

**SCAPPOOSE MIDDLE SCHOOL**  
**52265 S Columbia River Hwy**  
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# **STUDENT HANDBOOK**

**2024-25**

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## SMS Bell Schedules

<b>Monday, Tuesday, Thursday, Friday</b>			
	START	END	MINUTES
PERIOD 1	8:25	9:15	50
PERIOD 2	9:20	10:10	50
PERIOD 3	10:15	11:05	50
PERIOD 4	11:10	12:00	50
LUNCH	12:00	12:35	35
PERIOD 5	12:40	1:30	50
PERIOD 6	1:35	2:25	50
PERIOD 7	2:30	3:20	50

<b>Wednesday Early Release</b>			
	START	END	MINUTES
PERIOD 1	8:25	9:00	35
PERIOD 2	9:05	9:40	35
PERIOD 3	9:45	10:20	35
PERIOD 4	10:25	11:00	35
LUNCH	11:05	11:40	35
Homeroom	11:45	12:20	35
PERIOD 5	12:25	1:00	35
PERIOD 6	1:05	1:40	35
PERIOD 7	1:45	2:20	35

<b>Two-Hour Delay</b>			
	START	END	MINUTES
PERIOD 1	10:25	10:58	33
PERIOD 2	11:03	11:36	33
PERIOD 3	11:41	12:14	33
LUNCH	12:14	12:48	34
PERIOD 4	12:53	1:26	33
PERIOD 5	1:31	2:04	33
PERIOD 6	2:09	2:42	33
PERIOD 7	2:47	3:20	33

<b>Wednesday Two-Hour Delay</b>			
	START	END	MINUTES
PERIOD 1	10:25	10:49	24
PERIOD 2	10:54	11:18	24
PERIOD 3	11:23	11:47	24
LUNCH	11:52	12:24	32
PERIOD 4	12:29	12:53	24
PERIOD 5	12:58	1:22	24
PERIOD 6	1:27	1:51	24
PERIOD 7	1:56	2:20	24

## **ATTENDANCE**

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

## **ABSENCES**

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

Absences are excused for the following reasons:

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

## **TRUANCY AND LEAVING SCHOOL**

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

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

## **HALL PASSES**

All students are expected to attend class on time, prepared to learn. Students are expected to use the restroom before school, at lunch, and during passing periods. All students will be given a planner that contains hall passes. They will have 3 hall passes per class, per grading period for use in case of emergencies.

## **ACADEMIC INTEGRITY**

Students are expected to put forth their best effort on tests and assignments. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. Students are encouraged to converse and assist other students when it is in a manner that is not inconsistent with testing or assignment instructions. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aids or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of the direction of the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Plagiarism, or using ideas or writings of another as your own, will not be tolerated.

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

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

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

## **StudentVue/ParentVue**

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

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

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

Every grade listed in Synergy will show which category it belongs to, and a total for each category. Not only can you access StudentVue at home, you can also use the computers in the SMS Library to check grades before school, during lunch activity time, and after school.

## **INTERNET ACCESS AND COMPUTER USE**

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

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

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

Students are responsible for their actions while using the school's computer resources.

Students can be held monetarily accountable for damage to computers or technology equipment. Computer and Internet misuse will lead to disciplinary consequences

## **SMS STUDENTS' RIGHTS & RESPONSIBILITIES**

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

### **RIGHTS**

Students have the right to:

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

### **RESPONSIBILITIES**

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

# SCAPPOOSE MIDDLE SCHOOL

## SCHOOL RULES AND BEHAVIOR EXPECTATIONS

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

### Positive Behavior Interventions and Supports

**BE SAFE:** Be free from physical and emotional harm

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

**BE RESPONSIBLE:** Be honest, dependable, and accountable

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

**BE RESPECTFUL:** Be polite and cooperative

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

### Respect

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

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

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

### **DOING THE RIGHT THING**

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

### **REPEATED MISBEHAVIOR**

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

### **ENFORCEMENT OF RULES**

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

## **CONSEQUENCES EXPLAINED**

### **DETENTION**

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

Students:

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

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

### **INTERNAL SUSPENSION**

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

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



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

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

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

### **OUT-OF-SCHOOL SUSPENSION**

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

### **EXPULSIONS**

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

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

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

### **Students are expected to:**

- Be Safe
- Be Respectful
- Be Responsible

## **Sexual Harassment**

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

### **Sexual harassment is misconduct that:**

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

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

### **Examples of sexual misconduct include:**

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

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

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

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

**Law enforcement officers will be contacted**

## **BULLYING/HARASSMENT**

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

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

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

### **REMEMBER:**

If someone is harassing you, follow this plan:

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

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

**THE GOLDEN RULE** is still a good rule to follow!

**"Treat others the way you would like to be treated."**

## **CYBERBULLYING**

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

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

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

**What is considered Cyberbullying?**

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

**Consequences:**

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

**STOP Cyberbullying!**

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

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

**CONSEQUENCES FOR MISBEHAVIOR**

Inappropriate Behavior	Minimum Consequence	Maximum Consequence
Arson	Suspension	Expulsion
Assault/Fighting/Physical Aggression	Suspension	Expulsion
Bomb Threat	Suspension/Police Contact	Expulsion
Cheating and Plagiarism	Warning/Loss of Credit	Expulsion
Computer Misuse	Computer Restriction	Expulsion
Defiance	Detention/Office Referral	Expulsion

Disruptions	Warning	Expulsion
Electronic Devices	Confiscated/Warning	Expulsion
Explosives/Flammable Devices	Confiscated/Warning	Expulsion
Extorsion	Suspension	Expulsion
Fire Alarm	Suspension	Expulsion
Forgery/Lying	Detention/Office Referral	Expulsion
Harassment/Bullying	Warning	Expulsion
Inappropriate Displays of Affection	Warning	Expulsion
Indecent Gestures	Warning	Expulsion
Misbehavior	Warning	Expulsion
Profanity/Inappropriate Language	Warning	Expulsion
Property Damage	Detention/Office Referral	Expulsion
Obscene Material	Detention/Office Referral	Expulsion
Racist Comments/Slurs	Detention/Office Referral	Expulsion
Sexual Harassment	Detention/Office Referral	Expulsion
Spitting	Warning	Suspension
Tardiness	Detention/Office Referral	Truancy Enforcement
Theft	Suspension	Expulsion
Threatening Gestures	Detention/Office Referral	Expulsion
Threats of Violence	Suspension	Expulsion
Truancy/Skipping	In School Suspension	Truancy Enforcement
Use/Possession of Alcohol/Drugs	Suspension Pending Expulsion/Police Contact	Expulsion
Use/Possession of Tobacco	Suspension	Expulsion
Use/Possession of Weapons	Suspension Pending Expulsion/Police Contact	Expulsion
Vandalism	Restitution/Detention	Expulsion

## **BREAKFAST AND LUNCH PROCEDURES**

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

To ensure that students take enough time to eat, students are allowed 30 minutes for lunch, including activity time. Activity time may include the annex gym, library, or field depending on the weather.

Menus can be picked up at the office or are available on the district website at [www.scappoose.k12.or.us](http://www.scappoose.k12.or.us).

## **HEALTH AND WELLNESS AND ENERGY DRINKS**

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

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

Water

Flavored Waters

Sports Drinks

Juice

**No soft drinks of any kind allowed**

## **Mealtime Just Got Easier!**

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

**To Use Mealtime Online:**

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

Or go directly to: [www.mymealtime.com](http://www.mymealtime.com)

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

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

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

**Note:**

Online deposits are processed each day and can take up to 24 hours to reflect in your student's account. The online system shows on the screen that there is a small fee. The fee is

4.9% of the total lunch purchased. If you have any problems, please contact Sarah Leland at Scappoose Middle School at 971.200.8004.

Powered by  
**Mealtime Online**

## **ELECTRONICS**

While technology is an important part of our education at Scappoose Middle School, Personal Electronic Devices can be disruptive to the educational process. **Personal Electronic Devices must be turned off at 8:25 am and remain out of sight until 3:20 pm.** This is in alignment with school district policy JFCEB-AR which states, “Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. They may not be used at any time in the proximity of any class, school activity, or event that may be in session or in progress during those times...” If there is a need for a student to contact a parent/guardian during the day, they are able to use the phone in the office. We ask that parents/guardians do not call their student’s phone during the day, but rather call the main office to relay a message at 971.200.8004.

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

## **COUNSELING**

We are fortunate to have Nick Jenkins as a counselor at Scappoose Middle School. The school counselor is there to help with your academic, social, personal, and family needs/problems, or school life. Your conversations will be kept private. If you or another person is in danger though, the counselor is required by law to report information to the appropriate authorities. This is for your protection and safety. Our school counselor counsels students in groups or individual meetings. To make an appointment, stop by the office and fill out an appointment request form. The counselor will see you as soon as possible.

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

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

## **DANCES**

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

- Students who follow expectations and rules will be allowed to attend dances.
- School discipline may result in students not being allowed to attend dances.
- Only Scappoose Middle School students may attend our dances
- Students must be at school on the day of the dance
- All school dress codes must be followed at dances!

## **DRESS CODE**

### **Appropriate Dress**

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Attire or grooming which has as an intent on the advertising or promotion of anything illegal or immoral or shows disrespect towards the flag or law, such as violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited.

A student's attire or grooming should not be grounds for exclusion from his or her participation in school classes, programs, or school-related activities. Standards may be established by school authorities as a requirement for participation in the school's activity programs. If, however, the attire or grooming of a student poses a threat to the health or safety of any other person, the appropriate solution as stated in the attached policy will be followed.

School-directed changes to the student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender-neutral and consistent with all Scappoose Middle School students. The School Administration will review dress and grooming guidelines and examples of appropriate wear with students each academic year.

### **I. Definitions**

- 1) Attire: Clothing, including outerwear, headwear, accessories such as scarves or jewelry, and shoes.
- 2) Grooming: Makeup, tattoos, and hairstyle.
- 3) Dress Code: A set of parameters determined by the district that describes standards for student attire and grooming.

### **II. Basic Dress Code**

- 1) **Minimum Safe Attire.** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
  - a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
  - b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
  - c) Clothing must cover undergarments and midsection (waistbands and straps excluded).
  - d) Must have fabric covering breasts, genitals, and buttocks. Fabric must be opaque (not able to be seen through; not transparent).
  - e) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to the school staff (must be down while in the building).
  - f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
  - g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- 2) **District Dress Code.** Attire or grooming depicting or advocating violence, criminal activity, illegal or immoral activity, use of alcohol or drugs, pornography, or hate speech



are prohibited. All Scappoose Middle School Students are expected to comply with the requirements of this policy.

- a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, illegal drugs, or other controlled substances.
  - b) Clothing may not depict pornography, nudity, or sexual acts.
  - c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
  - d) Clothing may not show disrespect toward the flag or law.
  - e) Clothing must not pose a threat to the health or safety of any other student or staff.
  - f) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (headscarves, for example) and worn by students with disabilities (protective helmets, for example).
- 3) **Parent Responsibility.** The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress code.
  - 4) **Student Responsibility.** All students are responsible for complying with the district dress code during school hours and school activities.
  - 5) **Staff Responsibility.** To equitably enforce the district dress code, teachers, administrators, and all school staff must be notified of the policy at the beginning of the school year with a refresher in March before spring break in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the district dress code.
  - 6) **Enforcement.** When a school staff member or school administrator discusses a dress or grooming violation with a student, it is recommended that another adult should be present and at least one of the two adults should be of the same sex as the student. Unless there is an immediate concern, the student should not be spoken to about a dress code violation in front of other students.
    - a) Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate attire (e.g. school clothing closet).
    - b) Where possible, students should not be required to wear school-owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
    - c) Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

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

## **DRUGS, ALCOHOL, AND TOBACCO**

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

## **MEDICATION AT SCHOOL**

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

## **EMERGENCY DRILLS**

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

## **FIELD TRIPS**

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

## **VISITORS**

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

## **LIBRARY**

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

The library is used for other things besides reading!! The Library opens at 8:00 a.m. for students to do homework, and use the computers. It is also open during lunch activity time for homework, using the computer, playing games, reading, or just socializing. After school the library is open until 3:45. The after-school time is reserved for "Need to Succeed" time, Students who need a quiet place to do homework, projects, computer use, and checking grades.

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

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

## **LOCKERS**

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

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

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

## **CONFERENCES**

Parent-Teacher Conferences will be held twice per school year. Dates are posted on the district calendar.

## **NEWSLETTERS**

A weekly newsletter will be distributed at the end of each week electronically to all guardian email addresses on record.

## **SNACKS**

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

## **STUDY SKILLS**

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

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

## **PHYSICAL EDUCATION POLICIES AND EXPECTATIONS**

### **PE CLOTHING REQUIREMENTS FOR STUDENTS**

T-shirts:

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

Elastic waist shorts or leggings

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

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

Sweatshirts and sweatpants are encouraged on cool days

### **HYDRATION**

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

### **TO BE EXCUSED FROM AN ACTIVITY**

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

### **DAILY CLASS PROCEDURES FOR STUDENTS**

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

### **CLASSROOM RULES**

#### **Expected Conduct**

- Students are dressed and seated on specific benches when the whistle blows
- While the teacher is talking, students are quiet and paying attention
- Follow directions the first time given
- No food or beverage in PE class/Water only
- Be SAFE at all times

- School equipment must be used properly. If property is damaged, consequences may be issued and reimbursement may be necessary
- For the protection and safety of students, all jewelry must be removed during PE class

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

Consequences for not following rules and expectations:

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

## **SCHEDULE CHANGES**

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

Schedule changes are possible only if:

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

Reasons for which schedules are not changed:

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

## **STUDENT VALUABLES AND PERSONAL ITEMS**

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

## **TARDINESS**

Please make every effort to get your student to school on time. The warning bell rings at 8:18 AM and school starts at 8:25 AM. If a student is late for school in the morning, they must check in at the office. A parent can also sign in a student. A tardy may be excused for the following reasons:

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

Examples of unexcused tardies are:

- Missing the bus

- Oversleeping
- Babysitting younger siblings
- Car trouble

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

**\*3 tardies in one class in one semester=Detention**

## **SCAPPOOSE MIDDLE SCHOOL SPORTS**

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

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

Cross Country, Wrestling, and Track are also open to 6<sup>th</sup> graders.

## **Homework Policy for Sports or School Events**

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

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

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

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

**Scappoose Middle School Athletic/Activity  
Academic and Conduct Accountability Policy**

**ATHLETIC ELIGIBILITY POLICY**

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

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

**ENFORCEMENT**

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

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

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

**GRADE CHECK DATES:**

**First Grade Check - 2<sup>nd</sup> week of the season**

**Second Grade Check - 4<sup>th</sup> week of the season**

**Third Grade Check - 6<sup>th</sup> week of the season**

**Conduct**

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

- Possession or use of tobacco (cigarettes, chew, or any nicotine-emitting device)
- Possession, use of, sale and/or distribution of alcohol, or mood-altering substances not take at the direction of a physician
- Theft, burglary, or robbery

- Maliciously destroying property belonging to others
- Exhibiting unbecoming, profane, or disrespectful behavior
- Bullying and/or harassing others
- Assault and/or fighting
- Possession of firearms or other dangerous weapons while on school property or at school sponsored activities
- All other expectations and guidelines outlined in the SMS Student/Parent/Guardian Handbook

### **Disciplinary Procedures**

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

### **Voluntary Disclosure**

Any student who seeks assistance for tobacco, alcohol, or drug problems will be required to meet with the district drug/alcohol counselor and recommended to meet with our school counselor. The student will be exempt from disciplinary action provided they have not been implicated in any incidence of possession or use of such substance under investigation at the time. However, a student cannot use voluntary disclosure as a means of avoiding disciplinary consequences when they anticipate being discovered through such an investigation.

### **Individual Education Plan (I.E.P.)**

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

### **Communication Process**

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

## **BEFORE AND AFTER SCHOOL**

Students who do not ride the school bus should not arrive at school before 8:00 AM. Students must also leave the school grounds immediately after school unless participating in an after-school sport/activity. Students cannot leave the school grounds and then return to catch a later bus.

## **RIDING THE SCHOOL BUS**

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

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

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.



3. Students shall use the emergency door only in case of an emergency.
4. Students shall be on time for the bus, both morning and afternoon.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Students shall remain seated at all times while the bus is in motion.
7. The bus driver may assign student seats.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms, or heads through the bus window.
10. Students must have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones. Loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver to fellow pupils, and to passersby.
15. Students who refuse to promptly obey the directions of the driver, or who refuse to obey regulations, may forfeit their privilege to ride the buses.
16. Rules governing students riding school buses must be kept posted in a conspicuous place on all school buses.

First Student  
53805 Columbia River Hwy.  
Scappoose, OR 97056  
971.290.4020  
email: [Lisa.Kelley@firstgroup.com](mailto:Lisa.Kelley@firstgroup.com)

## **SMS AWARDS**

### **Honor Roll**

Become a member of the Honor Roll team by achieving at least a 3.5 grade point average.

### **Feathers**

Be a good citizen. Teachers and staff are watching for students who are being safe, responsible, and respectful. Those students who are can receive Feathers. Feathers can be redeemed for various prizes and at the Student Store.

### **Eddie Lee Memorial Award**

In honor of our former student, Eddie Lee, this award will be given each June to recognize one 8th-grade student who has struggled with adversity and has shown improvement in his/her studies.

### **John Saban Art Award**

In honor of a former art teacher, this award will be given each June to recognize an outstanding 8th-grade art student.

### **Whitbeck Award**

This award will be given each June to recognize one 8th-grade student who has shown consistent effort, persistence, and a positive attitude, in honor of our former teacher, Myron Whitbeck.

**Kiwanis Citizen of the Year**

A boy and a girl from each grade level are chosen by the SMS staff as “Citizens of the Year.” Winners’ names will be inscribed on a plaque, which will be displayed in “A” hall. These students are recognized as good citizens both in their school and community, making Scappoose a better place, treating others with respect and dignity, and following the rules of their family, school, and community. Each student also receives a cash award from the Scappoose Kiwanis.

**Booster Student of the Year**

To earn this award, a student must show good citizenship, good grades, hard work, and service to the school. This student should exemplify the character traits we desire in a Scappoose Middle School student. The winner’s name will be inscribed on a plaque and displayed in “A” Hall. They will also receive a cash award from the Booster Club.