

# HANBY MIDDLE SCHOOL

2020-2021

*Scott Dippel, Principal*

806 6th Avenue

Gold Hill, OR 97525

541-494-6800

<http://www.district6.org/hms/>

## STUDENT/PARENT HANDBOOK

*A PBIS and AVID School*

***WELCOME TO  
HANBY MIDDLE SCHOOL***

# Student / Parent Handbook 2020-2021

## Scott Dippel, Principal

### Main Office:

Marilyn Powell  
Cheryl Johnson

### Attendance:

Rhonda Mondry

### Media Center:

Stacia Friesen  
Brenda Redhead

### Support Staff:

Amber Barnett  
Michelle Christensen  
Linda Dornbusch  
Jennifer King  
Nicole Weaver  
Julianne Zapata

Adriana Bugarin  
Hilary Cooper  
Taren Hayes  
Lizbeht Lopez  
Drew Wilkerson

### Cafeteria:

Marianne Conklin  
Cara Presley

### Athletics:

Drew Wilkerson, AD

### Custodians:

Brent Martin  
Tim Tallefson

## Phone Numbers You Need:

ATTENDANCE: 541-494-6804

**OFFICE: 541-494-6800**

**Fax: 541-855-1120**

## 2020-2021 Hanby School Hours:

M, T, Th, F 8:00 AM – 2:35 PM

Wednesday 8:00 AM – 1:35 PM

Current and updated information is available on our website. Go to  
[www.district6.org/hms/](http://www.district6.org/hms/)

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**“At Hanby Middle School, students achieve an academic maturity by identifying themselves as learners and thrive in a culture of personalized learning. Hanby offers a wide range of opportunities, experiences, curriculum, and projects to meet students’ needs, leading all students to be career and college ready.”**

**Hanby Middle School Students and Parents:** We have included in this handbook information we hope will be helpful to you throughout the school year. Please use it as a reference whenever you have questions about school programs, events and procedures.

**Students:** You will be asked to share this handbook with your parents, particularly the sections of the handbook on the Code of Conduct, Discipline and Consequences. It is important that the school rules, regulations and responsibilities are communicated to your parents through this handbook.

### **MIDDLE SCHOOL PHILOSOPHY:**

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

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

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

### **GUIDELINES FOR SUCCESS**

#### **Safety**

1. Feel Secure (make safe/guard)
  - a. Freedom from unwanted physical contact
  - b. Freedom from offensive language
  - c. Well defined expectations/rules
  - d. Environment free of harassment (sexual/racial/religious/etc.)

#### **Respect**

1. Pride and Positive Attitude
  - a. Keep campus clean
  - b. Positive talk about school/self/peers
  - c. Take ownership of school and personal actions
  - d. Respect self/others/property

#### **Responsibility**

1. Accountability
2. Accepting choices and decisions
3. Preparedness
4. Ready to work, use common sense, natural and logical consequences
5. Performance
  - a. Beneficial for teachers, students and parents
  - b. Academics, Behavior, Citizenship

# 2020-2021 SCHOOL CALENDAR

(Dates are subject to change)

September 8	First day for 6 <sup>th</sup> grade students and C.A.M.P. (Kindergarteners begin September 14 <sup>th</sup> )
September 9	First day for 7 <sup>th</sup> and 8 <sup>th</sup> grade students
October 9	No School – State-Wide In-Service
October 14 - 16	No School - Fall Conferences
November 11	No School – Holiday (Veterans Day)
November 25	2-hour Early Release
November 26	No School – Holiday (Thanksgiving)
November 27	No School
December 4	No School – In-Service
December 21 - January 1	No School – Holiday (Christmas Break)
January 18	No School – Holiday (Martin Luther King Day)
February 1	No School – In-Service
February 15	No School – Holiday (Presidents Day)
March 12	No School – Professional Development
March 19	No School
March 22 - 26	No School – Spring Break
May 31	No School – Holiday (Memorial Day)
June 17	Last Day – 2 hour early dismissal

# GENERAL SCHOOL INFORMATION

## ADMISSION/CHANGE OF ADDRESS

A student seeking enrollment in District #6 for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board Policy and administrative regulations. Students and their parents should contact the office for admission requirements.

District #6 shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of District #6 or who applies for admission to District #6 as a non-resident student.

District #6 shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of District #6 who applies for admission to the district as a non-resident student.

If you move during the school year, please report changes in your mailing address and telephone number to the main office as soon as possible.

## ALTERNATIVE EDUCATION OFFERINGS

Hanby Middle School students who need other options for academic success due to attendance, disciplinary issues, academic concerns, or need for a smaller structured learning environment have several options within District #6. Alternative learning opportunities are available by contacting the principal. (Spaces are limited)

## GENERAL SUPERVISION

Supervision is provided for students at designated times before and after school. Supervision is also provided during school activities and lunch break. ***Students on the school grounds outside of school times will be considered to be under the supervision of their parents unless specific arrangements have been made with a teacher, coach, or administration.***

Off-Campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

## HOMELESS STUDENTS

District #6 provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the District's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Central Point School District #6 Central Office (494-6200).

## **MAIN OFFICE**

The office is your source of information. Parents are always welcome at school. Whenever you have business at the school, please check in at the office. Teachers are glad to meet with parents by appointment; however, teachers' daily responsibilities generally do not allow for spontaneous conferences.

## **TELEPHONE USAGE**

Classroom phones are to be used for emergencies. They are not to be used by students for personal reasons. In case of illness, students should report to the Student Services Office with a pass from their teacher. Office phones are used for business purposes only.

## **CELL PHONE USAGE**

**Devices shall be turned off during school hours (8 AM - 2:35 PM) and secured in a locker. Cell phones are not to be taken on field trips unless permission has been given ahead of time.** Students found in violation of this rule may have their phone confiscated by the instructor and turned in to the office. If there are multiple violations the parent will be asked to pick up the phone at school. Because of photo technology cell phone usage is banned in locker rooms, buses and restrooms. Advance authorization by a building administrator may permit use for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger.

## **VISITORS**

**For the safety of our students, all visitors must report to the office upon arriving on campus.** Visitors are not allowed on the school grounds without permission from the Principal. **Students from other schools are not allowed to visit Hanby students during the school day.**

## **HEALTH AND SAFETY**

### **ANIMALS**

Although students are often anxious to share pets and creatures for science, for reasons of safety and accommodation, permission must be granted by the administration before animals are brought to school. Animals should be at the school for a limited time then taken home if they are being used for a school project. School buses will not transport animals to or from school.

### **ASBESTOS**

Central Point School District #6 has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the District Office. The Superintendent, Samantha Steele, serves as the District's asbestos program manager and may be reached at the Central Point District Office.

## COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain contagious conditions are not allowed to come to school while the disease is contagious. *(This restriction can be removed by a written statement from the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting.)* For head lice, the restriction may be lifted after verification of treatment, provided no live lice and/or nits are present.

## MEDICATION

**UNDER NO CIRCUMSTANCES WILL A SCHOOL EMPLOYEE PROVIDE ANY MEDICATION TO A STUDENT.** If medication needs to be taken at school, it must be checked into the main office. This includes both prescription and over-the-counter drugs. Written permission from parent/guardian and/or instructions from the physician must be provided if medication is to be administered. The medication must be in original labeled container. **Medication should not be kept in a locker.**

## STUDENT RESPONSIBILITIES/PRIVILEGES

### ASSEMBLIES

A student's conduct in assemblies must meet the same standards as in the classroom. A student who does not abide by the school's code of conduct and expectations during an assembly shall be subject to disciplinary action. **Be Safe, Be Respectful, Be Responsible.**

### BACKPACKS AND BOOK BAGS

Backpacks and book bags are not allowed in the classrooms. Please leave them in your locker. Students will be asked to return these items to their assigned locker when brought to class. Books and binders are to be put in your locker at the beginning of your lunch period, **not** left lying around or outside the classroom door.

### CAFETERIA

Lunch and breakfast are served daily. Free and reduced breakfast and lunch applications and breakfasts are offered everyday. Daily breakfasts and lunches are available when the student goes through the lunch line. Students may receive breakfast until 8:00 AM daily and can store as snack for the day but should be discarded at the end of the day. Students should remember the three school rules that apply to our cafeteria. **Be Safe, Be Respectful, and be Responsible** in the cafeteria at all times.



## **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including (and not exclusive to):

1. Security deposits
2. Materials for class projects
3. Personal physical education and athletic equipment and apparel
4. Voluntary purchases of pictures and publications
5. Student accident insurance and insurance on school-owned instruments
6. Instrumental rental and uniform maintenance
7. Fees for damaged library and school books and equipment
8. Field Trips considered optional to the District's regular school program

Any required fee or deposit can be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. The District will withhold the grade reports and records of any student who owes a debt of \$50 or more for unpaid school fees, fines and charges. All such materials shall be released upon payment of moneys owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee. If the fee is not paid within 10 days written or oral notice will be provided describing the procedures and steps the District will be taking in order to collect.

## **GOLD CARDS**

### **A Gold Card gives the student the following privileges:**

Gold Card can substitute for a Hall Pass with teacher permission.  
Special activities and field trips for Gold Card students  
Classroom and Team activities and privileges

### **To be eligible for a Gold Card a student must:**

Be Safe, Respectful & Responsible  
Be a responsible student showing good character  
Have regular school attendance  
Have NO major category disciplinary referrals  
Act with respect towards staff, students, rules, and the property of school and others  
Be passing all subjects with at least a "C" grade at the trimester grading periods.  
Have NO over due Library books or fines  
3 or less unexcused tardies  
Have good citizenship grades (no N or U's)  
Take care of office business at the appropriate times (before school, at lunch, etc.)  
Have no bus citations  
Applications are available when announced. Applications need to be signed by student and parent/guardian and returned to the box in the library.

## **GOLD CARDS, CON'T.**

It is possible to lose your Gold Card privileges. If at any time a Gold Card student fails to live up to a requirement on the above “eligible” list, he/she will forfeit or suspend the Gold Card and lose the privileges that go with it. A new application may be submitted after the next report card.

## **INTERNET/E-MAIL CODE OF CONDUCT**

Technology is a growing aspect of the educational experience at Hanby Middle School. This code of conduct defines the privileges and responsibilities of every student and parent who will use the facilities.

This code of conduct serves as an outline for use of technologies including, but not limited to:

All connected devices to school WiFi;

Personal computers, network facilities, Internet access tools, e-mail, audio/visual equipment;

Advanced scientific measurement tools;

Recording devices.

It is the desire of the administration and staff of Hanby Middle School that our technology facilities are used for the benefit of all students and faculty.

### **THE FOLLOWING ACTIONS ARE NOT PERMITTED:**

1. Sending, receiving, or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, or computer networks.
5. Violating copyright laws.
6. Using another’s password.
7. Trespassing in another’s folders, work or files.
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes.
10. Giving out any personal information via the Internet (address, phone number).
11. Using social media networks (Facebook, twitter, etc.)
12. Non-academic use of technology during academic times.

Students should be aware that when using the network, it might appear that it will be easy to access inappropriate sites without getting caught. In actuality, the list of sites visited may be recreated/monitored by the network administrator. Students who access an e-mail account that contains offensive language or images will be monitored even if those e-mails are not received at school. Student violations may result in discipline up to and including expulsion. Students are responsible for any fees, fines or other charges that they inappropriately incur.

## LOCKERS

Lockers and other District storage areas provided for student use remain under the jurisdiction of the District even when assigned to an individual student. The District reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. **Lockers may be routinely inspected without prior notice to ensure no item, which is prohibited on District premises, is present.** District personnel may also inspect lockers to maintain proper sanitation, mechanical condition, safety, and to reclaim District property. Open liquid containers are not allowed in the student's locker, except under special circumstances and approved by the office.

## PASSES

Hall Passes are required when students are out of the classroom during class time. Your teacher issues these passes. Office Passes are sent from the office to request students to see the Principal, or Student/ Main Office Staff. You must have either a Hall Pass signed by your teacher or an Office Pass to be out of class. To enter the hallway during a lunch period students must have permission from a teacher or a duty staff.

## PERSONAL POSSESSIONS/ LOST AND FOUND

To assist in keeping track of your possessions, it is helpful to put your name in or on them in ink. Items marked should include coats, gym shoes, and all books and notebooks. You should not bring large amounts of money or valuable items to school in the event that they may be stolen or damaged. **The school will not be responsible for lost, damaged or stolen items.**

Large amounts of money for use after school should be left in the main office at the beginning of the day for safekeeping. Special items to be used in class should be given to the teacher or checked in to the office at the beginning of the day.

The following are recommendations for certain items:

**Cell Phones** - students must leave cell phones turned off in their lockers during school hours (8:00 AM – 2:35 PM).

**Games systems/PSPs**- are high value items and should NOT be brought to school

**iPods** - can be brought to school but must remain in lockers during school hours

**Portable DVD players** - are high value items and should NOT be brought to school

**Cameras (or Cell phones w/cameras)** - Pictures cannot be taken of any students unless it has been cleared by the office. Camera use can only be done with a press pass from the office. This includes any time on campus under supervision hours.

Check the Lost and Found in the Student Office when you misplace something. You can claim your property by describing it. If your property is labeled with your name, it will be returned to you promptly. Unclaimed items will be held for a reasonable amount of time and then given to charity.

## POSTERS AND BULLETINS

All posters, bulletin boards, daily bulletin messages, and handouts need to be approved by the Principal before being posted or shared.

## **SKATEBOARDS, ROLLER BLADES, BIKES**

All skateboards, roller blades, shoes with built-in roller skates and bikes used as transportation to school must be stored properly upon arrival on the school campus. Boards and blades may be carried to lockers and bikes wheeled to bike racks for storage during the day. Locks for bikes are strongly recommended. These items may not be used on school property at any time. The school is not responsible for the loss or damage of these items.

## **TRANSPORTATION (BUS) PASSES**

If you need to ride a bus other than your regular route, you need to present a written note from your parent/guardian. Parents may also email [rhonda.mondry@district6.org](mailto:rhonda.mondry@district6.org). Please turn the note in to the Student Services Office before school and pick it up during your lunch period. The note should include name, date, where you need to travel to, the purpose of the trip, parent signature and phone number where they can be reached.

## **WHERE TO GET HELP**

### **TEACHERS AND PRINCIPAL**

Teachers and the principal are available to help students who feel threatened, harassed by others, or have witnessed a violation of school rules. If a student is given a referral from a teacher or staff member, that referral will go home for a parent signature and must be returned to the office the next day. If it is not returned the student will receive further consequences. Call 494-6800 if you have questions or concerns.

### **LA CLINICA HEALTH CENTER**

The La Clinica Health Center at Hanby is available each school day from 8 AM – 3:30 PM and is located downstairs in the main building. With parental consent, students can receive health services such as over-the-counter medication, sports physicals, immunizations, and mental health services. The Health Center does NOT replace your regular medical provider.

### **TIME-OUT ROOM**

The Time-Out Room is located in the Student Services Office in the main building. Teachers may send you to this area to finish work, take tests, or to sit quietly and prepare to return to class and participate appropriately and productively. Students may ask to have a time-out when feeling overwhelmed with a situation. Talk to your teacher about a plan if you feel this would be helpful to you.

## ATTENDANCE

When students are absent from school the parent/guardian is expected to call and report the absence. You can call the attendance office at 541-494-6804 or email our attendance clerk at [rhonda.mondry@district6.org](mailto:rhonda.mondry@district6.org).

When students have been absent, a parent/guardian needs to call or bring a written excuse to clear the absence. The excuse must state:

1. The students' full name
2. The date of absence
3. The reason
4. Signed by the parent/guardian

According to ORS 399.010 – 339.090 the only excused reasons are:

1. Illness
2. Illness of immediate family member when you are needed at home
3. Family emergency
4. Religious reasons
5. Pre-arranged trip

**If you will be gone 3 or more days**, you will be given a trip slip to take to all your teachers before you leave. Trip slips are available in the Hanby Office. You may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the curriculum for personal, religious or ethnic considerations.

## CLOSED CAMPUS

Hanby has a *closed campus* policy. Once you arrive you cannot leave until officially dismissed. If you have to leave school early, you must have written permission from home and check out through the Student Services office.

## INCLEMENT WEATHER

If you think there may be a possibility that school will be closed or will open late, go to the district website: [www.district6.org](http://www.district6.org) or tune your radio to one of the following radio/television stations: **(KCMX, 580 AM and 101.9 FM) (KRWQ, 990 AM and 100 FM) (KMED, 1440 AM) (KTMT, 93.7 FM) (KDRV, Ch. 12)**

## TRUANCY AND SKIPPING

Any student who is absent from school or from class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and /or ineligibility to participate in athletics or other activities. Once a student arrives at Hanby they cannot leave without permission from the office. Students who are more than ten minutes late without a pass are considered skipping.

# ACADEMICS

## GRADING

On your progress reports and report cards, grades are based on a 4.0 grading system. An “A” is worth 4 points; a “B” is worth 3 points, and so on. Grades also include +/- . In class, teachers may use letter grades, points, scoring guides and/or portfolios to evaluate your work. Teachers and teams will inform you of grading procedures and requirements.

## HOMEWORK

Most classes will assign homework to you. It is important that you keep up with your studies. To improve your study skills and your academic success you need to:

1. Reserve a block of time every day for studying.
2. Design a specific location to study.
3. Check the assignment calendars in your notebook.
4. Contact your teachers about your progress.
5. Stay caught up on homework assignments.

## MAKE-UP WORK

It is **the student’s** responsibility to ask for and make up work that has been missed because of an absence or tardy. The work should be completed as soon as possible so that you don’t fall behind in your assignments. You may make arrangements with your teacher for makeup work when you return from an absence.

## MATERIALS

To keep your class work organized we require you to maintain an organization system that will hold work from all your classes. Refer to specific grade level supply lists.

## PHYSICAL EDUCATION

You are required to participate in Physical Education classes. To be excused from participation in an activity due to health reasons, you need to bring a note from home stating the reason for the exclusion from activities, the day or days to be missed, signature of parent/guardian, date and phone number. If you are to be excused for more than three days from P.E. a doctor’s note is required. School P.E. uniform and proper athletic footwear is required. You should have your name clearly marked on your uniform. Uniforms are available at registration completion or in the main office.

# **ACTIVITIES AND ATHLETICS**

## **ACTIVITIES**

There will be many opportunities open to all students to participate in activities over the course of your Hanby years. Times and conditions for joining will be publicized throughout the year. So, pay attention and get involved!

## **ATHLETICS**

In order to participate on any team, you must provide proof insurance, have a physical form signed by a doctor, and a pay to play fee must be submitted. Forms and information will be handed out at registration and will be available in the main office throughout the year.

We believe in participation for all of our students, and sports are available to all 6<sup>th</sup> – 8<sup>th</sup> graders. All student athletes will receive playing time. Athletes must be passing all classes during the season or they will receive game suspensions. Students who receive disciplinary referrals can be subject to game or practice suspensions. All grade or discipline appeals must come through the Principal.

# STUDENT CONDUCT

School personnel have authority over students at school during the regular school day hours of supervision, at any related activity, regardless of time or location, and while on district-provided transportation. Students may also be subject to disciplinary action for violations of the code of conduct, which occur outside of school hours and/or off school property. The following sections outline the rules and policies you need to follow, and describe the consequences you will face if you choose not to.

## BUS CONDUCT

Transportation to and from school is a service provided for you and is neither a *student right* nor a *required function of the district*. All students who ride buses must observe the rules posted in each bus and all other district regulations. It is important to know that the school day begins when a student gets on the bus and ends when the student leaves the bus.

Rules posted are as follows:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Students will remain seated while bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
9. Students will not extend their hands, arms or heads through bus windows.
10. Students will have written permission to leave the bus other than at home or school.
11. Students will converse in normal tones; loud or vulgar language is prohibited.
12. Students will not open or close windows without permission of driver.
13. Students will keep the bus clean, and must refrain from damaging it.
14. Students will be courteous to the driver, to fellow students and passersby.
15. Students will remove backpacks from their shoulders before boarding the bus.
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The foregoing rules are not deemed to be exclusive, however, and in the event the student behavior is deemed serious, the student may be subject to suspension and/or expulsion in accord with the District procedure set out in policy. The privilege of riding a bus may be revoked for just cause by school administration. In addition, you may be subject to disciplinary action by the school and/or law enforcement agencies.

**\*IMPORTANT!! Bus drivers will not allow route changes without a Bus Pass. (See Transportation Passes)**



## SCHOOL CODE OF CONDUCT

Students will be subject to disciplinary action and/or referral to law enforcement officials for the following:

1. Theft;
2. Disruption of the school environment or of a school function;
3. Damage or destruction of property;
4. Assault;
5. Possession and/or use of a weapon or replica of a weapon, as defined by School Board policy and Oregon State law;
6. Possession or use of tobacco, alcohol or unlawful drugs (including medication not in possession of patient); or items associated with.
7. Violations of district transportation rules;
8. Fighting;
9. Leaving school without permission;
10. Use of profanity, vulgar language or obscene gestures; includes inappropriate written images, language, and drug reference on school or personal property
11. Being disrespectful toward teachers or other school employees;
12. Insubordination, such as willfully disobeying school personnel or school policies, rules and regulations; (including the no gum policy)
13. Threatening, harassing or menacing others;
14. Gambling;
15. Persistent failure to comply with rules or directions of staff or school officials;
16. Arson - Parents and/or students will be held financially responsible for fire fighting costs and damage;
17. False alarms;
18. Plagiarism- Claiming work from internet or another student is your own original work

*\*In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon on district property is subject to expulsion for one calendar year, criminal prosecution, a maximum five years imprisonment, \$100,000 fine, and forfeiture of firearm and/or other dangerous weapons. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.*

*\*\*In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under the age of 18 is subject to a fine of not less than \$100 and up to \$500. An unlawful delivery of a controlled substance to student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both.*

### **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged District property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the District will notify the student and parent. The District will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days or receipt of the District's notice, the amount will become a debt owed and the student's grade reports and records may be withheld.

## **DRESS AND GROOMING**

The district and school dress code is established to promote appropriate grooming and hygiene, prevent disruptions and avoid safety hazards. How you dress is your responsibility and that of your parent/guardian *as long as it does not interfere with or disrupt the learning environment at school.*

Dress and grooming shall be clean, keeping with health, sanitary and safety practices; this includes the law requiring footwear.

We will enforce the following guidelines:

1. Shorts and skirts must be appropriate for seating in an educational setting. Shorts cannot expose pockets or undergarments and must have an established leg.
2. Shirts need to cover stomachs so there are no exposed midriffs. No backless garments are allowed.
3. Shirts must cover shoulders or have a 1-inch material strap (unless a shirt is worn underneath).
4. Clothing that contains the following are not allowed at school:
  - a. advertises or promotes alcohol, drugs or tobacco products
  - b. have symbols logos that are obscene
  - c. contains sexual messages or connotations
  - d. is offensive to others, promotes discrimination based on religion, gender, orientation, or race
  - e. distracts from the education process
5. Hats or hoods are to be worn outside of the building only. Hats worn on “Hat Day” in the building must be worn with the bill facing forward.
6. Clothing with rips or tears that are inappropriate or offensive are not allowed.
7. All undergarments are to be covered up not to be visible, including bras.
8. Footwear is required. (Slippers are not acceptable footwear)
9. Sunglasses, unless prescribed by physicians or optometrists, are not acceptable inside.
10. Pajamas or sleeping attire may not be worn.
11. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate at school (for example and not specific to: trench coats, wallet chains, studs, excessive belt lengths, any attire symbolic of gang affiliation).
12. Masks are prohibited. Clothing deemed costumes are prohibited.
13. Hair color/spray/gel and perfume/cologne should not be applied outside the restroom or locker rooms. These items should not become a distraction to the educational process.

Students who come to school in inappropriate clothing will be allowed to contact a parent to bring alternate clothing, be given the option to wear their PE clothes, or face disciplinary action.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

Students participating in extra-curricular, special activities, special classes and PE class shall dress and groom as required by the instructor.

## END OF THE YEAR ACTIVITIES

End of the year activities at Hanby Middle School are considered a privilege to attend. These activities may include (and are not specific to) campus day, grade level parties, school BBQ, yearbook signing day, 8<sup>th</sup> grade dance, and 8<sup>th</sup> grade recognition night. Students could lose end of the year activities for poor citizenship, excessive referrals/suspensions/detentions, and/or academic issues.

## GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school and of our students' abilities to meet curriculum and attendance requirements. Therefore:

*\*\*No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or symbol evidencing gang membership or affiliation.*

*\*\*No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.), signifying gang membership or affiliation.*

*\*\*No student shall solicit other students for membership in any gangs.*

Students in violation of the gang policy shall be subject to discipline in accordance with the Student Code of Conduct.

## GUIDELINES FOR IN/OUT OF THE BUILDING

Students are to conduct themselves in a calm manner inside. Roughhousing in the building is not allowed. Couples need to be sure that their conduct is always appropriate in the building and on school grounds. Physical demonstrations of affection should be limited to **hand holding only**.

Please keep the school grounds free from litter by using the trashcans provided. Do not sit, slide, or play on the railings, as these were installed to assist the physically challenged, not as play equipment. Please stay off the roofs, out of the trees and landscaped areas and refrain from picking or damaging the flowers, plants, and trees. You are not to play on the fire escapes. No spitting. Keep play reasonable, and without roughhousing.

## HARASSMENT

Hazing, racial or sexual harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member, or interferes with the education process and causes a hostile environment will not be tolerated. Students being harassed should notify the principal or student services personnel. School administrators will take affirmative steps to stop harassment by students when brought to their attention, including warning, suspending or expelling the offending student.

## TOBACCO, ALCOHOL AND ILLEGAL DRUGS

Possession and use of tobacco, alcohol, illegal drugs, or prescription drugs not in possession of a patient is a serious threat to your health and to the health and safety of others. ***For you, they are against the law.*** Any student found in possession of tobacco, alcohol or drugs or under the influence of alcohol or drugs will be suspended or expelled from school and **will** be reported to the police for diversion and/or criminal proceedings.

## FOOD AND DRINK

Food and drink are not to be in the hallways to help avoid spills and stains on the carpeting. During breakfast and lunch all food and drink are to be consumed in the cafeteria. Energy drinks are not allowed due to the effects of caffeine on student behavior and learning.

## DISCIPLINE AND CONSEQUENCES

### DISCIPLINE/DUE PROCESS

If you violate school rules or policies you will be subject to disciplinary action. Your *due process* rights will be observed in all instances, including the right to appeal the discipline decisions of staff and administrators. Hanby's disciplinary options include parent notification, counseling by teachers, the administrator, loss of eligibility or privileges, work detail, detention, suspension, expulsion, or removal to an alternative education program. Referrals sent home must be signed by a parent or guardian and returned the next day. Disciplinary measures are applied depending on the nature and severity of the offense.

*Any threat of physical harm to staff or students will be considered an extremely serious offense and may result in referral to law enforcement officials. If you commit drug and/or alcohol related offenses or any other criminal act you will be reported to law enforcement officials.*

### DETENTION

You may be *detained* during lunch and/or outside of school hours (for no more than two hours) on one or more days if you violate school rules or policies. Detention is assigned for continued rule violations. Students are served lunch while in detention.

### WORK DETAIL

Students may be required to work with the custodial staff at lunch or after school. In cases where students are required to do lunch work detail they are served lunch and then given an assignment to work on campus.

### SUSPENSION

A student may be *suspended* from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or District property.

Each suspension will include a specific explanation of the reasons for the suspension, the length and a plan of re-admission and an opportunity to appeal the decision. You may be suspended for up to 10 school days. Every reasonable and prompt effort will be made to notify your parents if you are suspended.

**While under suspension, you may not attend after-school activities or athletic events, be on District property nor participate in activities directed or sponsored by the District.**

## **EXPULSION**

You may be *expelled* for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless your parent waives the right to a hearing, either in writing or by failing to appear at a scheduled hearing.

An expulsion shall not extend beyond the current trimester unless the trimester ends within such a short period of time that the expulsion would be too short to be effective. The expulsion, however, may not extend beyond the second trimester unless otherwise required or allowed by state or federal law. If the incident involves a weapon the expulsion is for one calendar year.

The District will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

## **SEARCHES**

School officials may *search* you and your personal property when there is reasonable suspicion to believe you are concealing evidence of an illegal act, or a violation of school or district policy. If you refuse to submit to the search, your parents and the police may be called. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by school officials. Items, which may disrupt or interfere with the educational process, may be temporarily removed from your possession or forfeited. Therefore, we suggest you leave the following items at home:

1. Cell Phones
2. Radios, iPod, CD players, etc
3. Glass bottles, liter bottles, "Big Gulps," energy drinks, etc.
4. Any weapon, real or simulated
5. All water toys
6. Fireworks or any other explosive or volatile substance
7. Items for sale to others (gum, candy, etc.)
8. Animals and pets
9. Electronic games/ Tablets
10. Laser lights
11. Cologne or perfume
12. Containers with anything other than water
13. Medications unless checked into office
14. Fidget spinners and fidget toys

## **PARENT/STUDENT COMPLAINTS**

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 3 working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 5 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, the complainant may appeal to the Board in care of the superintendent within 10 working days following the receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within 5 working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision is final.

## **NOTIFICATION**

School District #6 does not discriminate on the basis of race, religion, color, national origin, disability, marital status or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

Central Point School District provides accommodations and special programs for qualified disabled students. These activities are provided through Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act. Your child, or a child of your acquaintance, may be eligible for accommodations or special programming. The District maintains assessment resources to determine eligibility for these resources. If you are aware of a child with potential disability, including children that may require speech and language services, please notify your building principal or Todd Bennett, Director of Education.

## **CHILD ABUSE**

If you suspect child abuse and don't know what to do -- please call the school office or go to [www.soesd.k12.or.us](http://www.soesd.k12.or.us) click on EDUCATORS button at the top of the screen then click on Child Abuse and Prevention Training and view the video for further information.

## DISTRICT 6 CHARACTER TRAITS

**Accountability** is being answerable to others and making positive choices. This includes thinking before we act and thinking for the long term.

**Empathy** is showing concern and compassion for others and understanding another's circumstances.

**Honesty** is earning or accomplishing something in a fair manner without cheating or stealing.

**Integrity** is being true to one's moral and ethical beliefs. It is having the courage of conviction.

**Loyalty** is standing by, supporting and protecting family, friends, and community.

**Patriotism** is showing pride and respect for our country.

**Respect** is acknowledging the worth and rights of self and others as well as the value of property and the environment. Respect includes honoring authority and being courteous to others.

**Responsibility** is accepting consequences for our own actions and inactions. Being responsible includes being reliable, dependable, and trustworthy.

**Self-Esteem** is self-worth, self-respect, self-confidence, and an ability to like and believe in oneself. Self-esteem involves taking pride or pleasure in one's work, achievements, or inherent worth with the balancing virtue of humility.

**Self-Motivation** is being able to self-start our own minds and spirits into action.

**Social Responsibility** is being willing to participate in and/or develop a plan to resolve a situation such as volunteerism, voting, and community service.

**Self-Restraint** is exercising self-control and discipline. It is being fair and showing good sportsmanship.

**Work Ethic** is a set of beliefs that develop effective and productive work habits, skills, and attitudes. Work Ethic includes the physical and mental activity directed toward the accomplishment of something—a task, duty, occupation, or assignment.