SCAPPOOSE MIDDLE SCHOOL
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STUDENT HANDBOOK

2026-27

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SMS Bell Schedules

Monday, Tuesday, Thursday, Friday			
	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

Wednesday Early Release			
	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	11:35	30
Homeroom	11:40	12:20	40
PERIOD 5	12:25	1:00	35
PERIOD 6	1:05	1:40	35
PERIOD 7	1:45	2:20	35

Two-Hour Delay			
	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

Wednesday Two-Hour Delay			
	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 for 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 make up missed 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 before the absence. All work will be posted to Canvas, and it is the student's responsibility to go to Canvas to access the work for the days they miss. Students, as well as parents/guardians, can always email teachers with any questions that arise. Please allow 24 hours for a response. If an absence is pre-arranged, it is best practice for a student to inform their teachers of this absence ahead of time.

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 and fill water bottles before school, at lunch, and during passing periods.

When given permission to leave the classroom during class time, students will be given a hall pass by their teacher. Students are expected to have their hall passes with them when they are in the halls during class time. They will be allowed 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.

Use of Artificial Intelligence (AI): Students may not use AI tools (such as ChatGPT or other generative AI programs) to complete assignments, essays, or assessments unless a teacher has explicitly permitted it. Submitting AI-generated work as one's own without permission will be considered a violation of academic integrity.

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 the 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

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, but you can also use the computers in the SMS Library to check grades before school, during lunch activity time, and after school.

Canvas

If a student is absent, they will be able to access missing work on their class's Canvas pages. If you are unable to find assignments for days missed, please reach out directly to their teacher for guidance. If your student is unable to reset their password, please reach out to our tech department for a reset: ssdit@scappoose.k12.or.us. When accessing Canvas, ensure you use scappoose.instructure.com. If you cannot access Canvas, please contact the main office.

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 and Canvas 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 your 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 others' 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 a 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.

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 Canvas 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 athletic 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 without prior permission from an administrator.

COMPLAINT 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 of 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 a 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 unwelcome 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, 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 websites 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/harassment 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, TikTok, Facebook, X, 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 sleep 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
- 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 ID 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 ID cards. Students must have their ID 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 https://www.scappoosek12.org/departments/food-service

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 are allowed. No energy drinks or coffee are allowed at SMS.

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 8:00 am (upon arrival at school) and remain out of sight until 3:20 pm**. This is in alignment with Executive Order 25-09 and 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 not call their student's phone during the day, but rather call the main office to relay a message at 971.200.8004.

To reiterate, between 8:00 and 3:20, phones, headphones, smart watches, smart glasses, and other electronic devices need to be stored in student lockers. **If you need to contact your student, please call or email the main office**. Students who carry or use their devices in violation of this policy will have their devices sent to the main office. On the first offense, the student may pick it up at the end of the day. If there is a second offense in the same grading period, we will ask the parent/guardian to pick up the device from school.

COUNSELING

We are fortunate to have Nick Jenkins as our counselor at Scappoose Middle School. The school counselor is there to help with your academic, social, personal, and family needs/problems, or school life. If you or another person is in danger, 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 that has as an intent on the advertising or promoting 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 and pants or a 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 the 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 is 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) **Enforcement.** When a school staff member or school administrator discusses a dress or grooming violation with a student, it is recommended that another adult 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 drill, 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.

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 "Study Hall" time. Students who need a quiet place to do homework, projects, computer use, and check grades.

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

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

LOCKERS

Backpacks, heavy coats, purses, and any personal items are to remain in the locker throughout the school day. 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. Only the aforementioned drinks (water, flavored water, sports drinks, and juices in the original bottles) are permitted at SMS. All food and candy wrappers should be disposed of in garbage cans. If you need a snack, bring a healthy one from home. All snacks should be consumed outside the classroom in between classes. 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:

- Our Library is available every day after school for students to use as a study hall. A tutor is available in the library on most days for 30 minutes.
- Review Canvas for each class daily
- If you are absent, make extra time to make up the work you missed.
- 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 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 students' names. For health reasons, no sharing of water bottles is allowed.

TO BE EXCUSED FROM AN ACTIVITY

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

DAILY CLASS PROCEDURES FOR STUDENTS

- Enter the 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, gum, or beverages 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 of 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 through StudentVue. 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 the 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 minds 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 8:25 AM and not used until 3:20 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/guardian 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 a 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 tardiness will be unexcused. Excessive tardiness will yield consequences. 3 tardies in a quarter will result in being assigned detention. 6 tardies in a quarter will result in in-school suspension.

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 6th graders

Scappoose Middle School Athletic/Activity Academic and Conduct Accountability Policy

ATHLETIC ELIGIBILITY POLICY

In order for a student to be eligible to participate in SMS Athletics, students are expected to:

1. Maintain or be making satisfactory progress if on an Individualized Education Plan (IEP).

2. Pass 5 of 7 classes with a C or higher at the time of Grade Checks
3. Be present and participate in regular school activities all day, unless SMS Administration gives prior approval to participate in that day's game, practice, or activity;
4. Be transported to and from school activities by school transportation unless prior approval is given by the SMS Administration or Athletic Director.

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 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 if the student was in attendance for that class
- 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.

ENFORCEMENT

Grades will be checked each Sport Season. Students not meeting eligibility requirements will no longer be eligible to travel to events with the team or leave school early for home events. This will be for the rest of that season. If they participate in another season, their eligibility will reset.

This policy applies to all students ***unless*** they are on an IEP and it is determined that they are making satisfactory progress on their goals.

The Athletic Director and/or Principal can rule on any hardship cases that arise. The decision of the Principal and/ or Athletic Director is final and has no appeal process.

Supports

Study Hall will be available every day after school in the library, including Wednesdays. Wednesdays are a great day to get work done prior to practice. Study Hall provides adult tutoring for all subjects.

Communication with teachers. Students who email and have open lines of communication with teachers do better in school. Teachers want your athletes to talk to them.

Academics are a priority for student-athletes. It is okay if your student needs to talk to a teacher after school and will be late to practice. All they need is a note from the teacher stating they were meeting with them.

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 taken 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 are 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 incident 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 sport/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 it is 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 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

SMS AWARDS

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

Legacy Cards
What is it: Legacy cards are a PBIS incentive for students whose individual behavior is helping to create a positive school environment
How to earn it: 0 unexcused absences, 0 phones sent to the office 1st Quarter (zero after that), positive behavior (no detentions), 3.0 and above GPA

Timeline: The end of each Quarter, 8th graders will be awarded based on Q4. Teach 7th graders about Legacy cards and build up footprint incentives. Quarter 2- roll out first round of Legacy cards. Students have the opportunity to earn or keep their Legacy card each quarter (reset as a blank slate)

Rewards: Popcorn, Cookies, discounted dance tickets, early release, admission to HS events, invitation to teacher v. student events (volleyball, etc.)

Legacy Awards
What is it: Each month, the staff will have an opportunity to recognize students who are leaving a positive legacy at Scappoose Middle School through their behavior and treatment of others

How to earn it: Treating others with kindness. Demonstrating empathy. Consistent work ethic, striving to be the best version of themselves.

Timeline: Every month at our school-wide assembly

Rewards: Recognition at the assembly. A picture is prominently displayed in the school hallways. T-shirt. Eligibility for end-of-the-year awards.

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