

This agenda belongs to:

NAME _____

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CITY/TOWN _____ ZIP CODE _____

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STUDENT NO. _____



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Clara Brownell Middle School



**UMATILLA SCHOOL DISTRICT No. 6
BOARD OF DIRECTORS**

Travis Eynon	Chairperson
Lesly Claustro-Sanguino	Board Member
Toby Cranston	Board Member
Melissa Webb	Board Member
Jon Lorence	Board Member
Steven Potts	Board Member
Veronica Gutierrez	Board Member

Clara Brownell Middle School Administration

Heidi Sipe	Superintendent
Dawn Guentert	Principal
Andrew Traver	Dean of Students/Athletic Director

Employee Directory

	Position	Phone Number	Email Address
Main Office		541-922-6625	
Fax		541-922-6649	
Dawn Guentert	Principal	541-922-6629	guentertd@umatillasd.org
Andrew Traver	Dean of Students	541-922-6636	travera@umatillasd.org
Estella Garza	Office Manager	541-922-6626	garzae@umatillasd.org
Caser De Leon	Attendance Secretary	541-922-6627	DeLeonC@umatillasd.org
Nayeli Guzman	Counselor	541-922-6646	guzmann@umatillasd.org
Teacher	Position	Email	
Collins, Jeff	Social Studies	collinsj@umatillasd.org	
Coe, Matt	Science	coem@umatillasd.org	
Durfey, Dan	Science	durfeyd@umatillasd.org	
Edwards, Tayla	Special Education	edwardst@umatillasd.org	
Ego, Sonia	Elective	egos@umatillasd.org	
Firpo, Rob	Music	firpor@umatillasd.org	
Hruza, Kyra	Language Arts	hruzak@umatillasd.org	
Karan, Salesh	Math	karans@umatillasd.org	
Kilby, Vickee	Special Education	kilbyv@umatillasd.org	
Lee, Tim	Social Studies	leet@umatillasd.org	
Lougee, Eric	ELL	lougeee@umatillasd.org	
Olson, Brittany	Science	olsonb@umatillasd.org	
Olson, Erick	Yearbook	olsone@umatillasd.org	
Robinson, Amy	Language Arts	robinsona@umatillasd.org	
Sipe, Kyle	Robotics	sipek@umatillasd.org	
Valadez, Carly	Language Arts	valadezc@umatillasd.org	
Zielke, Kelly	Elective	zielkek@umatillasd.org	
Zyph, Tyler	Health/PE	zyph@umatillasd.org	

Student Handbook 2018-2019

WELCOME to Clara Brownell Middle School!

We are all excited to have you here at CBMS! We look forward to getting to know you as individuals and as students, and to help you become the best versions of yourselves. Please do not hesitate to ask any of us for help and guidance as you navigate the middle school years!

This part of your planner, the **Student Handbook**, outlines your responsibilities as a CBMS student. Be sure to familiarize yourself with the information in the handbook so we maintain an optimal learning environment for everyone. You will use the planner portion of the handbook to track your assignments and progress, as well as to communicate with your family about what you are doing at school.

When we all meet our personal and academic responsibilities at CBMS, a fun and successful middle school experience is a certainty. We will do everything possible to ensure you leave CBMS with a ton of wonderful memories! Have a great year!

Sincerely,

Ms. Guentert and the entire Clara Brownell Staff

Mission Statement

To prepare youth to confidently, responsibly and creatively contribute to a changing global society. We will provide all students with a personalized and appropriate education supported by meaningful school-community partnerships.

We believe that every student:

Must know what, why and how they are to learn

Must know the criteria for measuring their success

Performs best in an orderly and safe environment

Can succeed at high levels, but does so in different ways and at different rates

Has talent that is developed through good teaching and a positive climate

CBMS Mission Responsibilities

Students will help us achieve our mission by:

- Following school rules and procedures found in the CBMS Student Agenda
- Coming to school each day on time and ready to learn
- Working hard to be their best selves inside and outside of class
- Helping to keep their school safe – Reporting issues to an adult
- Asking for help when needed and providing help when able
- Showing respect for and cooperating with everyone around them
- Taking accountability for their behaviors and decisions

Parents will help children learn responsibility by:

- Having high expectations for their children and expecting them to be their best selves
- Ensuring their children attend school on time and are ready to learn
- Monitoring behaviors and academic progress
- Communicating and working with teachers and other school staff
- Respecting school staff and the importance of education
- Respecting the diversity of others
- Supporting school policies, rules, and standards

Educators will help parents and students by:

- Setting high expectations and believing all students can learn
- Respecting the uniqueness of all students
- Providing equitable and consistent treatment for all students
- Providing engaging, relevant and rigorous learning opportunities for all students
- Being available for students seeking help with academic or personal needs
- Consistently communicating with parents/guardians

ACADEMIC CALENDAR

<http://www.umatilla.k12.or.us/>

Quick Facts

Main Office Hours: 7 am - 3am

Monday -Thursday	Friday
Class begins at 7:35 am	Class begins at 7:35 am
Dismissal at 2:40	Dismissal at 11:25

NOTE: Emergency Weather Closure of School: Listen to KOHU 1360 AM, 99.3 FM or KONA 610 AM, KORD 102.7 FM, Facebook, Automated Call

Fees

Meals: Breakfast and Lunch are Free to ALL STUDENTS

PE Uniform: \$12.00

ASB Activity Fee: \$10.00

Agenda: Free. \$8.00 replacement fee, if lost or marked with graffiti

Textbooks: Students are responsible for maintaining his/her textbook. Fines may be assessed if the textbook is lost, damaged or defaced. Parents will be expected to pay any costs associated with damages and/or replacement costs.

School Supplies

Teachers will provide a supply list during the first week of school. *Students must come to class prepared and ready to learn, with supplies necessary for learning.*

Agenda and Student Handbook

Each student receives an agenda/planner at Clara Brownell at no charge when the school year begins, or when a student enrolls. Students are taught the skills necessary for using the agenda effectively to keep track of assignments, deadlines and important events throughout the year. Parents may communicate with teachers through the agenda. Parents are encouraged to review the agenda with their child, so she/he remains in good academic standing. The agenda also serves as a hall pass for students when they are excused from class to go to lockers or rest rooms. The success of the agenda program is critical to the academic achievement of students at Clara Brownell. If a student destroys, defaces, or loses their agenda, they are required to replace it for \$8.00.

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Extracurricular Activities and Athletics

All students are encouraged to take part in athletics and/or extracurricular activities. See Athletic Handbook for requirements regarding eligibility requirements, insurance, physical examinations, etc..

Discipline, attendance, suspension, due process and conduct codes are covered separately in the secondary school handbook for Umatilla Athletics.

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Dress and Grooming

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Dress and grooming are the responsibilities of the student and his/her parent. The school will become involved when dress and grooming endanger the health, welfare, or the positive learning environment of the school.

Proper attire and footwear are required. It is the responsibility of the student and parents to select clothing that is safe, decent and sanitary. Proper attire at CBMS is defined as; shirts, pants, shorts, dresses, and skirts. The following items of clothing are not acceptable:

- Pajamas, slippers, and other sleepwear
- Hats, hoods, bandanas, and sunglasses
- Clothing that endorses inappropriate activities such as drugs, alcohol, tobacco use or sexual innuendos
- Gang-related attire
- Clothing that draws attention to the individual and away from the learning climate
- Backpacks and purses are to be stored in locker during the day
- Clothing that provides for easy concealment of weapons or other contraband
- Pants that are improperly sized or clothing which exposes undergarments
- Clothing where bra straps are showing (no spaghetti straps)
- See-through shirts or shirts that expose the stomach region
- Shorts, skirts, and dresses must be at least FINGERTIP LENGTH
- Jeans with holes, rips or tears must have tights worn under them to at least FINGERTIP LENGTH.

**RAISE YOUR HANDS AND TOUCH YOUR TOES.
IF ANYTHING SHOWS...GO CHANGE YOUR CLOTHES.**

Tattoos that are gang related or perceived to be gang related must be covered up. Students who fail to meet the dress and grooming standards will be sent to the office where they will follow the discipline matrix to correct the problem.

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

Attendance

In order to be academically successful, it is important for students to regularly attend classes and be on time. **There is a direct correlation between strong attendance and academic success!** Students with regular attendance generally achieve higher grades, enjoy school and are more employable after completing high school. All children ages 7-18 are required to attend school full-time. Students may be excused for other reasons providing satisfactory arrangements have been made in advance of the absence. Parents are asked to call the office after 7:15 am if their child is unable to attend that day (541-922-6626). Our automated calling system will inform parents in the early afternoon if a student is absent, and no parent phone call has been received. It is important to keep your telephone number updated in the office, so we are able to keep you informed regarding your child's attendance. ***In the event of a pre arranged absence a student will be allowed to miss no more than three periods in one day and still participate in activities including athletic events.***

Truancy

Truancy (skipping) is defined as absence from school without permission. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility. Students that are truant will be ineligible to participate in athletics or other activities for the day (Examples: sports practices, games, and dances). Truancy may also be subject to disciplinary action according to our discipline matrix.

Excused Absences

When returning to school after an absence, a student must bring a note signed by the parent if the parent did not already call the office. Absence from school or class will be excused under the following circumstances;

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is required
3. Emergency situations that require the student's absence;
4. Field trips and school approved activities
5. Medical or dental appointments; confirmation of appointments may be required;
6. And other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

A student who has been absent for any reason is required to complete missed assignments to meet subject or course requirements. Too many excused absences may be questioned, as well as medical information from a doctor requested. Continued and excessive excused absences may be turned over to authorities as questionable neglect to abide by the state and local policies. After the fourth absence

and no contact from the parent, the school will mail the first notification for failure to meet attendance requirements. A second notice will be mailed by the school. This may be followed up by a visit from a truancy officer, and the family may be subject to fines as allowed by law. A student will be dropped from school after ten consecutively missed days, as required by Oregon state law.

Excessive Absences

Students are required to maintain regular attendance as required by ORS 339.065. Oregon defines irregular attendance as eight unexcused, half-day absences or 32 class period absences during any four-week school session.

Be advised that failure to comply with Oregon's compulsory attendance laws is a violation that will result in consequences. The first time a student doesn't meet the attendance requirements within the four-week time period, they will receive a letter, and a meeting will be set up with the student, parents, Mr. Traver and Ms. Guentert..

The second time a student doesn't meet the attendance requirements, they will receive a second letter and have an additional meeting with parents, Mr. Traver and Ms. Guentert. At this meeting, there will be a discussion regarding the following, along with a behavioral contract between parent, student and CBMS:

1. Oregon's compulsory attendance law and the student's attendance record;
2. The reasons for the student's noncompliance;
3. The development of a plan for improvement
4. Resources available to help the student be successful in school;
5. Any questions the parents may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies.

It will also be explained at this time that if the student does not meet the compulsory attendance law for a third time and violates the contract, then the student and parent(s) will be mandated to meet with the Umatilla County Youth Services and the Community Accountability Board (CAB) where a fine of up to \$500 will be given.

Punctuality

Students are expected to be in class on time. Otherwise, they are considered tardy. Students who accumulate more than 4 tardies in a quarter will receive a lunch detention for every tardy past 4 tardies.. If the problem persists, further disciplinary actions and possible behavioral contracts may result.

Participation in Athletics, Trips and/or Extracurricular Activities

Students who are absent **more than three periods** in a day are not eligible to participate in athletics, trips or extracurricular activities, unless parents have made prior arrangements. At this time, parents may request their child's participation based on a reasonable excuse. Students who are serving ISS or OSS on the day of a school-related activity will not be permitted to participate.

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Awards, Honors and Student Acknowledgements

Honor Roll and Academic Recognition

Honor roll recognition is based on an A, B, C, D, F scale. Any student earning a GPA of 3.5-4.0 will be awarded honor roll distinction.

Student of the Month, Excellence Tickets, Breakfast of Champions

Clara Brownell takes the time to notice the little things students do on a daily basis to demonstrate character building qualities of kindness, citizenship, trustworthiness, fairness, respect, caring and academic performance. Both character and academic acknowledgements are recognized in a variety of ways by staff, including awards ceremonies, excellence tickets, student of the month, letters home, etc. Additionally, any staff member may recognize positive student behavior by honoring 2 students per grade level during the year for Breakfast of Champions.

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Technology

Computers: All students will have access to computers and the Internet as part of their educational experience. Other technological devices transmitting images or providing information also fall under this policy. See district acceptable use policy.

Electronic Devices/Cell Phones and Earbuds: Personal electronic devices are to be stored in lockers during the school day, unless otherwise directed by a teacher for instructional purposes. All ringers should be muted or turned off on cell phones while in lockers. All visible electronic devices and earbuds will be confiscated and held in the office until the end of the day. If confiscated more than once, it will be held in the office until a parent retrieves it. ***Building phones with adult permission are available for outgoing calls by students. Incoming calls may go through the office for messages to students.***

Instructional technology: Instructional technology is utilized as a necessary resource to promote the needed skills required for successful employment in the 21st century. All equipment must be handled with care. There may also be times where teachers allow students to bring their technological devices from home for educational purposes. Both school issued equipment and personal devices are the

responsibility of the student. If school-issued equipment is checked out and damaged, parents are responsible for repair and/or replacement costs.

Cameras: Cameras are prohibited in locker rooms at all times. Cameras are used only through permission of a teacher for class assignments or extracurricular activities, including field trips and other extracurricular activities..

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Counseling Services

The counselor at Clara Brownell offers several services to students. The counselor offers both individual and group counseling. The counselor also works with individual student schedules to provide appropriate student placement and ensure the student is set up for success in and out of classes. The counselor provides support and guidance with a variety of students issues; such as anxiousness, depression, apathy, peer pressure and any other areas a student needs help with navigating.

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Grades

GRADING SCALE

GPA Scale

- | | |
|---|-----|
| ● A = Advanced Competency (90-100%) | 4.0 |
| ● B = Beyond Competency (80-89%) | 3.0 |
| ● C = Proficient (70-79%) | 2.0 |
| ● D = Developing Competency (60-69%) | 1.0 |
| ● I = Incomplete (still in progress) | |
| ● <u>F = Not Proficient (did not complete coursework to standard)</u> | |

Grade Calculations

The following are key points about grading at CBMS:

- In order to be considered proficient for a course, a student must meet the following criteria:
 1. The student must earn an overall course grade of 'C' or higher.
 2. **The student must have a cumulative summative average of at least 70%.**
 3. **Students who score below 70% on their first assessment opportunity, will have two opportunities to bring their summative grade to proficiency.**
 - a. **A student who fails his/her first assessment will take a Form B assessment to earn a proficient score of 70%.**
 - b. **A student who needs to reassess a third time will complete an alternative assignment. The student will have an opportunity to earn a proficient score of 70%.**
- 1. **A student who scored a 70% or better on their first assessment opportunity and wants to work toward mastery, up to 100%, will need to complete the alternative assignment proving mastery of the content.**
- 2. **Students who are absent on the day of the 1st assessment, have the same three assessment opportunities listed above.**

- Overall grade calculations are based upon the following grading structure:
 1. Summative assessments = 70% of the final overall grade for the course
 2. Formative assessments = 30% of the final overall grade for the course
- Summative assessments are linked to one or more course standards.
- Students who earn a D will earn middle school credit for the course but will not be considered proficient in all aspects of the course.

Reassessment Options

Reassessment opportunities are available to students who have missed a summative assessment due to an absence, students who have failed a summative assessment, and students who strive for mastery. Students will meet with their teacher to identify the reassessment material that must be completed prior to retesting. All reassessments must take place within two weeks of original due date, afterwards, the original grade remains.

Reports to Students and Parents

Grade reports and record of absences are issued to parents at least four times a year. Final report cards are mailed home to the address on file at the office, unless picked up at parent conferences. Additionally, parents have online access to grades, absences and tardiness via Power School at any time. Updated grades are available online each Thursday through the Power School Grade Program. Parents are given passwords to their child’s account at the beginning of the year. If you have any questions or need help accessing your child’s grades, please contact the main office.

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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, is responsible for making certain it is locked and that the combination is not available to others. Valuables should not be stored in the student’s locker. Lockers are not to be traded or shared.

When can I access my locker?

Lockers will be assigned at the beginning of the school year. Lockers can be accessed when arriving at school, during lunch and at the end of the day. Students need to plan their classes accordingly with proper supplies and books needed.

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Lost and Found

Any articles found in the school or on district grounds must be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or district property should be reported to the school office. The Clara Brownell box of lost and found is easily located in the cafeteria.

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Medicine at School

All medications must be in original prescription containers and stored at the office upon student's arrival to CBMS. Sharing or borrowing medication is strictly prohibited and may be considered a discipline issue given certain circumstances. Written instructions of the physician are required for all requests to administer prescription medication. Office staff and administrators are the only ones allowed to distribute prescription medication. The district will dispose of medication not picked up by the parent within five school days (of the end of the medication period), or at the end of the school year, whichever occurs first.

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Safety

Student safety is a primary focus at Clara Brownell. We encourage students to report any concerns or issues they are having, or are witnessing with others around them. We encourage students to advocate for themselves and others, and to understand they play a critical role in prevention. Their identity will not be revealed if they report information.

Searches and Questioning:

Searches

District officials may do a reasonable search of the student, his/her personal property and property assigned by the district for the student use on district property. Such searches will be conducted only when there is reasonable suspicion or evidence of a violation of a law, board policy, administrative regulations or school rules. Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement, or returned to the rightful owner as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. Reasonable effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families or law enforcement officials may exclude district personnel from the investigation procedures, and may prohibit district personnel from contacting parents. By law, district officials cannot stand in the way of their duties to protect the safety of the child.

CONDUCT – Rights, Responsibilities and Code of Conduct

Student Rights and Responsibilities

Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and school-sponsored activities. Student rights and responsibilities are as follows:

- 1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others***
- 2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules***
- 3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights***
- 4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights***
- 5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others***
- 6. The right to privacy which includes privacy in respect to the student's educational records***
- 7. The right to know the behavior standards expected and to know the consequences of misbehavior***

Complaints: Students and Parents

Complaints are handled and resolved as close to their origin as possible.

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue shall follow the following procedures:

1. Discuss the problem with teacher
2. If the outcome is not acceptable, a conference with the principal may be requested.

3. If the outcome of this conference is not acceptable, the student or parent may file a written, signed complaint with the superintendent who will investigate the complaint and render a decision.
4. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board, in care of the superintendent, following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

The Board will not hear charges against employees in open session, unless an employee requests an open session. Any complainant who resides in the district or any parent of students attending school in the district qualifies to participate in the procedure.

Students with Harassment Complaints

Harassment by staff and/or students is strictly prohibited in the district and by law. Students involved in harassment activities are subject to strict disciplinary action and possibly State or Federal laws, if applicable. Every attempt to educate students in how to report or handle a harassment complaint is made. Students also participate in anti-bullying discussions and activities throughout the year. Students rarely harass and bully students in front of adults, so please encourage your child to report any harassment towards themselves or others to an adult. Otherwise, the school may never be aware of the harassment.

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Cyberbullying

Bullying that uses different forms of technology to embarrass, ridicule or hurt others will be dealt with both by school disciplinary actions and by law enforcement agencies, when applicable. Proactive measures to cyber bullying include keeping cell phones off and in your locker during the day, turning on safety features within social networking sites, and limiting the number of people who know your personal email addresses and cellular numbers. **The school will take all available measures to identify those involved in cyberbullying, including those that are aware of it happening and are not reporting it to an adult.** We are committed to maintaining a safe and productive learning environment free of bullying for all students.

Vandalism

Intentional vandalism and damage to school property is dealt both with building disciplinary measures, as well as fines for damages that were caused to the property. The damage will be repaired under the supervision of the district maintenance department, and charges will include cost of materials and labor. Families will be notified and billed accordingly.

Gangs

The presence of gangs, their violent activities, and drug abuse that often accompany gang involvement cause substantial disruption within schools, district activities and a student's ability to meet academic and attendance requirements. A "gang" as defined by the Umatilla School District is a group that identifies itself through the use of a name, unique appearance or language, geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. (School Board Policy JFCEA). Students on school property or at any school activity shall not wear, possess, use, distribute, display or sell anything that suggests membership or affiliation with any gang. Soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, or committing any other illegal act will not be tolerated. Local law enforcements agencies and the school district will insure the safety and well being of the students and staff at Clara Brownell, and any violations will be dealt with quickly.

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Discipline Process – Detention and Suspensions

Discipline as administered by Clara Brownell is designed to produce behavioral changes that will enable students to develop the self discipline necessary to function successfully in their educational and social environments. The discipline shall be progressive in nature.

The major objectives of discipline are to teach the following fundamental concepts for living:

- 1) Right for the rights, dignity and safety of all individuals within the school and community**
- 2) Respect for law and observance of school district policies procedures and local regulations**
- 3) Respect for public and private property rights.**

Student discipline includes both classroom discipline, as well as building wide and common area disciplinary actions for conduct and behavioral infractions. Classroom infractions are first subject to the classroom rules, standards and consequences that have been established by the teacher to ensure a productive learning environment for all students. All standards of due process apply to both the classroom discipline protocol , as well as disciplinary actions at the building administrative level. Clara Brownell Middle School utilizes a discipline matrix for determining penalties for improper behavior or attendance issues (*see Discipline Matrix*).

Lunch Detention (LD)

A student may be detained during their lunch for behavioral infractions to help the student understand how their behaviors are affecting the learning environment within the school. A sack lunch will be provided. Students will be required to fill out a "Think Sheet" which encourages self-reflection, and provides an opportunity to think about how their behaviors affected their teacher and peers. Once the

writing reflection is completed with genuine thought and fidelity, the student and detention teacher will discuss the responses and a proposed solution for making positive behavioral choices in school that will prevent them from further detention assignments. **Failure to attend a lunch detention will result in an ISS the following day.**

In-School Suspension (ISS)

In-school suspension temporarily denies a student the privilege of attending classes with their peers. A sack lunch will be provided. Students will be required to complete a self-reflective character essay (character trait fitting behavioral infraction), discuss the essay and establish goals for making better behavioral choices in school. Additionally, the student will complete school work during this time so they are not missing instruction when they return to class the next day. **Failure to attend ISS will result in further disciplinary action.**

Out-of-School Suspension (OSS)

Suspension temporarily denies a student the privilege of attending classes, school or school activities until a formal meeting with the parent has taken place to consider re-instatement. In special circumstances, a suspension may be continued until some specific pending action occurs such as court hearing, a medical evaluation, or a review by a probation officer. Suspensions are made by the administration and are not to be used in lieu of expulsion.

Suspension procedures are as follows:

1. The student is informed that he/she is suspended, given the reason for the action, and sent home following the notification of parents. In the event parents cannot be contacted, the student will be sent home at the end of the day by his/her normal mode of transportation; the parents are notified by telephone (if possible) of the suspension and reasons for the action;
2. A disciplinary referral is sent to the parents stating the time, date and specific reason(s) for the suspension, including procedures to be followed by the student and the parents for possible re-instatement;
3. The parent has the responsibility for contacting the school to arrange for a conference.

A student may be suspended from school for up to and including ten school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each

suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parent/s of a student's suspension.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school. All suspended students are encouraged to collect materials to work on while on suspension. **It is the student's responsibility to collect and submit all missed work.** The student will be given the same number of school days as missed (plus one) to do the make-up work.

STUDENT MANAGEMENT POLICY Behavior and Discipline Action

Clara Brownell Middle School utilizes a discipline matrix for determining penalties for improper behavior, attendance issues or policy infractions. Students need to review the matrix so that they will understand the consequences of their actions prior to making poor choices.

DISCIPLINE MATRIX

This chart is a guideline for most situations. In most situations, teacher initiated actions and parent contact have already taken place in the classroom before the student has been referred to the office. The teacher and administrator may develop alternative solutions depending on the severity of the incident.

MINOR OFFENSES

Classroom Disruption	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Insubordination (defiance/disobedience/disrespect)	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract

Aggressive Behavior/Horseplay	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Public Displays of Affection	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Profanity/Inappropriate Language/Inappropriate Writing or Drawing	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Dress Code Violation	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Skipping/Leaving School Without Permission	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Electronic Devices (including cell phones)	
1st	1 LD, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, parent contact by administrator, parent must pick up phone at school
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Misuse of Technology (Computer Violation)	
1st	1 LD, parent contact by teacher and administrator, restricted access to technology
2nd	2 LD or 1 day ISS, parent contact by administrator, restricted or no access to technology
3rd	ISS/OSS up to 5 days, parent contact by administrator, behavioral contract
Cheating/Plagiarism	

1st	1 LD, zero credit given, parent contact by teacher and administrator
2nd	2 LD or 1 day ISS, Zero credit given, parent contact by teacher and administrator
3rd	ISS/OSS up to 5 days, zero credit given, parent contact by administrator, behavioral contract

MAJOR OFFENSES

Disorderly Conduct	
1st	1 Day ISS, parents contacted by administrator
2nd	2 Days ISS, parents contacted by administrator, behavioral contract
3rd	OSS up to 5 days, parents contacted by administrator
Harassment, Intimidation, Bullying, Cyber-Bullying (including observers and any/all participants)	
1st	1 Day ISS, parents contacted by administrator
2nd	2 Days ISS, parents contacted by administrator, behavioral contract, police may be contacted
3rd	OSS up to 5 days, parents contacted by administrator, police may be contacted
Sexual Harassment	
1st	2 Days ISS, parents contacted by administrator
2nd	OSS up to 5 days, parents contacted by administrator, police may be contacted
3rd	Move to alternative placement
False/Misleading Information	
1st	1 Day ISS, parents contacted by administrator
2nd	2 Days ISS, parents contacted by administrator, behavioral contract
3rd	OSS up to 5 days, parents contacted by administrator
Theft	
1st	2 Days ISS, parents contacted by administrator
2nd	OSS up to 5 days, parents contacted by administrator, police may be contacted
3rd	Move to alternative placement
Fighting/Encouraging Fighting/Videoring a Fight/Assault	
1st	ISS/OSS up to 3 days, police may be contacted, parent contact by administrator

2nd	ISS/OSS up to 5 days, police will be contacted, parent contact by administrator
3rd	Alternative placement, police will be contacted, parent contact by administrator
Tobacco, Smoking, Vaping	
1st	ISS/OSS up to 3 days, police will be contacted, parent contact by administrator
2nd	ISS/OSS up to 5 days, police will be contacted, parent contact by administrator
3rd	ISS/OSS up to 10 days, police will be contacted, parent contact by administrator
Vandalism	
1st	ISS/OSS up to 3 days, parent contact by administrator, pay/repair damage, police will be contacted
2nd	ISS/OSS up to 5 days, parent contact by administrator, pay/repair damage, police will be contacted
3rd	ISS/OSS up to 10 days, parent contact by administrator, pay/repair damage, police will be contacted, may move to expulsion hearing
Gang Behavior	
1st	ISS/OSS up to 3 days, parent contact by administrator, police will be notified and student(s) may be cited.
2nd	ISS/OSS up to 5 days, parent contact by administrator, police will be notified and student(s) may be cited, alternative placement
3rd	ISS/OSS up to 10 days, parent contact by administrator, police will be notified and student(s) may be cited, will move to expel
Drugs & Alcohol	
1st	ISS/OSS up to 10 days, police will be contacted, parent contact by administration
2nd	ISS/OSS up to 10 days, police will be contacted, parent contact by administration, alternative placement
3rd	ISS/OSS up to 10 days, police will be contacted, parent contact by administration, may move to expel
Extortion/Blackmail/Unlawful Coercion	
1st	OSS up to 10 days, parent contact by administrator, police will be contacted, will move to expel
Arson	
1st	OSS up to 10 days, parent contact by administrator, will contact police and fire marshal, will move to expel
Bomb Threats or Use/Possession of Explosive Incendiary Devices	
1st	OSS up to 10 days, parent contact by administrator, police will be contacted, will move to

	expel
Breaking and Entering/Burglary	
1st	OSS up to 10 days, parent contact by administrator, police will be contacted, will move to expel
Weapons on School Grounds	
1st	OSS up to 10 days, parent contact by administrator, police will be contacted, will move to expel