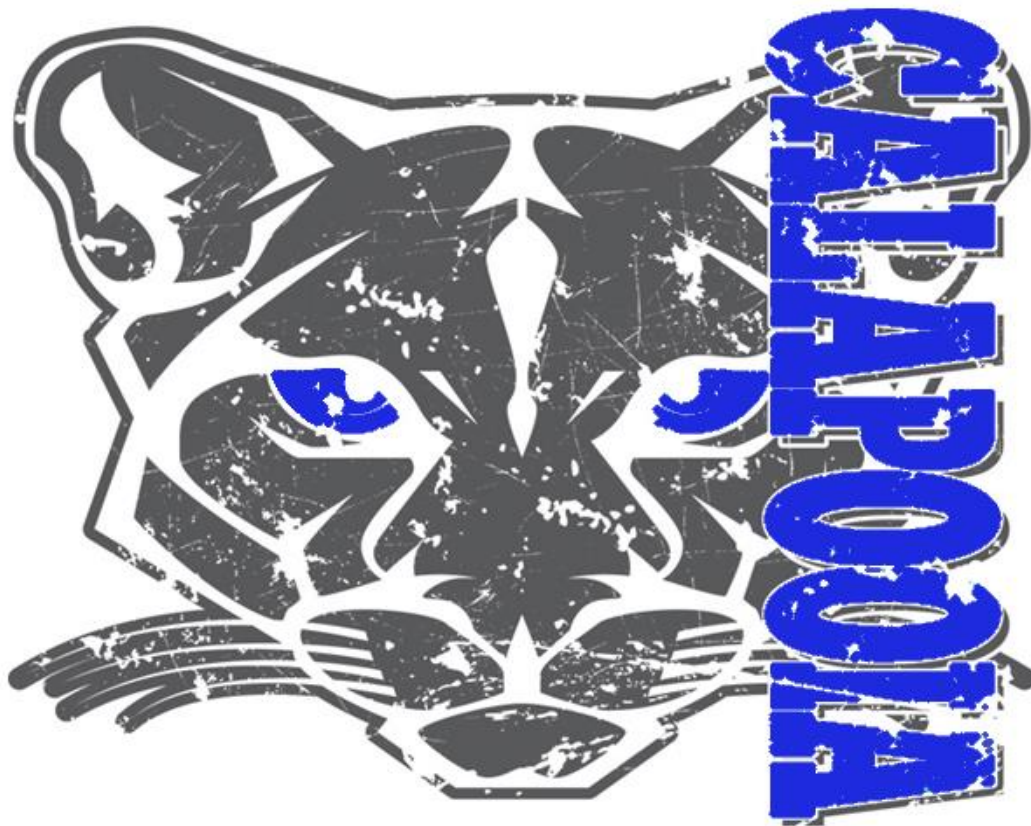


Calapooia Middle School



Home of the Cougars!



CALAPOOIA MIDDLE SCHOOL
Home of the Cougars

CMS Mission: Build Relationships...Teach Perseverance...
Expect to be Challenged
2020-2021 Student Handbook

Principal.....Tristan Heisley
Assistant Principal.....Marshall Jackson
Office Manager.....Teresa Price
Counselor (M-Z).....Karen Beattie
Counselor (A-L).....Ian Van Der Zwan
Dean of Students.....Mark Timm

Office Hours:
7:30 a.m. to 4:00 p.m.
Main Office Phone.....(541)967-4555
830 SE 24th Ave
Albany, OR 97322
www.cms.albany.k12.or.us

Whom to Contact for Help

All office staff can help with: illness or injury, lunch questions/payments, volunteering or general questions.

Principal- Tristan Heisley- Report bullying/harassment, any educational needs, scheduling and general questions about the school.

Assistant Principal- Marshall Jackson- Report bullying/harassment, any educational needs, and any questions about discipline.

Counselors- Karen Beattie/Ian Van Der Zwan- Friendship issues, student conflicts, getting along with others, and any other personal issues.

Office Manager- Teresa Price- Illness or injury and any general questions regarding CMS.

Counseling Secretary- Katrina Gonzalez- Any scheduling questions, illness or injury or to schedule a meeting with counselors.

Dean of Students- Mark Timm- Report bullying/Harassment, and any questions about discipline.

Staff Email Addresses:

Our staff email addresses can be found at the CMS website, or you can type the teacher name followed by @albany.k12.or.us. Ex. John Doe: john.doe@albany.k12.or.us

Si necesita un manual en español, comuníquese con la escuela al 541 967-4555 y le daremos uno a su estudiante, o visítenos en la oficina. ¡Gracias!



2020-2021 STUDENT HANDBOOK

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General Information

Attendance

Punctual and regular attendance is important for learning. Parents please call (967-4555) by 8:50 a.m. to let us know the reason for any school time missed. Following an absence, bring a note from a parent to the front office before reporting to class. If no written excuse is provided within three school days of the absence, the absence is recorded as "unexcused".

Students who are absent part of the day must report to the office and sign-in, noting their arrival time. Students arriving more than 20 minutes late will be counted absent for that period and any previous periods.

All students who leave school during the day for any reason must have ~~office approval and~~ parent permission. In addition, all students must use the sign-out sheet at the office window.

In the case of excessive absences, the principal or designee may excuse absences caused by the pupil's sickness, the sickness of a family member, or a family emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Examples of excused absences include:

- The student's own illness. These absences must be documented in writing by the parent/guardian.
- Medical statements may be asked for at any point the principal deems appropriate.
- Death in the student's immediate family.
- Recognized religious holidays in which the student normally participates.
- Unforeseen emergencies or situations where the student has no control and the principal deems appropriate.

Examples of unexcused absences include:

- Working
- Missing the bus
- Sleeping late
- Running personal errands to town
- Babysitting
- Truancy- Please prearrange absences (vacations, appointments, etc.) when possible.

Tardies

Students are expected to arrive at all classes on time. Each teacher will review tardy policies during the first class sessions. Students can expect to receive disciplinary consequences for excessive tardies.

Closed Campus

The campus is closed from the time students arrive in the morning until dismissal in the afternoon. Students are to remain on school grounds during that time unless they have parental and office permission to leave. Bus students may not leave campus and then return to catch the bus. The parking lot at the west end of the building is off limits to students unless

they have been given specific permission to be there.

Lockers (Do not give locker combination to anyone!) An individual locker is provided for each student with the understanding that the administration will retain the right to have lockers inspected and will regulate their general use.

Nondiscrimination Policy:

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

Parent-Teacher Conferences

Parent-Teacher Conferences are held in the fall. Additional conferences may be scheduled at parent or teacher request.

Parent-Teacher-Student Association

Calapooia's parent organization, the PTSA (the "S" stands for students who may join), meets on the second Monday of each month.

The PTSA sponsors activities and contributes funds to the school. Each meeting also includes information regarding some aspect of the school program.

Personal Financial Responsibility

Financial responsibility for personal items brought to school and/or used in school activities rests with the student. The district is not responsible for lost, stolen or damaged personal items.

Student Information

The school will not ordinarily disclose personally identifiable information about students without prior consent. If a parent does not want directory information about a student released, a written statement to the principal must be submitted.

Directory information includes student names, photographs, places of birth, participation in sports and activities, dates of attendance, honors won, and previous school attended

Substitute Teachers

Substitute teachers are often called "guest teachers" at CMS. We expect students to treat them with the same respect and courtesy as their own teachers.

Textbooks

Textbooks are issued to students in most classes. The care of books, materials and equipment is the responsibility of students. Students must pay the district for lost or damaged textbooks and equipment. In most cases, a replacement will not be issued until payment has been received.

If a lost textbook is found, the office will refund the money spent on replacement.

Whom do I call?

Academics - The teacher, (541) 967-4555

Student Concerns - Counselor, (541) 967-4572

Attendance/Discipline - Office, (541) 967- 4555

Check Acceptance Policy

Our school district has established the following policy for accepting checks and collecting payment for bad checks:

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number.

In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. Your checks may no longer be an acceptable form of payment for the remainder of the school year.

Alternative forms of payment (cash, credit card, or debit card) may be used instead of a check for payment. Please note: Lunch accounts may be paid online by credit card.

Visitors

All visitors need to check-in with the office. We are unable to accommodate visiting students or family guests during the regular school day.

Any person not associated with Calapooia or who is on campus without permission will be asked to leave.

School board policy KK states:

- Visitors may be permitted on district premises so long as their presence is for constructive, not disruptive purposes and district officials approve of their visit.
- No individual may trespass in a district facility or grounds. Trespassing means being present in an unauthorized place or refusing to leave when ordered to do so by a duly constituted authority.
- Students may not visit in other schools in the district or invite friends from other schools to visit during school hours.
Requests to allow nonresident students to visit during the normal school day will be denied.

Academics

Pinnacle Internet Viewer (PIV) System Parents can view their student's academic progress on-line through the Pinnacle Internet Viewer (PIV) System. PIV secure pin numbers and directions for using this system are available to parents at the front office and on our school website:

<https://greateralbany.grades.lblesd.k12.or.us/Pinnacle/Gradebook/default.aspx>

Report Cards

Report cards are mailed at the end of each semester. Report Card marks are part of each student's transcript and follow him or her to high school. If the report card indicates that a student is experiencing academic or behavior problems, parents are urged to schedule a conference with the counselor and teacher.

Student Services

Administrators:

Mr. Heisley, Mr. Jackson

The principal and assistant principal are responsible for the daily operation of the school, decisions concerning school curriculum, activities and student discipline. Parents may schedule an appointment with them by calling the main office. Should a parent choose to drop in to meet with an administrator, office staff might have to schedule a meeting at a later date.

Bus Service

The school district provides bus transportation for many students. Based upon state guidelines, middle school students can be expected to walk up to 1.5 miles each way to school or to their bus stop.

The school board decides which students are eligible to ride a bus based on boundaries it sets. Additional information on bus routes is available at the school office or Transportation Department (541) 967-4626.

Afternoon buses depart from the CMS bus-loading zone by 3:30 pm daily. On early release days they depart at 2:30.

The rules listed below are posted in all buses, and it is the students' responsibility to know these rules.

State of Oregon Bus Rules:

- ☐ Pupils being transported are under the authority of the bus driver.
- ☐ Fighting, wrestling or boisterous activity is prohibited on the bus.
- ☐ Pupils shall use the emergency door only in the case of emergency.
- ☐ Pupils shall be on time for the bus both morning and evening.
- ☐ Pupils shall not bring animals, firearms, weapons or other potentially hazardous material on the bus.
- ☐ Pupils shall remain seated while the bus is in motion.
- ☐ The driver may assign seats.
- ☐ When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- ☐ Pupils shall not extend their hands, arms or head through the bus window.
- ☐ Pupils shall have written permission to leave the bus other than at home or school.

- ☐ Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- ☐ Pupils shall not open or close windows without permission of the bus driver.
- ☐ Pupils shall keep the bus clean and must refrain from damaging it.
- ☐ Pupils shall be courteous to the driver, to fellow students and to passersby.
- ☐ Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Bus drivers will let school officials know about students who break safety rules by issuing a Bus Conduct Report to the school office. All reports must be signed by a parent and returned to the bus driver the next day. Any required writing should be turned in to the office.

Computer and Internet Use

Calapooia offers students access to a computer network for class work and the Internet.

Access to e-mail and the Internet will enable a student to explore thousands of libraries, databases, museums, and other information and to exchange personal communication with other Internet users around the world.

Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. The district has installed a filter in an attempt to eliminate student access to such material but it is possible that some such material may get past the filter.

Students must also comply with the school's basic computer policies as explained here. Students must be in a class or have a pass to use a computer.

No violent games or chat rooms are allowed. Students may not download or create any material that contains profanity, pornography, or other prohibited expression, and may not download or purposefully install virus programs. Students have been assigned their own school- related email accounts. This is accessed with permission from a parent or guardian through a consent form provided by the district.

Failure to adhere to all school policies will result in the revocation of access to all computer use at CMS.

Clubs and Activities

Several after/before school clubs are offered for students. Available clubs and activities vary each year and may include Science Club, Lego Robotics, Chess Club, Cooking Club, Gardening Club, indoor soccer, and school musicals as well as other clubs and activities to be announced throughout the school year.

Counselors:

Ms. Beattie and Mr. Van der Zwan provide counseling for academics and school-related concerns for students.

Library

The Ralph Gibbs Library is open to all students before and after school. All books, except reference materials, may be checked out for three weeks. Overdue notices are issued periodically, and fines will be charged for late books.

Lost and Found

All found articles must be turned in to either a teacher or to the office staff immediately.
Students

losing articles may come to the office to claim the items. Although school employees will assist in finding lost items, they do not assume responsibility for replacement.

Recognition Programs

Recognition Assemblies will be held at the end of each 9-week quarter to recognize students who have achieved outstanding academic work, effort, citizenship and improvement.

Cal Cards are given by staff to students who display one or more of the district's character traits

– honesty, kindness, respect, self- discipline, personal and social responsibility, justice and courage or safety.

BULB (Bringing Up Learning and Behavior) awards are given to seventh and eighth grade students who have shown significant improvement in behavior and academic achievement. Winners are driven by limousine to the Albany City Hall where they are served breakfast with city officials.

End of the year special events include Fun Day and Talent Show. To attend, students must demonstrate good citizenship by having received no disciplinary referrals for the last six weeks of the school year.

Three eighth graders are chosen each year to receive the Optimist Award. This award is based on academics, community involvement, and school activities.

Student Health and Safety

Bicycle Safety Students will be expected to follow all the Oregon Bicycle Rules, including riding single file on the correct side of the street, crossing only after stopping at intersections and walking bicycles in the crosswalk. Riders under 16 also must wear an approved helmet while riding in a public place or on a highway. Failure to do so can result in a fine.

Bicycles are only to be ridden to and from school and not during the school day. Students are not allowed to ride bicycles, skateboards, longboards, roller blades, scooters, etc. on school property. Bicycle racks are located on the east side of the building in a bike cage that is locked during school hours. Students are encouraged to lock their bikes in the cage.

The bike cage is locked after 4:00 p.m. Students staying after school for activities or detention should move bicycles to a secure location. Although every effort is made to keep bikes secure, the school district assumes no responsibility for bikes that are vandalized or stolen during or after school hours.

Skateboards/inline skates/“Heelys” (shoes with rollers in them) - Skateboards, longboards, scooters, inline skates and “heelys” are not to be used on school grounds. Students may ride these items to and from school and store them in their lockers during the school day. Students who fail to follow these procedures will not be allowed to bring these items onto school grounds for the rest of the school year.

Communicable Diseases

Oregon law spells out requirements for confidentiality in schools and prohibits the release of information about individuals with communicable diseases without the individual's permission.

School Board Policies IGAEA, JHCCA, JHCCB contains further information about district practices and procedures regarding AIDS.

Emergency Drills

Fire drills are held monthly. Exit routes for leaving the building are posted in each room and staff members review these periodically. Information about procedures for earthquake and lock-down drills will be reviewed and shared in the daily bulletin.

In the event of a school evacuation, Calapooia students will walk to Sunrise Elementary School or they will be bused to the Linn County Fairgrounds, depending upon the nature of the emergency situation.

Gang Activity

Administrators will inform parents of any signs of gang behavior from their children. For safety reasons students may not wear, display, or have in their books or notebooks anything related to gangs. Tattoos of gang symbols may not be visible to others and flashing or displaying gang signs is strictly prohibited. Creating gangs, even just for play, is strictly prohibited.

We understand that most students select clothing items because they like the style, not because they want to be identified as a gang member. Our goal is to teach students what is appropriate for school. We ask that students respect staff guidance by not returning to school with the problem item.

Harassment

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is different than conflict. Bullying is done with a goal to hurt, harm, or humiliate.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once

The State of Oregon defines harassment as any act that:

- Substantially interferes with a student’s educational benefits, opportunities or performance
- Takes place on or immediately adjacent to school grounds, at any school- sponsored activity, on school-provided transportation or at any official school bus stop
- Has the effect of:
 - o Physically harming a student or damaging a student’s property
 - o Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property
 - o Creating a hostile educational environment, including interfering with the psychological well-being of a student
 - o May be based on, but not be limited to, the protected class status of a person. Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status and familial status, source of income or disability

Calapooia Middle School does not tolerate any form of bullying/harassment. Consequences of behaviors listed above can lead to detention, office referral, or suspension.

For more information on bullying and harassment, please see your school counselor or visit these websites:

<http://www.pacer.org/bullying/>
<http://www.stopbullying.gov/>

What to do if you feel you are being bullied/harassed:

- Make an appointment to see your counselor. The counselors can help students identify whether the situation was an act of bullying/harassment or a conflict that can be worked through
- If it's something that puts you in immediate harm or makes you feel unsafe, find the nearest adult and report it to them

Harassment Prevention/ Positive Action Program

As part of our school-wide character education curriculum, students will be taught to recognize and understand harassment, why it takes place, and strategies to advocate for themselves.

Cyberbullying

The district prohibits any form of harassment, including harassment through electronic means, which is known as *cyberbullying*. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement.

Hazardous Materials Prohibited

Students may not possess or use the following:

- Aerosol spray containers
- Sharpies
- Solvent based products and markers
- White out or correction fluid
- Materials labeled with warning of toxic substances
- Any other material determined by school officials to be dangerous

Exposure to these substances through inhalation of vapors or skin contact may cause organ damage.

Medication at School

By law, all medications (prescription or over-the-counter), whether administered by school personnel or students self-administered, must accompany a completed medication form, which is available in the office.

Medications need to be brought to school in their original container(s) by the parent or guardian. Pills need to be counted, logged, and initialed verifying the amount received. When medications are returned, a parent/guardian is required to pick them up.

If a student needs to carry an inhaler, we need a medication form on file. Otherwise all inhalers must be kept in the office. In addition, we will need a copy of the prescription or the inhaler with doctor's instructions. A complete copy of the board policy governing medications is available on the district's web site and at the school office.

Mental Health/Threat Assessment

When students make threats of harm or violence to themselves, the school, or others, we must take it very seriously. School officials may require that a student receive a mental health assessment, or may conduct a threat assessment and follow recommendations made by the person doing the assessment before the student may return to school.

Supervision

The campus is unsupervised before 8:00 a.m. and after 3:40 p.m.

Students should arrive after 8:00 a.m. and leave school grounds by 3:35 p.m. unless working with a teacher in a classroom.

Surveillance Cameras

For the safety of students, staff and visitors surveillance cameras have been installed throughout hallways, in the bicycle cage and common areas of the school.

The district may utilize electronic devices in public areas on school grounds and buses to monitor behavior and to create a safer and more secure school environment. Evidence of violation may be used in disciplinary hearings.

Student Behavior

Teaching and learning are the most important goals at Calapooia Middle School. It is important therefore, that school is conducted in an orderly fashion so that both the students' right to learn and the teachers' right to teach are respected.

Effective steps will be taken to correct any behavior ~~or dress~~ that interferes with these rights to learn and teach. Calapooia Staff have the right to stop any behavior or confiscate any item which interferes with the teaching or learning processes.

Cell Phones and Personal Communication Devices

At Calapooia, our primary intent is to teach our students proper phone / social media etiquette. Modern phones can be a powerful tool for accessing information and providing feedback to teachers. On the other hand, cell phones can distract attention from class and cause social and emotional disruption when used improperly. If a student chooses to bring a device to school, the following rules must be followed:

- ☐ Students may use phones in the cafeteria before school. Once students leave the cafeteria in the morning, their phone/electronic device must be out of sight and turned off.
- ☐ Students may NOT take phones into or use phones in locker rooms, bathrooms, or outside during recess.
- ☐ Phone use during class is up to the discretion and class rules of individual teachers.

Subsequent violations may be considered an act of defiance of school policy and will result in additional consequences and/or loss of phone privileges.

At no time will any personal communication device which allows for a wireless, unfiltered connection to the internet be allowed while on district property or while the student is engaged in school-sponsored activities. The same holds true for any cellular phone or other device that has the capability to take still or motion pictures. In other words, students are not to take pictures or video with phones or similar devices while at school.

Classroom Rules

In the classroom, students are to follow the procedures set by individual teachers. These classroom rules, regulations, and policies are in addition to school policies. All backpacks are to be locked in hallway lockers during the school day. No backpacks are allowed in classrooms. Backpacks create safety hazards and tripping points in crowded classrooms.

School Rules and Policies

School rules apply on school grounds, at the bus stop, on the bus, at all school-sponsored events, and on the way to and from school.

Students Are Not To:

- ☐ Smoke, vape or chew tobacco on or near school grounds or carry or keep cigarettes in lockers.
- ☐ Jump up and touch the overhead water sprinkler pipes
- ☐ Fight on or near school property.
- ☐ Destroy, deface or vandalize school property.
- ☐ Possess or use explosive devices.
- ☐ Use obscene or profane language, spoken or written.
- ☐ Show open displays of affection such as kissing or holding hands
- ☐ Gamble.
- ☐ Buy or sell anything at school except during school sales.
- ☐ Possess, use, sell or buy alcohol or drugs.
- ☐ Pretend to use, sell or buy alcohol or drugs.
- ☐ Use aerosol cans. The spray from aerosol cans is toxic, and sometimes people inhale it purposefully to intoxicate themselves. Therefore, all aerosol cans are prohibited at CMS unless students have permission from administration.
- ☐ Possess spray perfume, cologne or body spray of any kind.
- ☐ Possess any weapon including firearms, knives of any size or look-
- ☐ Possess or use sharpies or white out. These items can be toxic.

Definition of a weapon

Under Oregon Law:

Firearm :"(a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device [any explosive, incendiary, or poison gas bomb, grenade, rocket with charge of more than four ounces, missile with charge of more than ¼ ounce, mine, or similar device]." Does not include antique firearms.

Definition of a Dangerous Weapon: "any weapon, device, instrument, material or substance which under the circumstances in which it is used, is readily capable of causing death or serious injury." ORS 161.015(1)

Deadly Weapon: "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury." ORS 161.015(2)

Definition of a Weapon According to IDEA: "A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious injury, except

that such a term does not include a pocketknife with a blade of less than 2 ½ inches in length." 18 USC 930 (No pocket knife is allowed at school regardless of the length of the blade.)

Cafeteria Conduct

During lunch, all students are to:

- Remain seated in the cafeteria until they are dismissed unless they are getting or returning food and trays.
 - Sit on the benches-not on the tables
 - Speak in a normal conversational level.
 - Wait their turn in line.
 - Ask permission before taking food from others. Pass food respectfully
 - Eat all food in the cafeteria or courtyard unless they are eating lunch in detention or with a teacher.
 - Ask an adult to use the restroom before leaving the cafeteria.
- The courtyard is available for eating outside as weather permits.

Dismissal from the Cafeteria

When it is time for students to be released from the cafeteria to recess, the doors will be opened. Once the doors are opened:

- Students need to remain seated until their table is dismissed by a school adult.
- Students may choose to remain in the cafeteria or go to the available locations- outside (green flag), or the gym (red flag).
- Students must stay with the choice they have made (outside or cafeteria)
- Students may not loiter in the halls or restrooms during recess. Halls are closed to students during recess.
- Students still in the cafeteria remain during the last five minutes of recess.

Lunch Recess Behavior

All recess behavior must be safe. Students may play basketball, touch football, volleyball, soccer and other games.

Students can check out playground equipment by leaving their student ID cards as a deposit with the supervising adult on duty. Balls must be returned at the end of recess.

Dress Code

STUDENT DRESS CODE

Dress Code Philosophy

GAPS Middle Schools' student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Middle School courses that include attire as part of the curriculum (for example, public speaking, Choir, Band) may include assignment-specific dress, modeling professionalism.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science class (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, tobacco, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

GAPS Middle Schools expect that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's 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(s) or guardian(s). 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 based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to 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.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

**Courses that include attire as part of the curriculum may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is not allowed).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance). Hats are not to be worn in the building.

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as promotion ceremonies, dances and events.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the school administration.

Fighting

Students are not allowed to fight, encourage each other to fight, or physically intervene in a fight or gather as spectators to watch a fight. Students who see a fight about to start, or in progress should get help from an adult immediately. Students who have information about a potential fight should inform a school adult immediately.

Forgery

Forging a parent's signature on class progress reports, printouts, read-at-home slips, or discipline forms is considered a form of lying and will result in disciplinary actions.

Gum

Gum chewing in classrooms, is up to the discretion of the individual classroom teacher. Students may chew gum respectfully in other areas of school as long as they are responsible and dispose of gum appropriately.

Hallway Behavior

If all students and staff follow a few simple guidelines, the hallways will remain safe.

Walk at all times.

- Walk to the right. Take corners wide and stay right.
- Keep your hands and feet to yourself.
- Stand close to the walls if you are waiting to enter a classroom.
- You must have a pass to be in the hallway during class time. Go directly where the hall pass says and return immediately to the classroom afterwards.

Investigations by Government Agencies in certain circumstances, representatives of law enforcement agencies or the Children's Services Division may interview students on campus during school hours. These representatives must tell a school administrator which student they wish to interview. The Administrator may ask that the interview be held after school.

If a student is a potential criminal defendant, the law enforcement officer and administrator will first attempt to contact the student's parent or guardian before conducting an interview as a courtesy. When a student is a suspect in a criminal act and is to be questioned by a law enforcement official for the purpose of establishing involvement in the act, questioning will be allowed on district property only with parental or guardian consent. School board KN- AR.

When law enforcement initiates a request, an administrator will attend such interviews unless the student's parent(s) or guardian(s) are present and asks the administrator not to participate.

Arrests may be made at any time. The police or administrator will notify a parent or guardian immediately unless circumstances make notification inappropriate. Every effort will be made to notify a parent or guardian before the normal time of school dismissal.

For situations involving child abuse, the person wishing to conduct the interview will decide whether to contact a parent or guardian beforehand. The person wishing to conduct the interview also will decide who will be present during the interview and whether to remove the student from school premises.

Off Campus and Out of School Conduct

If a student's conduct violates the District's Code of Conduct, then the conduct may be the basis for discipline if it has caused a disruption to the safe and efficient operation of the school or interfered with the rights of others.

In-School Suspension

Students may be assigned to the Time Out Room from as little as one period, or possibly for several consecutive days. Students are expected to stay busy doing schoolwork sent by their teachers, reading a book, or completing learning packets as assigned. Failure to follow the Time Out Room rules will result in the student being sent home for the rest of that day and possibly the next.

Out-of-School Suspension

Students may be suspended for up to 10 days for serious misconduct or repeated minor misconduct. Serious misconduct includes physical contact, possession of drugs, alcohol or other illegal items, harassment, theft, arson, verbal abuse, profanity, vandalism, repeated minor misbehavior, and defiance. Suspended students may not be on any district school grounds or at any school-sponsored events without administrator approval from both CMS and the school hosting the event.

All schoolwork may be made up in a reasonable amount of time. The student is responsible for making arrangements with teachers to complete missing assignments.

continuum of consequences for students who receive disciplinary referrals. The office will use these guidelines when administering discipline. Since some of these instances might violate the law, the office may involve appropriate local, state or federal agents. The office may, for special circumstances, deviate from this continuum based on the discretion of the administration. Whenever possible, parents or guardians will be contacted by an administrator.

PROBLEM BEHAVIOR	MINIMUM	MAXIMUM
Alcohol, Drug, & Tobacco Possession/use - <i>any intoxicant which causes drunkenness or addiction or impair</i>	Out of School Suspension Diversion	Expulsion Police Notified
Arson - <i>fire starting that destroys property or fire play</i>	Out of School Suspension	Expulsion
Assault - <i>physically harming another</i>	Suspension Escort Program Police Notified	Expulsion Police Notified
Bomb Threat - <i>expressing intent to place/explode a bomb</i>	Out of School Suspension	Expulsion Police Notified
Bus Misconduct - <i>behavior which creates a safety hazard or disrespects the rights of others/ violates bus safety rules</i>	FOR CONDUCT REPORTS: Copy Bus Safety Rules p.5-6 Loss of service 3-5 days Loss of service 10-15 days Loss of service for the year	Permanent loss of service
Cafeteria Misbehavior - <i>Crowding or cutting in lunch lines, throwing food, taking food without permission, pushing, shoving, loud obnoxious behavior, leaving without permission</i>	Work Detail Loss of Privilege/ Assigned Seating Detentions	In-School Suspension
Cell Phones/Electronic Devices- <i>possession of cell phones or devices during school hours except as allowed by school guidelines</i>	Confiscated/returned later Parent pickup of phone	Parent Meeting w/ Administrators
Cheating/Plagiarism - <i>dishonest behavior or copying the work of another and passing it off as one's own</i>	Redo Assignment/Test Loss of grade	Suspension
Computer Misuse - <i>damaging computer equipment, using it roughly or unsafely</i>	Detention/Work Detail/Restitution In-School Suspension Loss of privilege	Suspension
Dangerous Items - <i>use or possession of any item which can cause harm</i>	In-School Suspension Suspension Police Notified	Expulsion Police Notified
Defiance of Authority - <i>refusal to follow the direct reasonable request (including classroom rules) of any school adult or designated authority.</i>	Detention After School Detention Loss of Privileges Parent Meeting Suspension	Suspension
Disorderly/Disruptive In-Classroom - <i>behavior that disturbs others and/or interferes with learning/unsafe acts</i>	Detention/Work Detail After School Detention Suspension/Behavior Card	Suspension
Disorderly/Disruptive Out of Classroom - <i>creating confusion, disturbing the school order</i>	Detention/Work Detail In-School Suspension	Suspension
Disrespectful Behavior - <i>showing a lack of respect for the rights of adults and other students</i>	Suspension Detention Suspension	Suspension

PROBLEM BEHAVIOR	MINIMUM	MAXIMUM
Electronic Profanity, Harassment or Disrespect <i>including sexting, inappropriate messaging, cyberbullying, inappropriate texting or emailing</i>	Detention Suspension	Expulsion
Explosive Devices/Flammables/Fireworks/ Stink Bombs/Lighters/Matches, etc.	Suspension Police Notified	Expulsion Police Notified
Extortion - <i>obtaining money or intangible gain by force or the threat of force</i>	In-School Suspension/Restitution Suspension	Expulsion
Failure to do Consequences - <i>not completing assigned consequences, such as not reporting for a detention or academic assistance sessions</i>	Multiple Lunch Detentions In-School Suspension Loss of Privileges	In-School Suspension
Fighting - <i>hitting another</i> Fighting/ Participating in a Fight <i>encouraging, organizing, watching as a spectator</i>	In- School Suspension w/Mediation Suspension	Escort Program/ Expulsion Police Notified
Gambling - <i>betting or playing games of chance for money</i>	Work Detail/Detention	Suspension
Gang Behavior - <i>dressing or acting in a way such as to identify with a group of people who work for illegal or criminal purposes</i>	In-School Suspension	Suspension
Harassment/Physical - <i>any repeated use of hands or feet to cause harm or pain</i>	Detention/Work Detail In-School Suspension Suspension	Expulsion
Harassment/Sexual - <i>any repeated sexual talk or action that makes a person feel bad, trapped or confused (single incident could be harassment)</i>	Detention/Work Detail In-School Suspension Suspension	Expulsion Police Notified
Harassment/Verbal Assault - <i>any repeated words or gestures that hurt another (single incident could be harassment)</i>	Detention/Work Detail In-School Suspension Suspension	Expulsion
Inappropriate Dress - <i>clothing that violates CMS dress code</i>	Change Clothing/warning Parent Meeting	In-School Suspension
Inappropriate Language/Gestures - <i>swearing, profanity, obscene gestures, offensive words</i>	Detention/Work Detail/Restitution In-School Suspension	Suspension
Internet Misuse - <i>viewing inappropriate material on-line</i>	Loss of Privilege/ In-School Suspension	Suspension
Locker Misuse - <i>giving locker combinations to others, getting into other student's lockers, storing items in other lockers, vandalizing lockers, deliberately damaging lockers, "pegging lockers"</i>	Work Detail/Detention(s) Loss of Privileges In-School Suspension	Suspension
Loitering/Criminal Trespass - <i>presence on school grounds without legitimate reason/refusal to leave property after being told by a staff member</i>	Warning Loss of Privilege/Escort Program/ Behavior Card	Notify Police Issue Criminal Trespass
Lying/Forgery - <i>dishonesty/signing a name other than one's own</i>	In-School Suspension Detention	Suspension

PROBLEM BEHAVIOR	MINIMUM	MAXIMUM
Misuse of Free/Reduced Lunch Numbers - <i>using another students lunch number to purchase lunch</i>	Parent Contact Detention	Detention
Nuisance Items/Possession or Use of - <i>sprays, laser pointers, shocking devices, cameras, etc.</i>	Confiscated/Verbal Warning Detention	Suspension
Physical Aggression - <i>use of hands or feet to cause harm or pain (such as pushing, shoving, hitting, tripping, etc)</i>	Restitution/Detention Loss of Privilege Escort Program Suspension	Expulsion
Recklessly Endangering - <i>carelessly putting another in danger</i>	In-School Suspension Suspension Escort Program Restitution	Threat Assessment Expulsion
Rumors - <i>passing hearsay, unverified statements from person to person without verifying the truth</i>	Mediation/Detention In-School Suspension Escort Program	Suspension
Safety Violation - <i>breaking the rules designed to keep students safe</i>	Restitution/Detention Loss of Privilege Escort Program	Suspension
Show of Affection - <i>hugging, kissing, embracing or hand holding on school property</i>	Warning Parent Contact Detention In-School Suspension	Suspension
Theft - <i>possessing, passing on or being responsible for removing someone else's property</i>	Restitution In-School Suspension	Law Enforcement Contacted Escort Program Loss of Privilege
Threats/Menacing - <i>expressing intention to cause serious physical harm</i>	Restitution In-School Suspension	Law Enforcement Contacted Escort Program Loss of Privilege Threat Assessment
Unexcused Absences/Skipping - <i>coming to school or class late or leaving class or campus early without permission or checking out at the office</i>	Lunch Detentions In-School Suspension	Suspension
Unprepared for Class - <i>failing to bring materials</i>	Teacher Consequences	Behavior Plan Behavior card
Vandalism - <i>destroying or disfiguring property</i>	Restitution/Work Detail In-School Suspension	Law Enforcement Contacted
Weapons: Handguns - <i>possession/use</i> <i>Knife - possession/use</i> <i>Any other not covered above</i>	Suspension Law Enforcement Involved	Expulsion Law Enforcement Contacted
Weapons: Look-a-likes - <i>possession/ use of any toy or replica of a weapon</i>	In- School Suspension Suspension	Expulsion Law Enforcement Contacted

**Calapooia Middle School Anti-Bullying Contract
Student and Parent/Guardian Agreement
2020-2021 School Year**

We, the students, parents, guardians, and staff of Calapooia Middle School agree to join together to stop bullying at our school. We believe that everybody should come to school feeling welcome, accepted, safe, and secure regardless of gender, sexual identity, race, religion, academic, athletic ability, or perceived social status.

Student's responsibility:

- Value student differences and treat all students with respect-treat them as you would want to be treated
- Refrain from acting as a bully or standing by as others are being bullied
- Learn the rules and consequences regarding bullying
- Report honestly all incidents observed of bullying to an adult

I pledge that I will not bully my peers and will show respect to others. When I witness bullying, I will report it. I understand that if I don't report or stop the bullying, whether I am being a bully or see someone being bullied, I am just as responsible.

Student's Printed Name

Date

Parent/Guardian responsibility:

- Talk with my child about their school day and reinforce anti-bullying policies
- Work in partnership with the school to encourage positive behavior and valuing differences
- Inform the school staff if any bullying has occurred

I pledge to encourage my child to respect others. I have talked to my child about not becoming involved in bullying, including as a bystander. I have asked my child to report any bullying immediately.

Parent/Guardian Printed Name

Date

CMS Student Handbook Signature

I have reviewed the Calapooia Middle School Student Handbook. I understand the expectations and can be prepared to be successful.

Student's Signature

Date

Parent/Guardian Signature

Date