

**Central Parent-Student Handbook**  
Home of the Pioneers  
2022-2023

**I. WELCOME TO CENTRAL:**

This handbook outlines general information as well as rules and regulations necessary for the safe and efficient operation of Central Middle School. Parents and students should read this handbook carefully. Questions most commonly asked are answered here, but not all policies have been or could be listed. It is the administration’s right to determine if actions are disruptive or dangerous. Students will be responsible for appropriate behavior at all times while on the way to and from school, at school, and at all school activities.

If you have any questions for the administration, counselor or our secretaries, please don't hesitate to contact us by phone, fax or e-mail as listed on our Central website.

Tim Sprenger, Principal  
Tiffany Gaines, School Secretary

Travis Phelps, Assistant Principal  
Araceli Romero, Clerical Assistant

306 SW Second Avenue  
Milton Freewater, OR 97862

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Website: [cms.miltfree.k12.or.us/](http://cms.miltfree.k12.or.us/)

You can contact teachers or other staff in the same manner. If our staff is unavailable when you call, you may leave a voice message or use e-mail. As with administrators, all staff may be e-mailed using the District and Central websites.

THIS HANDBOOK BELONGS TO:

Name: \_\_\_\_\_ Grade: \_\_ HR: \_\_\_\_\_

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**A. DAILY SCHEDULES:**

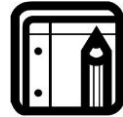
**SCHOOL HOURS:**

<b>Cafeteria Doors Open</b>	<b>7:35</b>	
School Hours (M-Th)	7:55 – 3:05	Friday: 7:55 - 1:05
After School Detention	3:05 – 3:35	

NO STUDENTS WILL BE ALLOWED TO LEAVE CLASS DURING THE FIRST 10 AND LAST 10 MINUTES OF CLASS TIME.

Students have four (4) minutes passing time between classes to use the rest room, get a drink and get needed materials for the next class from their locker. On assembly and early dismissal days the bell schedule is adjusted. Students are expected to go home immediately after dismissal unless they are involved in an after-school program, athletics, attending detention or Working with a staff person.

**II. GENERAL INFORMATION**



**A. SUPPLIES**

Students are responsible for obtaining school supplies in order to be prepared each day. During the first week of school teachers will inform students what is needed for each class. Teachers may also require additional supplies throughout the school year.

**B. LOCKERS**

Lockers and combination locks are available by parent request. Lockers may be decorated on the inside, provided the decoration is appropriate and removable. Students and their parents are responsible for damage to lockers and locks. Replacement locks are \$10.

1. Lockers should be kept locked at all times. Even so, do not use for valuables.
2. Do not give your locker combination to anyone. Friendships change; lockers do not.
3. Keep the locker assigned to you. Teacher and/or Office approval is required to change.
4. Students are required to use a school issued lock.

Report any difficulty with your locker or anyone tampering with your locker to the office. If your locker is jammed, check-in with your teacher first, and then go to the office for assistance.

Lockers belong to the school district. Students are allowed to use the equipment as a convenience. Lockers are subject to search by school officials at any time. Use of lockers needs to conform to school rules and policies. Lockers are to be properly cared for and can be taken away at any time.

**C. PERSONAL BELONGINGS**

If students have valuables that must be brought to school, they should be taken to the office for safekeeping. Report any lost or missing items to the office immediately. The school will not be responsible for lost or stolen personal items.



Students should **not bring** any of the following items to school: energy drinks, aerosol sprays, perfume, cologne, electronic games, blankets, trading cards, toys, stuffed animals, pocket knives, matches, lighters, laser pointers, permanent markers, correction fluid (white out), and any other item considered by the administration to be inappropriate or disruptive to the educational process. Inappropriate items will be taken away from the student. The situation may require a parent to retrieve the item. Items not claimed by the end of the year may be given to charity.

Additionally, students are not allowed to bring and display flags, banners, and posters, deemed inappropriate by administration, or that distract from the learning process, or are in general controversial.

Note: some normally inappropriate items may be brought to school on special occasions with the permission of teachers and/or administration. Students must request permission before the item is brought to school.



#### **D. ELECTRONIC DEVICES**

A student may possess a **cell phone or similar device (including a camera, or headphones) on school property, at after school activities, and at school-related functions, provided that during school hours, which is first bell to last bell, the item remains *off* and is concealed. Passing times and lunch time are during school hours.** Possession of a cell phone or similar item by a student is a privilege and **may be used only with teacher permission**. Violations of this policy will result in confiscation of the item and as follows:

1. First Offense: Student may or may not be given a warning/reminder of the school policy and normally be allowed to retrieve the item from the office at the closure of the school day. A parent may be notified to retrieve the item.
2. Second Offense: Student will be given an office referral and a parent may be notified to retrieve the item from the office. Or, the item may be picked up at the end of the day by the student.
3. Repeated Offenses: Student will be given an office referral and the parent may be required to pick up the device from the school. Additional offenses will be considered insubordination and students will be disciplined in accordance to said policy. Violation may result in another office referral and further consequences according to the Student Wide Discipline Plan (SWDP).

**At no time shall Milton Freewater School District be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.**

Other electronic devices will be dealt with according to the School Wide Discipline Code of Student Conduct.

#### **E. DRESS AND APPEARANCE**

Students are expected to dress according to the Central dress code guidelines as established by the administration and Milton Freewater School Board Policy. Personal appearance including student dress, grooming and hygiene should not distract from the teaching and learning process nor create a safety or health hazard to the student or to others. Clothing should be clean, comfortable and appropriate for school activities. Dress

code guidelines apply to extra-curricular participants. Students not meeting proper dress code guidelines will be required to change. In the event the student does not have an appropriate alternative available, parents will be notified. Students are expected to comply with staff decisions regarding the appropriateness of their attire. Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the guidelines below:

Bare Skin: Bare skin should be limited. Clothing that reveal midriffs, bare backs, navels, buttocks or excessive skin are not acceptable. Any sleeveless shirts must have a shoulder width of at least two inches and fit snugly under the arm. Skirts and shorts must completely cover the student at least to the mid-thigh.

Shoes: Shoes must be worn at all times. "Wheelies" are not permitted

Undergarments: Clothing should be worn in such a way that the student's undergarments are not exposed. Pants or shorts may not have holes above mid-thigh.

Pajamas and Slippers: Pajamas, slippers, blankets, sleeping attire and robes are not allowed.

Slogans on Clothing: Clothing, jewelry and accessories may not have any sign of or promote graffiti, alcohol, drugs, racism, gang affiliation, marijuana, tobacco, profanity, drug paraphernalia, sexual connotations or violence.

Hats, Hoods, sunglasses and Accessories: Hats and hoods may be worn inside the school building during school hours as long as they meet the other requirements of the dress code, and do not distract from the educational environment. Hats and hoods are not allowed to cover the students' face or obstruct their view. It is up to the teachers' discretion whether or not hats or hoods are allowed in their individual classrooms. Bandanas and 'dew' rags, or other similar type head coverings are not hats and are not allowed at Central in any capacity. Additionally, fashion accessories deemed unsafe or disruptive such as sunglasses, canes, wallet chains, and "wheelies," are not permitted.

P.E. Uniforms: Central students are required to wear school issued P.E. uniforms. Students who forget their uniforms will be given loaners. Complete uniforms may be purchased at registration or any time during the school year. Hoodies or other clothing articles not considered part the PE uniform are not allowed.

Appropriate student dress and grooming are the responsibility of the student and parent. Dress and grooming that is considered inappropriate or disruptive by a staff member to the educational process will not be permitted. For inappropriate clothing, "Loaners" will be provided. The student and/or parent can pick up the item after school.

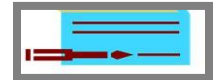
## **F. ATTENDANCE PROCEDURES**

The school is required to keep accurate attendance records. Students should strive to be in classes every day.



1. Parents are to call the school by 8:30 a.m. if their student will not be attending school that day. Unless a parent has called the school, students **MUST** bring a note from home to have the absence excused. The note should show the date(s) missed and state the reason. A parent **MUST** sign it.
2. The note should be turned in to the Office. If the note is not brought by the second day, the absence will be unexcused.
3. Students should pre-arrange any absences that are known in advance such as doctor appointments. In such cases, a note should be taken to the office beforehand.
4. Extended absences (such as long trips) should be pre-approved by administration. Prearranged Absence Forms should be completed two weeks prior to the scheduled absence, and the parent and student should meet with an administrator one week prior to the absence.
5. Because the school is responsible for students when students are at school, it is essential when students arrive late for school or have reason to leave early that they check in or out at the office.
6. Students who arrive late to school must sign in at the office before going to class. **Tardiness** is treated as a discipline problem and appropriate disciplinary steps will be taken. Classroom tardies are covered under Non-Flagrant Behavior, in this handbook.
7. Students who have an unexcused absence from school will not be allowed to attend after school activities, performances, or participate in sporting events without the approval of administration.
8. The student and/or parent is responsible for contacting the teacher and obtaining missed work. If the student is gone for two (2) or more days, a parent may contact the office for assignments. The student is responsible for any missed work and will be given additional time to do the missed work.
9. The school will call the parent/guardian by the end of the school day if their child has an unplanned absence.

#### **G. HALL PASSES**



When it is necessary to leave class, a student must secure a hall pass issued by a staff member. Any student who is found to be inside a building during lunch recess without a hall pass may be issued an office referral.

#### **H. CLOSED CAMPUS/ RELEASE OF STUDENTS**

Central School is a "Closed Campus". All students must remain on school grounds during school hours, including lunch, unless officially excused by the office. If it is necessary to leave campus for any reason, students must have a note from parents, sign out at the office and sign in upon return. Once students leave campus after school they normally should not return.



#### **I. EMERGENCY SCHOOL CLOSURE OR EARLY DISMISSAL**

School closure information will be available on the Milton-Freewater School District web site at: [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us)

In the event it is necessary to close schools (including emergency early dismissal), shorten bus routes, or delayed opening, the information will be broadcast on the following radio stations: KTEL (AM1490), KUMA (FM107.7), KWHT (FM 103.5), KTIX (AM1240), KHSS (FM100.7), KNLT (FM 95.7), KUJ (FM 99.1), and KGTS (FM 91.3). Information will also be broadcast on KNDU and KEPR television. When possible, information will be broadcast prior to 6:45 a.m.

When emergency early dismissal is required, students within walking distance will be excused to walk home. Parents should make alternate arrangements for their children if day care is needed for such occasions. During inclement weather there may be bus delays of several minutes.



## J. FEES AND CHARGES

PE uniforms are required and cost \$20.00. Returning Central students may reuse uniforms if they are in good condition as determined by the PE teacher. Payment of fees is due the first week of school. Students with unpaid student fees may be ineligible for participation in activities. Student Body Cards are required for attendance at all extra-curricular activities.

## K. INSURANCE

Insurance Forms are available at the office for a low cost student insurance program. Parents are responsible for paying premiums and submitting claims. The district will NOT provide any student insurance coverage. The district shall not be responsible for costs of treating injuries or assume liability for any cost associated with an injury.

## L. FINES

All school materials issued are expected to be properly cared for. Students will be charged for damaged or lost school materials issued to them (books, lockers, locks, uniforms, etc.). Students are advised to place their names in all textbooks issued to them and to keep track of them during the year. Loaning or sharing textbooks is discouraged because the student the book was checked out to will be responsible for any related expenses. Normal wear is expected during the year. Excessive damage will result in an appropriate fine. Students who lose or irreparably damage school materials will be charged the full price of replacement, regardless of the age of the textbook.

## M. MEDICATION

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer the medication signed by the parent. A parent must deliver any medication to the school office in its original container. Administration of prescription medication requires:



1. A Physician's written instructions including medication name, dosage, time interval and method of administration;
2. Medication in original container;
3. Container label or separate communication clearly showing the students & doctor's name & instructions.
4. Administration of over-the-counter medication requires:
5. Parent's written instructions
6. Medication in original container



## N. VISITORS

For the safety of the students, state law requires that all visitors must be cleared at the office before going to any other part of the school during regular school hours. Parents and community members are encouraged and welcome to visit our school, but they must first check in at the office. Students from other schools may visit for one period plus lunch. All student visitors must be pre-approved by the administration. Visitors are subject to all school rules and procedures. Should a problem occur the visitor may be asked to leave the campus immediately.



### O. CAFETERIA INFORMATION

All food and beverages should stay in the cafeteria, unless the student has made arrangements to eat in a classroom. Lunches may be brought from home or purchased at school. Breakfast and lunch is free for all students.

1. Students will be polite and courteous to all lunch room staff.
2. Students are to clean up after themselves and pick up trash and clean up spills.
3. Students are not to eat off of other students' trays.
4. Food or drink is not allowed out of the cafeteria.

## III. GRADES and RECORDS

### A. HOME ACCESS CENTER

All student information, including grades, may be viewed by parents through the online Home Access Center. (ParentVue) A link to the Home Access Center is on the District and Central web sites: [www.miltfree.k12.or.us](http://www.miltfree.k12.or.us) and [cms.miltfree.k12.or.us](http://cms.miltfree.k12.or.us). Parents may receive their log in and password at the office at Central Middle School or by contacting the school secretary.



### B. PARENT-TEACHER CONFERENCES AND COMMUNICATION

Parent-teacher conferences are scheduled in the fall. Parents, students and/or teachers may request a conference at any time. Parents are encouraged to use the online Home Access Center and to be in regular communication with teachers to help assure their student's success in school. Teachers can be reached by phone at Central (leave a voice message, if necessary) and by e-mail. Staff e-mail addresses are available upon request or by accessing the Central or the District web site.

### C. GRADING

**Grading Period:** The school operates on a semester system of two 18 week grading periods.

**Progress Reports:** A report will be mailed home from the school at the nine week mark of each semester and at the end of the each semester.

**Grading Scale:**

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
0-59%	= F

**Late or missing work:** Late work is accepted within three weeks of the original due date, up until the end of the semester, for up to 70% credit if completed properly. Late or missing work receives a mark of "blank" for missing, which is calculated as a zero. Missing work is expected to be completed by the student.

**Extra Credit:** Extra Credit is optional according to the teacher. It must be standards based and directly related to the class' curriculum. Extra credit cannot raise a student's grade by more than 2%. Extra credit does not replace normal assignments.

**Make-up Work Due to Student Absence:** For every day of absence a student has, they are allowed two school days to make up the work for full credit.



**Grade book codes:**

- “Blank” means assignment is missing and does not affect grade.
- “Zero” means the assignment has been entered and cannot be made up.
- “Ex” means the student has been excused from the assignment, and is not calculated in their grade.
- “NTI” means not turned in and is calculated as a zero.

**D. PROMOTION**

To be promoted, students must pass an average of six (6) classes each semester (36 classes for 3 years) for while attending Central. Students are not permitted to participate in promotion activities unless they meet the promotion requirements.

Students are allowed only 2 semester F’s per grade level at Central to remain on track for promotion. If they have more than that at the end of any grade level they may be recommended for:

1. Alternate Placement
2. Summer School
3. Retention

Parents and students will be included in the decision-making process, but the final authority will rest with school officials according to District Policy.

**E. STUDENT RECORDS**

The Milton-Freewater Unified School District permits a parent, student or a representative of the parent to inspect and review any educational records (not limited to, but including identification, evaluation, educational placement, and the provision of a free appropriate public education) directly relating to the student which are maintained by the school district. These records are located at Central School and/or at Milton-Freewater School District #7 office.

**F. IMMUNIZATIONS**

Oregon’s Compulsory School Immunization law\* requires all school-aged children to have necessary immunizations if they are attending public schools. Parents of children entering Milton-Freewater District #7 must submit written evidence, including dates received, that their child has had the required shots.



**Seventh Graders who have not had their TDaP immunizations before the annual February deadline will be EXCLUDED from attending school .**

If the child is between the ages 7 and the 12th grade and has not had any immunizations, the following schedule will apply:

5 DTaP (Diphtheria/Tetanus/Pertussis))	1 Tdap	4 Polio	1 Varicella (chickenpox)
2 Measles	1 Mumps	1 Rubella	3 Hepatitis B

Laws regarding Oregon’s school immunization and exemption laws went in effect March 1, 2014. They include a phase-in schedule for Hepatitis A and a the process for parents choosing a nonmedical exemption (previously religious exemption) to school immunization requirements. More information is available at [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption)

**IV. ATHLETICS AND EXTRA-CURRICULAR PROGRAMS**



## A. ACTIVITY ELIGIBILITY CODE

**Eligibility:** Central's staff believes that students should participate in a variety of school activities. Participation in school activities requires that students are passing all of their classes. Failing grades will limit a student's eligibility to participate in school activities. A school activity is anything that a student participates in where they represent Central Middle School. Activities could include but are not limited to: sports, clubs (Snow Pioneers, Lego Robotics, Battle of the Books, etc.), school trips or even in-school events. Grades will be figured on a weekly basis. Students who are failing one or more classes will be informed by their coaches, teacher, or advisor on Thursdays (grade check takes affect the following Monday through Saturday), and the following policy will determine their ability to participate in upcoming activities:

### **For Athletic or Club Activities:**

1. First time student has an F during that season or activity- (Monday through Saturday following grade determination). A student will be placed on probation, and have one week to bring his/her grade(s) up to passing. The student may still practice but cannot compete, or travel with their group/team. The coach/advisor will notify parents that their son/daughter is on academic probation.
2. Second time student has an F during that season or activity - If the student/athlete is still failing one or more classes the student will make arrangements to get help from the teachers of classes they are failing. During this time the student cannot practice or compete/travel.
3. Third time student has an F during that season or activity - The student will be removed from the team or activity.

**For Class or School related activities:** These are typically one-time events that are determined by the administration as an activity that requires a grade check. This could include but is not limited to: an in-school event that causes students to miss any of their classes, some field trips, band or choir trips, leadership activities, etc.

1. Any student that has an F will not be allowed to participate in the activity.

Participation awards for players who have missed part of the season due to academic ineligibility will be at the discretion of the coaches.

**Physicals and Insurance:** All student athletes must have a physical completed by a doctor and have proof of accident insurance in order to participate in athletics at Central. A physical must be on file in the school office and is good for two calendar years.

### **Participation Guidelines:**

1. Student participation should not be an extra burden to teachers. Students should make every effort to get assignments before class on early release days and to complete assignments on time.
2. For all activities away from Central School, students will ride to and from the games in school transportation unless parent/guardian transportation is arranged with the coach and parent/guardian. Prior written permission from the principal or athletic director is required if the transportation is with anyone other than the parent/guardian.
3. Students will be personally responsible for all uniforms and equipment issued them and will return it in original condition.

4. Students are ineligible to participate if they are absent from any part of school the day of the contest/activity unless prior arrangements have been made through the Principal and/or athletic director.
5. Coaches/advisors may add ineligibility rules due to student conduct during school or in a practice.
6. Students will not be excused from any practice, except in cases of personal illness unless prior arrangements have been made.
7. Students using alcohol, drugs, or tobacco products will be subject to suspension or removal from the athletic team or program activity in which they are participating.
8. Students will be expected to conduct themselves in a manner that reflects credit to the school and community. Students' behavior should be courteous and show good sportsmanship at all times. An indication of the culture of the school is the conduct of its students.



### B. PHYSICAL EDUCATION (PE)

Students are required to wear Central's PE uniform and court shoes to "dress down" for class each day. Central students must purchase at least one set of PE clothes (T-shirt and shorts) from the school. The previous year's uniform may be used if it is in good condition and fits properly. Additional uniforms may be purchased, if desired. **Students may not have aerosol or glass containers.** Students are assigned a locking PE locker or basket to store this equipment. Central is not responsible for lost or stolen articles.

If students are to be excused from PE for medical reasons, a parent note is required. Any excuse longer than three days will require a doctor's note that specifies participation restrictions. A modified PE program will be provided for students unable to participate in the regular physical activities. Students who miss PE due to absence or medical excuse will be allowed to make up the time with an approved activity outside of school. Students should make these arrangements with their PE teacher.



### C. SPECIAL PROGRAMS

The district provides special programs for those with disabilities that affect a student's success in school. A student or parent with questions about these programs should contact the Special Programs Director. A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the Special Programs Director.

### D. VOLUNTEERS

Parents and other adults are encouraged to voluntarily contribute their time and talents to the improvement and enrichment of Central Middle School instruction and programs. All interested persons must complete an application and background check prior to volunteering. Volunteer forms are available to pick up at Central or the District Office.

## V. RULES

### A. PLAYGROUND RULES

1. NO FIGHTING! Keep hands, feet, and objects to self (Fighting results in a suspension).
2. No throwing or kicking snow WITHOUT ADMINISTRATIVE APPROVAL.
3. Respect school property. Use equipment as it is meant to be used.
4. Play safely. No wrestling, play fighting, tackle football, wall ball or full court basketball.



5. Students are not to enter the halls without a written pass.

### **B. HALLWAY RULES**

1. Walk courteously & quietly on the right hand side of the hallway. Keep hands, feet and objects to self. Enter and exit through the right hand side of doorways.
2. Before school, students should be in the cafeteria, or outside.
3. Students are not to be in the halls before school, during class time or lunchtime without a pass. Students can request a pass from a classroom teacher in advance.



### **C. INTERNET USE**

Students will have internet access privileges. Student's access must be in support of education and research and consistent with the educational objectives of the Milton-Freewater Unified School District. Parent requests in writing to deny their child's internet access will be honored. Any violation of the district internet policy may constitute a criminal offense. Should a student commit any violation or aid in another students' violation, the student(s) access privileges may be revoked as follows:

1. First Offense: User privileges denied for thirty days and parent will be contacted.
2. Second Offense: User privileges denied for the remainder of the year, parent contact and referral.
3. Additional Offenses: Office referral, parent will be contacted. User access denied for remainder of year.

For the complete district policy on internet use, please contact the Central office.



### **D. BICYCLES, SCOOTERS OR SKATE BOARDS**

Students may ride bicycles, scooters or skate boards to school if they abide by the following rules:

1. Bikes should be locked to the bike rack. Scooters and skateboards are the student's responsibility and will **not be stored at the office or in classrooms**. Central is not responsible for lost or stolen equipment.
2. Skate boarding is not allowed on Central property and violators can be cited by the police. No bike or scooter riding on school property from 7:00 a.m. to 6:00 p.m. during school days.
3. Students should not carry passengers on their bicycles.
4. No riding on the sidewalks.
5. All traffic rules and regulations should be obeyed and followed.



### **E. BUS REGULATIONS**

Bus students must ride assigned buses unless the principal has approved parents' permission. Transportation to and from school is provided and the student is expected to observe the regulations. If a student needs to ride a bus he/she normally does not ride, a note signed by the parent will be required in order to obtain a bus pass. This pass needs to be obtained from the office prior to homeroom.

Rules governing pupils riding school buses are:

1. Students being transported are under 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 emergency.
4. Students shall be on time for the bus. Students should report five (5) minutes early to their stop.
5. Students shall not bring firearms, weapons, or any potentially hazardous material on the bus.

6. Students shall not bring animals, except approved assistance guide animals on the bus;
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned to seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
10. Students shall not extend their hands, arms or heads through bus windows.
11. Students shall have written permission to leave the bus other than at home or school.
12. Students shall talk in normal tones, loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, to fellow pupils and passersby.
16. Students may not change clothes on the bus.
17. Students who refuse to obey the directions of the driver promptly or refuse to obey regulations may forfeit their privilege to ride on the buses.

Bus drivers will write a citation (Bus Driver's Report on Pupil Misconduct) when a student is observed to be breaking a bus rule. The citation will be routed through the District Transportation Coordinator to the school that the student attends. The consequences for the misconduct will be given to the student at school. The citation will be sent home with the student to be signed by a parent and returned to school. Violations of bus rules will result in the following minimum consequences imposed by the District:

1. 1st offense: Warning to student and notice sent home to the parent with the student;
2. 2nd offense: Notice mailed home to parents and a two (2) day suspension from riding any school district bus;
3. 3rd offense: Notice mailed to parents and suspension from riding any school district bus for five (5) days;
4. 4th offense: Notice mailed to parents and suspension from riding any school district bus for ten (10) days;
5. 5th offense: Suspension from any school district bus for the rest of school year.

(Examples of severe cases: fighting, bringing firearms/lethal weapons on the bus, pushing student out in front of bus, anything that endangers self and others.)

Note: School administrators may choose to discipline students in addition to the loss of bus riding privileges, depending on the severity of the behavior.

#### **F. SEARCH AND SEIZURE:**

A student's person and/or property is subject to search when there is a reasonable suspicion that the student is secreting evidence of an illegal act, school violation or safety issue. Students shall not conceal evidence of an illegal act or school violation.

Students shall not bring firearms, knives, or other possessions reasonably determined to be a threat to the safety or security of themselves or others to school. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of the possessor or others will be seized. Items that may be used to disrupt the school climate, will be removed from the student.

### **VI. Conduct and Discipline: School Wide Discipline Plan (SWDP)**

## A. CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. It is illegal to disrupt the learning environment.

We expect students and staff to be:

Prompt  
Prepared  
Productive  
Respectful  
Responsible

## B. DISCIPLINE:

A Classroom Management Plan Model:

1. Step 1 - warning (written or verbal)
2. Step 2 - 15 minute classroom detention & parent contact
3. Step 3 - 30 minute classroom detention or problem solving paper & parent contact
4. Step 4 - 45 minute detention & parent conference

Central's goal is for teachers to handle the majority of discipline within the classroom. However, a student may be referred to the office at any time. *Most office referrals will be because of the severity of the behavior, or the result of a student continually violating classroom rules and/or not completing teacher-assigned detention.* Teachers may use other appropriate consequences in place of detention such as loss of privileges or referral to counselor.

The District has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in District-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement for certain behaviors. Flagrant (severe) behavior will result in the student being immediately sent to the office (with an office referral following as soon as possible) and consequences depending on the behavior's severity and the student's current standing on the School Wide Discipline Plan. The descriptions, disciplinary procedures, and minimum consequences for these behaviors are listed separately in alphabetical order. Such behaviors include, but are not limited to the following:

### C. School Wide Discipline Plan (SWDP): OFFICE REFERRALS

When a student receives a flagrant office referral (see attached "Office Referral Example") he/she will be sent immediately to the office with the referral. For other Office Referrals, the student will be called down to the office within a reasonable amount of time. This procedure depends on the nature of the incident. The Administration will process the referral in a timely manner. The administrator will inform the student of the consequence and identify the disciplinary action. Parents or guardians will be contacted when the referral results in In-School-Suspension (ISS) or Detention that is to be served after school.

### D. School Wide Discipline Plan (SWDP): STEPS/ CONSEQUENCES

A student may be moved to any step on the SWDP depending on the severity of the behavior. The first referral for a flagrant/severe behavior normally will result in ISS.

1. Step 1: The first referral for a student will result in a conference with an administrator and the assignment of one or more of the following:
  - a. 30 minutes of Detention time.
  - b. Campus clean up.

2. Step 2: A second office referral within four weeks of the previous referral (whether from the same or a different staff member, for the same or a different behavior) will result in a conference with an administrator and the assignment of one or more of the following:
  - a. 90 minutes of Detention time.
  - b. Campus Clean up
3. Step 3: A third office referral by any staff member within four weeks of the previous referral will result in: a conference with an administrator and the assignment of
  - a. One to three days of In School Suspension (ISS)
4. Step 4: A fourth office referral by any staff member within four weeks of the previous referral will result in a conference with an administrator and the assignment of one or more of the following:
  - a. Three to five days ISS or
  - b. Out of School Suspension (OSS)
5. Step 5: A fifth office referral by any staff member within four weeks of the previous referral will result in a conference with an administrator and the assignment of one or more of the following
  - a. Three (3) days ISS or OSS
  - b. A mandatory parent conference in order to be reinstated.
  - c. The student may be referred for possible counseling in an effort to assist student with behavior modification and/or management.
6. Step 6: A sixth office referral within four weeks of the previous referral will result in a conference with an administrator and the assignment of one or more of the following:
  - a. Five (5) days ISS or OSS
  - b. A mandatory parent conference in order to be reinstated.
7. Step 7: A seventh office referral within four weeks of the previous referral will result in a conference with an administrator and the assignment of one or more of the following:
  - a. Ten (10) days ISS or OSS
  - b. A mandatory parent conference in order to be reinstated. The student and parent will be informed that next office referral within the next four weeks will result in a recommendation for expulsion.
8. Step 8: An eighth office referral within four weeks of the previous referral will result in a recommendation to the Superintendent that the student be expelled.

Students that have not received an office referral for four (4) weeks from the date of their last referral will have earned the right to move back one (1) step on the SWDP. For every four (4) week period without a referral students may continue moving back on the SWDP until they have reached Step 0 (as if they had no referrals). An office referral after returning from an expulsion will result in placement on the SWDP according to the student's behavioral contract.

#### **E. DETENTION**

Detention is normally served after school in the ISS Room from 3:05-3:25 PM, Monday through Thursday. Detention begins at 1:20 PM on Friday early dismissal days. Students will be given the choice of serving detention on the day of or the day following action taken by the administration in order to allow for transportation to be arranged. Detention room rules are as follows:

1. Be in the detention room by 3:05 p.m. (1:05 on Friday).
2. Students must remain seated.
3. Bring all necessary materials and do homework or read a book.
4. Students may participate in school activities after detention is satisfactorily completed with the permission of the activity leader.
5. Failure to serve an ASD will result in one (1) or two (2) days of ISS starting the next school day immediately following the skipped detention.

#### **F. TEACHER ASSIGNED DETENTION:**

Teachers may assign students detention for a violation of classroom rules that does not result in an office referral. Teacher assigned detention is held in the classroom during lunch or after school, and may be for various lengths of time (e.g.: 15, 30 or 45 minutes) according to the teacher's classroom management plan. This is different from ASD described above and communication about "staying in during lunch or after school for the teacher" should be between parents and the individual teacher.

#### **G. IN-SCHOOL SUSPENSION/IN-SCHOOL SUPPORT (ISS)**

ISS is served in the ISS Room from 7:55 am-3:05 p.m., Monday through Friday. ISS is primarily used as a disciplinary consequence. Students assigned to ISS are seated in individual study carrels separated from other students by partitions. ISS is supervised by a Central staff person who is available to assist students with obtaining and completing their class work. Students are responsible for all class work missed due to being in ISS. Violation of ISS rules and standards may result in another office referral and further consequences according to the SWDP. At times, ISS may serve as an In-School Support program to serve students that could benefit by a temporary alternative setting for non-disciplinary reasons. On the days that students are assigned to ISS for discipline, they may not participate in or attend any extra-curricular activities. Students in ISS DO NOT get out of school early on Fridays. They will get out at 3:15

#### **H. OUT OF SCHOOL SUSPENSION (OSS)**

OSS Temporarily removes the student from the privilege of attending school. Students are assigned OSS for flagrant behaviors and/or repeated violations of school rules. **Students assigned to OSS are sent home, and may not be on any school grounds nor participate in or attend any school activities while suspended.** Parents of OSS students must have a meeting with a school administrator prior their student's return to school. Out of school suspension procedures are as follows:

1. The student is informed that he/she is suspended, given the reason for the action, and sent home following the notification of parents. In the event parents cannot be contacted, the student will be sent home at the end of the day by his/her normal mode of transportation.
2. The parents are notified by telephone (if possible) of the suspension and reasons for the action. A copy of the office referral is mailed home.
3. Students are expected to make up all work missed. Work should be picked up at the office. Teachers will make arrangements and/or substitutions for work that normally has to be done at school.

#### **I. CONSEQUENCES for FLAGRANT/SEVERE Inappropriate Conduct:**

Any conduct that severely disrupts school and interferes with the process of learning or teaching is forbidden. Such behavior will not be tolerated and will result in the following administrative action. This is a general list. If more specific consequences apply, they are listed with the behavior below.

1. First Offense:
  - a. Immediate removal from the classroom
  - b. Notification of parents
  - c. Up to five (3-5) days of ISS or OSS



2. Additional Offenses:
  - a. Same as 1-2
  - b. Up to three or more days of ISS or OSS
  - c. Parent conference prior to reinstatement

**J. FLAGRANT/SEVERE BEHAVIORS:**

The student goes immediately to the office. The referral follows as soon as possible. Flagrant Behaviors include the following. You may also see attached "Office Referral Example".

**1. Drugs/Alcohol/Tobacco/E-Cigarettes:**

- a. DRUGS OR DRUG LOOK-A-LIKES and/or ALCOHOL: Student possession, distribution or use of alcohol or illegal drugs on or near school grounds or while attending school-sponsored activities is prohibited and will result in disciplinary action and referral to law enforcement. An illegal drug is any drug not prescribed by a licensed medical practitioner or a substance intended to look like a drug or purported to be a drug. Distribution of legal drugs is also prohibited and students will be disciplined accordingly.

First Offense: Disciplinary action for use or possession of alcohol, drugs, drug paraphernalia or drug-look-a-likes will be on the first offense:

1. Notify parents/guardian and request an immediate conference, and notify law enforcement.
  2. Ten (10) days of OSS with an expulsion recommendation up to one calendar year.
  3. Students are eligible to reenroll prior to the expulsion term if they fulfill the following:
    - a. Submit to a chemical assessment (including drug screening) to be performed by a jointly approved third party at the parent's expense.
    - b. The parents and student agree to abide by the recommendations of the evaluator.
    - c. Submit necessary progress reports to the principal or his designee.
  4. If the student or parents refuse to permit the assessment or complete treatment, the term of expulsion will not be reduced.
- b. TOBACCO/E-CIGARETTES: Under Oregon Law 336.660: possession of tobacco products by any person under 18 years of age is illegal while on school property or attending school sponsored activities.
    - i. 1<sup>st</sup> offense: In-School or Out-of School Suspension 3 Days
    - ii. 2<sup>nd</sup> offense: Out-Of School Suspension 5 Days
    - iii. 3<sup>rd</sup> offense: Expulsion from school

At any grade or offense level, as either an alternative to, or as a part of discipline, school or community service and/or attendance and successful completion of cessation and/or tobacco, education classes or behavior modification plans may be assigned at the discretion of the administration or designee. Attendance at such classes not offered by the district will be voluntary and any associated costs are the sole responsibility of the student and his/her parent. A referral to law enforcement and/or local public health and/or tobacco coalition may be made.

## 2. Intimidation/Harassment (including Sexual Harassment) /Bullying/Threats

### a. Definitions:

- i. Intimidation includes any threat or act intended to subject another to offensive physical contact or inflict serious physical injury.
  - ii. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature.
  - iii. Sexual Harassment: Unwelcome sexual overtures, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated at Central. Sexual harassment may include, but is not limited to the following: unwanted written notes of a sexual nature, pressure for sexual activity, repeated remarks to a person with sexual implications and unwelcome touching.
  - iv. Bullying is when a person (or multiple persons) repeatedly and on purpose says or does negative, mean and/or hurtful things to another person who has a hard time defending himself or herself.
  - v. Cyber-bullying is the use of any electronic communication device in or out of school, to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a positive educational environment may also be considered cyber-bullying.
  - vi. Threats include menacing and hazing. Threats of violence in any form may be considered to be a very serious offense and may result in more severe consequences than stated in the SWDP. Menacing means that by word or conduct a student intentionally attempts to place a staff member or another student in fear of serious physical injury.
  - vii. Hazing includes, but is not limited to, any act that subjects another to physical harm or the likelihood of physical harm as a condition of attaining membership in a school-sponsored organization or activity. .
- b. Students whose behavior is found to be in violation of this policy will be subject to the following administrative action:
- i. First Referral: Reprimand, detention or campus clean-up. A letter will be sent home to parents.
  - ii. Second Referral: One to three days ISS; Letter sent home to parents; Mandatory parent conference to be reinstated; Law enforcement may be notified.
  - iii. Third Referral: Three to five days ISS or OSS; Letter sent home to parents; Mandatory parent conference to be reinstated; Law enforcement may be notified.
  - iv. Fourth Referral: Up to ten days ISS or OSS; Possible recommendation for expulsion. Parents and Law Enforcement are notified.

3. **Weapons:** Weapons and "look-a-like" weapons are forbidden on school property. "Dangerous Weapon" means any weapon, device, instrument or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons may include, but not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. All pocketknives

are forbidden on school property and possession will result in suspension from school. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

- a. **First Offense (Dangerous Weapons): One (1) year expulsion; parents and law enforcement notified.**

**4. Fighting/Pre-fighting /Assault**

- a. Fighting or Assault: Fighting is defined as physical combat which involves hitting or striking another person. Students directly involved in fighting, regardless of whether they started the fight, will be disciplined. Students indirectly involved through provoking, encouraging or others to fight or as spectators may also be disciplined. Behaviors that could lead up to fighting, such as pushing or posturing, will be considered “pre-fight activity” and disciplined accordingly. “Play fighting” is not allowed.
  - i. First Offense: Three to five (3-5) days of OSS, mandatory parent conference in order to be reinstated; and law enforcement may be notified.
  - ii. Additional Offenses: Up to ten (10) days of OSS with possible recommendation for expulsion; parents and law enforcement notified
- b. PRE-FIGHT ACTIVITY
  - i. First Offense: One to three (1-3) days of ISS or OSS; parents notified
  - ii. Additional Offenses: Three (3) or more days of OSS; law enforcement may be notified and parent conference in order to be reinstated.

**5. Gang Related Activity:** Students who participate in gang-related activities at school or school activities including possession or display of gang related clothing, symbols, signs, signals or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti; harassment of others; or recruitment of gang membership will be subject to strict disciplinary measures. These may include suspension and a possible recommendation for expulsion. Any gang-related activity may be referred to local law enforcement agencies for appropriate action.

- a. CONSEQUENCES ARE dependent upon the severity and number of student incidents.
  - i. First Referral: SWDP Step 1
    - 1. Gang Study-Packet may be issued and
    - 2. Letter may be sent home to parents.
  - ii. Second Referral: SWDP Step 3.
  - iii. Third Referral: SWDP Step 5
  - iv. Fourth Referral: SWDP Step 7 or 8 and Police notification

**6. Fireworks/ Lighters/Matches:** Possession or use of fireworks, lighters/matches or stink bombs on campus is not allowed. Disciplinary action for violation of this rule will be as follows:

- i. First Offense:
  - 1. Confiscation of prohibited item;
  - 2. Notification of parents and law enforcement;
  - 3. Search of student’s person and/or property and locker;
  - 4. Three to five (3-5) days of ISS or OSS.
- ii. Additional Offenses:
  - 1. Same as 1-3 above
  - 2. Three (3) or more days ISS/OSS.

3. Parent conference in order to be reinstated
7. **Vandalism:** Vandalism includes writing (graffiti) on school or personal property and/or willfully destroying school or personal property. Consequences for such behavior will be as follows:
- i. First Offense:
    1. Restitution for the cost of repair/replacement of the damaged property.
    2. Notification of parents. Law enforcement may be notified.
    3. One to Three (3) days of ISS/OSS
  - ii. Additional Offenses:
    1. Same as 1-2
    2. Up to 10 days of ISS/OSS with possible recommendation for expulsion
    3. Mandatory parent conference
8. **Theft:** Stealing, “borrowing” without permission. receiving stolen property and/or keeping found property is considered theft. Consequences for such behavior will be as follows:
- i. First Offense:
    1. Restitution for the cost of repair or replacement and/or return of the stolen item;
    2. Notification of parents. Law enforcement may be notified;
    3. Up to three (3) days of ISS or OSS.
  - ii. Additional Offenses:
    1. Same as 1-2;
    2. Up to 10 days of ISS/OSS with possible recommendation for expulsion;
    3. Mandatory parent conference.
9. **Insubordination (Blatant Defiance):** Blatant insubordination includes but is not limited to willful disobedience or open defiance of a staff member’s authority and may include persistent failure to comply. No disrespect or defiance of staff will be tolerated, but some infractions may be considered non-flagrant depending on the severity of the behavior. The following administrative action will be taken for blatant insubordination:
- i. First Offense:
    1. Notification of parents
    2. A written apology from the student to the teacher describing the behavior, explaining why it was wrong, and stating what he/she will do differently next time
    3. Up to five (5) days of ISS or OSS
  - ii. Additional Offenses:
    1. Same as 1-2
    2. Three or more days of ISS or OSS
    3. Parent conference prior to reinstatement
10. **Disrespectful Behavior (Severe):** Developing respect of self and others is an important goal of Central Middle School. Disrespectful behavior by students toward other students such as “name calling”, “putdowns”, starting or spreading rumors, or other hurtful talk will most often result in teacher consequences. Repetition of such behavior or severe

disrespect for teachers and other members of the Central School community, **including substitute teachers**, will result in the following administrative action:

- i. First Offense
  1. Notification of parents
  2. A written apology from the student to the staff or student describing the behavior, explaining why it was wrong, and stating what he/she will do differently next time.
  3. One to three (1-3) days of ISS or OSS
- ii. Second Offense:
  1. Same as 1-2
  2. Three or more days of ISS or OSS
  3. Parent conference prior to reinstatement

**11. Disruptive/Inappropriate** Conduct (includes severely disruptive or disrespectful behavior). See Disrespectful Behavior.

**12. Skipping School/Class and/or Detention:** If the parent has not called to excuse the student's absence, the student has one day after returning to school to bring a note excusing their absence. Skipping and unexcused absences will result in the following administrative action:

- i. First Offense:
  1. One day of ISS.
- ii. Additional Offenses:
  1. Consequences determined by the administrator.

**13. Flagrant Profanity:** Profanity includes all inappropriate language and gestures.  
1-3 Days of ISS.

**14. Forgery/Fraud:** : Students who present notes, letters or phone calls to Central staff which falsely imitate their legal guardian's signature or voice will be disciplined. The following administrative action will be taken for such behavior:

- i. First Offense:
  1. Notification of parents
  2. One to three (1-3) days of ISS
- ii. Additional Offenses:
  1. Notification of parents
  2. Up to three to five (3-5) days of ISS or OSS

**15. Disrespectful to Substitute Staff Member.** See Disrespectful Behavior.

#### **K. NON-FLAGRANT BEHAVIOR**

Non-flagrant (mild to moderate) behavior will result in the student being notified he/she is being issued an office referral, the referral being sent to the office and the student being called down to see an administrator as soon as time permits. In exceptional cases when a student needs to be removed from the classroom setting for a non-flagrant behavior, teachers will arrange for such removal until an administrator can see the student.

Non-flagrant behaviors include, but are not limited to:

- 1. Disruption of class**
- 2. Disrespectful behavior** (name-calling, put-downs, starting or spreading rumors, etc.)
- 3. Excessive tardiness** to class:
  - a. Consequences for excessive tardiness to class are as follows:

- i. One (1) 30 minute after school detention for the third (3) tardy during a quarter in any given class, and for every tardy thereafter.
  - ii. One day ISS for the tenth tardy during a quarter in any given class. The student and a parent or guardian will be required to meet with an administrator and/or an attendance committee.
  - iii. One to three (1-3) days ISS for the fifteenth tardy during a quarter in any given class.
  - iv. Three to five (3-5) days OSS for the twentieth tardy during a quarter in any given class.
  - v. Note: If a student comes to school late, he/she must stop at the office to receive an Admit Slip. The student must bring a signed note from the parent/guardian indicating the reason for the tardy. A principal or teacher may excuse tardies if the tardy is caused by the pupil's sickness, by the sickness of some of the pupil's family, or by an emergency. Sleeping in is not an excusable tardy.
- b. Excessive absences will be handled in the following manner:
- i. If a student is absent for three (3) consecutive days without contact from the parent, the parent will be contacted (home visit, if necessary) by the Administration or an appointed representative.
  - ii. After six (6) absences in one (1) semester, a parent conference will be held to discuss factors contributing to the attendance problem to stress that poor attendance may impact grades and to consider possible solutions to the attendance problem.
  - iii. After eight (8) unexcused one-half day absences during any four (4) week period (ORS 339.065), an "Irregular Attendance Notice" will be sent to inform the parent that the student must attend school the next school day following the receipt of the notice and maintain regular attendance for the remainder of the school year. If "irregular attendance" continues, violations of the compulsory attendance law may be reported to the appropriate legal authority. (ORS 339.990)

**4. Not following directions**

**5. Not prepared for class**

**6. Incomplete work**

**7. Not using time wisely**

**8. Not completing teacher-assigned detention**

**9. Cheating**

**10. Dress Code:** Repeated violations (referred by designated staff on third violation)

**11. Inappropriate conduct**

**12. Other**

**L. PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are expected to observe an acceptable code of conduct at school and everywhere they represent Central. No inappropriate physical contact (such as holding hands, hugging, kissing, etc.) will be allowed. Students should refrain from PDA's in the school building, on school property, or at school-sponsored activities. Administrative action will depend on the behavior's level of inappropriateness.

