



# Scenic Middle School

2023-2024

1955 Scenic Avenue

Central Point, OR 97502

541-494-6400 – Main Office

541-494-6407 – Student Office

Principal – Rachel Allred

Vice Principal – Jeremy Hamasu

Dean of Students/Athletic Director – Jay Campbell

Counselor – Jennifer Canfield

Counselor – Jaycee Turner

# Scenic Parent/Student Handbook

## Table of Contents

<b>Introduction to Scenic Middle School</b> .....	1 - 5
• Table of Contents .....	2
• Message from the Principal, Vision and Mission Statement. ....	3
• Equal Educational Opportunity, Goals, Philosophy .....	3 - 4
• Video Surveillance, Administrative Procedures .....	4 - 5
<b>General Information for Parents/Students</b>	
• School Calendar, Bell Schedules, .....	5-6
• School Office Hours, All Attendance Related Issues, Moving, Visitors .....	7 - 9
• Immunization, Vision & Dental Screening, Medicine at School, Parent/Student Complaints	
• Home Tutoring, Homework Philosophy Grade Reporting, Synergy, Scenic Program, Student Recognition .....	10 - 11
• Library Fines, Visiting Teacher Policy, Cafeteria, Lockers P.E. Lockers, Video Surveillance .....	11 - 12
• Personal Items, Dress and Grooming, Lost & Found, Buses, Bicycles, Skateboards and Rollerblades .....	12 -14
• Code of Conduct, Classroom/Student Conduct, School Conduct, Boy/Girl Conduct, Cheating/Forgery Policy, Dangerous Weapons, Disciplinary Action and Due Procedures .....	13 - 16
<b>School Safety – Emergency Plan</b> .....	16 - 19
• Emergency Drills .....	16
• Harassment, Intimidation & Bullying .....	17 – 18
<b>Discipline Matrix.</b> .....	19
<b>Student Technology Use Guidelines</b> .....	20

*The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on perceived or actual race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; veteran's status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

# SCHOOL DISTRICT #6

## A MESSAGE FROM THE PRINCIPAL

Middle school is an exciting and entertaining time in the lives of young people. Over their three years at Scenic students will be provided many opportunities to grow and mature. It is a time when students learn that increased freedom also demands great responsibility. Students will gain independence and learn to take ownership of their behavior and learning. Most of all, it is a time for students to focus their energy in positive ways so that learning is relevant and fun!

Success in life is a result of consistent and disciplined decisions we make to learn, grow, and take full advantage of every opportunity that comes our way. As a staff we hope to instill a "Growth Mindset" in our students. Having a "Growth Mindset" means that a person believes that he or she can learn and develop in all areas of their life. They work hard because they do not believe that there is anything they can't learn or do. Some people say "I can't" but people with a Growth Mindset say "I can't...yet." Some advice from the Principal: consistently demonstrate great effort, be creative, think out-of-the-box, don't be afraid to ask for help, assert yourself as a leader, help your neighbor, and most importantly, attend school daily. In short, be **Safe, Respectful, and Responsible**.

As you all move toward adulthood you are the ones who will determine your path to success. Find your passions, have a dream, and start making plans that will lead toward achieving your goals. In today's world that plan must include being successful in school. Tap into all of the resources available to you. Your family, friends, teachers, coaches, and mentors are all here to support you. We hope that your time at Scenic will be the best three years of your life...yet.

Good luck!



*Rachel Albed*

*Principal*

## SCHOOL LEGACY

Scenic Middle School first opened its doors to 7th and 8th grade students in April 1968 and in September 1968 a three year junior high program began. The 1991-92 school year was the first year as a middle school.

## VISION STATEMENT

Scenic Middle School is a safe, positive, and engaging learning environment where staff, students, and parents work together to support and inspire students to become well-rounded and successful life-long learners.

## MISSION STATEMENT

Our mission is to provide a safe, respectful, and highly engaging learning environment in which all students are appropriately challenged while receiving an equally high level of support and encouragement. By fostering a "Growth Mindset" we believe all students will successfully work toward meeting their full academic and social potential, and be well prepared for high school and beyond.

## EQUAL EDUCATIONAL OPPORTUNITY

School District 6 does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, or age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, and the Americans with Disabilities Act Amendments Act of 2008.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

## **MIDDLE SCHOOL PHILOSOPHY: BEHAVIORAL HEALTH**

Scenic Middle School has implemented a carefully designed package of interventions to improve student behavior, decrease classroom disruptions, and increase school safety. This system does more than just create a positive climate for students and staff. It also creates an effective approach to increase academic achievement.

Discipline at Scenic Middle School is based on developing positive relationships among students, teachers, parents, and administrators. Our goal is to provide students with a quality education in a safe, secure and nurturing learning environment. We hope to help students achieve these goals by encouraging and modeling for them how to be capable, connected, contributing members of our school community and society.

This school year we will focus on three, very important, school rules. Be Safe, Be Respectful, and Be Responsible. These three rules encompass everything we feel make students successful at school and in our community.

## **VIDEO SURVEILLANCE**

**Scenic Middle School is under video surveillance. Video cameras are placed in areas that present safety and/or security risks to students, staff, or property. No cameras will be placed in restrooms, dressing rooms or in individual classrooms. The only exception to this exclusion may be classrooms containing expensive or high profile equipment.**

## **ADMINISTRATIVE PROCEDURES PARENTAL NOTIFICATION AND CONSENT**

School District #6 shall make a reasonable and diligent effort to keep parents informed and offer means of communication between school officials and parents. It is the parents' responsibility to keep the school informed of changes in personal information. Our main mode of communication to home is through Parent Square.

The following items may be used to provide notification and/or obtain consent.

1. Student Registration forms
2. Emergency contact forms
3. Parent/Student Handbooks
4. Field Trip Notices
5. Newsletters
6. School Web Page
7. Parent Mass Emails
8. Emergency Closure Form
9. Radio/television notifications
10. Parent Square communication forum
11. Auto dialer and voice message system

## **GENERAL INFORMATION FOR PARENTS/STUDENTS**

## CENTRAL POINT SCHOOL DISTRICT #6 CALENDAR

DATE	EVENT	
October 13	State In-service Day	No School
October 19-20	Fall Conferences	No School
November 10	Veterans Day	No School
November 22-24	Thanksgiving Break	No School
December 4	In-service / Prof Development	No School
December 18-29	Winter Break	No school
January 1	New Year's Day Holiday	No School
January 15	Martin Luther King, Jr.	No School
February 2	In-service / Prof Development	No School
February 19	President's Day	No School
March 15	In-service / Prof Development	No School
March 25-29	Spring Break	No School
April 26	Spring Conferences	No school
May 27	Memorial Day	No School
June 14	Last Day of School	Release at 1:25

## BELL SCHEDULES

<b>Mon., Tues., Thurs., Fri</b>		
<i>Team Time</i>	8:45	9:15
<i>1</i>	9:19	10:08
<i>2</i>	10:12	11:01
<i>3-6th Lunch</i>	11:05	11:54
<i>4-7th Lunch</i>	11:58	12:47
<i>5-8th Lunch</i>	12:51	1:40
<i>6</i>	1:44	2:33
<i>7</i>	2:37	3:25

<b>Wednesday-Late Start</b>		
<i>1</i>	9:45	10:34
<i>2</i>	10:38	11:22
<i>3-6th Lunch</i>	11:26	12:11
<i>4-7th Lunch</i>	12:15	1:00
<i>5-8th Lunch</i>	1:04	1:49
<i>6</i>	1:53	2:37
<i>7</i>	2:41	3:25

## **SCHOOL HOURS**

School starts at 8:45 a.m. and ends at 3:25 p.m. for all students. Please note there is no supervision until 8:20 a.m. and on Wednesday 9:20 a.m. Students must leave campus by 3:45 p.m. unless involved in a supervised activity.

## **MAIN OFFICE**

The Main Office is used for various business transactions, such as, registration of students, payment of fees, purchasing items and meeting with administrators, counselor, or dean. Office Hours: 8:00 - 4:00. Telephone: 494-6400.

## **STUDENT OFFICE**

Students will go to the Student Office for off-campus passes, attendance issues, lost and found, making appointments with the counselor or dean, locker problems and/or any other student related matter. Bus passes are also available before school or at student lunch time. Office Hours: 8:35 – 3:45. Telephone: 494-6407.

## **ATTENDANCE**

Regular and punctual school attendance is required to help all students develop habits of responsibility. School failure and frustration are associated with irregular attendance. When students get behind in their work, it is difficult to catch up. Therefore, we stress the importance of good attendance. Roll is taken each class period and we have an automated system that calls twice a day if a student has an unverified absence.

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law.

Any parent/guardian who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of the law and is punishable by a court imposed fine, as provided by ORS 339.095.

This district will notify the parent in writing that, in accordance with law, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the district;

The parent has the right to request:

1. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
2. A review of the student's current IEP.
3. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4 above, if requested by the parent, has been completed.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

## **IF STUDENTS ARE ABSENT FROM SCHOOL**

When students are absent from school the parent/guardian is expected to call and report the absence. A note prior to the absence is also acceptable. Please call the Student Office at 541-494-6407.

The excuse must state the full name, the date of absence, the reason and be signed by a parent or guardian. According to ORS 399.010 - 399.090 the only excused reasons are: 1.) illness, 2.) illness of a family member that necessitates the student staying home, 3.) family emergency, 4.) religious reason, and 5.) pre-arranged trip. Your note is to be returned to the Student Office. Extended absences due to illness may require a physician's note to verify the absence.

Any work the student missed during their absence must be made up to receive credit. Homework requests will only be honored if a student is gone three or more consecutive days. Otherwise, students need to make-up upon return.

## **LATE TO SCHOOL**

If a student arrives after school starts they are to report to the student office. The student should have a written note or a phone call from their parent/guardian explaining the reason for the tardiness. Please make every effort within that school day. The 2nd unexcused tardy to school will result in a mini referral

## **TARDY TO CLASS**

On the first tardy offense there will be a conference with the teacher. A second offense will result in 15 minutes of lunch detention. A third offense will result in parents being notified. The student will be referred to the Dean on the fourth. This is per trimester.

## **IF STUDENTS ARE ABSENT AND IN AN ACTIVITY**

Students must be in attendance at least half a day at school if they wish to practice, play or participate in any activity, performance or athletic game.

## **LEAVING SCHOOL DURING THE DAY**

Our check out policy requires that all students are to be picked up in the main office. All students must have an off-campus pass issued by the Student Office to leave school during the day for any reason. This permission will be given if they have a written note or phone call from the parent/guardian or personal contact has been made with the school.

## **THE NEED TO LEAVE A CLASS**

It is the students' responsibility to have a **campus key or hall pass** whenever they are not in their assigned room or area. A student should never leave a class without one. If a student is found wandering around without a campus key or hall pass, disciplinary action may be taken.

## **SCHOOL BOUNDARIES**

A student is considered truant if they are off the school grounds without permission. Students are to be in areas designated for use. Off limit areas are past the yellow lines at lunch, behind the school, the creek area, the parking lot, the baseball diamond, field area north of the track (except during a class or intramural activity), the area within 100 feet of the metal shed and in the morning, the field area past the curb. Students are not allowed to leave campus after their arrival on school grounds unless they have a pass issued by the student office. Violations of this closed campus rule will result in disciplinary action.

## **PRE-ARRANGED TRIPS**

If a student plans to be absent from school, he must bring a note or have parents notify the school BEFORE leaving. If it is to be 3 or more days, the student will be given a trip slip for homework to be taken around to all of their teachers BEFORE they leave.

## **CHANGE OF ADDRESS**

All changes of address, telephone or emergency numbers must be reported to the Records Office as soon as possible. Please call 494-6411 with the change or send a note.

## **MOVING**

Parents must contact the Student Office prior to the date that the student will be checking out of Scenic. Check-out sheets are obtained from the Records Office. Students will be given one to take to all teachers, the library and the cafeteria. When completed, the



check-out sheet is to be returned to the Student Office. The required school deposit fee will be returned by mail through the Main Office.

## **VISITORS**

All adult visitors are asked to report to the Main Office and register with the secretary as soon as they arrive on campus. Visitors may visit in the building **only with the permission of the administration**. A badge will be issued and is to be worn during the visit. Parents who wish to visit their child during lunch will be provided a private place on campus in which to do so. Students are not allowed to bring other student visitors to school. We do not allow visitors to attend class, unless invited by the teacher and with the approval of administration. Appointments must be made through the administration.

## **IMMUNIZATION, VISION & DENTAL SCREENING**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

The parents of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

- The student has received a vision screening or eye examination; and
- Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

- The student submitted a certification to a prior education provider; or
- The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school provided by the parent.

### ***DISTRICT-ADMINISTERED MEDICATION***

Requests for the district to administer medication shall be made by the parent in writing and shall include permission from the parent. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions, with permission of the parent, which include the information above are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within [five] school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the main office.

## **PARENT/STUDENT COMPLAINTS**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 3 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 5 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent within 10 working days following the receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within 5 working days of receiving the superintendent's decision. The Board may hold a hearing to review the

findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision is final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

## **HOME TUTORING**

Written recommendation of a doctor and administrative approval is necessary for a student to qualify for home tutoring. If a student's absence will be two or more weeks, arrangements may be made through Scenic Administration to have the student taught at home.

## **HOMEWORK PHILOSOPHY**

Homework or independent practice is an important part of life at Scenic Middle School. Most of the time students have the opportunity to use class time for this work but occasionally teachers will assign homework in academic classes (language arts, math, social studies, science & health). Teachers will issue a homework policy directly related to their subject area at the beginning of the school year. In most cases homework is graded, recorded, and may reflect a significant part of the student's grade. The completion of homework demands organization, attention to directions, and a desire to succeed in school. Parents should help by providing a quiet place for students to study, but the responsibility for completing homework rests with the student. Completed homework must be turned in on time to receive full credit and daily progress should be made on long-term assignments. Success in the fine and practical arts requires self-discipline and self-direction. Homework is an extension of the classroom and important training for life.

The Library opens at 8:20 a.m. on most days and 9:20 on late start Wednesdays. Arrangements can be made ahead of time with Scenic teachers to meet with students before school and provide individual help with classroom assignments.

## **GRADE REPORTING**

The school year at Scenic is broken into three trimesters. At the end of each 12-week trimester we upload reports cards into Synergy

## **SYNERGY PARENTVUE**

Synergy Parent VUE is a web-based program that allows you to check your student's grades, attendance, email notifications, teacher comments, and the school bulletin. You can connect via email with your student's teachers. You will be supplied with an access code for your student at registration. We recommend students and parents frequently access Parent VUE and Student VUE to stay current on assignments and grades. This may be accessed at our school web site: <http://www.district6.org/sms>. There is a very useful app that you can download on your smart phone or other devices that provides easy and quick access to these useful tools.

## **STUDENT RECOGNITION**

Students are recognized for their achievements in many ways at Scenic. Recognition for accomplishment is one of the most important of human needs. We would like every student to excel in some way and be honored in one or more of the ways listed below. If students set high goals for themselves, at some point they will undoubtedly experience the pride of being recognized in one of these ways.

**NATIONAL JUNIOR HONOR SOCIETY** - The Scenic National Honor Society is an affiliate of the national organization and operates within its guidelines. Seventh and eighth graders who have attended Scenic at least one half year and have a 3.5 accumulated GPA are considered for membership.

**HONOR ROLL** - Students who achieve a GPA of 3.5 or higher during any given trimester will have their names placed on the Honor Roll.

Students are recognized at HONORS NIGHT as follows:

ACADEMIC EXCELLENCE - 4.0 GPA

ACADEMIC HONORS - 3.5 - 3.9 GPA

CITIZENSHIP - Is given to students who demonstrate politeness, kindness and a positive attitude in all situations. Their exemplary behavior is appreciated.

SOLID AS A ROCK - Award winners represent students who demonstrate the Character Traits of District #6: Respect, Responsibility, Accountability, Integrity and Honesty, Self-esteem, Patriotism, Loyalty, Work Ethic, Social Responsibility, Empathy, Self-Motivation and Self-Restraint.

PRINCIPAL'S AWARD - Is given to students who have achieved a 4.0 GPA for the first eight trimesters of middle school.

ROTARY STUDENT OF THE YEAR – The student is chosen by 8th grade teachers and represent a student who is outstanding academically, a good citizen, a leader among their peers and who participates in a wide variety of activities in and out of school.

GROWTH MINDSET AWARD: Stanford Psychologist Carol Dweck has been researching successful students for many years. In her studies she found that students succeed the most when they have a “Growth Mindset.” Students who have a growth mindset understand that intelligence can be developed. These students focus on improvement instead of worrying about how smart they are. They **work hard** to learn more because they believe their talents can be developed through hard work, good strategies, and input from others. Students with a “Growth Mindset” tend to achieve more than those with a more fixed mindset (those who believe their talents are innate gifts). This is because they worry less about looking smart and they put more energy into learning.

OTHER - Students may also be acknowledged for awards such as: Brain Bowl, Spelling Contest and Math Team.

## **LIBRARY FINES AND CHARGES**

A per day fine may be charged for any library materials returned after the due date. Lost library materials will be charged at replacement cost after 10 days overdue.

## **VISITING TEACHER POLICY**

Scenic students will:

1. Be polite and courteous to the visiting teacher.
2. Treat the visiting teacher with the same respect as a classroom teacher.
3. Follow all classroom and school rules while being instructed by the visiting teacher.

Failure to abide by the above policy will result in immediate disciplinary action.

## **CAFETERIA**

The district participates in the National School Lunch/Breakfast and special milk and Commodity Programs and offers free meals based on a student's financial need. Additional information can be obtained in the office.

The Cafeteria is open at 8:20 a.m. for breakfast snacks. Weekly or monthly lunches may be purchased. Meals can be purchased on line through parent login on our Scenic website.

Please observe the following rules:

1. Students are to buy their own food and eat only their own food.
2. Help keep the cafeteria clean.
3. Do not give or take cuts in line.
4. Talk in normal tones to keep the noise down.
5. Sack lunches will be eaten in the cafeteria.

6. When you finish eating clean up your mess and leave the cafeteria so it can be readied for the next group.

Failure to abide by the rules will result in assignment of clean up and/or a referral.

## **LOCKERS**

All students will be given individual lockers or assigned with another student. Once assigned to a locker, they are to remain in that locker. No other student should know the locker combination or use that locker. Students may lose the privilege of a locker if they are found abusing their lockers.

It is the student's responsibility to keep their locker clean, orderly and locked at all times. The lockers are not theft proof and consequently any valuables should be left in the Student Office or with a teacher. Do not bring valuable items to school unless required by a teacher or course.

Problems with lockers should be reported to the Student Office. Students are responsible for books missing from lockers unless forcible entry is evident. The school is not responsible for lost or stolen personal property.

All lockers are on loan and are subject to inspection at any time by the school administration.

There should be NO expectations of privacy where lockers are concerned.

Backpacks are to remain in lockers during school hours.

## **P.E. LOCKERS**

Students will be issued a P.E. lock and wire basket during their first P.E. period. No other student should know the combination or use that locker. Students are responsible for their own personal belongings including their P.E. uniform. Any valuables that must be brought to P.E. should be left with a teacher. Should a student lose their lock, they will be charged for it and issued a new lock. If the student's original lock is found, money will be refunded. Problems with any locks should be reported to the P.E. Teacher. All clothing should be marked with the student's name.

## **VIDEO SURVEILLANCE**

**Scenic Middle School is under video surveillance. Video cameras are placed in areas that present safety and/or security risks to students, staff, or property. No cameras will be placed in restrooms, dressing rooms or in individual classrooms. The only exception to this exclusion may be classrooms containing expensive or high profile equipment.**

## **PERSONAL ITEMS**

We strongly recommend that personal items (IPad, Tablets, CD players, cell phones, computer games, card collections, expensive jewelry, etc.) be left at home. The school will not accept responsibility for any theft or damage to items of this type. Students may be allowed to use and possess personal communication devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school-sponsored activities or violate Board policies, administrative regulations, school or classroom rules, state and federal law. **Cell phones, Smart watches and other electronic devices must be turned off and out of site during class time.** Students found in violation of this rule may have their phone, Smart watch or electronic device confiscated by the instructor and referred to the dean. Because of photo technology cell phone usage is banned in locker rooms and restrooms.

Students that cause a disruption by taking pictures with a cell phone or camera will be referred to the Dean.

## **DRESS EXPECTATIONS**

Dress and grooming are the student's responsibility and that of their parents. Clothing should not interfere with or disrupt the learning environment. The following guidelines will be followed:

1. Shorts need to have a definitive leg, meaning that they have a substantial inseam.

2. No shorts or pants with rips or tears that are determined to be inappropriate, meaning rips or tears above the mid-thigh.
3. No clothing should bear any symbols or insignias which are obscene, profane or offensive to others or that may be disruptive to the normal learning environment.
4. No clothing that bears advertisement of alcohol, tobacco, or drugs.
5. No see through mesh shirts unless a shirt is worn underneath.
6. No tube tops, halter tops, or off the shoulder tops. All tops must have at least one-inch straps. No bare midriffs or exposed undergarments, including lace bralettes, corsets, lingerie or bustiers.
7. Headwear (hats and hoods) may be worn before school, at lunch, and after school. Hats may be allowed in the classroom per teacher discretion.
8. Footwear is required. Slippers are not allowed.
9. Full camo outfits or military fatigues are not allowed.
10. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate at school. (For example: trench coats, wallet chains, excessive belt lengths, sagging pants or any attire symbolic of gang identification). Students wearing gang related clothes or gang "colors" may be subject to disciplinary action. This includes bandanas.

If student is wearing something that is deemed inappropriate a parent phone call will be made asking for a parent to bring clothes. If a parent cannot be reached the student will be asked to wear his/her PE clothes.

## **LOST AND FOUND**

Every year numerous articles of clothing are unclaimed and must be removed from the Student Office. It is highly recommended that clothing be marked or labeled for easy identification. Especially to baseball caps and expensive coats and found items should be immediately turned into the student office. Students who take possession of mislaid or stolen property may risk prosecution under the law.

## **BUSES**

Buses are furnished for the convenience of students living considerable distances from school. In the interest of safety, the State Board of Education has certain rules to be observed by all who ride the buses. Students go through training at the beginning of the school year on safety issues and bus procedures.

1. Students must be on time for the bus both morning and evening.
2. Students are under the authority of the bus driver and must promptly obey his/her directions.
3. Students must remain seated while the bus is in motion.
4. Students must not engage in fighting, wrestling or boisterous activities on the bus.
5. Students must not bring animals, firearms, weapons or other potential hazardous materials, or suggestive materials on the bus.
6. Students shall not extend their hands, arms or head through a bus window.
7. Students must not use loud or vulgar language.
8. Students must help keep the bus clean, not litter and not damage the bus.
9. Students must be courteous to the driver, fellow pupils and passers-by.
10. Students are not to use the emergency door except in the case of an emergency.
11. Students must have written permission to leave the bus at a stop other than their regular stop at home or school. As a Scenic student they are to get off the bus in the morning and on the bus in the afternoon at Scenic only and not at Crater. Loss of the student's bus privileges will result if they fail to follow this rule. Students are not allowed to leave campus and then return to get on the bus.

12. Students must always cross in front of the bus or as instructed by the driver when it is necessary to cross the road.
13. Bus passes are required when a student is getting on or off a bus other than their regular stop at home or school. Bus passes are acquired through either parent note or parent phone call prior to the end of the school day. Bus passes are given through the student office before school or at student lunch time.

Drivers may have additional rules that students are expected to follow. Remember, inappropriate conduct on the bus will result in disciplinary action. Bus citations will be issued by the drivers and the loss of the right to ride the bus may occur on the second infraction.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES**

Students are not to ride bicycles, skateboards or rollerblades on campus. An area has been provided for bicycles. Bicycles should always be locked. The school will not accept any responsibility for theft or damage to bicycles, skateboards or rollerblades. Skate shoes are considered rollerblades and should not be used on campus. Locks are not provided but may be brought from home.

## **CLASSROOM/STUDENT CONDUCT**

1. The teacher is responsible for classroom management and establishing the rules of conduct in the classroom. Students are expected to accept and respect the authority of the teacher in the classroom, on the school premises and at all school activities.
2. Students are expected to be in class on time, to have the necessary materials needed for class and to be prepared for class work.
3. Students are expected to walk at all times and to refrain from pushing, scuffling and making unnecessary sounds and noises.
4. Students are expected to use their lockers properly and are not to enter other lockers, write on them or in any way damage the lockers.
5. Students are not allowed to bring backpacks or purses into the classroom. They are to be stored in your locker.

## **SCHOOL CONDUCT**

1. Students are expected to keep the school grounds free from litter by using the trash cans provided.
2. Students are expected to use the benches provided and are not to sit on the chain link around the landscaped areas of the campus.
3. Students are expected to use the proper walkways and to stay out of the landscaped areas and refrain from picking and/or damaging the flowers, plants and trees.
4. Students are expected to stay in proper areas and are not to be in the parking lot area, behind the buildings or in the creek area.
5. Students are expected to use the field and designated areas for playing ball, frisbee or games of that type and are not to use the amphitheater or hall areas.
6. Students are expected to keep the school grounds and buildings nice looking by refraining from kicking, writing on or throwing things against the buildings.
7. Students are expected to conduct themselves properly and are not to be involved in the mischievous use of water, food, rough housing, etc.
8. Students are not to bring items to school for sale. (Candy, gum, pop, etc.).
9. Students are not to bring glass bottles to school. Teachers are instructed to confiscate any glass bottles.
10. Students are expected to have read the school rules and procedures and follow them.
11. Students shall not have in their possession any item that could be considered a dangerous/deadly weapon or could cause bodily harm. (Firearms, knives, fireworks, laser lights, lighters, etc.).
12. Students are not to bring squirt guns, water balloons or any other water squirting devices to school.
13. Students are to refrain from spitting.

14. All food and drink is to be consumed inside the cafeteria. Only water bottles are allowed outside the cafeteria.

## **AFFECTIONATE CONDUCT**

Public display of affection, other than hand holding is a violation of school rules. Students are to conduct themselves in a proper manner.

## **CHEATING/FORGERY POLICY**

Cheating: Dishonesty while completing school work, plagiarism, and/or falsifying or altering records. First offense student receives a zero credit on the assignment and is referred to the Dean.

Forgery: Students signing off for parent/guardian on notes, progress reports, referrals, etc. will result in a referral to the Dean.

## **DANGEROUS WEAPONS IN SCHOOLS**

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but are 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.

“Dangerous weapon” means any weapon, device, instrument, material 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.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of a student possessing weapons will be reported to the student’s parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist possession in any way.

If, after notice and hearing (unless waived) the student is found to have brought a firearm onto school property, he or she will be expelled for a period of one year unless the superintendent, upon review of the case, modifies the same.

Violations of any other provision of this policy or law will result in disciplinary action including, but not limited to, suspension or expulsion.

## **DISCIPLINARY ACTION**

All violations of school rules referred to the administration will be dealt with in accordance to school policy. Students will be held accountable by increased disciplinary action for repeated violations (see Disciplinary Record Sheet). Unlawful actions at school may be cited by police. An accumulation of 20 or more days of lunch detention in one trimester will result in suspension for any referrals thereafter. An accumulation of more than 10 days of lunch detention in a row will result in suspension as well.

## **DISCIPLINE/DUE PROCESS**

If a student violates school rules or policies, that student will be subject to disciplinary action. Due process rights will be observed in all instances, including the right to appeal the discipline decisions of staff and administrators.

The Oregon State Law states “Public school pupils shall comply with the lawful regulations for the government of such school, pursue the prescribed course of studies, use the prescribed textbooks and submit to the teacher’s authority. Willful disobedience, open defiance of a teacher’s authority or the use of profane or obscene language are sufficient cause for suspension or expulsion from school.”

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, including but not limited to:

1. Any threat of physical harm to staff or students.

2. Any conduct that substantially disrupts a school function or is likely to do so.
3. Damage to school or private property, or stealing or attempting to steal school or private property either on the school ground or during a school activity, function or school event held off the school grounds.
4. Knowingly possessing dangerous/deadly weapons and/or using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
5. Willful disobedience, insubordination, being disrespectful, open defiance of authority, or the repeated use of profane or obscene language or gestures.
6. Truancy or unexcused absences.
7. No show for detention or not returning your signed referral will result in another referral being issued.
8. Leaving the school grounds after arriving at school without the permission of school authorities is considered skipping. Scenic has a closed campus, which means that once you arrive at school, you are to remain on the school grounds until school is dismissed, unless permission to leave has been obtained.
9. Not attending a scheduled class without a written pass is considered skipping.
10. Defacing of school property by writing or scratching words, symbols or designs on the walls, restroom stalls, lockers, etc.
11. Gambling: the flipping, matching, lagging, etc. of coins, rocks or other items for the purpose of monetary gain.
12. Extortion, blackmail or unlawful coercion: obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force, or by threatening to accuse another of a crime.
13. False fire alarms: causing the fire alarm to be set off without the permission of authority or need.
14. Arson: the intentional setting of fire. Parents and or students will be held financially responsible for damage.
15. Interference with the educational process. Conduct, behavior, and attire which materially and substantially interferes with the educational process, including the use of obscene, suggestive, profane language or gestures advocating disruptive or illegal activity.
16. Sexual harassment: Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature. Students being sexually harassed should notify the principal or student services personnel. School administrators will take affirmative steps to stop sexual harassment by students when brought to their attention, including warning, suspending or expelling the offending student.
17. Alcohol, tobacco, drugs, drug paraphernalia & inhalant delivery systems: State law dictates that there should be no tobacco products or the use of on school grounds at any time. Use and/or possession of alcohol and/or drugs during school or during any school-sponsored activity will result in immediate disciplinary action and notification of the authorities. Student possession, use, sale, distribution including any smoking of any tobacco product or inhalant delivery system is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. Further offenses will result in more severe disciplinary action. Tobacco "Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.
18. Offenses such as vandalism, theft, truancy, fighting, etc., will result in immediate discipline. Suspension or expulsion is in accordance with the Oregon State Administrative Rules, 581-21-050 through 581-21-075.
19. After School: Students not involved in an after school activity or under the supervision of an adult must leave the school grounds by 3:45 p.m.
20. Out-of-School Misconduct: Off campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. Any use of social media or technology that causes a viable threat to anyone in the school or undermines the



authority of any staff members at Scenic may be subject to disciplinary action and or inquiry by law enforcement.

21. Technology/Network Use Violation (see page 21)

22. The student's primary purpose for being at Scenic is to get an education. Anyone who attempts to prevent a student from this will be disciplined. Likewise, any student who disturbs others who are trying to learn will be disciplined. Teachers are in a position of authority throughout the school and on the school grounds or at school activities. Teachers have the right and the responsibility to take appropriate action in matters of student discipline no matter where the need for such action arises.

## **SCHOOL SAFETY – EMERGENCY PLAN**

### **EMERGENCY DRILLS**

Instruction on fire, earthquake, safety threats dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### **HARASSMENT, INTIMIDATION & BULLYING**

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, bullying, intimidation, harassment or coercion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

**“Hazing”** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

**“Harassment, intimidation or bullying”** means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

**“Teen dating violence”** means:

- A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

- Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

**“Domestic violence”** means abuse by one or more of the following acts between family and household members:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
- Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
- Causing another to engage in involuntary sexual relations by force or threat of force.

**“Cyberbullying”** is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property equipment to violate this policy.

Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

**“Retaliation”** means hazing, harassment, intimidation or bullying, menacing teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing teen dating violence and acts of cyberbullying or retaliation.

The principal or designee will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal or designee who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal or designee who has overall responsibility for all investigations. This report may be made anonymously, in person or using Scenic Middle Schools online student reporting form at [www.district6.org/sms](http://www.district6.org/sms). A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

All complaints will be promptly investigated in accordance with the following procedures

- **Step 1** Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the principal or designee. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- **Step 2** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- **Step 3** If the complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant’s appeal within 10 working days.
- **Step 4** If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Documentation related to the incident may be maintained as a part of the student’s education records. Additionally, a copy of all hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

STUDENT:

Homeroom Teacher:

PARENTS: \_\_\_\_\_

PHONE: \_\_\_\_\_

1 <sup>ST</sup> TRIMESTER: Minor Referrals	Mini Ref.	1 Day Detention	3 Days Detention	5 Days Detention	In school Susp	1 Day Susp	3 Days Susp	5 Days Susp
3 or more TARDIES								
ROUGH HOUSING								
NO SHOW DETENTION								
* SCHOOL RULES								
<b>2<sup>ND</sup> TRIMESTER:</b>								
Minor Referrals								
3 or more TARDIES								
ROUGH HOUSING								
NO SHOW DETENTION								
* SCHOOL RULES								
<b>3<sup>RD</sup> TRIMESTER:</b>								
Minor Referrals								
3 or more TARDIES								
ROUGH HOUSING								
NO SHOW DETENTION								
* SCHOOL RULES								
<b>Annual Major Referrals</b>								
Annual Major Referrals	Admin Conf	1 Day Detention	3 Days Detention	5 Days Detention	In school Susp	1 Day Susp	3 Days Susp	5 Days Susp
CELL PHONE VIOLATION		RP	PM					
BUS CITATION		RP	PM					
INSUBORDINATION	RP	RP	RP/PM					
DISORDERLY CONDUCT					RP/PM			
DISRESPECT	RP	RP	RP/PM					
CLASS DISRUPTION	RP	RP	RP/PM					
VISITOR TEACHER								
INAPPR LANG/GESTURE	RP	RP/PM						
SKIPPING CLASS				PM				
SKIPPING/OFF CAMPUS				PM				
FIGHTING				RP/PM	RP/PM	RP	RP	RP
VANDALISM				RP/PM	RP/PM	RP	RP	RP
THEFT				RP/PM	RP/PM			
ALCOHOL/DRUGS								PM/RF
WEAPON								
<b>HARRASSMENT:</b>								
SEXUAL HARRASMENT						RP/PM	RP/PM	RP
VERBAL HARRASMENT		RP	RP/PM	RP/PM	RP	RP	RP	RP
PHYSICAL HARRASMENT				RP/PM	RP/PM	RP	RP	RP
ASSUALT/BATTERY (INJURY)						RP/PM	RP/PM	RP
HATE BASED HARRASSMENT						RP/PM	RP/PM	RP
CYBER HARRASSMENT						RP/PM	RP/PM	RP
<b>OTHER:</b>								
FORGERY				PM/RF	PM/RF			
CHEATING			PM/RF	PM/RF				
<u>TECHNOLOGY/NETWORK VIOLATION</u>			PM	PM				
OTHER:								

PM=Parent Meeting RP=Restorative Practices

\*SCHOOL RULES: examples include inappropriate dress, spitting, crossing yellow lines, littering, minor classroom disruptions.

For minor classroom disruptions: 1) Verbal Warning 2) Mini-Referral 3) Call home 4) Becomes a Major Referral

- Discipline Matrix provides a general guideline for student incidents. Some incidents may have variables that could include lesser or more severe responses.



# Scenic Middle School

## Student Technology Use Guidelines



This document explains all of Scenic Middle School’s expectations regarding students’ appropriate use of school computers and devices, school Internet including Wi-Fi, and all personal devices used at school.

*When using school technology, students will be good digital citizens and be **SAFE, RESPECTFUL, and RESPONSIBLE** by following the below criteria.*

<ul style="list-style-type: none"> <li>• I will use the Internet to access <b>school appropriate content</b> and learning activities</li> <li>• I will use good manners and appropriate language at all times. I will <b>avoid any negative interactions</b> with anyone when using any device.</li> <li>• Inside or outside of school I will avoid any interactions on social media or when using technology that could lead to <b>anyone at Scenic feeling unsafe or undermine the school or its staff from maintaining safety and order.</b></li> <li>• I will use Wi-Fi on my personal devices only during lunch or passing periods unless directed by a teacher to do so <b>in class.</b></li> <li>• I understand that all my use of the school’s network is <b>monitored</b> and that my activity on school internet and Wi-Fi is <b>filtered for content.</b></li> <li>• I will <b>show respect</b> for all hardware and software that I use. I understand that if I damage or destroy school property as a result of improper use or carelessness that my parents may be subject to charges.</li> <li>• I will avoid looking at or using anyone else's work without their permission.</li> </ul>	<ul style="list-style-type: none"> <li>• I will <b>not share</b> personal information about myself or anyone else on the internet. This includes name, address, and phone number. I will keep my <b>passwords private.</b></li> <li>• I will not take photographs or record video or audio of anyone without their permission. This includes Scenic staff and students.</li> <li>• I will not send anything over the internet about someone, or send anything that belongs to someone else without his or her permission. This includes photos, videos, homework, etc.</li> <li>• If I do not know how to use any or part of the computer system, I will ask for help.</li> <li>• I will not attempt to change any settings on any devices without permission from teacher or other staff member.</li> <li>• I will not use my phone or any other device to film any situation that violates any school rules for example: verbal harassment, physical harassment, sexual harassment, assault, fighting, or any other misconduct that is unlawful or against Scenic’s policies.</li> <li>• I will not have any of my devices out or in use in any restroom or locker room.</li> </ul>
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**Student**

I understand these rules and promise to follow them. I understand that violation of these agreements will result in discipline up to and including expulsion from school and/or suspension or removal of system access and related privileges and/or referral to law enforcement officials when appropriate.

**Sponsoring Parent(s)**

I have reviewed the above Guidelines with my child and he/she understands these rules and promises to follow them. I understand that violation of these agreements will result in discipline up to and including expulsion from school and/or suspension or removal of system access and related privileges and/or referral to law enforcement officials if appropriate.

I also understand that my child could be held accountable for his or her actions inside or outside of school if it creates a safety threat to Scenic Middle School students or staff, and/or if it undermines the school’s authority to maintain safety and order.