

**SCAPPOOSE MIDDLE SCHOOL
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STUDENT HANDBOOK

2021-2022

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TABLE OF CONTENTS

Absences.....	5
Attendance.....	5
Before and After School.....	25
Behavior Expectations	8-15
Bell Schedule.....	3
Breakfast and lunch	16
Buses	24
Consequences	15
Counseling	17
Dances	18
Dress Code	18
Drinks	20
Electronics	17
Emergency Drills	19
Harassment	11-13
Internet Access and Computer Use	6
Library	19
Lockers	20
PBIS	19
Physical Education	21
Rights and Responsibilities	7
Schedules	22
School Rules	11-19
Snacks	20
Sports	23-25
Student Valuables	22
StudentVue/ParentVue.....	6
Study Skills	20
Tardiness	22

SMS Bell Schedules

Regular Schedule			Wednesday Early Release		
	Start Time	End Time		Start Time	End Time
Period 1	8:55	9:44	Period 1	8:55	9:33
Period 2	9:48	10:37	Period 2	9:37	10:15
Period 3	10:41	11:30	Period 3	10:19	10:57
Period 4	11:34	12:23	Period 4	11:01	11:39
Lunch	12:23	1:06	Lunch	11:39	12:24
Period 5	1:10	1:59	Period 5	12:28	1:06
Period 6	2:03	2:52	Period 6	1:10	1:48
Period 7	2:56	3:45	Period 7	1:52	2:30

2 Hour late Start - Weather		
	Start Time	End Time
Period 1	10:55	11:28
Period 2	11:32	12:05
Period 3	12:09	12:42
Lunch	12:42	1:17
Period 4	1:21	1:54
Period 5	1:58	2:31
Period 6	2:35	3:08
Period 7	3:12	3:45

ATTENDANCE

Oregon law requires students to maintain regular school attendance (OR 339.01). Per statute, truancy may be defined as 8 unexcused ½ days in any four week period or 5 or more absences in a 3 month period. School attendance has a tremendous impact on a child's ability to learn. If a student is absent from school for 10 consecutive days, they will be dropped from our official school rolls. Parents/guardians will then have to re-enroll their student. The responsibility of regular attendance is held by the parents/guardians. The school's responsibility is to maintain accurate attendance records and see that students are in attendance, unless they have an acceptable excuse. When excessive amounts of absences or tardies occur, parents/guardians will receive a letter from the school. If the absences or tardies do not improve, the student and parents/guardians will be referred to our District Truancy Enforcement Officer. Remember to call or email the school by 9:00 AM when your student is absent, stating the reason. If we do not receive notification from a parent/guardian, the school will call home for the safety of your student.

ABSENCES

If a student is absent for 5 consecutive days, a doctor's note is required. When a student is absent, it is the student's responsibility, when returning to school, to ask the teachers for make-up work. For make-up work, students will be allowed one day per absence, plus one additional day to turn in their work. If parents/guardians pre-arrange for a planned event, students will follow the same procedure, one week prior to the absence. Students, as well as parents/guardians, can always email teachers for their work. Please allow 24 hours for a response.

Absences are excused for the following reasons:

- Personal or family illness
- Doctor or dental appointments
- Pre-arranged absences (notify the school a week or more in advance)
- School-sponsored sports and other activities

TRUANCY AND LEAVING SCHOOL

Students who are absent from school or from class without permission will be considered truant and will be subject to disciplinary action. This action could include detention, suspension, expulsion, or the inability to participate in athletics or other activities. This will also be referred to the Truancy Enforcement Officer.

Truancy is when a student has more than 5 excused absences (excluding medically excused) or 4 unexcused absences in a 3-month period. Parents or guardians of students who are out of compliance with truancy laws may be cited into court and ultimately fined.

ACADEMIC INTEGRITY

Students are expected to put forth their best effort on tests and assignments. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. Students are encouraged to converse and assist with other students when it is in a manner that is not inconsistent with testing or assignment instructions. Assisting others is prohibited, however, when it would

constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aids or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of direction of the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Plagiarism, or using ideas or writings of another as your own, will not be tolerated.

All work that you submit must be your own, otherwise it is cheating. Some examples of cheating online include:

1. Turning in or copying someone else's work.
2. Copying someone's work and changing a few of the words.
3. Copying words from a source (website, book, article, etc.) without citing it and giving credit to the source.
4. Looking at someone else's work during a quiz, test, or otherwise individual assessment.

If you are doing any of the above or anything else that constitutes cheating, you will receive a zero on that assignment and will not have the opportunity to redo it.

StudentVue/ParentVue

Scappoose School District has an online grading system that allows you and your families to better understand your progress, and access to communication between home and school. The link to ParentVue/StudentVue website can be found on the District website, and there is also an app that can be downloaded on a variety of devices. You and your family can get your original login information from the main office, and you can also check there if you need a password reset or an account unlocked. ParentVue/StudentVue contains information about attendance, and tardies, and has an email feature that can be used to connect to your teachers.

You should be checking Synergy at least weekly, and looking at:

- Your overall grade in each class
- Any missing assignments
- Your completed assignments with grades posted in Synergy
- Resources for assignments if you were absent

All classes are on a proficiency grading system, which has assessments for 80% of the grade, and learning assignments for 20% of the grade. Every grade listed in Synergy will show which category it belongs to, and a total for each category.

Not only can you access StudentVue at home, you can also use the computers in the SMS Library to check grades before school, during lunch activity time, and after school.

INTERNET ACCESS AND COMPUTER USE

Every student has access to computers. However, to use the Internet, an agreement must be signed by the students and a parent/guardian showing that they understand the district standard and specific rules. If the Internet agreement is not followed, students will have their access to the Internet and computers revoked for up to one calendar year.

Students will be given an Internet account user ID and password. It is important that students do not give out their passwords, as they are responsible for their accounts. Internet usage can be monitored.

- Students may use the Internet for school-related business only
- No social media
- Changing any setting on a computer is also not permitted

Students are responsible for their actions while using the school's computer resources. Students can be held monetarily accountable for damage to computers or technology equipment. Computer and Internet misuse will lead to disciplinary consequences

SMS STUDENTS' RIGHTS & RESPONSIBILITIES

Our staff respects the rights of each student at Scappoose Middle School and in turn, expects students to try their best to fulfill their responsibilities.

RIGHTS

Students have the right to:

- Feel welcome when entering a classroom
- Be spoken to with respect
- Ask questions without fear
- Disagree without fear of reprisal
- Be given an explanation
- Feel as important and valuable as anyone in the class
- Have assistance from the teacher when falling behind in work due to illness or other special circumstances
- Know what their grades are and why they are what they are
- Respectful regard from their teachers and other staff members

RESPONSIBILITIES

- Treat staff members and students with respect
- Ask questions with a purpose and not as an attention-getting device
- Follow directions given by staff members without argument
- Do their best to hand in assignments on time
- Know what to do to receive satisfactory grades
- Listen attentively
- Own their actions and their learning
- Check Synergy at school or at home

SCAPPOOSE MIDDLE SCHOOL

SCHOOL RULES AND BEHAVIOR EXPECTATIONS

We want SMS to be a positive, pleasing experience for students! School rules and behavior expectations must be followed to keep students safe, content, and achieving! These rules also apply to students when walking or riding the bus home!

Positive Behavior Interventions and Supports

BE SAFE: Be free from physical and emotional harm

- Always walk
- Keep hands, feet, and other objects to yourself
- Report behavior that is unsafe or irresponsible to an adult
- Use all equipment and materials appropriately
- Keep food and drink in designated areas

BE RESPONSIBLE: Be honest, dependable, and accountable

- Be prepared
- Be in the right place at the right time
- Clean up after yourself
- Follow directions
- Take proper care of personal and school property

BE RESPECTFUL: Be polite and cooperative

- Address staff, students, and visitors respectfully
- Respect other's space and property
- Control volume and language
- Follow staff directions promptly

Respect

Your middle school years are usually a time of trying out new behaviors. As you grow up and become more self-regulating, you will earn more freedom as you show you are responsible. Part of being responsible is doing what you are asked to do by staff members, even if it is not your preferred thing to do, and doing it without arguing. This demonstrates the character trait of respect.

INAPPROPRIATE DISPLAYS OF AFFECTION

Students are not to engage in inappropriate physical displays of affection at school. Long hugs, holding hands, walking arm in arm, kissing, and other public displays of affection are inappropriate and are not allowed in middle school.

DOING THE RIGHT THING

If you are with a student/friend who is breaking rules or with someone who is committing a crime, you can be guilty of the same infraction. If you know about a crime or dangerous situation, you need to report it to an adult. Students who report problems in our school are not identified to other students. IT IS CONFIDENTIAL! It is appropriate to tell an adult when you are keeping yourself or someone else safe or out of trouble!

REPEATED MISBEHAVIOR

Having many referrals will result in more severe consequences. If a student has had several detentions and keeps getting referrals, they will likely receive a suspension. If the behavior continues to be poor, the student could be placed on a behavior plan/contract. If the misbehavior continues, the student could be expelled from school.

ENFORCEMENT OF RULES

Students are required to follow all school rules and regulations. This includes on or near school grounds, under the school's jurisdiction, at all school sponsored activities, walking home from school, riding the bus, and while traveling in private or school transportation to any away event.

CONSEQUENCES EXPLAINED

DETENTION

Detention may be assigned to a student either at lunch or after school. Students are asked to get lunch from the cafeteria or their locker and report to the assigned room. Students serving detention after school will report to the library for 30 minutes.

Students:

- Will be required to bring homework or reading materials
- Will not be excused early from detention

Students placed in detention will be informed by the administrator or teacher. A detention can be served the same day it is given. If a student fails to appear for detention, another detention will be added. If a student then fails to appear for detention, the student will be placed on in-school suspension for one day. Continued failure to serve detention will result in suspension and/or expulsion.

INTERNAL SUSPENSION

Students will be put on in-school suspension by an administrator or designee

- Missed work will be requested from each teacher and sent to the student
- Students will be assigned to an in-school suspension room
- Students may eat a hot lunch or bring a sack lunch from home

When on an in-school suspension, students are expected to follow specific rules:

- Stay on-task
- Speak only to staff members
- Complete classroom assignments
- Follow all school rules

If a student does not attend or follow the rules of in-school suspension, they will automatically be issued an out of school suspension. A parent/guardian will be contacted and must pick their student up from school.

OUT OF SCHOOL SUSPENSION

You may be given up to 10 days of out of school suspension for frequent and/or major misbehavior. Parents/guardians will be notified as soon as possible. Parents/guardians may collect assignments from the office during the suspension. When back in school, it is the student's responsibility to turn in all work that is due. During the suspension, students are not allowed on any district property, including ball fields, unless attending a conference with a parent/guardian.

EXPULSIONS

Expulsions result in a student being removed from school for a specific period of time. Parents/guardians will be notified as soon as possible. The district's Hearing's Officer will hold an expulsion hearing. Expulsions can be given for up to one calendar year. When a student is expelled, the student is not allowed on or near school grounds unless given prior permission by an administrator.

DUE PROCESS GUIDELINES-What to do if you have a complaint

1. For problems related to the classroom, parents/guardians must talk to the teacher first.
2. If the situation is not resolved, make an appointment to see the principal.
3. If the problem continues, make an appointment to see the superintendent.

BEHAVIOR INTERVENTION PROCESS

Students are expected to:

- Be Safe
- Be Respectful
- Be Responsible

Level 1:

Behaviors handled in the classroom using intervention strategies and teachable moments. These could include a verbal reminder, re-teaching, positive reinforcement, redirecting, and a variety of behavior management strategies.

Level 2:

Students have been taught and re-taught the expectations and have received positive reinforcement to promote the expected behavior. However, if they continue to present escalating behavior and is not responding to interventions, the following will take place:

- Staff member completes an FYI and initiates parent/guardian contact (phone call or email).
- Student completes the Problem Solver section
- Staff member sends the white copy of the FYI to the office to be recorded, on the same day, if possible
- The student takes the yellow copy home
- If a student receives multiple FYI's, the student should receive additional interventions

Level 3:

Staff members have followed through with the FYI's and parents/guardians have been contacted. If the student still chooses to continue to display behavior that is not safe, respectful, or responsible OR a student exhibits Level 3 behaviors, a mandatory Office Referral will be issued and the following will take place:

- Fill out an Office Referral
- The student is sent to the office with the Office Referral and is seen by administration
- Administration will keep the white copy and the yellow copy is mailed home. The parent will be contacted by phone or email

Sexual Harassment

Sexual harassment of students is illegal. A federal law, Title IX of the Education Amendments 1972, prohibits discrimination on the basis of sex including sexual harassment in education programs and activities. All public and private education institutions that have received any federal funds must comply with Title IX. Title IX protects students from harassment connected to any of the academic, educational, extracurricular athletic and other programs or activities of schools, regardless of the location. Title IX protects both male and female students from sexual harassment by any school employee, another student, or a non-employee, third party. Preventing and remedying sexual harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn.

Sexual harassment is misconduct that:

- Is sexual in nature
- Is unwelcomed and pervasive
- Denies or limits a student's ability to participate in or benefit from a school's educational program

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees or the students and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same sex. The conduct can occur in any school program or activity and can take place in the school facilities, on a school bus, or at other off campus occasions, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical. The judgment and common sense of teacher and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response especially when dealing with young children.

Examples of sexual misconduct include:

- Making sexual propositions or pressuring students for sexual favors
- Touching of a sexual nature
- Writing graffiti of a sexual nature
- Inappropriate grabbing
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Performing sexual gestures or touching oneself sexually in front of others
- Exposing oneself
- Telling sexual or dirty jokes
- Spreading sexual rumors or rating other students as to sexual activity or performance
- Circulating or showing texts, social media, e-mails or Web sites of a sexual nature

Sexual harassment is taken seriously at Scappoose Middle School. If a student is found to be sexually harassing another student there will be consequences for this behavior. The consequences could range from a detention to an expulsion hearing, depending on the severity of the sexual harassment and the previous behavior record of the student. If a report of sexual harassment is made, an investigation will occur. Law enforcement officers may also be involved.

If the sexual misconduct includes behavior that is criminal in nature, such as:

- Rape
- Sexual assault
- Dating violence and
- Sexually motivated stalking

Law enforcement officers will be contacted

BULLYING/HARASSMENT

If you are doing something that makes another student feel bad about who they are or what they do, it is considered bullying/harassment. If someone doesn't like what you are doing and you are told to stop and you don't, you are harassing them. By bullying/harassing, you are making it uncomfortable for others to be around you. Bullying/harassing may include:

- Name calling and teasing
- Making fun of someone
- Unwanted physical contact
- Glaring and mean looks
- Taking or destroying property
- Spreading rumors or lies (gossip, notes)
- Lying to get someone in trouble
- Purposeful exclusion of others by a group
- Obscene or mean comments
- Unkind remarks about a person's family
- Unkind remarks about a person's physical appearance or intelligence
- Threatening or obscene gestures or statements, or any intimidating behavior
- Referring to sexuality, ethnicity, gender, or other things in a way that is meant to hurt
- Actions or comments that make others feel unwelcome
- Forming a group to be against another person for the purpose of intimidating or excluding that person
- Inappropriate texting, electronic pictures, or social media contents

All acts of bullying and harassment are unacceptable and are subject to consequences through the school discipline policies.

REMEMBER:

If someone is harassing you, follow this plan:

- Tell the student to stop and that you do not like their behavior. Then leave the scene if you can
- If it happens again, seek help from a teacher, counselor, or other adult in the building
- If the problems still do not go away, let the principal know. Involve your parents/guardians. Seek their advice and help

COMMUNICATE TO STAFF We can't do anything if we don't know it is happening!

THE GOLDEN RULE is still a good rule to follow!

“Treat others the way you would like to be treated.”

CYBERBULLYING

Cyber bullying is when someone bullies, embarrasses, threatens, or harasses others using the internet, cell phones, or other interactive technology, such as SnapChat, Facebook, Twitter, Instagram, etc. People cyberbully:

- To hurt someone
- To get even
- Out of jealousy
- To entertain themselves or their friends

Victims can be traumatized, humiliated, and can experience anxiety, depression and sleeping problems. It can affect how well students do in school, and their self-esteem.

What is considered Cyberbullying?

- Spreading rumors
- Following someone to a chat room website to harass
- Sharing personal or contact information about someone
- Tricking someone into sharing their password, under the pretense of being their friend
- Signing someone up for illegal sites, email lists, or other nuisances
- Creating a negative website about someone
- Posing as someone else online
- Hacking into someone's account
- Sending photos or texts to others
- Taking a picture or video of someone without their consent
- Repeated emails
- Disrespectful texting
- Making threats
- Revealing secrets

Consequences:

Consequences will be issued along the same lines as the consequences for bullying and harassment.

STOP Cyberbullying!

- Report it to your parents/guardians or a trusted adult at school
- Report any type of threats

It is always OK to tell when you are keeping yourself or someone else safe!

CONSEQUENCES FOR MISBEHAVIOR

Subject to change, due to alignment with Positive Behavior Intervention and Support

Inappropriate Behavior

Arson

Assault/fighting/ physical aggression

Bomb Threat

Cheating and plagiarism

Computer misuse

Defiance

Disruptions

Disruptive devices

Electronic devices

Explosive/flammable devices

Extortion

Fire alarm

Forgery/lying

Harassment/bullying

Inappropriate display of affection

Indecent gestures

Misbehavior

Profanity/inappropriate language

Property damage

Obscene material

Racist comments/slurs

Sexual harassment

Spitting

Tardiness

Theft

Threatening gestures

Threats of violence

Truancy/skipping

Use/possession of alcohol/drugs

Use/possession of combustibles

Use/possession of tobacco

Use/possession of weapons

Vandalism

BREAKFAST AND LUNCH PROCEDURES

Students are given lunch cards that include their name, ID #, and picture. These cards are durable and are not easily broken, unless they are mistreated. Students are not to cut or mark on their lunch cards. Students must have their lunch card or know their number or they will have to wait at the end of the lunch line.

To ensure that students take enough time to eat, students are allowed 40 minutes for lunch, including activity time. Activity time may include the annex gym, library, or field depending on the weather.

Menus can be picked up at the office or are available on the district website at www.scappoose.k12.or.us.

HEALTH AND WELLNESS AND ENERGY DRINKS

Because of our health and wellness policies and House Bill 2650, SMS will not allow energy drinks or coffee drinks at school. These drinks contain excessive amounts of caffeine, sugar, taurine, and herbal supplements such as guarana. Taurine appears to have a significant role in muscle contraction, especially in the heart, and affects the nervous system. If students bring these drinks, they will be confiscated. Students may call home to have parents/guardians pick up the drinks. Some examples of energy drinks include, but are not limited to: Dutch Bros. Rebels, Monster, Red Bull, Rock Star, Full Throttle, Sobe, etc.

The acceptable beverages are listed below, all in their original containers:

Water

Flavored Waters

Sports Drinks

Juice

No soft drinks of any kind allowed

Mealtime Just Got Easier!

Your school district has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet.

To Use Mealtime Online:

Visit your school or school district website and locate the link to the school nutrition page. Find the link to online payments which will take you to Mealtime Online

Or go directly to: www.mymealtime.com

Step 1: Create a Mealtime Online parent/guardian account. Click on the "Create new account" link and enter a Username and Password that you will use to login to Mealtime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith, Password: pty845

Step 2: Add your student. Login to your Mealttime Online account (using the Username and Password that you created in Step 1), click on the “Add New Student” link, and add your student by entering their first name and student ID number.

Step 3: Make a deposit. Click on the “Make Deposit” link to make a deposit into a school account. Click on the “View Details” link next to your student’s name to view their cafeteria account balance and purchase history.

Note:

Online deposits are processed each day and can take up to 24 hours to reflect in your student’s account. The online system shows on the screen that there is a small fee. The fee is 4.9% of the total lunch purchased. If you have any problems, please contact Bridget Adair at Scappoose Middle School 503-543-7163.

Powered by
Mealttime Online

ELECTRONICS

While technology is an important part of our education at Scappoose Middle School, Personal Electronic Devices can be disruptive to the educational process. Personal Electronic Devices must be turned off at 8:15 am and remain out of sight until 3:10 pm. This is in alignment with school district policy JFCEB-AR which states, “Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student’s lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times...” If there is a need for a student to contact a parent/guardian during the day, they are able to use the phone in the office. We ask that parents/guardians do not call their student’s phone during the day, but rather call the main office to relay a message at 503-543-7163.

Occasionally, Personal Electronic Devices may be allowed in a specific class as it fits into a teacher’s lesson plan. Students will know in advance if there is a need for a Personal Electronic Device in one class period, and will otherwise leave them turned off in their locker.

If a student does not have a Personal Electronic Device in class on a day when they will be used, the teacher will make other arrangements to ensure that student is still able to participate in the day’s lesson. Students may also earn the use of Personal Electronic Devices at times through our school wide Positive Behavior Intervention and Support program.

Students are expected to follow our Personal Electronic Device Contract any time they are using Personal Electronic Devices at school. Consequences for not following these expectations are part of the Personal Electronic Device Contract that every student/parent will be asked to sign and agree to at the beginning of each school year.

COUNSELING

We are fortunate to have Nick Jenkins as a counselor at Scappoose Middle School. The school counselor is there to help with your academic, social, personal, and family needs/problems, or

school life. Your conversations will be kept private. If you or another person is in danger though, the counselor is required by law to report information to the appropriate authorities. This is for your protection and safety. Our school counselor counsels students in groups or individual meetings. To make an appointment, stop by the office and fill out an appointment request form. The counselor will see you as soon as possible.

The school counselor works with whole classes and groups of students. Some examples of their skills are:

- Academic, social, and personal support
- Problem solving, responsible decision-making, and communication
- Student skill-building groups
- Individual student contacts
- Teacher consultation and training
- Parent/guardian consultation, referral, and resources
- Student mediation
- School activities, events, and assemblies
- 504's

DANCES

Several dances may be held during the school year. The following requirements are simple, but very important for attending dances:

- Students who follow expectations and rules will be allowed to attend dances
- Students must be at school the day of the dance

All school dress codes must be followed at dances!

DRESS CODE

There is a connection between dress habits, work habits and positive school behavior. Students need to be well groomed and neatly dressed to create a positive learning environment for ALL students.

Clothes or accessories considered disruptive in appearance or sexual in nature will not be allowed. Clothing or accessories with comments in reference to drugs, alcohol, tobacco, or sexual expressions will not be allowed. Clothing which promotes violence or foul language, or makes reference to negative religious comments will not be allowed. Anything considered to be disruptive to the educational process will also not be allowed.

Talking to the student and possibly a phone call to the parent/guardian for a change of clothes will address clothing or any item that disrupts the educational process or is deemed "inappropriate" by the principal or staff.

All students are to wear shoes during class and wear appropriate shoes for PE. Please keep in mind that flip-flops, backless sandals, and shoes with high heels are unsafe attire for PE and activity time. Wheelie shoes are not allowed at school.

This dress code also applies to students at any school-sponsored event and also to adults who volunteer at Scappoose Middle School.

Due to the ever-changing nature of symbolism in dress, dress code policies can be subject to change, and not everything will appear in the handbook.

DRUGS, ALCOHOL, AND TOBACCO

Over-the-counter medications and prescription drugs must be dispensed from the office. Students are not allowed to have them in their lockers or in their possession at any time during the school day. Students are not allowed to possess or use any type of intoxicating drink, illegal drugs, tobacco, or any nicotine-delivery device, in any form. Such possession or use will be referred to the parents/guardians and the local police department. The student will be suspended and may be expelled from school. If a student is expelled from school, there will be a formal expulsion hearing to determine when the student will be allowed to return to school.

MEDICATION AT SCHOOL

Over-the-counter medications and prescription drugs must be dispensed from the office after the parent/guardian completes the medication administration paperwork. Students who need to self administer medication during the day such as an inhaler need to have a self medication form signed by a parent/guardian on file in the school office. Students are not allowed to have medication in their lockers or in their possession at any time during the school day with the exception of prior approval by the District Nurse to carry and self administer emergency medications, such as asthma rescue inhalers or other emergency medications for other health conditions.

EMERGENCY DRILLS

Fire, earthquake, and lockdown drills are an important safety precaution. We have a fire drill each month and earthquake and lockdown drills throughout the year. When the fire, earthquake or lockdown drill signal is given, it is essential that students follow directions quickly and quietly! Teachers will instruct students on all emergency drill procedures and the exit routes. This will be reviewed several times during the school year.

FIELD TRIPS

Field trips are occasionally offered. Students are required to return a signed permission slip before the day of the trip. Some trips have a small fee, which needs to be paid in advance. All school rules apply when on these trips.

VISITORS

Friends or other students are not allowed to visit the school during the day. Visitations can be disruptive to the educational process. Only parents may come and have lunch with their students. They must check-in with the office and receive a visitor's pass first.

LIBRARY

Our library is a very exciting place to visit! Students are welcome in the library and are encouraged to "Read anything and everything in the library!" Our goal is to fill the library with books requested or suggested by students and teachers. The library is full of books that students may read, but most importantly WANT to read. Students who read more, and enjoy it tend to do better on assessments and in all academic subjects across the board.

The library is used for other things besides reading!! The Library opens at 7:45 a.m. for students to do homework, use the computers. It is also open during lunch activity time for homework, using the computer, playing games, reading, or just to socialize. After school the library is open until 3:45. The after school time is reserved for “Need to Succeed” time, Students who need a quiet place to do homework, projects, computer use and checking grades.

The Library Specialist is available throughout the day to help students check grades on Synergy, coordinate with teachers to schedule retaking of assessments, proctor tests and assist students as needed with projects.

Students may check out two books for two weeks at a time. Students are expected to be responsible for turning their books in on time. If a student has an overdue book, they will need to return the book before they are allowed to check out another book. If a book is damaged or lost, the student will be expected to pay to repair or replace the item.

LOCKERS

Backpacks, heavy coats, purses, and any personal items are to remain in the locker throughout the school day. A search of your locker and its contents (this includes backpacks, sports bags, and purses) and of your person may occur at times. Items that are dangerous or not allowed on school grounds will be confiscated. Prohibited items include:

- Drugs, alcohol, tobacco, or related paraphernalia
- Any nicotine-delivery device
- Glass containers
- Weapons, including toys or replicas
- Matches or lighters
- Laser lights
- Fireworks
- Aerosol cans
- Shock devices
- Inappropriate pictures/signs
- Any other items deemed inappropriate for school

These items will be confiscated and there will be disciplinary action, which may involve the local police.

SNACKS

During the school day, students are welcome to bring a water bottle to class. No other drinks are allowed. All food and candy wrappers should be disposed of in garbage cans. If you need a snack, bring a healthy one from home. Food may not be consumed in classrooms. Occasionally there may be an exception to this for planned classroom events.

STUDY SKILLS

Middle school is a time to develop and improve your study skills. Here are some good tips that help students become more organized:

- Fill out your Canvas planner in every class
- Check it at the end of the day to make sure you have everything you need to finish your assignments at home
- Schedule an average of 60-80 minutes of time for homework each day
- Have a quiet area to study, with all the materials you might need to do your homework
- Do your homework on the day it is assigned
- Ask for extra assistance before or after school from your teacher

PHYSICAL EDUCATION POLICIES AND EXPECTATIONS

PE CLOTHING REQUIREMENTS FOR STUDENTS

T-shirts:

- Length required: six inches below the natural waist
- Must have sleeves/no v-necks
- Regular school clothes must not be worn underneath the PE T-shirt

Elastic waist shorts or leggings

- Cut-offs, buttons, snaps, or zippers are not allowed

Tennis shoes must be worn and properly tied at all times, along with white socks

Sweatshirts and sweatpants are encouraged on cool days

HYDRATION

Proper hydration methods will be taught during PE. Non breakable bottles, containing water only, are allowed and encouraged during PE classes. Water bottles must be labeled with students' names. For health reasons, no sharing of water bottles is allowed.

TO BE EXCUSED FROM AN ACTIVITY

Because this is a participation-based class, a written note signed by a physician or school district nurse is needed to excuse a student from PE activity. This note is required for any condition that prohibits participation longer than three days. Temporary, written parental/guardian excuses must be presented to the teacher on the day of the request for excused participation. Students who become ill during the school day must contact their parents/guardians and have an office secretary write a note indicating the parents'/guardians' wishes regarding PE participation for that day. Students excused from PE will meet their PE requirements by completing an assigned written PE learning packet.

DAILY CLASS PROCEDURES FOR STUDENTS

- Enter locker room quietly and safely
- Dress down and prepare for PE class
- Wait quietly on benches for roll call and to hear the explanation of the class agenda
- Daily warm-up
- Assist in clean up
- Shower and dress
- Locker room will be left neat and clean
- Students will exit the locker room quietly and safely, after the bell rings

CLASSROOM RULES

Expected Conduct

- Students are dressed and seated on specific benches when the whistle blows
- While the teacher is talking, students are quiet and paying attention
- Follow directions the first time given
- No food or beverage in PE class/Water only
- Be SAFE at all times
- School equipment must be used properly. If property is damaged, consequences may be issued and reimbursement may be necessary
- For the protection and safety of students, all jewelry must be removed during PE class

During various units during basketball and volleyball, students must trim fingernails so that they are not extending beyond the end of their fingers in order to protect all participants from serious injury. Students' hair must be tied back and out of their eyes.

Consequences for not following rules and expectations:

1. Verbal warning

2. Time out
3. FYI and parent/guardian contact
4. Office referral

SCHEDULE CHANGES

Students can check their schedules at the beginning of each quarter thru student view. A paper copy can be obtained from the office. The majority of schedules are created by computer placement and selection. Schedule changes will only be granted if there is an error in the student's schedule and they were placed in the wrong class, or a decision is made for a schedule change by SMS administration.

Schedule changes are possible only if:

- Incorrect placement in a class (i.e. wrong level of Math as determined by Math Dept)
- An attempt needs to be made to balance class sizes
- A parent/guardian requests withdrawal of a student from an elective to place in a tutorial class and the request is found to be necessary for improved academic success by the administration
- A physical or medical condition exists that prevents student from participating in PE

Reasons for which schedules are not changed:

- A parent/guardian or student would prefer to have one teacher over another
- Students want to be in classes with friends
- Students change their mind about electives
- Athletics

STUDENT VALUABLES AND PERSONAL ITEMS

The school does not insure items brought to school or stored in lockers. The middle school cannot be responsible for lost or stolen items. If students choose to bring personal or electronic items to school, they could be taken away. Parents/guardians may have to come to school to collect personal items if they disrupt the educational process. Electronic devices must be turned off when entering school property and stored in lockers by 8:20 AM and not used until 3:10 PM. It is also important that students do not bring large amounts of money to school.

TARDINESS

Please make every effort to get your student to school on time. The warning bell rings at 8:14 AM and school starts at 8:20 AM. If a student is late for school in the morning, they must check-in at the office. A parent can also sign in a student. A tardy may be excused for the following reasons:

- Illness with a note or phone call, unless already truant
- Medical or dental appointments with doctor's note on letterhead
- Death in the family, hospitalization, or major family event
- Extreme weather conditions

Examples of unexcused tardies are:

- Missing the bus
- Oversleeping
- Babysitting younger siblings
- Car trouble

If you are late to a class during the day, you must have a note from a teacher or the office, or the tardy will be unexcused. Excessive tardiness will yield consequences. Total tardy minutes can be compiled and included in total absences for truancy purposes. If tardiness does not improve, the student will be referred to the District Truancy Enforcement Officer.

SCAPPOOSE MIDDLE SCHOOL SPORTS

We are happy to be able to offer our middle school students the opportunity to compete in several sports. We are offering the following sports:

- Cross Country
- Football
- Volleyball
- Basketball
- Wrestling
- Track
- Dance

Wrestling and track are also open to 6th graders.

Homework Policy for Sports or School Events

Homework policy for excused absences due to a sporting event or school related activity if a student will not be present for a class:

- Students must approach the teacher prior to the class period and ask for the assignment or for what students will be missing. Do this at the teacher's convenience. Don't interrupt!
- Students is to turn in, on time, any assignment that is due that day
- Students will attempt to complete the assignments and turn them in on time, but by following the handbook guidelines gets one extra day to complete any missed assignments for the class(es) missed

Some AWAY games and or activities tend to cause students to come home late, so it is advised that the students complete as much as they can either on the bus or at the away gym or venue.

Please remind your student of their responsibility and of their options for completing their missing work.

Scappoose Middle School Athletic/Activity Academic and Conduct Accountability Policy

ATHLETIC ELIGIBILITY POLICY

In order for a student to be eligible to be a member of SMS athletics, the student is expected to:

1. Maintain or be making satisfactory progress on their Individualized Education Plan (IEP).
2. Have no D/F's when grades are checked.
3. Be present and participate in regular school activities all day, unless prior approval is given by SMS administration, in order to participate in the day's game, practice, or activity.

ENFORCEMENT

Grades will be checked multiple times, each sport season. Students who are not meeting eligibility will be notified that they are on **Probation** and will have two weeks to meet the eligibility requirements. During the **Probation** period, athletes will be required to attend two study table sessions before attending practice each week. Study table is held in the library from 3:15-4:00. If at the end of the second grade check, a student athlete is still failing, they will be removed for that sport season. If an athlete who was passing at the first grade check is then failing at the second grade check, they will be placed on Probation and follow the same requirements. If at the end of the probation period an athlete is still failing they will be dismissed from the team for that sport season.

This policy would apply to all students, unless they are on an IEP and it is determined that the student is making satisfactory progress on their goals.

The athletic director and/or Principal have the discretion to rule on any hardship cases that arise. The decision of the Principal is final and has no appeal process.

GRADE CHECK DATES:

First Grade Check - 2nd week of the season

Second Grade Check – 4th week of the season

Third Grade Check – 6th week of the season

Conduct

Any student who participates in school sports or activities and engages in, or is charged with any of the following, whether on school property or at a school sponsored activity, will be subject to the disciplinary procedures outlined below:

- Possession or use of tobacco (cigarettes, chew, or any nicotine-emitting device)
- Possession, use of, sale and/or distribution of alcohol, or mood-altering substances not take at the direction of a physician
- Theft, burglary, or robbery
- Maliciously destroying property belonging to others
- Exhibiting unbecoming, profane, or disrespectful behavior
- Bullying and/or harassing others
- Assault and/or fighting
- Possession of firearms or other dangers weapons while on school property or at school sponsored activities
- All other expectations and guidelines outlined in the SMS Student/Parent/Guardian Handbook

Disciplinary Procedures

Suspected violations of the school policies will be investigated by the administration/Athletic Director and appropriate action will be taken.

Voluntary Disclosure

Any student who seeks assistance for tobacco, alcohol, or drug problems will be required to meet with the district drug/alcohol counselor and recommended to meet with our school

counselor. The student will be exempt from disciplinary action provided they have not been implicated in any incidence of possession or use of such substance under investigation at the time. However, a student cannot use voluntary disclosure as a means of avoiding disciplinary consequences when they anticipate being discovered through such an investigation.

Individual Education Plan (I.E.P.)

Students who are on I.E.P.'s will follow all rules concerning athletic/activity unless they are unable to do so due to their disability. Conditions for participation in athletic/activities will be specified as needed by the multidisciplinary team and will be monitored by the special education department.

Communication Process

If you have questions, comments, or concerns please speak directly to the coach or advisor to seek an answer or resolution. If the question or issue is not resolved the next step would be to make an appointment to meet with the SMS Athletic Director. If a solution cannot be reached at this level, the issue will then be referred to the Principal. If no solution is reached at this level, it can be taken to the Superintendent of the district.

BEFORE AND AFTER SCHOOL

Students who do not ride the school bus should not arrive at school before 7:45 AM. Students must also leave the school grounds immediately after school, unless participating in an after school sport/activity. Students cannot leave the school grounds and then return to catch a later bus.

RIDING THE SCHOOL BUS

At the beginning of the school year, you will be assigned a certain bus, depending on where you live. If you are planning to ride a different bus for any reason, you must have a signed note from a parent/guardian describing your alternate plans. It must be specific. This note is to be turned in to the school office before school starts to get a bus pass BEFORE you get on a different bus. While on the bus, remember the rules below.

OREGON STATE REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES (OAR 581-53-010)

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of an emergency.
4. Students shall be on time for the bus, both morning and afternoon.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Students shall remain seated at all times while the bus is in motion.
7. The bus driver may assign student seats.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms, or heads through the bus window.
10. Students must have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones. Loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver to fellow pupils, and to passersby.

15. Students who refuse to promptly obey the directions of the driver, or who refuse to obey regulations, may forfeit their privilege to ride the buses.
16. Rules governing students riding school buses must be kept posted in a conspicuous place in all school buses.

Durham Transportation
 53805 Columbia River Hwy.
 Scappoose, OR 97056
 503-543-3043
 email: lkelley@durhamschoolservices.com

	Safe...	Responsible ...	Respectful...
	Be free from physical and emotional harm	Be honest dependable and accountable	Be polite and cooperative
All Areas	<ul style="list-style-type: none"> • Always walk • Keep hands feet and other objects to yourself • Report behavior that is unsafe or irresponsible to an adult • Use all equipment and materials appropriately • Keep food and drink in designated areas 	<ul style="list-style-type: none"> • Be prepared • Be in the right place at the right time • Clean up after yourself • Follow directions • Take proper care of personal and school property 	<ul style="list-style-type: none"> • Address staff, students, and visitors respectfully • Respect other's space and property • Control volume and language • Address others respectfully
Assemblies	<ul style="list-style-type: none"> • Enter and exit in an orderly manner • Remain seated • Feet are on the floor • Hands and objects away from others • Keep aisles clear 	<ul style="list-style-type: none"> • Listen and follow instructions • Be a good audience member • Be accountable for your actions 	<ul style="list-style-type: none"> • Be positive and respectful to those being recognized • Be positive and respectful to presenters
Arrival/ Dismissal Areas	<ul style="list-style-type: none"> • Be aware of your surroundings • Use sidewalks and crosswalks • Obey traffic laws and signals • Walk; carry or push wheeled objects • Report any unidentified persons to staff 	<ul style="list-style-type: none"> • Be mindful of your actions • Keep track of your belongings • Go directly to designated areas • Prepare yourself for the beginning/end of the day 	<ul style="list-style-type: none"> • Follow all instructions from staff promptly • Remove all headwear • Keep items in designated areas • Respect others and their property
Lunch Activity Time	<ul style="list-style-type: none"> • Move promptly to designated areas • Use all equipment as instructed • Keep food and drink in designated area 	<ul style="list-style-type: none"> • Check out equipment as directed • Follow gym/field rules and expectations • Treat equipment with care 	<ul style="list-style-type: none"> • Share space and equipment with others • Maintain good sportsmanship • Be inclusive of all students
Hall/ Stairs	<ul style="list-style-type: none"> • Always walk to the right and keep moving • Keep passageways clear • Watch where you are walking • Handrails are for hands • Use every stair 	<ul style="list-style-type: none"> • Walk directly to destination • Use hall passes • Control volume level and language 	<ul style="list-style-type: none"> • Honor personal space/lockers • Follow staff directions • Go with the flow of traffic
Library/ Computer Lab	<ul style="list-style-type: none"> • Push in chairs • Wait/remain seated until dismissed • Water bottles in designated area only 	<ul style="list-style-type: none"> • Log off • Use equipment as directed • Follow computer use policy 	<ul style="list-style-type: none"> • Quiet voices • Cite sources to avoid plagiarism • Ask before printing
Restrooms	<ul style="list-style-type: none"> • Wash hands before leaving • Flush toilets • Report water on the floor to staff 	<ul style="list-style-type: none"> • Leave restroom clean • Leave promptly when finished 	<ul style="list-style-type: none"> • Give others their privacy • Wait patiently • Keep walls graffiti-free
Morning Activity Time	<ul style="list-style-type: none"> • Move safely to designated areas • Follow recess and equipment rules • Report injuries or concerns 	<ul style="list-style-type: none"> • Play by the game rules • Borrow, use, and return equipment properly • Take turns • Be helpful 	<ul style="list-style-type: none"> • Be courteous of other activities around you • Be inclusive of all students • Use good sportsmanship • Play activities/sports in designated areas

Cafeteria	<ul style="list-style-type: none"> • Maintain an orderly line • Keep your food on your tray • Alert staff to spills • Keep aisles clear 	<ul style="list-style-type: none"> • Have lunch card ready • Wait patiently in your spot in line • Wait to be dismissed • Be seated and stay seated • Leave your table and floor space clean • Follow staff directions promptly • Return your tray in the proper manner 	<ul style="list-style-type: none"> • Use quiet voices • Be mindful of others' personal space • Show good manners • Listen when directions are given
Office	<ul style="list-style-type: none"> • Check in with office personnel before going to the health room • Leave school and sign-out only with authorized adult: parent/guardian, etc. 	<ul style="list-style-type: none"> • Ask before using the phone • Use the phone quickly and only when necessary • Come to the office immediately when paged • Remain quiet when waiting in office 	<ul style="list-style-type: none"> • From counter, politely state your purpose for being in the office • Be mindful of your attitude • Wait your turn-be patient • Control your language and the volume of your voice

