

Student Handbook

Welcome to Scio Middle School!

Scio Middle School serves approximately 150 or more students, from Scio and the surrounding area, in grades 6, 7 and 8. Our small school atmosphere lends itself to a feeling of safety and camaraderie among the students. The faculty is well acquainted with our students and opportunities for parent involvement are strongly encouraged.

Students can excel academically, physically, and socially evidenced by completing assignments and assessments, self-advocating, and building and maintaining relationships. Respect is a guiding principle in every aspect of student life. Students are expected to treat themselves, others, and the environment with respect.

Students will be successful at Scio Middle School by maintaining a pattern of consistent on time attendance and taking care of themselves, so they are healthy and ready to learn. Parents are encouraged to become part of our school by serving on committees and by volunteering to help with social, academic, and athletic programs.

If parents or students have concerns or questions, they are encouraged to speak with the appropriate staff member or the administration. An open house is held early in the fall, while parent conferences are held following the first and third quarters. Staff members are always available by appointment after school.

We hope each student has an enjoyable and successful school year!

Parents acknowledge receipt when registering their students. Students acknowledge review of the handbook, yearly.

Academic Policies

Students are expected to complete and turn in all assigned class/homework. If a student is absent from school, they will have an equal number of days plus one, to make up the work.

Official progress reports are mailed to the student's home in the middle of each grading period.

Teachers have agreed to have their grades up to date by the end of the school day on Tuesday.

Extra-Curricular Activities

Athletics and extracurricular Activities are an important part of student life. All students are encouraged to participate. A sports fee of \$40 per sport is charged, with a family maximum of \$125.00 per year.

Fall Sports: Football, Cross-country, and Volleyball

Winter Sports: Wrestling, Girls' Basketball, and Boys' Basketball

Spring Sports: Track & Field, Boys' Baseball, and Girls' Softball

Band: The band program has many activities throughout the year. Those activities occur on and off campus and/or outside of the school day.

Attendance Policy and General Statement

State law requires that all students maintain regular attendance. Regular Attendance is defined as missing no more than 10 sequential academic school days and/or having fewer than 8 half days in a four-week period. Parents are asked to call to report a child's absence and to send a note upon the child's return. Absences may be deemed excused or unexcused at the administration's discretion. In the case of multiple day absences, please contact the office.

Excessive Absences

Students are responsible for maintaining regular attendance in all of their assigned classes. Students are also responsible for being aware of the number of absences they accumulate in a Grading Period. A warning letter will be sent home after the 8th non-school related absence. With the 10th non-school related absence, an official notification as having excessive absences will be sent home. This letter will describe the legal consequences that may result from an excessive number of absences. Contact will be made with the LBL ESD attendance officer for further legal action with any additional non-school related absences.

Prearranged Absences

Students who know they will be absent should make arrangements for a prearranged excuse at least one week in advance of the absence. This will allow the student to know what they will be missing in each of their classes by contacting the teacher directly. Homework Requests for an extended absence of 3 days or more must be made no less than one week in advance. Tests will be taken upon the student's return to school. Teachers may assign alternate work for homework requests. Work given to fulfill homework requests must be submitted on the first day of a student's return to school in order for the work to receive full credit. Teachers will work to fill all homework requests. Students will have extended time to complete work for unfilled homework requests. Uncollected homework requests that are made available at least 24 hours prior to the student absence will be counted as late and/or missing.

Homework and Absences

An excused absence from class allows the student to make-up missed work from an absence. However, the student must request their homework from their teachers the day they return or they may forfeit the opportunity to make up the missed work. Arrangements may be made with an agreement between the student and the teacher for an extended period of time in special circumstances

Checking in/Checking out

Class hours are from 7:55 AM – 2:49 PM. Students arriving to campus any time after 7:55 AM must check in at the office. Students leaving campus any time before 2:49 PM must be checked out by a parent at the office.

NO STUDENT MAY LEAVE THE SCHOOL GROUNDS DURING CLASS HOURS WITHOUT PERMISSION FROM THE OFFICE.

Students who are regularly scheduled off campus must check in and out at the office as they arrive or depart.

Failure to follow any of the checking in/checking out procedures will result in the consequence of an unexplained absence.

Attendance Definitions and Actions

1. **Absence**- If a student is not present in a classroom for more than 10 minutes they are considered as absent. According to the law, if a student has an excessive number of absences, a significant number of unexplained or unexcused absences, and/or irregular attendance, the school must report the student to the LBL ESD attendance officer for further action.
2. **School Related Absence**- The student is absent because of a field trip, athletic event, or some other school sponsored event or activity. A prearranged absence may be required for the student to participate. This absence will always be excused. While these absences are recorded on progress reports and report cards they are not recorded on transcripts.
3. **Non-School Related Absence**- The student is absent because of a reason that is not school related. Upon returning to school from this type of absence, all students must provide a note with an explanation for their non-school related absence. The absence will then be considered as either excused or unexcused. If a note is not provided, the absence may be considered a truancy and subject to disciplinary action. Because of the nature of many activities, there are some kinds of assignments that may not be possible to be made up.
4. **Explained Absence**- The student returns to school with a note stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office no later than 3 school days after returning to school. The note needs to be signed by a parent, guardian or the student (if the student is 18 years or older). Failing to do this, the absence may be considered a truancy and subject to disciplinary action. If already in attendance and marked absent, the student will be excused with a note from a teacher, counselor, or office.
5. **Excused Absence**-To be legally excused, the absence's reason should meet one of the following 8 state-defined criteria:
 - 5.1. Illness of student (student is contagious or too ill to benefit from school attendance).
 - 5.2. Illness of an immediate family member and the student's presence at home is necessary.
 - 5.3. Emergency situations that require the student's absence.
 - 5.4. Field trips and school approved activities.
 - 5.5. Medical, Professional, Legal, or Court appointments. Confirmation of appointments may be required.
 - 5.6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
 - 5.7. Student returns to class from a meeting with another teacher, counselor, or office.
 - 5.8. Ultimately, as allowed by state law, the final decision as to whether an absence will be excused or not will be determined by the school administration.

6. **Unexcused Absence**- The student is not in school for any reason other than the state-defined criteria listed above and the parent or guardian knows of the absence. However, the reason provided by the signed note for the absence is not one that would grant the student an excused absence (ex. haircuts, shopping, extended lunch, recreation). An unexcused absence will still allow a student to make-up any assignments that are missed. All missed assignments are due upon return to class and are graded. However, according to the individual teacher's classroom rules, credit for the assignment may be reduced and/or make-up time may be required.
7. **Unexplained Absence**- A student who is absent from class without permission or a properly reported excuse is considered truant and subject to disciplinary action. Parents may not change trancies for students who had arrived at school and were not in their assigned classes. No credit will be given for work missed during any unexplained absence.
8. **Tardy**- Student arrives to class after the bell rings, but before 10 minutes of class have passed.
 - 8.1. Excessive tardiness (more than 5 in a rolling four-week period) will result in a conversation with the student and administrator, or designee, to create a plan to reduce tardiness
 - 8.2. If the plan fails to achieve timely behavioral change; another conversation; along with potential disciplinary action, will occur

Band Instrument Rental

Students can rent available Scio School District band instruments for \$60 per year. The fee covers normal wear and tear, any excessive damage will be charged to the student.

Closed Campus

Once a student enters campus or boards the school bus, they are not allowed to leave without being checked out through the office. Students, who leave without permission, are considered truant.

Complaints

If you have a concern to be addressed, it is essential that contact be made with the parties involved. Once this contact has been made, an appointment can be made with the principal to discuss any remaining concerns.

Contagious Diseases

As CDC guidelines change, our District policies are subject to change. A student suspected of having a disease that would restrict them from attending school (pink eye, hand-foot-mouth, scabies, chicken pox, or a virus), will have their parents notified as soon as reasonably possible. Students will be screened by an administrator or office staff, who may decide the student should be excluded for assessment by a health care provider. A student excluded from school with a highly contagious disease will be re-admitted with a doctor's written statement.

If you find your child has a specific illness that is highly contagious, please contact the school office. We report highly contagious illnesses to parents and the Linn County Health Department when there is evidence it is spreading through the school. Please include a note stating the dates absent and the reason for the absence.

The district nurse recommends that you see a doctor immediately if:

- brown, gray, tan, or yellow drainage from nose, eyes (with or without pink/reddened sclera) or any other part of the body
- white, clay-colored, or bloody stool
- yellow skin and/or eye color
- brown or bloody urine
- stiff neck or headache with fever
- unusually sleepy, lethargic, or grumpy for days

When Your Child is Sick

If for any reason, you are concerned about your child's health, please contact your physician. School staff are not trained to give medical advice or diagnose illnesses. To ensure a healthy environment at Scio Middle School, please keep your child/children at home if he/she has any of the following symptoms.

- **Cough:** When your child has a deep, barking, congested, or mucus-producing cough, they should stay home. They may return when symptom-free or they have been on antibiotics for 24 hours and a doctor's written statement.
- **Diarrhea:** When your child has more than one abnormally loose stool in a day, they have diarrhea. They may return to school when the diarrhea has stopped for 24 hours or with a doctor's written statement that it is not due to a communicable disease.
- **Fever:** Your child may not attend school for 72 hours after their temperature drops below 100 degrees without the use of medication such as Tylenol to reduce fever.
- **Rash:** If your child has skin lesions, eye lesions, or rashes that are weeping or pus filled, they may not attend school. They may return when the rash is completely dry or with a doctor's written statement that the rash is non-communicable and has been appropriately treated.
- **Vomiting:** Children must stay home for 24 hours after the last time they vomited due to illness. Motion sickness is excluded from this requirement, but coughing fits that result in vomiting are not.
- **Head Lice:** If a student presents with any of the following symptoms of head lice: itchy scalp, scratching, seeing bugs, or finding lice eggs, they should be screened by school staff that have been trained by a Healthcare Professional. If lice or nits are found, the student may stay in school and be instructed to have no head to head contact. Parents will be notified so that treatment may begin. Students will not be excluded from school.

A cough, sore throat, or mild headache are not reasons to exclude a child from school. We do offer cough drops and Tylenol in the school office with written parental permission.

Illness of Students at School

If a student becomes ill while in school, efforts will be made to contact the parent or guardian to take the student to his/her home or to get necessary medical help. The health room is a temporary waiting place for the student to rest until parents can be notified and the student is picked up. Students may stay in the health room up to one class period before returning to class or going home.

Contacting staff

Phone: 503-394-3271

Email: For most staff, email addresses are as below

lastnamefirstinitial@sciok12.org

Cyberbullying

Students found to be involved with cyber bullying on campus are subject to school district disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the school. Students involved with cyber bullying originating off campus are subject to school discipline if or when, in the discretion of District employees, it disrupts the educational process or undermines the school's basic educational mission. Students making threats of harm to other students or staff, whether the threats originate on or off campus, are subject to school disciplinary action

Dance Rules

Philosophy: We are concerned with the total development of our students. Dances provide social skills an integral part of the maturity of our students. Students may not attend/participate in dances if they have an unexcused or unexplained absence on that day.

1. Dances are social events and behavior must be appropriate.
2. Visitors are permitted if the office is notified three days in advance. The guest must be middle school aged, approved by their school, and the parent of the student inviting a guest must be a chaperone (background check required). No more than three guests will be allowed to attend the same dance.
3. Students will enter the dance through the inside gym doors within the first 15 minutes of the dance.
4. Students wishing to leave the dance before it ends must either have a note from their parents and will be picked up by their parents. Once a student leaves the dance, they will not be allowed to return.
5. Backpacks and bags will stay in the student's locker and may be retrieved at the end of the dance.
6. Drinks from the outside will not be allowed.
7. Students that must leave for a practice or a contest will be permitted to leave at a designated time, which will be determined by the coach who will notify the office.
8. All school expectations will be followed including but not limited to those expectations concerning appropriate touching, and dress.
9. The cost of the dance will be determined by the student body council and administration.
10. Students that have received a level two or above referral during the selected time period will not be permitted to attend the dance.
11. Students must review this policy with their parent/guardian and return this policy to the office, signed by parent/guardian and student, in order to attend the dance.
12. To attend the dance, students may not be absent from school the day of the dance.
13. The school administrator will make final determinations for dance attendees.

Discipline Policy

Be safe, be respectful, be responsible and be prepared to learn.

The staff is committed to encouraging excellence in academics and behavior. Staff members will do their best to prevent problems before they occur. If staff solutions are unsuccessful, students will be referred to the office for further intervention.

The staff and administration at Scio Middle School will strive to be consistent while applying the disciplinary policy. The discipline system is fair and supports respect, responsibility, and safety. Teachers will respond to students, who cause disruptions in class, with a variety of correction methods. These methods will include: a reminder of the student expectation, a Refocus (see Refocus), time in at lunch, a written apology, or phone calls home. If a teacher’s methods of correction are unsuccessful, the teacher will fill out a Behavior Referral. The principal, or designee, will then meet with the student and assign the appropriate consequence.

Displays Of Affection

Hand holding, kissing, cuddling, walking with one arm around a person and general physical displays of affection are not permitted. A quick side-hug is acceptable.

District Website

Scio School District website has a link to the district policies for your information. The website address is www.scio.k12.or.us.

Dress Policy

Scio Middle School expects that all students will dress in a way that is appropriate for the school day. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent or guardian. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group. Any restrictions on the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Basic Principle: Certain body parts must be covered for all students at all times. Clothing must cover all of the areas of the body indicated in the diagram below, front and back. All items listed in the "must wear" category below must meet this basic principle. Hats and caps can be worn to school and in classrooms. Backpacks, bags, sunglasses, and coats will be left in the student’s locker.

Students Must Wear:

- a shirt with fabric in the front, back, on the sides under the arms, and cover all undergarments AND
- pants/jeans or the equivalent (skirt, sweatpants, leggings, dress, shorts) AND
- shoes (athletic shoes for PE)

Students Must Not Wear:

- Clothing that supports or glamorizes alcohol, drugs, tobacco, or profanity.



Violation of this Dress Code may result in the student being given alternative apparel or sent home to change into acceptable clothing. Staff members are expected to address dress code violations in the halls and classrooms. In all cases, when disagreement arises concerning interpretation of a rule, the administration reserves the right to make the final decision.

Drinks and Water Bottles

We appreciate the need for students to have plenty of liquids, especially those students participating in athletics during hot weather. Students may carry a water bottle containing WATER to class with them. Failure to behave responsibly will result in the removal of this privilege.

Electronic devices

Students are asked to turn OFF all personal electronic devices and leave them in their lockers or backpacks upon arrival to school until the end of the school day. Please note: Since lockers may not be secure, it is best to leave these at home.

When a student is found using one of these items, the staff member is instructed to take the device and turn it into the office. Students can turn it off but cannot remove their memory card, battery etc.

- First time - Student may pick it up from the office at the end of the day
- Second time - Student may pick it up from the office at the end of the day **and** a phone call home letting the family know.
- Third time - Parents must pick up the device
- Fourth time - Parents must pick up the device and have a meeting with the administrator to create an electronic device plan for the student.
- Fifth time (and all future occurrences) - Parents and the administrator will meet and revise the student plan, along with potential disciplinary action

Emergencies and Emergency drills

Emergency drills will be conducted monthly in accordance with law. Emergency medical treatment will be provided on a "Good Samaritan" basis.

Expectations for Assignments and Homework

Assignments are generally due at the beginning of each period. All assignments must be legible. Papers should be free of doodles or marks.

Teachers will encourage students to spend as much time as needed to be fully prepared for their lessons each day. If this involves home study, an attempt should be made to provide adequate study facilities. The amount of time a student must spend on homework depends largely on two factors: 1) the course studied and 2) the student. Some special projects or reports may require much more home study for a short period of time, but on the average, one hour per day may be adequate.

Fees

- \$3.50 student body card
- \$2.50 towel and lock fee
- \$6.00 for a student planner/handbook
- \$25.00 Year books
- \$5.00 Music book fee (band and all 6th grade students)
- \$2.00 Tech/Headphone fee
- \$1.00 Class Fee

\$50.00 6th grade Outdoor School Deposit (Subject to change based upon available grant funds. Final cost will be determined by February.)

\$40 Sports fees (per sport) with a Scio Middle School family maximum of \$125.00 per year. For up-to-date prices for lunch, breakfast, and milk, visit the Scio School District nutrition page <https://scio.k12.or.us/departments/nutrition/>.

All necessary fees or assessments are due upon enrollment and payable in the school office.

Until such fees are paid, certain restrictions and/or penalties may be imposed.

Students who do not return school issued locks in reusable condition will be charged \$5.00.

Students can rent available Scio School District band instruments for \$60 per year. This fee covers normal wear and tear, any excessive damage will be charged to the student.

*Applications for free or reduced meal prices are available in the office.

General Procedures and Building Hours

Students may enter the building through the gym door at 7:35am and breakfast is available. The building is closed to all students before 7:45 and after 3:00 unless adequately supervised by a staff member. The exterior building doors lock at 3:30pm.

During first period teachers will take lunch count. Parents are responsible to keep a positive lunch balance in their student’s account. [Students with a zero or negative balance will receive lunch, but the goal is to ensure that each account has a positive balance.]

Bicycles ridden to school will be left in the courtyard bike rack. It is the student’s responsibility to securely lock his or her bike. Wheeled vehicles will not be used on district property while the buses are arriving, leaving, or during school hours.

Prior to entering the gym, band students will leave their instruments in the band room or in front of the band room door.

Guidelines for Student Behavior

Students will take full advantage of their right to an education. Students will come to school with a positive attitude to learn and to take part in social activities. An important part of a student’s education is the right to make decisions and to take responsibility for the results of these choices. To protect one’s rights and the rights of others, student behavior guidelines have been established. A teacher, counselor, or administrator may give students guidance about behavior. If this happens, accept the advice and understand that they want to help you.

The Board of Education subscribes completely to the belief that all students have equal rights. These rights convey an equal responsibility on the part of each student to assist in creating and maintaining an educational climate conducive to learning and to assure the rights and well-being of students and others. Any student disrupting the educational climate, displaying irresponsible behavior, or endangering the right and safety of others will receive corrective guidance, and be subjected to disciplinary action, as necessary.

The major objectives of discipline in schools are to teach the following fundamental concepts for living in any society:

- (1) Respect for the rights, dignity, and safety of all individuals.
- (2) Respect and understanding of laws, rules, and regulations.
- (3) Respect for public and private property.
- (4) Self-discipline, which is necessary to function successfully in the educational and social environment.

Teachers, counselors, and administrators will work with students and parents in meeting the above objectives.

Mediation gives students an opportunity to come to their own solution to a problem rather than having someone impose a solution on them. Mediation is a method of conflict resolution, which stresses compromise and agreement between two parties rather than one party winning and the other losing.

General Rules

Students are expected to conduct themselves at school, or at any school-sponsored activity in a manner that reflects positively on the student, the school, and the community. Students shall be liable to discipline, suspension, or expulsion for misconduct as outlined in the consequence matrix.

GPA Determination

Scio Middle School uses a four-quarter system and does not combine grades for classes between these grading periods. Basic Skills/Resource, Study Hall, and Student Assistant classes are given a Pass/No Pass grade and do not factor into the Grade Point Average (GPA), however students are given a citizenship grade. The cumulative GPA is a reflection of a student’s total academic standing, and compiles every quarter of a student’s attendance at Scio Middle School into one GPA.

Grades

- A:** Mastery of subject; meets required and exceeds most grade level learning standards
- B:** Good quality work; meets required grade level learning standards
- C:** Average work; meets some but not all grade level learning standards
- D:** Completion of minimum requirements only; does not meet most grade level learning standards
- F:** Failed to meet any grade level learning standards; Failure to complete required assessments

Citizenship

E: Excellent **S:** Satisfactory **N:** Needs improvement **U:** Unsatisfactory

Students will be given grades at the end of each quarter and grades will be recorded on a student’s permanent middle school transcript. Each letter carries a numerical value. The average of all numerical values for the quarter grade determines a student’s (GPA). Letter grades are given the following values: **A = 4 B = 3 C = 2 D = 1 F = 0**

Other designations are also used:

P (Pass):

This grade indicates that the student receives credit for a course, but no letter grade. This grade is not computed in the GPA.

N (No Pass):

This grade indicates that the student does not receive credit for a course. This grade is not computed in the GPA.

I (Incomplete):

There are many reasons a student could receive an incomplete. A determination of an Incomplete grade in a course will be suggested and agreed upon by the parent, teacher, and principal.

NG (No Grade)

A teacher assigns an N when a student has missed a significant number of days affecting the teacher’s ability to accurately report any measurable data.

Harassment/Hazing/Intimidation/Menacing/Bullying

Hazing, harassment, intimidation, menacing or bullying by students, parents or third parties is strictly prohibited and will not be tolerated in the district. Report bullying to a teacher, staff member, the principal, or the office. To report while not at school call or text 844-472-3367 or 844-4-SAFE-OR.

Harassment, intimidation, and bullying may include acts based on the protected class status of a person. “Protected class” means a group of persons distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, and familial status, source of income or disability.

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

Sexual Harassment

Sci Middle School is committed to maintaining a learning/working environment that is free of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other conduct or communication of a sexual nature.

Any student who is subject to or knows of sexual harassment should immediately file a complaint with the building principal or a person of authority. Staff members notified of or witnessing sexual harassment shall inform the principal immediately. All complaints will be investigated. Good faith reporting of charges of sexual harassment ensures that confidentiality will be maintained. Therefore, no reprisals or retaliation will be allowed to occur.

Racial Harassment

Affronts to racial or ethnic heritage and criminal racial harassment will not be tolerated in the schools. Laws and policies related to racial harassment will be strictly enforced in order to promote an environment that does not permit racial intolerance or harassment.

Any student reporting harassing, intimidating, bullying or cyberbullying another student may not retaliate against any person who reports an act.

SCIO SCHOOL DISTRICT HARASSMENT FORMS MAY BE OBTAINED AT THE OFFICE

Immunizations

State law requires students attending public schools be immunized against certain communicable diseases. If a student does not meet these requirements, we are forced to exclude that student from school until the student has had the necessary immunizations. These immunization requirements are available at the main office. The school is required by state law to keep the following medical information on file for each student: immunization records that show the required immunizations; or, you must have a medical exemption signed by a physician or a religious exemption signed by a parent.

Incentives

Scio Middle School believes in rewarding effort in academics and behavior. A number of rewards and incentives are available to students. The PBIS committee will recommend prizes and awards to support the incentive program.

Academic Awards - given quarterly for a variety of accomplishments and will be tracked in the student's portfolio.

Gold Card Field Trip - earned by students who have a 3.0 G.P.A., satisfactory or exceptional citizenship grades in all classes, and who have had no referrals. Quarterly trips are arranged to celebrate Gold Card status.

Honor Roll - students who earn a 3.5 G.P.A. or above for the quarter.

No Referral Trip- students with no referrals throughout the entire year get to attend an extra field trip.

Positive Referral - awarded to students who go out of their way to be helpful or kind to others.

Spirit Point Trip - Is given to the class with the highest spirit point total at the end of the year.

Warrior Award Coupon (WAC) - These are given for demonstrating safe, respectful, and responsible behavior. They are given to our Behavior Team and entered into drawings for prizes.

Interscholastic Athletics

The purpose of the interscholastic athletic program at Scio Middle School is:

1. To promote friendly relations with other schools and the public.
2. Abide by the rules set up by the District Board of Education and the Oregon School Activities Association.
3. To teach good sportsmanship, fair play, ethical conduct, and to encourage sports participation by all students.
4. To teach and develop physical fitness and skills, mental alertness, moral qualities, social abilities and emotional maturity.

Policies of the Athletic Program

The athletic program is an integral part of the educational program. It is just one of many school activities, and it should be understood that it is under the same administration and control as other school programs. The athletic policies in this handbook are a general overview. For more specific middle school athletic policies, see the Scio Middle School Student/Parent Athletic Handbook. Following an injury during the season, the athletic director may require a medical release in order to allow an athlete to continue physical participation with the team.

Physicals and Injuries

All 5th-8th Graders must have a physical exam before participating in athletics (ORS 581-021-0041 and ORS 336.479). Anyone **new to the program** must have a physical, and anyone who had a **serious injury** the previous year must have a physical. If arrangements can be made, physical exams will be scheduled prior to the fall sports season, and another session will be given prior to

the winter sports season. It is the responsibility of the individual athlete to obtain the physical whether or not the school can arrange for special times for examinations. All others must have a physical card on file in the middle school office.

Insurance

All athletes are required to have insurance. An insurance waiver form should be filled out if the student is to be covered by his/her family insurance. This form gives the name of the insurance company, policy number and the parents' signature.

Interscholastic Athletics Attendance

All athletes are required to attend all practices. To participate in an athletic contest, the athlete must be in attendance at school the entire day of the event, and have been practicing with the team for a minimum of 10 days. Athletes must bring a note from the doctor to be excused for appointments that are on game days. The principal/athletic director may make exceptions to the above.

Excused Absences

1. Missing a practice or contest with prior approval from the coach.
2. Athletes will try to inform the coach at least 24 hours in advance if a practice or contest is to be missed.
3. If an athlete misses school due to an illness, the athlete or parents of the athlete are responsible to notify the coach. A student who is too ill to come to school is considered too ill to practice.
4. Coaches will determine a consequence for unexcused absences.

Disciplinary Procedures

Any athlete violating the school rule(s) and expectations will be automatically suspended from all extracurricular activities pending review by the administration and notification of the parents.

Any athlete who is expelled from an athletic team may not participate on any other school sport team during the season in which he/she was expelled. Any athlete who is expelled from an athletic team may go out for, participate in, and/or compete on a team the following sport season and be considered a member in good standing, assuming he/she meets all other requirements. Violations include, but are not limited to, activities such as:

1. Chewing tobacco during any school activity.
2. Truancy from school.
3. Unsportsmanlike conduct, profanity, or any conduct detrimental to the community or school.

Academic Probation, Grade checks and Eligibility, and Behavior Expectations

Students must pass all their classes, with not more than 2 D's. Students who do not meet these requirements will be placed on Academic Probation.

In order to determine weekly extracurricular eligibility for students, grade checks will occur on Tuesday of each week. Students who meet the academic requirements are eligible to participate through the next grade check. Students who do not meet the academic requirements may continue to practice with the team or group, but will not be allowed to travel to contests with the team. Ineligible students are required to attend home contests.

Students who receive a level 2, 3, or 4 referral or who are serving a suspension (of any length) will not be allowed to attend the next contest or activity.

To remain eligible for extra-curricular activities and non-academic school activities, students must not receive more than one suspension or 3 referrals during the season or academic

quarter. Participants of school sponsored extracurricular activities who are ineligible on the basis of referrals or suspensions and have been removed from the team, will not be permitted to practice or travel to games with the team or group.

Use of Personal Equipment

Students using their own personal items for the activity in which they are a participant must match existing school equipment and/or meet the required safety standards.

Travel

All players must travel to competition by the players' bus. Exceptions may be made for students riding with their parent by submitting a request in writing to the district office at least 48 hours prior to the event. All exceptions need to be discussed with Principal/Athletic Director. If a parent would prefer to bring their own child home after a contest rather than have him or her ride the bus, then the parent will sign out their own child with a coach.

Laser Pens

The use of possession of laser pens on district property or at district-sponsored events is prohibited without prior teacher or administrative approval. Any student found in violation of this policy shall be subject to discipline, including the confiscation of the laser pens. The laser pens may only be retrieved by the student's parents.

Library

There are no defined library hours; however the library is usually staffed. The library is closed when the librarian/library aide is not present. Rules for the library include:

1. The library is for quiet reading or studying individually or in small groups.
2. There is to be no food or drinks in the library.
3. Students will bring their Planner/Pass and students will sign in and out of the library.
4. The process to check out a book from the library includes:
 - a. Students will scan their student ID# to check out a book or magazine. Or, if the system is unavailable, students will use the check-out cards and leave the card in the designated box
 - b. Check-out is for a two-week period, unless otherwise noted.
 - c. Renew materials to avoid overdue fines. (Fine for a late book is \$0.10 per day.)
 - d. An excess of overdue material will result in the loss of library and independent computer privileges until responsibilities have been met.
5. Reference materials do not leave the library except with the librarian's/library aid's permission.
6. State library materials are available through the librarian/library aide and should be requested at least five to ten days in advance.
7. Lost or damaged and books not returned by the end of each school year will be charged at the replacement cost to the student.

Magazines

The library receives and stores a collection of magazines, which are indexed in the Reader's Guide to Periodical Literature. These Magazines may be requested for viewing and the purpose of research and enjoyment, the request should be in writing, including the title and date of the particular magazine.

Lockers and Locks

Hall lockers are assigned to each student. Students will keep their lockers clean and presentable. The school assumes no responsibility for the safeguarding of articles left in lockers; students should be aware that lockers are not tamper-proof. Students are encouraged to lock all lockers.

The school does not assume responsibility for items lost or stolen. Students who do not return school issued locks in reusable condition will be charged \$5.00. Lockers are subject to inspection at any time by the staff. Students are not allowed to change lockers without office permission. Do not share your locker combination!

Medications

There are times when it is necessary for students to take medications during the school day in order for a student to fully participate in their education. Medications of any kind must be left at the office for dispensing. All medications must be properly identified in the original container. Guardians must personally deliver prescription medication(s) to the office and complete the Authorization for Medication Administration by School Personnel form for school personnel to be able to dispense prescription medication to students. According to School District Policy, a specific written request from the parent/guardian must be submitted to the school office before students may take prescription or nonprescription medications while at school. The medication permission form requests all the information required in order for school staff to administer medications. Under no circumstances are medications to be shared with other students.

- *Medication must be in its original bottle/container.
- * Prescription medication must have a pharmacy label with current instructions for administering the medication.
- *Non-prescription medications must have the student's name on the bottle or package.
- *Inhalers should have the prescription label attached to the inhaler canister or be in the box with label attached.
- *Epi-pens should have the prescription label attached to the medication container, not just the box.
- *Medication must be delivered to school by a parent or an adult designated by the parent.
- *Prescription medication must be prescribed by a Health Care Provider who is licensed to practice in Oregon.

Off-Campus Credit

Off-campus/online courses may be taken for academic credit if the core academic class is unavailable at Scio Middle School. Check with the principal for a list of off-campus/online programs that have been approved for core academic learning.

Office Telephone

Students receiving incoming calls will have messages delivered. Students may only use the telephone during passing time, lunch, and recess. The office will make every effort to eliminate classroom interruptions unless there is an emergency.

Plagiarism

Students are expected to do their own work. Copying from another student's work, copying from a book or the internet without the correct citations, giving answers to a student or taking answers from a student when the expectation is "that it is their own work" is considered plagiarism. Consequences will range from all students involved receiving a "0" on the assignment, referral, and possible in-school suspension.

Refocus

When a student causes a distraction to the learning environment, students will be redirected to be on task. If students are unable to get back on task (or remain on task) they will be asked to "Refocus". The student will then take a writing utensil and a Refocus questionnaire to the designated refocus room. Once the form is completed, the supervising adult will sign the form. The student will then return to the classroom of origin where continued distractions could result in a referral.

Reluctant Learners

A reluctant learner is a student who shows an unwillingness to learn and whose academic potential is not met by achievement. The following criteria are used to identify a reluctant learner: the student is failing two or more classes; or more than two major conduct violations within a grading period.

Reporting Problems and Concerns

Students will self-advocate by telling a person to stop, and then by walking away. Students will report to an adult if the behavior continues. If an adult steps in and the behavior continues, the student will report to the office, where the administrator will take the report in turn. All behaviors reported to the office will be attended to by the administrator. In the event that the administrator is unavailable, students will write their name and issue on a note and the administrator will counsel with them at the earliest mutual convenience.

Restroom Use

Students are permitted to use the restroom during the passing period, before school, after school, during PE, at lunch, and during recess. If using the restroom may cause a tardy, students must ask for extra time and obtain permission before going. If a pattern develops or abuse of the situation occurs, an alternative plan or a consequence may be imposed. NO ELECTRONIC DEVICES INSIDE OF RESTROOMS OR LOCKER ROOMS.

School Buses

Optional morning and afternoon bus transportation is available for students. Bus drivers have the authority and responsibility to take the necessary steps in order to ensure student safety. Consequently, failure to follow the bus rules and demonstrating poor behavior will result in warnings or suspension from the bus for a designated period of time.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ-Weapons in the school;
4. Not fight, wrestle, or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or door;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
12. Not make disrespectful or obscene statements; including disrespectful or obscene drawing or media materials;
13. Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments, or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time. (Schedule will be posted at all school buildings);
20. Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips.

School Closure Information

The following websites can be used to check school closure information www.pdxinfo.net or www.scio.k12.or.us click on “school closure information”.

“Flash Alert” is used by Scio School District. Flash alert is a free service that provides real-time e-mail or text messages about school closures. To register, e-mail addresses and or phone numbers, please use the following website: <http://www.flashalert.net/news.html?id=342>

School Closures are broadcast on the following radio stations:

KGAL 920 AM	KEJO 1240 AM	KSHO 1580 AM	KFAT 106 FM
KRKT 990 FM	KLOO 1340 AM	KFLY 101.5 FM	KXPC 103.7 FM

School Sanctioned Extra Curricular Events

All Scio Middle School behavior expectations will be enforced at all school sanctioned events.

Search and Seizure

The District has the authority to search District property and personal property, seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keep schools safe.

Definitions:

Contraband: All substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to controlled substances, drugs, alcohol or alcoholic beverages, inhalants, tobacco products, weapons and/or incendiary devices.

Reasonable suspicion: Inferences drawn from, but not limited to a tip, suspicious behavior, odor and/or control over school property.

School Property: Property owned, leased, rented or under contract for use by the District.

LEGAL REFERENCE: ORS 332.105

Items used to disrupt or interfere with the educational process may be removed from the student's possession. All items seized will be made available for return to the true owner or the proper authority.

State Testing

As a school district we participate in the Oregon Assessment of Knowledge and Skills (OAKS), Extended Assessments (XA), Smarter Balanced Assessment Consortium (SBAC), and English Language Proficiency Assessment (ELPA). These assessments give our teachers and administrators valuable information on the students' progress in English Language Arts, Mathematics, and science. We encourage all students to participate in these assessments, but parents may opt-out annually by filling out the proper ODE Opt-Out form and submitting it to the main office.

Student Activities and Organizations

Activities

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations, as well as increasing knowledge and skills.

The principal shall be responsible for the organization of all student activities. The Principal shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of the faculty members delegated by the principal as advisors.

Students must have no more than three D's and no more than one F to attend/participate in certain activities. Including but not limited to field trips, dances, and activity days.

Students who receive a level 2, 3, or 4 referral or who are serving a suspension (of any length) on the day of a school activity will not be allowed to attend the activity. To remain eligible for certain school activities, students must not receive more than one suspension or 3 referrals during the academic quarter.

Organizations

The school encourages students to broaden their knowledge and citizenship. Students are encouraged to become members of clubs or other groups organized to promote or pursue specialized activities outside the classroom. Membership will be open to all interested and eligible students. Approval of the building principal must be obtained and a member of the faculty must attend the meetings and/or activities as an official advisor.

"No secret societies of any kind, including a fraternity or sorority, shall be permitted in any public school." (ORS 336.610). Schools are required by law to prohibit such organizations and to suspend or expel students who engage in the organization or maintenance of such groups

Announcements

Material to be included in the announcements should be turned in to the office the previous day, or by 7:30 a.m. of the day desired. It must be typed or written legibly and be approved by the building principal. Copies will be posted on the bulletin boards and other areas throughout the building.

When students bring announcements for the administrator to review, they should check for correct spelling, punctuation, and coherence before turning it into the office. If necessary, indicate the number of days the announcement should recur.

Fund-Raising Activities

No individual or school-related group is authorized to conduct any type of promotion, sales, or solicitation of funds unless that specific activity has been expressly approved and authorized by the building principal or a designee.

Class Funds

Money earned by any class will be expended while members of the class are regularly attending school. All class funds will be under the control of the building principal. Any funds that are remaining for the 8th grade class will be transferred to the high school account.

Student Conduct

Students who make obscene gestures or who otherwise defame, intimidate, harass, threaten, harm, insult or otherwise embarrass or attempt to humiliate other students, community members, or district personnel during or outside of school hours, regardless of whether on campus or off campus may be subject to district disciplinary action.

Student Medication

Students must leave all medication at the office for safekeeping. Medication and drugs are not to be stored in lockers or be in the student's possession.

Students on Neighboring Property

Community residents have the rights of privacy, property and freedom from abuse as provided by law. Students must not loiter, litter, trespass or create nuisance conditions in the community. While the school cannot assume responsibility for misbehavior of students outside the school environment, disciplinary action may be taken if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies with respect to law violations that affect community members or property.

Student Supply List

see current posted list

Student Valuables

Scio Middle School will not be responsible for theft or damage to personal property of students, i.e., money, personal music devices, radios, electronic games, headphones, etc. Students are, therefore, discouraged from bringing such items to school.

Tobacco, Alcohol, and Drug Free Zone

Scio Middle School is a tobacco, alcohol and drug free environment. E-cigs, vapor pens, and other related items are prohibited. Students in possession of drugs, alcohol, tobacco products, or e-cigarettes or devices similar to e-cigarettes, including inhalant devices, will be subject to disciplinary action.

Textbooks

It is the student’s responsibility to cover and care for their issued textbooks. Lost or damaged books will require replacement at the student’s expense. Books must be covered with thick paper. Students who fail to cover their books in a timely manner will cover them during recess, may lose points in certain classes, and may receive a referral. Cloth covers are not allowed.

Visitors

Parents and visitors are welcome in our school. School policy is to accept only those visitors who have legitimate business at school. All visitors are required to check in at the front office upon arrival. Student visitors are not generally allowed to visit during school hours. In some circumstances a student visitor will be allowed to attend classes or lunch, a privilege that must be arranged with the principal a week in advance.

Bell Schedule

SCIO MIDDLE SCHOOL REGULAR SCHEDULE			
1ST LUNCH		2ND LUNCH	
1	7:55 - 8:50	1	7:55 - 8:50
2	8:53 - 9:43	2	8:53 - 9:43
3	9:46 - 10:36	3	9:46 - 10:36
4	10:39 - 11:29	4	10:39 - 11:29
LUNCH	11:29-12:10	5	11:32 - 12:22
5	12:13 - 1:03	LUNCH	12:22 - 1:03
6	1:06 - 1:56	6	1:06 - 1:56
7	1:59 - 2:49	7	1:59 - 2:49

Scio Middle School Rules and Behavioral Expectations

Common Area	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
Arrival and Dismissal	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Cross roads with assistance • Ride wheeled vehicles at appropriate times • Follow adult directions 	<ul style="list-style-type: none"> • Use kind words and actions • Respect others' personal space • Obey all traffic laws • Dispose of garbage properly 	<ul style="list-style-type: none"> • Report problems to adult • Enter bus appropriately • Upon arrival enter gym through south doors • Upon arrival stay on campus • Use bike racks appropriately
Classroom	<ul style="list-style-type: none"> • Sit appropriately in your chair • Keep belongings out of aisles • Hands and feet to yourself • Objects must stay out of the air • Use furniture appropriately 	<ul style="list-style-type: none"> • Be on time • Keep your area clean • Enter quietly • Use appropriate word choice 	<ul style="list-style-type: none"> • Be ready to work when class begins • Follow instructions • Have all materials
Hallways	<ul style="list-style-type: none"> • Walk at all times • Stay to the right • Keep hands and feet to self • Keep locker areas tidy 	<ul style="list-style-type: none"> • Use kind words and actions • Respect property, yours and others • Respect classes in session 	<ul style="list-style-type: none"> • Have hall pass at all times • Use drinking fountains appropriately • Move to class on time
Cafeteria	<ul style="list-style-type: none"> • Walk at all times • Keep all food to self • Clean up after yourself 	<ul style="list-style-type: none"> • Walk quietly through halls • Use good manners • Allow anyone to sit by you • Use conversational tones when speaking • Clean up after yourself • Put trash in garbage 	<ul style="list-style-type: none"> • Wait in line patiently • Take only what you can eat • Clean up after yourself • All food & drink stay in cafeteria • Bus tray neatly and appropriately
Playground/ Recess	<ul style="list-style-type: none"> • Walk to and from the playground • Stay within boundaries • Be aware of activities / games around you • Equipment brought from home to be approved by supervisor • Chase games are outside only 	<ul style="list-style-type: none"> • Play fairly • Include everyone • Choose safe indoor activities • Give sufficient space for indoor recess games and eating • Play during designated recess time unless outside 	<ul style="list-style-type: none"> • Return equipment and line up when whistle blows • Food and drink to remain in cafeteria • Exit south doors for outside recess
Bathrooms	<ul style="list-style-type: none"> • Keep water in sink • Wash hands • Put towels in garbage 	<ul style="list-style-type: none"> • Give people privacy • Respect property, yours and others • Keep walls and doors clean 	<ul style="list-style-type: none"> • Flush toilet after use • Inform adults of vandalism or problems • Return to room promptly
Library	<ul style="list-style-type: none"> • Walk at all times • Keep hands and feet to self • 4 legs of chair on floor • Return furniture to appropriate places 	<ul style="list-style-type: none"> • Use quiet voices • Respect all property, yours and others 	<ul style="list-style-type: none"> • Check out materials • Return materials on time to proper places • Clean up area • Keep food, drink, and gum out of library
Office	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use chairs and tables appropriately 	<ul style="list-style-type: none"> • Use kind words and phrases • Use conversational tones 	<ul style="list-style-type: none"> • State purpose politely • Present hall pass • Obtain permission to use phone • Follow adults' instructions
Special Events and Assemblies	<ul style="list-style-type: none"> • Sit quietly during presentation • Sit and wait for dismissal instructions • When going to the high school walk on sidewalks 	<ul style="list-style-type: none"> • Follow staff member directions • Sit in designated area • Focus on presentation 	<ul style="list-style-type: none"> • Listen responsibly • Applaud appropriately • Ask questions at appropriate times with appropriate manners

Scio Middle School Consequence Matrix

Safe	Responsible	Respectful	Consequences^{††}
Level one	Level one	Level one	Level one
<ul style="list-style-type: none"> ● Bus warning ● Running ● Minor unsafe actions 1st/2nd offense ● Bus Citation 	<ul style="list-style-type: none"> ● Dress code ● Personal electronic device on person 	<ul style="list-style-type: none"> ● Name calling ● Minor disruption ● Non-directed profanity ● Insubordination 	<ul style="list-style-type: none"> ● Appropriate consequences such as lunch detention, apology, clean up, loss of privilege, time out at recess
Level two	Level two	Level two	Level two
<ul style="list-style-type: none"> ● Repeated unsafe actions, including, but not limited to, “horsing around”, throwing objects at and not to people, taking/hiding people’s things 	<ul style="list-style-type: none"> ● Lying ● Cheating/plagiarism ● Use of electronic device ● Excessive Refocuses[†] 	<ul style="list-style-type: none"> ● Directed profanity ● Major disruption ● General threats to hurt or harm 	<ul style="list-style-type: none"> ● 1st offense: 1 day lunch detention-1/2 day ISS ● 2nd offense: 2 days lunch detention- 1 day ISS ● 3rd offense: 1-3 days ISS ● 4th offense: 1-2 days OSS ● 5th offense: 2-5 days OSS
Level three	Level three	Level three	Level three
<ul style="list-style-type: none"> ● Fighting ● Leaving school premises without permission 	<ul style="list-style-type: none"> ● Theft ● Vandalism ● More than 8 Refocus[†] 	<ul style="list-style-type: none"> ● Harassment ● Bullying ● Specific threats to hurt or harm 	<ul style="list-style-type: none"> ● 1st offense: 1 day ISS-5 days OSS ● 2nd offense: 3 days ISS-5 days OSS ● 3rd offense: suspended, minimum of five days with the possibility of expulsion. May be referred to legal authorities.
Level four	Level four	Level four	Level four
<ul style="list-style-type: none"> ● Assault ● Arson ● Weapons ● Firearms* 	<ul style="list-style-type: none"> ● Bomb/death threat ● False fire alarm ● Alcohol/drug use or possession** 	<ul style="list-style-type: none"> ● Sexual/racial harassment 	<ul style="list-style-type: none"> ● Suspension of up to ten days awaiting the decision of an expulsion hearing. May be referred to legal authorities.

[†]Refocus incidents are tallied within any 4-week period not including the weeks of winter or spring vacation.

^{††} All consequences are determined on a case-by-case basis and will consider the student’s recent (current school year) behavior history. Consequences are determined with the best interest of all SMS students in mind.

*A student found to have brought, possessed, concealed, or used a firearm (as defined by ORS and/or Board policy) in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. Students who are expelled or suspended are required to remain off school district property for the duration of their suspension/expulsion. This includes athletic or music events, as well as the end of year celebration for 8th grade promotion.

**If we have reasonable suspicion that a student has used alcohol we will ask him/her to submit to a breathalyzer test. Refusal will be considered a positive test.