INSPECTION**

Code: JFG

- Lockers, desks, and other storage are district property under principal's control.
- Students have no expectation of privacy in these areas.
- Students may only use for storing items needed for school activities.
- Storage areas subject to routine inspection without prior notice to:
  - Ensure no prohibited items;
  - Maintain sanitation and safety;
  - Reclaim district property like overdue books or equipment.

## **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.

### **Injury Response:**

- First aid applied to minor abrasions
- Parents promptly notified if injury may need medical attention
- If parents cannot be reached and injury appears serious, school will seek medical care

### **Illness and Infection:**

- Keep children home when suffering from infectious conditions like:
  - Elevated temperature higher than 100.4 even after taking medication.
  - Throwing up or have diarrhea.
  - Eyes are pink and crusty.
- If child has an infected area being treated, keep it covered and send note
- Parents will be notified to pick up child if they become ill or injured at school

### **Communicable Diseases:**

- Students suspected of a communicable disease will be excluded from school that day
- Parents should keep children home if they suspect a communicable disease
- Students excluded for communicable disease must have written clearance from a doctor or health department to return to school

## **MEDICATION**

Code JHCD

- Students may not take prescriptions or other drugs at school without written approval from parent/guardian or physician
- Medication request must include drug name, instructions, and liability release
- All medications, including over-the-counter, must be kept in the school office
- Medications will only be administered by trained office staff
- Prescription drugs must be in the original labeled bottle with student name
- Proper paperwork must be completed and filed at the school office.

## **MOVING/CHECKING OUT**

- Parents must notify the office as soon as possible if a student is moving.
- By the last day:
  - All textbooks, Chromebooks, keycards, locks, and library books must be returned.
  - Any outstanding fees must be paid.
- Early checkout at the end of the year is only allowed for illness, family emergency, or with administrative approval.

## **OREGON STATE ASSESSMENT TEST**

- All students are required to take Oregon State Assessment tests
- These test scores are part of the student's permanent record and used to evaluate school performance
- They are an important measure of student progress toward state standards
- Students who opt out of the state tests will be required to take a district assessment

## **PARENT ENGAGEMENT AND COMMUNICATION GUIDELINES**

- Parents/guardians can take an active role in supporting their child's learning by:
  - Providing regular study time at home.
  - Asking about incomplete assignments, not just "no homework".
  - Monitoring their progress through PowerSchool.
  - Contacting teachers as needed.
- Teachers are available by phone, email, or by appointment
- Parents can email teachers through PowerSchool <http://susd.powerschool.com>
- Check student's grades on the PowerSchool portal <http://susd.powerschool.com>
- Call the school to schedule parent-teacher conferences
- Frequently check student's binder, backpack, and folders to monitor homework and organization.

## **PARENT-TEACHER CONFERENCES**

- Formal parent-teacher conferences are held twice a year to help ensure ongoing collaboration between home and school.
- These conferences provide:
  - Communication on student expectations.
  - Reports on academic achievement.
  - Discussions of behavior support.
- Conference information is mailed home to parents to schedule the fall and spring conferences.

## **STUDENT AFFECTION**

- Physical displays of affection between students that are more than a quick hug are inappropriate at school.
- This type of behavior is distracting and disruptive to the respectful learning environment.
- If students persist in this unacceptable behavior:
  - Parents will be contacted
  - There will be disciplinary consequences
- Continued violations will be considered willful disobedience.
- This policy is strictly enforced due to the wide range of ages and maturity levels in middle school.

## **SAFETY**

Code: JFCIB-AR/JFCJ

The following items are strictly prohibited at school:

- Guns, knives, or any other items that could be considered weapons
- Explosives, ammunition, or other devices that could cause injury or damage
- Cigarette lighters, matches, controlled substances (including vaping devices), tobacco, marijuana, alcohol
- Any other articles deemed a nuisance or unsafe by school staff

If a prohibited item is brought to school, it may be confiscated and turned over to the appropriate authorities. Law enforcement may also be contacted.

## **SCHOOL BOUNDARIES**

- Stay within the teacher's line of sight on the field during lunch time.
- Use upper parking lot only when going to front office without a keycard.
- Gravel parking lot by the cafeteria is only for drop-off or pick-up.

- The shop area is off-limits before school and during lunch until the teacher arrives.
- Stay away from the elementary school or play area before 4:00 PM.
- Stay away from neighboring homes around the school
- Do not interact with or bother dogs in the area.

#### **TARDINESS**

- Tardiness is disruptive to the learning environment for the late student and the rest of the class.
- When a student arrives to a class after the tardy bell without an excused pass, the teacher will mark them tardy.
- If a student arrives after the school day has started, they must check in at the office before going to class for a late arrival note.
- Chronic tardiness will require a parent conference and referral to the school counselor.
- Students are expected to maintain a 90% or better on-time rate to class.
- Less than 90% on-time rate can result in consequences such as detentions, parent conferences, and loss of reward trips.

Maintaining punctuality is an important responsibility for students.

#### **TECHNOLOGY and INTERNET STUDENT USE AGREEMENT**

- The purpose of the 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.

#### **TELEPHONES**

- Students may use the office phone with permission to contact caregivers.
- Abuse of office phone privileges will result in loss of phone access.
- False 911 calls are illegal and will be reported to the police.

#### **TRANSPORTATION SERVICES/BUSSING**

- Buses arrive before classes and depart promptly after school.
- Students must be at the bus loading area in time to board appropriately.
- Bus transportation is a privilege, not a right; inappropriate conduct can result in disciplinary action and loss of bus privileges.
- Bus citations:
  - 1st - warning
  - 2nd - 5-day suspension
  - 3rd - 10-day suspension
  - 4th - suspension for the school year
- To ride a different bus or get off at a different stop, students need a bus pass from the office, obtained via parent note, contact, or call by 12pm.
- Buses have video recording systems accessible to the school and bus company, but not to parents due to student privacy. Please contact the South Umpqua District office if any questions arise.

#### **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: EEAE

Students participating in activities must ride district-provided transportation to the event

- Students can only be released to ride home with a parent if the parent is present and provides written request
- For a student to ride home with another adult, the school must receive written notification in advance
- Forms for alternate transportation requests are available in the school office
- Parents transporting students in private vehicles must provide a valid driver's license and proof of insurance

## **VALUABLES**

- Students are responsible for their own personal property.
- Students should avoid bringing large amounts of money or valuable items to school.
- If students wear glasses, watches, or other valuables, they should keep close track of them.
- Clothing and expensive items like sports shoes should be permanently marked with identification.

## **VISITOR POLICY**

Code: KK

- Visitor's must ring door bell and explain their purpose.
- Visitors must report to the school office upon entering school property.
- Teacher work must not be disrupted by visitors.
- Visitors need principal/teacher authorization to contact students.
- Visitors will be directed to leave for:
  - Physical violence, disruptive behavior, or disorderly conduct.
  - Violating school rules or laws.
  - Disrupting the educational programs or teachers' work.