

# Sky View Middle School

## *Home of the Falcons*

### Student Handbook 2019-2020

Dear Sky View Falcon,

Congratulations, you are a member of this amazing school! Sky View provides a safe, nurturing, rigorous Academic Culture where all students are valued and given opportunities to grow. Our greatest strength is a fantastic staff that provides an excellent education, terrific clubs and social opportunities, and outstanding extra-curricular activities. Information in this handbook describes who we are, what we do, and what it means to be a Falcon.

Preparing students to be healthy, educated, successful members of the community is Sky View's mission. To do this, we provide an Academic Culture with the following expectations:

#### Do Things the Falcon Way!

Be Safe  
Be Respectful  
Be Responsible

Do Your Best  
Work Together  
Be Aware

We operate under the Positive Behavior Support System, which emphasizes school-wide behavior norms for students, staff, and parents.

Specific expectations for students are clearly explained in this handbook. You are expected to know and abide by Sky View expectations at all times.

The staff works hard to provide students with many fun and challenging opportunities. Make the most of them!

*Scott Olszewski*  
Principal

*Brian Uballez*  
Assistant Principal

# TABLE OF CONTENTS

<b>District Calendar</b>	3	<b>Attendance</b>	17
<b>School Map</b>	4	Attendance Policy	
<b>Who to Contact</b>	5	Prolonged and Pre-Arranged Absences	
<b>Keep it Simple</b>	6	Ways to Avoid Being Tardy	18
<b>Daily Schedules</b>	7	Attendance Expectations	19
Bell Schedules		Consequences for Unexcused Absences	
Holidays and No		<b>Athletics &amp; Activities</b>	20
School Falcon Time	7	Information and Expectations	
Alternate Schedule		Athletic Regulations	
<b>Academic Program</b>	9	Athletic Eligibility	21
Academic Excellence, Honor Roll		Academic	
Grading, Grade Point		Accountability	
Average Report Cards		Assemblies	
National Junior Honor Society	10	<b>Positive Behavior Support</b>	22
President's Educational			
Awards			
8 <sup>th</sup> Grade Accountability Program		<b>Sky View Rules &amp; Expectations</b>	25
<b>Student Life</b>	11	Rules and Consequences	
Homework		Student Management	
k		Procedure Lunch Detention	
Textbooks		Suspensions, Expulsions	
Fines, Medication			
Library Media Center	12	Serious Misconduct, Crimes	26
Computer and Internet		Responding to Bullying,	
Use		Harassment	
Counselin	13	Cafeteria Manners	28
g Visitors		Hallway Expectations	
Lockers		Bicycles &	
Field Trips		Skateboards	
Lost and Found		Electronic Devices	29
Lunch Program			
Student Body		Hats and Head Coverings	
Cards Telephone		Horseplay	
Use		Do the Right Thing	
Physical	14		
Education Gym			
Rules			
Emergency Procedures	15		
Student Emergency			

School Hours for the 2019-20 School Year										
<b>Elementary Schools</b> M, T, Th, F: 8:00 a.m. - 2:30 p.m. Wed: 8:00 a.m. - 1:00 p.m.					<b>Middle Schools</b> M, T, Th, F: 8:45 a.m. - 3:40 p.m. Wed: 8:45 a.m. - 2:00 p.m.					<b>Bend, Mt. View &amp; Summit High Schools</b> M, T, Th, F: 8:45 a.m. - 3:45 p.m. Wed: 8:45 a.m. - 2:05 p.m.

	M	T	W	Th	F		M	T	W	Th	F	
July-19	1	2	3	Independence Day 4	5		No School 30	No School 31	New Years Day 1	No School 2	No School 3	January-20
	8	9	10	11	12		6	7	8	9	10	
	15	16	17	18	19		13	14	15	16	17	
	22	23	24	25	26		MLK, Jr. Day 20	21	22	23	24	
	29	30	31	1	2		27	28	29	30	All Schools: No School 31	
August-19	5	6	7	8	9		3	4	5	6	7	February-20
	12	13	14	15	16		10	11	12	13	14	
	19	20	21	22	23		Presidents' Day 17	18	19	20	21	
	New Teachers 26	District In-Service 27	Building In-Service 28	Work Day 29	Work Day 30		24	25	26	27	28	
	Labor Day 2	No School 3	First Day 1-9 4	First Day 10-12 5	First Day All K 6		2	3	4	5	6	
September-19	9	10	11	12	13		9	10	11	12	13	March-20
	16	17	18	19	20		16	17	18	19	20	
	23	24	25	26	27		No School 23	No School 24	No School 25	No School 26	No School	
	30	1	2	3	4		30	31	1	2	3	
	7	8	9	10	11		6	7	No Elem 8	No Elem / No MS 9	No Elem / No MS 10	
October-19	14	15	16	17	18		13	14	15	16	17	April-20
	21	22	No Elem 23	No Elem / No MS 24	All Schools: No School 25		20	21	22	23	24	
	28	29	30	31	1		27	28	29	30	1	
	4	5	6	7	8		4	5	6	7	8	
	Veterans Day 11	12	13	14	15		11	12	13	14	15	
November-19	18	19	20	21	22		18	19	20	21	22	May-20
	No School 25	No School 26	No School 27	Thanksgiving 28	No School 29		Memorial Day 25	26	27	28	29	
	2	3	4	5	6		1	2	3	4	5	
	9	10	11	12	13		8	9	10	Last Day of School 11	12	
	16	17	18	19	20		15	16	17	18	19	
December-19	No School 23	No School 24	Christmas Day 25	No School 26	No School 27		22	23	24	25	26	June-20
							29	30				

**Class of 2020 Graduations**

Summit High School: June 4, 2020 @ 7:00 p.m.

La Pine High School: June 5, 2020 @ 7:00 p.m.

Mt. View High School: June 6, 2020 @ 10:00 a.m.

Bend Senior High School: June 6, 2020 @ 3:00 p.m.

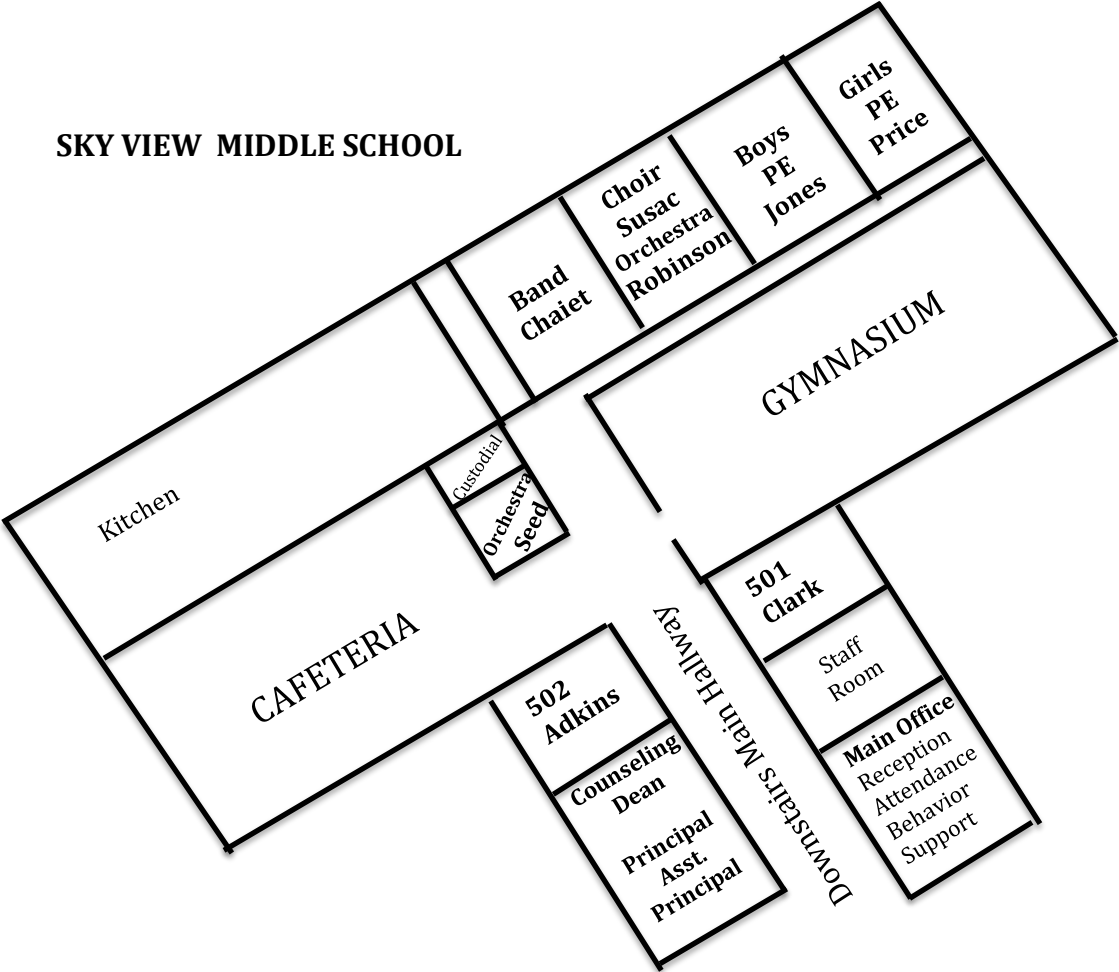
Marshall High School: June 8, 2020 @ 7:00 p.m.

School Improvement Early Release
No School / Work Day
No School
Holiday

approved: 6/21/2019

updated: 7/18/2019

SKY VIEW MIDDLE SCHOOL



Upstairs Commons

403 Mooney	404 Huddart	405 Roberts	406 Eason	303 Young	302 Wenndorf	301 Child
402				304 Philiben	305 Kennedy	306 Prevenas
401 Havemann Titus Sato						
203 LaDuca	204 Seguin, D.	205 Dicharry	206 Hancock	103 Koike	102 Tian Detention	101 McAvoy
202 Seguin, B.				104 Schelske	105 Ulit	106 D. Smith
201 Weigle						
						Life Skills Wicker

Downstairs Main Hallway

					Life Skills Wicker
					Media Center Houle
				Student Lounge	
					Collins / FAN
					Art Room Sanders
					Tech Wognild
					Tech Lab

# SKYVIEWMIDDLESCHOOL CONTACTS

## Attendance – **355-7710**

Parents, please call by 10:00 a.m. if you need to report an absence due to illness or emergency.

### Go to Attendance...

- ❑ If you have a note from your parent to leave during the school day
- ❑ If you forgot your lunch
- ❑ If you forgot your instrument
- ❑ If you forgot your backpack, athletic equipment, etc.
- ❑ If you are sick or injured (get a pass from your teacher first)
- ❑ If you lost something small or valuable
- ❑ If you need to change emergency contact names and/or numbers, employment information, or medical information

## Main Office – **355-7600**

- ❑ If you wish to discuss an incident that occurred at school
- ❑ If you wish to leave a message for a teacher
- ❑ If you need to make an appointment with an administrator
- ❑ If you need to pay a fee or fine

## Counseling and Student Services – **355-7700**

- ❑ If you need assistance with your class schedule
- ❑ If you need to make an appointment with a Counselor or the Dean of Students
- ❑ If you need help with academic, personal, or social problems

## Transportation (Bus Barn) – **355-5700**

## Family Access Network (FAN) – **355-7715**

## Anonymous Text A Tip Line to the School Resource Officer – **541-595-8475 (TIPS)**

## Bend-La Pine Schools: [www.bend.k12.or.us](http://www.bend.k12.or.us)

## Sky View Middle School: [www.bend.k12.or.us/svms](http://www.bend.k12.or.us/svms)

## Sky View Middle School Facebook: [www.facebook.com/skyviewms](http://www.facebook.com/skyviewms)

## Weather Delay and Closure information:



# KEEP IT SIMPLE

These are things we remind students about daily:

- ☐ Be on time to all classes.
- ☐ Come prepared to all classes.
- ☐ Follow instructions from all staff members.
- ☐ Do NOT disrupt the learning of others in class.
- ☐ Walk on the right side of the halls/stairwells.
- ☐ Dress appropriately.
- ☐ Passing periods are for gathering materials from your locker, using the restroom and getting a drink of water, NOT for socializing in the hall!
- ☐ No running in the building.
- ☐ No horseplay at school.
- ☐ School is dismissed at 3:40 pm and students need to vacate the campus by 4:00 pm. School is dismissed at 2:00 pm on Wednesday, and students need to vacate the campus by 2:20 pm.
- ☐ The Golden Rule always applies...**"Treat others as you wish to be treated"** as does – **"If you don't have something nice to say, don't say anything at all."**

## KEEP IT SIMPLER...

- **Be Safe...Be Aware!**
- **Be Respectful...Work Together!**
- **Be Responsible...Do Your Best!**

# DAILY SCHEDULES

## SVMS REGULAR DAILY BELL SCHEDULE

Period 1	8:45 – 9:30	(45 min)
Period 2	9:35 – 10:20	(45 min)
Period 3	10:25 – 11:10	(45 min)
Period 4	11:15 – 12:00	(45 min)
1 <sup>st</sup> Lunch	12:05 – 12:35	(30 min)
Period 5	12:05 – 1:50	(45 min)
2 <sup>nd</sup> Lunch	12:55 – 1:25	(30 min)
Period 6	12:40 – 1:25	(45 min)
Period 7 Falcon Time	1:30 – 2:00	(30 min)
Period 8	2:05 – 2:50	(45 min)
Period 9	2:55 – 3:40	(45 min)

## SVMS WEDNESDAY 1:00 PM DISMISSAL \*

Period 1	8:45 – 9:25	(40 min)
Period 2	9:30 – 10:05	(35 min)
Period 3	10:10 – 10:45	(35 min)
Period 4	10:50 – 11:25	(35 min)
1 <sup>st</sup> Lunch	11:30 – 12:00	(30 min)
Period 5	11:30 – 12:05	(35 min)
2 <sup>nd</sup> Lunch	12:10 – 12:40	(30 min)
Period 6	12:05 – 12:40	(35 min)
Period 7	12:45 – 1:20	(35 min)
Period 8	1:25 – 2:00	(35 min)

## 2019-2020 SVMS SCHEDULE

Sep 2	Labor Day – No School
Sep 3	No School-Web Day for 6 <sup>th</sup> Gr Only
Sep 4	First Day of School – Grades 1-9
Sep 5	First Day of School – Grades 10-12
Sep 9	Sky View Open House 6:00-7:30 pm
Oct 23	Conferences – No School
Oct 24	Conferences – No School
Nov 11	Veterans Day – No School
Nov 25-29	No School – Thanksgiving Break
Dec 23 – Jan 3	No School – Winter Break

Jan 6	School Resumes
Jan 20	No School – MLK Holiday
Jan 30	End of Semester
Jan 31	No School – Teacher Work
Feb 17	No School – President's Day
Mar 23-27	No School – Spring Break
Apr 8	Conferences – No School
Apr 9	Conferences – No school
May 25	No School – Memorial Day
Jun 10	Full Day – No SIW
Jun 11	Last Day of School 2:00 Release

**\*Note: School Improvement Wednesdays begin on September 12, 2019 and run through June 3, 2020.  
Students are released at 2:00 pm on those days.**

Falcon Time is a class that all Sky View students will attend four days per week. It's a 30-minute class scheduled every **Monday, Tuesday, Thursday, and Friday**. On three of those days, students have a variety of options for how to spend the time. Students who are in good standing in their Core classes have the opportunity to attend clubs, activities, tutoring, art and music studios, as well as other enrichment activities. Students needing assistance or to catch up on tests or assignments, will attend re-teaching sessions, test make-ups and more. During the fourth Falcon Time each week, students will work with their assigned teacher to set goals, practice organization, reflect on their strengths/areas for growth, as well as practice safety drills and receive lessons about school culture and expectations.

Every day the Sky View office staff devotes hours delivering messages, lunches, musical instruments, gym clothes and other miscellaneous supplies to students. **To minimize disruptions, please make these arrangements with your student prior to school hours.** Middle School students are old enough to assume personal responsibility for their actions and their possessions. For non-emergency items that are delivered to the attendance office, your student's name will be written on our pick-up board in the office. Students have been instructed to check the board during passing periods to see if they have a delivery. This policy allows for fewer classroom interruptions. Thank you for your understanding.

# OTHER SCHEDULES

## SVMS AM ASSEMBLY SCHEDULE

Period 1 (Move to Assembly)	8:45-8:55
Assembly	8:55-9:45
Period 1	9:50-10:30 (40 min)
Period 2	10:35-11:15 (40 min)
Period 3	11:20-12:00 (40 min)
1 <sup>st</sup> Lunch	12:05-12:35 (30 min)
Period 5	12:05-12:45 (45 min)
2 <sup>nd</sup> Lunch	12:50-1:20 (30 min)
Period 6	12:40-1:20 (40 min)
Period 4	1:25-2:05 (40 min)
Period 8	2:10-2:50 (40 min)
Period 9	2:55-3:40 (45 min)

## SVMS PM ASSEMBLY SCHEDULE

Period 1	8:45-9:25 (40 min)
Period 2	9:30-10:10 (40 min)
Period 3	10:15-10:55 (40 min)
Period 4	11:00-11:40 (40 min)
1 <sup>st</sup> Lunch	11:45-12:15 (30 min)
Period 5	11:45-12:25 (40 min)
2 <sup>nd</sup> Lunch	12:30-1:00 (30 min)
Period 6	12:20-1:00 (40 min)
Period 8	1:05-1:50 (45 min)
Period 9	1:55-2:40 (45 min)
Period 9 (move to assembly)	2:40-2:50
Assembly	2:55-3:40

## SMVS TWO HOUR DELAY SCHEDULE

Period 1	10:45-11:20 (35 min)
Period 2	11:25-12:00 (35 min)
Period 3	12:05-12:40 (35 min)
1 <sup>st</sup> Lunch	12:45-1:15 (30 min)
Period 5	12:45-1:20 (35 min)
2 <sup>nd</sup> Lunch	1:25-1:55 (30 min)
Period 6	1:20-1:55 (35 min)
Period 4	2:00-2:30 (30 min)
Period 8	2:35-3:05 (30 min)
Period 9	3:10-3:40 (30 min)

### Principal's Tip

Middle School is a time to develop positive habits. Here are some tips to help you succeed in school (and life):

- ☐ Use StudentVue and Google Classroom to keep track of your assignments.
- ☐ You will learn more effectively if you set aside one hour each day to study, even if you don't have homework!
- ☐ Avoid studying right before going to bed or with distractions such as the TV. Set aside a **specific time and place** to study each day.
- ☐ Write, talk out loud and do other physical movements while you are studying. Don't just stare at the page.
- ☐ Finally, don't procrastinate. Putting off unpleasant tasks is a recipe for failure!



# ACADEMIC PROGRAM

## Academic Excellence

Sky View is a great place to grow both academically and socially! You are encouraged and expected to accept the challenges of your classes by putting forth your best efforts so that quality work becomes the standard for all of your assignments.

## Grading

You will receive a letter grade for each of the classes you take. Grades are based on:

- ☐ Performance on class work and tests
- ☐ Quality and promptness of your homework
- ☐ Grades on special projects or reports
- ☐ Positive participation and group habits

Teachers use the following grading scale to compute grades:

90 – 100%	= A =	4 points
80 – 89%	= B =	3 points
70 – 79%	= C =	2 points
60 – 69%	= D =	1 point
0 – 59%	= F =	0 points



## Grade Point Average (GPA)

The grades for all of your classes will be averaged together to determine your GPA. To calculate your GPA, follow the steps below.

1. Convert each of your grades to GPA points
2. Add up all the points
3. Divide the total number of points by the number of classes you have taken.

This will give you your GPA

Grades reflect students' skills and work habits. All college admissions boards seriously examine students' high school grades (GPA) to help determine which students will be admitted into their institution. Obviously, students with higher grades have a better opportunity to get admitted than students with lower grades. **Start working today to develop the work habits necessary to maximize your learning, and therefore, your grades.**

## Principal's Tip:

The most important thing you can do to get good grades is turning all your work in on time. Not turning in an assignment is far worse than receiving a failing grade. For example, if you do not turn in a 100-point assignment, you will receive zero points. If you turn in an assignment, even late, you will still get some points. To get better grades and not have late assignments hanging over your head, turn in your work on time.

## Report Cards

At the end of each quarter you will receive a report card that shows all final quarter grades up to that point in the year. Concluding dates for quarters are:

November 1, 2019  
January 30, 2020  
April 8, 2020  
June 11, 2020 (last day of school)

# ACADEMIC PROGRAM

## National Junior Honor Society

The National Junior Honor Society is a nationally recognized organization, which recognizes excellence in students and promotes leadership and service for its members. Membership is open to students who meet the required standards in five areas:

- \* Scholarship
- \* Leadership
- \* Service
- \* Citizenship
- \* Character

Standards for selection are established by the National Junior Honor Society of the United States and by the Sky View Middle School chapter. Membership is open to those eighth graders who:

- Maintain a cumulative GPA of 3.5 or higher throughout middle school.
- Behavioral and attendance records will be reviewed and considered during the selection process.
- Submit the teacher recommendation form from 4 core teachers and 1 elective teacher.
- Meet community service and fundraising requirements.

Students will be notified in the winter of their eighth grade year if they are scholastically eligible to begin the selection process. They will receive notification of their selections into the Sky View Chapter of NJHS upon completion of requirements. In the spring of their eighth grade year, a formal induction ceremony will be held at the school to recognize all new members. Students who have questions regarding the selection process or membership obligations may contact the chapter advisor.

Note: Membership in NJHS does not automatically qualify a student for membership in National Honor Society in high school.

## President's Educational Awards Program

The President's Education awards Program recognizes and honors those students who have achieved high academic goals by their hard work and dedication to learning. Eighth grade students are eligible for one of two honors: the **President's Award for Educational Excellence** or the **President's Award for Educational Achievement**. For each award students receive certificates signed by the President, the U.S. Secretary of Education and the Principal.

To be eligible for the President's Award for Educational Excellence, students must earn a 4.0 GPA throughout their middle school career.

Students earning between a 3.5-3.99 GPA throughout middle school are awarded the President's award of Educational Achievement. Awards will be presented to students at the end of the school year.

## 8<sup>th</sup> Grade Accountability Program

At Sky View Middle School, we work to promote student learning in both academic and non-academic areas. In addition to teaching writing, reading, math and other important skills needed to succeed in life, we encourage the development of positive character traits such as personal responsibility. To help prepare for constructive adult living, we teach students the importance of meeting deadlines and following rules. For this reason, we have implemented an 8<sup>th</sup> grade accountability program.

Requirements focus on behavioral success and responsibility with all fines being cleared, and necessary forms completed and submitted by the determined dates. By successfully completing the following requirements, students will be invited to attend the special celebration planned in June for eighth grade students.

**The requirements are as follows:**

1. No suspensions from the first day of semester 2 until the end of the year.
2. All fines cleared (library, textbooks, agendas, athletics, etc.) *Students may have the option to work off fines – contact the front office early if you are interested in this option.*

Students must be on time (not tardy) the day of the eighth grade activities. Students must attend the full day of school the day of the events. We expect students to be on time and attend the full day of school the day after the event as well.

# STUDENT LIFE

## Homework and Study

Students who engage with learning at home after school hours learn more effectively, quickly, and at deeper levels. They come to school with more understanding AND more questions. Students should expect to spend time every evening completing reviewing lessons, completing homework, researching, reading, studying, working on projects, and preparing presentations.

### Homework and Study Responsibilities:

#### Students

- ❑ Use StudentVue and Google Classroom to stay aware of upcoming assignments.
- ❑ Study each school night whether you have assigned homework or not!
- ❑ Set aside a **regularly scheduled study time** in a quiet area without distractions.
- ❑ Manage personal time wisely so that school assignments are complete, accurate and turned in on time.
- ❑ Take the initiative to ask questions and seek help when necessary.
- ❑ Take pride in your learning.

#### Teachers

- ❑ Clearly explain homework assignments. Clearly post assignments to StudentVue and Google Classroom.
- ❑ Communicate questions and concerns with you and/or your parents.

## Homework When a Student is Absent

The day a student returns following an absence, it is the student's responsibility to ask about make-up work. For excused absences (illness, medical issue or family emergency), the student will have the **number of days absent plus one** to make up work. For example, students have 3 days to make-up work when they are absent for 2 days. Students whose absence is unexcused may receive partial credit at the discretion of the teacher. Neglecting to ask for make-up work does not give the student additional time to complete it.

If a student knows in advance of an upcoming absence, the student must prearrange the absence. Homework provided in advance for prearranged absences is due the day the student returns to school. See page 17 for further information regarding Sky View's attendance and absence policies.

## Tutoring

Students are encouraged to set up tutoring with teachers before or after school if they need additional help.

Teachers are available from 8:30-8:45 and from 3:45-4:00 on most days. It is best to pre-arrange a day and time directly with the teachers to confirm their availability.

## Textbooks

Textbooks are issued to students in some classes. Do not write in the textbooks for any reason. It is vandalism if you do. Students will be responsible for covering all textbooks with a non-adhesive book cover for the duration of the school year. You are responsible to pay the school for the damage or replacement cost for any books, materials or equipment you have damaged, lost or stolen. Textbooks are barcoded, so you must return the same one checked out to you to avoid having a book fine.

To avoid damage or loss, treat your textbooks as if they were your own possessions. Be sure your locker locks securely each time you close it. Sky View Middle School is not responsible for lost or stolen textbooks.

## Fines

A student will be put on the fine list if the fee is not paid. Students can also be fined for textbooks, uninsured iPads, library books, sports equipment or musical instruments that are not returned, or for damage/restitution.

## Medication

Medication can be administered to a student during the school day with the **written permission of the student's parents**. This form is available in the Attendance Office. School personnel may dispense medications only if this form is completed prior to when the student needs to take it. **All medication must be in the original prescription or over the counter container and be delivered to the office by the student's parent or guardian.** Prescription bottles must have current date (not expired) and be clearly labeled by the prescribing doctor. Medication may not be stored in student lockers or carried in backpacks; it must be stored in the Attendance/Health office. When a student is planning to be off campus on a school related activity, arrangements must be made in advance for administering medication.

# STUDENT LIFE

## Library Media Center

*The Sky View library's mission is to ensure that students are effective users of information and life-long readers*

The library is open from 8:30a – 4:00p except on Wednesdays, when the hours are 8:30a-2:00p. No food or drink is allowed in the library. Students may check out THREE LIBRARY ITEMS AT A TIME. While there are no fines for overdue books, students are responsible for items checked out to them and must pay for lost or damaged items. Students with overdue books may not check out other materials until the overdue is cleared.

During class periods, individual students coming to the library need a pass from a classroom teacher. Lunchtime library passes can be obtained from the library or from a teacher. When in the library, students are expected to work quietly and independently.

The library subscribes to several Internet information services including World Book Online, EBSCO magazine database, and Student Resource Center.

The media manager is available to answer questions and provide help.



## Internet Usage

The Internet is for school use or acceptable personal use. Students not obeying these rules may lose the privilege of using computers and/or be placed on an iPad Restriction Plan. Rules for Library computer use are in addition to the agreements for iPad use, found in the Bend-La Pine Schools' Acceptable Use Policy.

Access to the Internet will enable you to explore thousands of libraries, databases, museums and other information.

### Basic Rules-

1. No playing video games.
2. No visiting chat rooms.
3. No visiting websites that promote anything illegal, violent, or pornographic.
4. Print only when absolutely necessary.

Sky View has a filter system, however, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. Stay away from them! Be very careful if you open any links.



# STUDENT LIFE

## Counseling Services

Mr. Boehme and Mrs. Holler are available to help students with personal, academic and social problems. They also assist students with schedule changes. Students must complete a request for an appointment during breaks or lunch to schedule a meeting. Students will be notified of their appointments at a later time. When emergencies arise, services are immediately available.

## Visitors

Your parents are invited to visit our school. We ask parents to make arrangements at least one day in advance of classroom visitations and to sign in at the front office on their arrival. Please wear a visitor badge. Your parents are also invited to have lunch with you. They do not have to make an appointment for lunches. All visitors must check in at the Main Office. Students are not allowed to bring student guests to the school during the school day or to the school sponsored socials. This is District policy.

## Lockers

All students are assigned a locker at the beginning of the school year and a PE locker when in PE. To prevent problems do not share your locker with other students, and never give anyone your locker combination. Turn the dial of the lock after closing the locker and be sure the door is completely closed. Do not leave money or other valuables in your locker and immediately report if you have a problem or a loss of possessions. Sky View Middle School is not responsible for lost or stolen items. After the class bells ring no student should be at his or her locker without a hall pass. Anyone involved in writing on lockers or vandalizing lockers will receive disciplinary action and will be expected to pay for damages. Students should not jam or rig their lockers to prevent them from locking. If a student is aware their locker does not lock securely, they must report the concern to the attendance office immediately. All students should keep their lockers clean and neat. School and government officials may search lockers at any time when a reasonable suspicion exists. Sky View Middle School will also, on occasion, have trained drug dogs on campus from the County Sheriff.

## Field Trips

Notification that includes the types of activity, expenses and time of field trip will be sent home to your parents in advance. A permission form signed by your parent/guardian is due before you go on the field trip. It is your responsibility to bring a signed permission form to the school. Parents are encouraged to chaperon field trips. Parents involved in chaperoning and transportation are required to follow Bend-La Pine School District volunteer guidelines.

## Lost and Found

These are several ways to avoid losing your things:

- Put your name on all personal belongings-coats, sweatshirts, PE clothes, school supplies, lunch bags, musical instruments and school projects.
- Develop and follow a system to help you remember things. Everything should have a place and be returned when you are finished with it.
- Do not bring unnecessary items to school; superfluous items clutter your locker and backpack. Backpacks must be stored in your lockers until the final bell at the end of the school day.
- Check the lost and found cart in the cafeteria for lost items and check with the Attendance Office for valuables.

All unclaimed items are donated to a charitable organization monthly.

## School Lunch Program

Students can purchase meals in the cafeteria on a daily basis or make prepayments for meals by the week, month or longer from the Nutrition Services staff in the cafeteria. Money placed in your account can also be used for breakfast items sold before the school day. Meals may also be purchased on line by visiting <https://blpay.bend.k12.or.us>

Student cafeteria workers are encouraged. In exchange for helping serve meals, students earn a free meal.





# STUDENT LIFE

## Physical Education

*A sound mind in a sound body is a short but full description of a happy state in this world.*

*~John Locke (1632-1704)*

Even in the seventeenth century people knew that healthy people live longer and live better. A study of over one million fifth, seventh and ninth graders show that the most physically fit students perform better academically. Both the State of Oregon and the Bend-La Pine School District recognize the importance of sound bodies for students. All Sky View students participate in physical education classes on a regular basis. The only exception will be when students are assigned to health class, approximately 9 weeks of health will be integrated into each student's P.E. grade.

At Sky View, we take full advantage of our P.E. classes by abiding by the following:

### Expectations:

- Daily attendance, full participation and appropriate dress.
- Respect others' rights and responsibilities.
- Demonstrate teamwork and sportsmanship
- Understand and strive for a higher level of physical fitness at all times.
- Develop and use lifelong skills and attitudes.

### PE Dress Code:

All students will be required to change from their regular school clothing into a Sky view P.E. Uniform. The uniform consists of blue shorts and a grey T-shirt. A Sky View logo shorts/shirt set may be purchased for P. E. along with sweatpants and sweatshirt. If purchasing a uniform is difficult due to financial concerns, a loaner shirt and shorts will be provided.

Shoe policy: the PE Staff requires all the students to have an athletic style shoe with a non-marking sole. Unacceptable shoes include skate shoes that don't tie, boots, sandals, flip-flops and/or slippers. If the wrong type of shoe is worn, the student will not be allowed to participate for that day and a consequence will be given.



### Locks and Lockers:

Students will be assigned a P.E. Locker for their mandatory P.E. uniform and shoes (This is separate from their school locker) in order to change from their regular school clothing into a Sky View P.E. uniform. One lock will be provided for each student.

- Students should not share locker or combinations.
- Students are responsible for all items kept in their P.E. lockers, including but not limited to P.E. uniforms, athletic shoes and socks, towel, pencil, comb, deodorant.
- Students are expected to lock their belongings in their lockers. SVMS is not responsible for lost or stolen items.

### Gym Rules:

- No gum, food or drink is allowed in the gym.
- While participating in PE activities, ONLY LACED athletic shoes may be worn.
- Bleachers are off limits
- Enter the gym only through the locker room doors.
- Absolutely no rough housing or unsafe play in the gym or any other school venue.

### Participation Policy:

Our philosophy for P.E. revolves around the idea that each student will participate 100% of the time. If a student is unable to participate, a note from home is required for them to be excused for that day. If a student needs to be excused for a long period of time, due to a medical reason, a note from their doctor is required.

# STUDENT LIFE

## Staying After School

School ends at 3:40 p.m. Unless you have a supervised activity after school, you must leave the school grounds by 4:00p. After 4:00p, the only students who can be on campus must be supervised in a school-sponsored activity.

When you are staying after school, remember, all school rules and expectations apply as long as you are on campus. Also, please be aware members of the Sky View staff continue to work even after the official student day ends. It makes it hard for us to do our jobs when there are disruptions. Whether you are waiting to be picked up right after school or after sports, please follow these simple guidelines:

- Wait inside the foyer or in front of the school.
- Be seated and use quiet voices and appropriate language.
- Bikes, scooters, skates and skateboards should be used safely and only for transportation (no tricks) at all times.
- Horseplay anywhere on school property, including outside is not allowed.
- Loud noises, playing instruments, and other disruptions are not permitted.

## Dress for Success

School is your workplace. You need to come to school in appropriate clothing just like your parents do when they go to work. Comfortable clothes that allow you to focus your attention on learning and school activities and do not distract others are appropriate. Complete dress and shoes are required at all times. Pajamas, costumes, slippers and beachwear are not appropriate choices.

### Dress and grooming:

The following guidelines shall apply to all regular school activities:

1. Footwear appropriate for school activities must be worn at all times. Footwear standards shall be concerned with health requirements, and with prevention of accidents and injury. Footwear with a hard sole must be worn at all times.
2. Clothing and jewelry should be safe and not include writing, pictures, or any other insignia, which are crude, vulgar, profane, sexually suggestive or which advocate racial, ethnic or religious prejudice, or which depict drugs, alcohol, or illegal activities.
3. No clothing, article of clothing, or manner of wearing clothing which is distracting/disruptive to the educational program shall be worn on campus or at school activities. Student attire is required to be modest at all times (avoiding excessive or inappropriate exposure). All clothing shall be worn in a reasonable manner that does not expose underwear, undergarments, midriffs, or buttocks. Examples include but are not limited to: Sunglasses, pajamas, costumes, excessively short skirts/shorts, pants worn below student's waistline, or overly revealing shirts/tops.
4. For student safety and identification purpose, hoods are to be worn down while inside the building. Other articles that prevent identification (i.e. masks, etc.) are also prohibited.
5. No student shall wear any article of clothing, jewelry, or accessory which, in the opinion of the school building administrator, poses a threat to the physical well-being and safety of the student or others (examples include, but are not limited to; spiked collars, chains etc.).
6. No clothing or any article of clothing (including but not limited to: gloves, bandanas, hats, shoes, shoestrings, wristbands, jewelry, belts, or manner of wearing clothing) related to a group or gang, which may provoke, be patently offensive, or intimidate others shall be worn on school grounds or at school activities. Gang-related clothing may vary and may change from year to year. Consequently, the principal, or his /her designee, shall have the authority to identify and disallow various attire as needed.
7. Teachers and coaches may modify dress requirements to accommodate the special needs of certain sports events and/or classes.
8. Students wearing inappropriate clothing or accessories will be sent to the main office and instructed to modify their attire appropriately. If necessary, students dressed inappropriately will need to call home to acquire appropriate attire. Students who repeatedly wear inappropriate clothing may receive disciplinary consequences.

# In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter



Counter

---

## LOCKOUT! Secure the Perimeter.

### Students

Return inside  
Business as usual

### Teachers

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

---

## LOCKDOWN! Locks, Lights, Out of Sight.

### Students

Move away from sight  
Maintain silence

### Teachers

Lock classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

---

## EVACUATE! Follow Directions

### Students

Leave your stuff behind  
Form a line  
Hand in hand

### Teachers

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured student

---

## SHELTER! Follow Directions

### Students

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat

Shelter methods:  
1. Drop, cover and hold  
2. And seal  
3. In silence

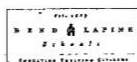
### Teachers

Shelter type  
Shelter method  
Take roll

---

## COUNTER! Defend Yourself!

Only when your life is in danger.





# ATTENDANCE

## Sky View's Attendance Policy

Establishing a good attendance record will help you academically in school and is good practice for when you join the work force. Students who regularly miss school find their learning suffers because many learning experiences in the classroom are often impossible to recreate in the form of homework.

### Under Oregon law (339.065 and District Policy JEA) excused absences:

Regular attendance in each class by every student is expected, unless illness or an emergency exists. If you are going to be absent, your parents are asked to call the school's Attendance Office (355-7710) by 9:00 am.

### Lawful absences include:

1. Illness or injury of student or family member.
2. Medical or dental appointments
3. An unusual circumstance beyond a family's control.
4. An absence is excused if it is imposed or sanctioned by the school.

An absence may also be excused for other reasons where satisfactory arrangements are made in advance of the absence. All other absences including trancies will be considered unexcused.

### Tardies:

If you arrive at school after the 1<sup>st</sup> period class bell, report to the attendance office. Tardiness to periods 2-9 will be addressed by that class period's teacher and administration.

### Excuses:

Upon return to school, students need to present a written excuse from a parent or legal guardian, within 3 days to the secretary in the attendance office. This note should state:

- ☐ The student's first and last name
- The reason for the absence
- Days and dates of the absence
- ☐ Parent's/Guardian's signature

## Prolonged Illness/Absence:

Chronic absences require a doctor's note stating the medical reason why the student cannot attend school. Students who are absent for more than ten consecutive school days for health related reasons may qualify for home tutoring. Please contact an administrator or counselor for information. After ten days of consecutive absences we must, by law, withdraw a student from school.

## Prearranged Absences:

If you know that you will be absent from school, notification from a parent/guardian needs to be given to the Attendance Office 3 days prior to the absence in order for the absence to be excused. Forms to make necessary arrangements are available in the Attendance Office. Students are responsible for getting assignments in advance and for making up all missed work and turning it in on the day they return. Grading and credit for assignments may be altered at the teachers' discretion for prearranged absences.

## Missed School Work

When you are out of school more than two days for an excused absence, make-up work can be obtained from the Attendance Office at 355-7710. Homework is available for parents to pick up 24 hours after the request is submitted.

Students need to work with their teachers for the completion of any work, which is due as a result of an absence. Students will be given the number of days they are absent plus one day to complete makeup work.

## Attendance Area Change Request:

If you are on an Attendance Area Change Request, it may be revoked due to poor attendance, failing grades, and/or misbehavior.

# MORE ABOUT ATTENDANCE

Being on time is a good habit to develop. Teachers take roll and provide instructions at the beginning of each class, so coming to class on time, ready to learn is a courtesy to teachers and classmates. When you are tardy, your teacher must stop what he or she is doing and your classmates must wait while the teacher deals with the interruption.

Arrival to school each morning: The Sky View cafeteria opens to students at 8:15 a.m. Students should plan on arriving at school by 8:30 a.m., but **no later than 8:35 a.m.**

Arrival to class each period: Being on time to class means being in class and ready to learn when the bell rings. **Chronic tardiness can result in consequences including lunch detentions and /or suspensions. Students with two (2) tardies to a class in a two-week period will be referred to administration.**

## Ways to avoid being tardy:

- ✓ **Get to school on time – by 8:30 a.m.** so you have time to go to your locker.
- ✓ Go directly to class. Do not get caught up in socializing!
- ✓ Plan ahead and leave your house earlier during stormy weather.
- ✓ Plan ahead-avoid unnecessary locker stops by taking the necessary materials with you for several classes.
- ✓ If your locker jams, go to your next class and ask your teacher for a pass to fix the problem.
- ✓ If you need to use the restroom or run an errand that will make you late, get a pass from your next teacher first.
- ✓ Get a pass from a teacher if you are held late.

Exceptional and effective school attendance is considered to be at least 90% rate for each student (9 out of every 10 days). Schools are expected to have a minimum of 93% of all students meet this goal. Any student who is absent more than 16 days of school per year will fall below the required minimum.

The State of Oregon recognizes the important role of attendance in students' success in school by including it as an integral part of every school's yearly **Oregon Department of Education Report Card** rating.

Both excused and unexcused absences are recorded in a student's official attendance record. Federal holidays, authorized school absences for field trips, in-school events and school athletics are not counted as absences.

## ATTENDANCE PHILOSOPHY

School attendance is critical to a student's success in the classroom. Due to the importance of student attendance the Oregon's School Report Card make student attendance a cornerstone of their evaluation of schools. It is nearly impossible for a student to completely make-up experiences missed when absent from a class. The value of participating in class activities, interacting with the instructor and peers and feedback received during the class cannot be equaled with make-up assignments. It is important the student and parent realize any excused absence would be taken only with a great deal of discretion.



# MORE ABOUT ATTENDANCE

## ATTENDANCE EXPECTATIONS

Regular attendance in each class by every student is expected unless illness or an emergency exists. If a student is going to be absent for the day, parents are asked to call the school's attendance office by 9:00 am at 541-355-7710.

It is understood students may be absent from class for a variety of legitimate reasons. In order for an absence to be excused it is the responsibility of the parent and student to make contact either by phone or written notification to the Attendance Office. To be excused, an absence must be due to one of the acceptable reasons under Oregon state law. Contact should be made prior to, or on the morning of the return to school. Phone notification or written notes should be received within one day following the student's return to school or the absence will be regarded as unexcused and may be treated as truancy. If there are extenuating circumstances for the failure to make contact, the school may make an exception.

## ATTENDANCE PRACTICES

Oregon law establishes the conditions under which a school may choose to excuse a student's absence.

### **ORS 339.065 Estimates of attendance; irregular attendance; excused absences:**

- 2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

Whenever possible, pre-arranged absences should be arranged at least three days before the student is to be gone so appropriate arrangements can be made with teachers for assignments. **The student's prior attendance and tardy record will be considered in determining if an absence is to be excused by the school.** Patterns of irregular attendance can be grounds for not excusing absences.

## **CONSEQUENCES FOR UNEXCUSED ABSENCES (Bend-La Pine IKAD-AR and ORS 339.010-339.990)**

Oregon State Law requires compulsory school attendance and requires youth aged 7-18 to attend school on a regular basis. Irregular attendance is defined by the State as, "Eight or more half day absences in a 20 day period."

1. When an absence has been determined by the school to be unexcused, teachers may require the student to complete the missed class work, but may deny credit for the work.
2. Repeated irregular attendance is a Class C violation and may be referred to the District Attorney, or other appropriate authority, and could result in a citation of up to \$180 per child.
3. A student may also face expulsion for repeated irregular attendance.

The final determination of whether an absence is excused and the appropriate consequence issued, will lie with the school in accordance with their discipline procedures.



# ATHLETICS & ACTIVITIES

## Sky View Sports Information:

Athletics play an important role in the extracurricular program at Sky View Middle School. The programs offered to our students provide far more than the opportunity to hone athletic skills. Competition in sports teaches Sky View students how to develop inner strength, how to function within a team and how to win and lose gracefully. These athletic endeavors allow our students to promote a sense of self-worth.

It is the goal of the Sky View athletic program for all our student to succeed in their chosen athletic programs, keeping in mind that success means that winning is not as important as participating, having fun and doing your best. Certainly, our athletes play and compete with the intention of winning.

There is a \$40 participation fee for each sport and each athlete must have a current physical on file in order to participate. 6<sup>th</sup> and 7<sup>th</sup> graders need to have a physical no earlier than the summer before both their 6<sup>th</sup> and 7<sup>th</sup> grade year. If an athlete gets a physical during their 7<sup>th</sup> grade year, they do not need one for their 8<sup>th</sup> grade year. Students who need financial assistance to pay for the participation fee should talk to Mr. Jones, Sky View's Athletic Director or their counselor.

### The following sports are sponsored by Sky View:

Fall Season	6 <sup>th</sup> -8 <sup>th</sup> Grade Cross Country
	7 <sup>th</sup> -8 <sup>th</sup> Grade Football
	7 <sup>th</sup> -8 <sup>th</sup> Grade Volleyball
Winter Season	6 <sup>th</sup> -8 <sup>th</sup> Grade Wrestling
Spring Season	6 <sup>th</sup> -8 <sup>th</sup> Grade Track and Field

## Athletic Expectation:

As with any extracurricular activity, all school wide behavioral expectations are enforced when a student is involved in sports at Sky View. Sportsmanship during practices and contests is expected. If a student athlete has been suspended from school, he or she may not practice or play on the days of the suspension. Any missed practice or game time due to academic suspension may lead to further loss of playing time and will be left to the discretion of each coach.



## Sky View Sportsmanship Policy:

Every student athlete is to conduct themselves with good sportsmanship. Good sportsmanship is defined as the creation of an atmosphere of courtesy and fair play toward officials, contestants, and spectators at all such activities.

In the event an athlete is acting or has acted in an unsportsmanlike manner, the athlete will immediately be declared ineligible to participate in any further athletic contests. Further participation will be determined by the principal and athletic director after the following steps have been completed:

1. A meeting with parent, coach, or administrator.
2. An agreed upon plan to prevent this type of occurrence in the future.

Failure to follow this plan or another episode of bad sportsmanship can result in dismissal of student from the team.



## Athletic Regulations:

- Appropriate behavior for all athletes is mandatory at all times.
- Any student, who is suspended from school the week of a contest, will not be able to participate in any contest held that same week.
- Practices or games are not excuses to miss detention.
- Athletes who have been dropped from the team for disciplinary reasons will not be allowed to become a member of any other sport during that season.
- All athletes need to make academics their top priority.
- Athletes are expected to be on time (not tardy) the day of competition.
- Athletes who are sick or too injured to participate in PE classes shall be considered unavailable for an athletic event that same day. You must dress down and participate to be eligible.
- Students shall not be allowed to participate in athletics if they have outstanding fines or other charges due to any school in the district.
- For out of town athletic events, students may ride home with their parent only with a signed not.
- All student athletes must have fun while playing a sport at Sky View.

# ATHLETICS & ACTIVITIES

## Athletic Eligibility

### Important News for High School Athletes:

Middle School students must be aware that their academic progress during their eighth grade year may determine their high school eligibility status at the start of their freshman year. They are required to maintain a minimum GPA of 2.0.

### Academic Accountability:

Sky View has an academic accountability program designed to hold our students accountable in the classroom and in the athletic arena.

**GOAL:** To have every student athlete at SVMS perform in a positive manner in the classroom and in the athletic arena. This program is designed to be inclusive and prepare our students for the expectations they will face in high school.

**PROCESS:** All students must turn grade check cards in by the due date. All teachers will sign this card with your current grade listed. Not turning in this card by the due date will result in a one game suspension.

If a student receives all C's and above on the first grade check, then they will not have to turn in the weekly grade check forms. But, if at any time a teacher notices you slip to a D or lower, they can place you on the weekly grade check plan. If the student athlete receives a D or lower on the first grade check in any class, then they will be placed on a weekly grade check plan throughout the season.

If the student receives an F or NO Pass (NP) in any class, the student athlete will not participate in the next athletic event. The student athlete will be placed on 1 week probation. The student athlete still needs to show up for practice but is not eligible to compete in games.

In order to compete in the next athletic event, the student athlete will need to show they are passing or showing significant improvement on the next weekly grade check sheet in order to participate in the next athletic event.



## Extracurricular Activities:

Students must be in attendance all day to participate in any school-sponsored activity/athletics, musical performances, school socials, etc.

### Assemblies:

Assemblies are for the students and staff at Sky View Middle School. Parents or immediate family members accompanying parents are welcome. Any exception to visitor attendance requires prior administrative approval. To show consideration for others at assemblies, please observe the following guidelines:

- All students/staff will attend assemblies and sit together.
- When dismissed from class, stay with your teacher and class and walk quickly and quietly into the designated assembly area.
- All materials should be left in the classrooms.
- Sit with your class unless instructed otherwise.
- Go up to the bleachers one step at a time to prevent accidents.
- Once the assembly director asks for quiet, please stop all conversation.
- During the assembly, clapping is the only acceptable response from the assembly audience. Whistles, throwing of objects, yelling stomping of feet, etc. are behaviors that do not show consideration of others.
- Remain seated until your class or row is excused.
- The opportunity to attend assemblies is a privilege contingent upon appropriate student conduct. If you misbehave you will be subject to loss of privilege of attending assemblies.

### Events outside of regular school hours:

The following expectations apply to all events after school hours:

- All school rules and expectations apply during school events.
- Students attending must stay for the entire event.
- Your ride must pick you up within 15 minutes after the event. Those not honoring this expectation may lose the privilege of attending the next social.
- Students who receive an in-school or out-of-school suspension in the window of time between events may not be allowed to attend.
- School policy also prevents students who are absent the day of the event from attending.



# POSITIVE BEHAVIOR SUPPORT

Our goal and our three school wide rules are for students to be safe, respectful, and responsible. The outline below describes the expected behaviors in the many areas of our school. During the year, we will be discussing reviewing ways to make SVMS a great place to work, learn, and have fun. The SVMS staff will be helping you to develop and maintain a productive school where positive behaviors are recognized and supported.



## School Wide Expectations

- Report all dangerous situations to an adult immediately
- Book bags and backpacks kept in lockers
- Keep hands and feet to yourself AT ALL TIMES
- G-Rated language at school
- Keep hands and feet to yourself AT ALL TIMES
- Speak to others with respect
- Use quiet voices
- Adhere to dress code
- Be on time to all classes
- No public displays of affection



## Hallways, Stairwells, and Balcony

- Walk at all times
- Walk on the right side of the hallway
- Keep hands and feet to yourself
- Arrive to class on time
- Move to commons or classrooms to visit
- No yelling. Use quiet voices
- Halls are G-rated
- Use kind words and actions
- Respect property – yours and others
- Whisper when classes are in session
- Food or open drinks in the hall is prohibited
- Use drinking fountains appropriately
- Use a hall pass during class time
- Use wastebaskets for trash
- Do no “hang out” in the halls during passing periods



## Restrooms

- Flush toilets after use
- Wash hands
- Put paper towels in the garbage
- Give people privacy
- Respect property
- Conserve paper products
- Inform adults of concerns, problems, or vandalism



## Office / Counseling

- Sign in/out at the Attendance office when arriving late or leaving early
- Use appropriate words and actions
- Use quiet voices
- Wait your turn in line
- Report to your teacher before going to the office



## Cafeteria

- Walk at all times
- Report all spills
- Eat only your own food
- Remain seated until dismissed by an adult
- Use quiet voices
- One person per seat
- Use good manners
- Clean up your area
- Stay off the stage
- Wait in line patiently
- All food and drinks must stay in approved eating areas
- Dispose of trash and recyclables in proper containers



## Bus Area

- Stay on the sidewalk
- Wait in line patiently
- Use kind words and actions



## Library

- Walk at all times
- Keep all four chair legs on the floor
- Handle materials with care
- Work individually
- Use a quiet voice
- Clean up the area and push chairs in when leaving
- Return books to their correct place
- Wait in line patiently and quietly
- Ask for assistance from Media Manager

- Return books on time
- Keep food and drink out of the library
- Use computers responsibly



### Assemblies

- Maintain clear aisles
- Wait for dismissal instructions
- Arrive and leave in an orderly fashion
- Keep hands and feet to yourself
- Listen responsibly
- Show appreciation appropriately
- Sit quietly during presentations
- Use appropriate words and actions



### Detention Room

- Keep hands and feet to yourself
- Use chairs and tables appropriately
- Clean up your area before leaving
- Sit quietly
- Work on assignments
- No phones



### Lockers

- Open and close quietly and carefully
- Keep lockers clean
- Do not touch others' lockers
- Use only your locker
- Use temporary and appropriate decorations inside only
- Do not jam or rig to prevent it from locking
- Report locker issues to the attendance office
- Keep lockers organized
- Keep combination confidential



### Gym

- Be a team player
- Include everyone
- Encourage others
- Hands and feet to yourself at all times
- No food or drink in the gym area

- Bleachers are only used with permission
- Gym is used only with supervision
- Use appropriate volume of voice
- Wait your turn in line
- Show good sportsmanship
- Use equipment appropriately and with care
- Return equipment to designated area



### Office Phone

- Emergency use only
- Wait in line patiently
- Use appropriate phone voices
- Call parent or guardian only for emergency reasons



### Fire, Earthquake and Lockdown Drills

- Stay with an adult at all times
- Walk safely and silently
- Keep hands and feet to yourself
- Stay on the correct route
- Walk around the bushes
- Stay on the walkways when possible
- Find a safe place as quickly as possible and stay there
- Stand silently
- Listen and follow directions



### Scooters, Bicycles, Skateboards, and Rollerblades

- Wear a helmet
- Ride very slowly when on campus
- Respect other peoples' property
- Obey school signs
- No riding in front of the main entry where cars drop off students in the morning

# SKY VIEW RULES & EXPECTATIONS

## Rules and Consequences

Students are responsible for their conduct at school, while traveling to and from school, and during school-sponsored events. Consequences for misbehavior depend upon the severity of the misbehavior and the student's history of conduct. If a student demonstrated excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential action will be more severe.

## Student Management Procedures

Disciplinary actions are taken with the aim of changing negative behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. Various counseling and disciplinary measures are used by school personnel to correct behavioral problems. However, when attempt at remediation fail, or in cases of serious rule infractions, suspension and expulsion may be enforced.

### Detention/Loss of Privileges:

- Detention and/or suspension removes students from their normal schedule. The student is assigned to a separate, supervised environment away from usual school activities and/or limited access to a particular area at Sky View including use of the school bus.
- Loss of privileges may include denied use of specific school equipment, attendance in extracurricular activities and/or limited access to a particular area at Sky View including use of the school bus.
- Students will be notified of detention or loss of privileges, including charges of rule violation(s) and the date(s) and length of the detention or loss of privileges.

### Lunch Detention:

- Be seated in the lunch detention area at the start of the lunch period.
- Bring schoolwork or a book to read.
- Work independently-absolutely no talking.
- Detention will be doubled or increased consequences issued for students who do not show up, arrive late, talk or do not use their time wisely.
- NO PHONES



## Suspension (in or out of school):

- A suspension is determined by the school administration after reviewing available information and temporarily removes a student from attending classes for up to 10 days.
- Parents and students will be notified of the suspension - including charges of rule violation(s) and the date(s) and length of the suspension.
  - The length of the suspension will be determined by the severity of the act and the student's history of conduct.
- Suspended students may not participate in extracurricular activities or come on campus during the term of suspension without written approval by the school administration.
- Students are responsible for completing all academic work missed due to suspension.

## Searches & Confiscation:

- General search of school properties assigned to students for their use may occur at any time. In cooperation with local law enforcement agencies, drug dogs (CODE) may be used during the school day or at school activities. Items belonging to the school as well as illegal items (weapons, drugs, alcohol, firearms, etc.), may be seized. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal.

## Expulsion:

- Expulsion is the termination of a student's right to attend classes, school activities or be on Sky View property.
- After review of pertinent information, and a meeting with the student and parents, expulsion will be recommended by the school administration to the superintendent.
- Parent and students will be notified of the expulsion in writing including charges of rule violation(s) and an expulsion hearing will be scheduled.

## Citations:

- Students are subject to national, state and local laws. When it appears a student commits a crime at school, the administration will inform the Bend Police and an investigation will be conducted. Based upon the results of the investigation, the student may be cited by the police and recommended to juvenile court authorities.

## Restitution:

- The student may be required to assume responsibility for restitution of lost or damaged materials, equipment or other school or personal property.
- Restitution may be monetary or through work/community service as determined by the school administration. Restitution may occur in conjunction with any of the above disciplinary actions.



# SKY VIEW RULES & EXPECTATIONS CONTINUED

## Referral Forms:

Students who do not conform to school rules may be referred to school administration.

The behaviors listed on the next two pages are deemed inappropriate for students attending Sky View Middle School. The lists are not exhaustive and situations not listed will be handled at the discretion of the school administrators in accordance with school policy and established procedures. The administration reserves the right to treat each case on an individual basis and administer consequences accordingly.

### Board Policy-Student Conduct and Discipline Code JG Section: Students

A primary focus of the district is to provide a suitable educational environment for students of the district. Students shall pursue their prescribed course of study, comply with the written rules of the district, submit to the lawful authority of teachers and district officials and conduct themselves in an orderly manner.

Students shall be liable to discipline, suspension or expulsion for misconduct.

A student code of conduct, developed under the leadership of the district administration and in cooperation with the staff, will be made available to parents and students and enforced in the school.

**Expulsion, police citation, safe school assessment, and/or extended out of school suspension may be recommended on the first offense for the following crimes:**

## Alcohol, Marijuana, Dangerous and/or Imitation Drugs:

Using, possessing, selling, distributing or being under the influence of alcohol, drugs, other intoxicants, imitation drugs, or possessing any drug paraphernalia. A dangerous drug is defined as any drug obtainable, with or without a prescription, that has been used in a manner dangerous to the health of the user.

## Arson:

Starting a fire at school or using fire to destroy or attempt to destroy property.

## Assault:

Intentionally or recklessly causing physical injury to another.

## Defiance of Authority:

Refusal to follow the reasonable requests of Sky View staff. This includes inappropriate or rude behavior and refusal to state one's name to staff when asked.

## Disorderly Conduct:

Purposeful disruption or obstruction of the normal functioning of school through violence, defiance, force, noise, coercion, threats, intimidation or other aggressive behaviors.

## Extortion:

Obtaining money, goods or favors from another person by threats or intimidation.

## Fighting:

Fighting is strictly prohibited. Fighting is defined as any physical contact that might result in injury to another person. This also includes any provocative action or speech by participants or spectators, which has the result of escalating or prolonging the conflict. Examples include, but are not limited to – yelling, taunting, shoving, spreading negative rumors, promoting conflict, or recording the incident. Students must walk away from conflicts that could lead to fighting.

## Harassment/Intimidation:

Includes verbal, physical, electronic or written abuse which insults, ridicules, threatens, bullies or otherwise torments another person. \* District Policy (Code JFCFA/GBNAA-AR) states that "Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff, or third parties is prohibited, and will not be tolerated by the district."

## Lewd Conduct/Obscenities:

Indecent exposure and/or use of obscene or profane language whether spoken, written or gestured. This includes use of sexual innuendo.

## Sexual Harassment:

It may be verbal, visual, written, electronic or physical in nature and includes unwelcome sexual advances, requests for sexual favors and/or physical touching. More subtle forms of harassment such as posters, cartoons, caricatures and jokes of a sexual nature are also prohibited.

## Theft:

Taking, giving, or receiving property that does not belong to you or being in the possession of a stolen item or property reported lost or missing.

## Unlawful Entry:

Forceful, unauthorized or illegal entrance onto school grounds or into school buildings or classrooms (including searching or looking into faculty desks, closets or files.)

# SKY VIEW RULES & EXPECTATIONS CONTINUED

## **Vandalism:**

Damaging or defacing (including graffiti) school or private property, lockers, walls, bathrooms, etc. Altering material that does not belong to you including computers, computer programs and disks. The student and the parents of the student may be liable for the amount of the assessed damages.

## **Weapons:**

Possession, handling, use, or transmission of any object that is considered a weapon or a look-alike weapon. Weapons include but are not limited to firearms, knives, metal knuckles, clubs, poisons or explosives of any kind. Potentially dangerous objects such as bats, slingshots, chemicals of any kind and fireworks will also be considered weapons.

**The following behaviors may result in detention, loss of privileges and/or suspension on the first offense; serious or repeated offenses may result in recommendation for expulsion.**

## **Cheating/Plagiarism:**

Using unauthorized material for a test, quiz or assignment, presenting material that is not your own work; talking for any reason during an examination; looking in the direction of another student's paper during an exam; or providing answers to someone is strictly prohibited. No credit will be given for any exam, assignment or project on which a student cheated.

## **Dress Code Violations:**

Appropriate attire must be worn at all times. Refer to dress code guidelines.

## **Forgery:**

Willful use of a forged document, including signing a parent's or staff member's name to a note, pass or referral.

## **Gambling:**

To wager money or anything of value on the outcome of a game, contest or other event.

## **Inappropriate Displays of Affection:**

Physical contact of a romantic nature such as sitting on someone's lap, intimate hugging, or holding hands.

## **Inappropriate Behavior in the Classroom:**

Any behavior that interferes with the learning process or interrupts the right of another student to learn or a teacher to teach.

## **Littering:**

Failing to dispose of trash in the proper manner.

## **Lying:**

Making any false or misleading statement or leaving out critical information—before answering a question for a Sky View staff member, carefully consider the answer. Lying will compound the consequence.

## **Misbehavior on the School Bus:**

Not following the bus driver's instructions governing riding the school bus may forfeit the student's right to ride the bus.

## **Tobacco, e-cigarettes, Vape pens:**

Sky View is a tobacco-free and nicotine-free campus. The use and/or possession of tobacco in any form (including chew) is strictly prohibited, as is the possession, distribution and use of e-cigarettes, vape pens, or any device that can be used for the delivery of nicotine products.



# SKY VIEW RULES & EXPECTATIONS CONTINUED

## Cafeteria Manners & Etiquette:

- Use a quiet voice.
- Stay seated unless on your way to the trash or kitchen.
- Clean up your own mess.
- Do not throw anything in the cafeteria.
- Do not play with your food or lunch containers.  
Do not take other people's food or belongings...not even as a joke.
- Respectfully follow the instructions of the adults on duty the first time you are asked.

Students who do not follow simple rules of etiquette will be required to clean the cafeteria or be assigned lunch detention. The library is open for students who get a pass from a teacher or the library in advance of the lunch period.

## Rules for Lunch Period Venues:

- Gym—Play by the rules and most importantly, stay in control of yourself.
- The cafeteria is for socializing not playing. Do not run, chase or use a loud voice.
- Patio area and basketball courts—adhere to adult supervisor's boundaries.



## Cell Phones & Other Electronic Devices:

Students are encouraged to leave items of value at home to avoid possessions being lost or stolen. Sky View is not responsible for items that are lost, damaged, or stolen. Students may be issued discipline consequences for any disruptions to the educational environment caused by an electronic device they have in their possession. At Sky View Middle School we support an Academic Culture that does not allow for cell phones in classrooms, other learning environments, or hallways. Sky View Middle School rules regarding cell phones can be summarized as:

### “Lunch and Lockers”

- Cell phones are to be **stored in lockers** from the time **students enter the building** in the morning.
- Cell phones **remain in lockers until 3:40 pm** (the end of the school day) except during student lunch periods.
- Students may use cell phones during their **lunch period** in the following locations:
  - The Cafeteria
  - The Gym
  - Outside
- Cell phones are not to be seen or heard in hallways or classrooms at any time.

### Communicating with Families

We understand the need for families to communicate with their students during the school day from time to time.

- Students can check their cell phones and communicate with families during their lunch period according to the guidelines above.
- Parents can contact the school at 541-355-7600 with messages for their children when:
  - The message is URGENT and cannot wait until Lunch (in the AM) or 3:40 pm (in the PM).
  - The student does not have a personal cell phone on campus in their locker.

## Hallway Expectations:

Approximately 700 students and staff members move through Sky View's hall during each break. Students should be aware that running and horseplay in our crowded hallways **can result** in injuries. To avoid unnecessary problems, adhere to the following hallway rules:

- Go to a common area or classroom as soon as possible. Do not stop to socialize in the hallways.
- Never run.
- Never participate in horseplay.
- No public display of affection.
- Always keep your hands and feet to yourself.
- Never slam a locker.
- Do not block hallways.
- Use an inside voice.
- Walk on the right side of the hall.
- During class time, students must have a pass to be in the hall.

## Bicycles, Skateboards & Non-Licensed Motorized Vehicles:

Bicycle riders and skateboarders are expected to ride slowly and safely on the Sky View campus, and only for arriving/leaving campus (no tricks). Bikes and skateboards must be locked in the racks in front or back of the school during the school day. You are responsible for your bike or skateboard at all times including when it is in the possession of another student. Non-licensed motorized vehicles, such as go-carts and scooters, may not be ridden on campus. Failure to follow state laws may result in a police citation and violations of the above rules at school may result in a referral.

**What If a Student Breaks the Lunches and Lockers Rule?**

It is our goal not to discipline students for cell phone violations; this is why we are allowing them to check phones at lunch. Violations of cell phone rules are handled in this way:

- 1st Offense: Phone is confiscated and locked away safely in the office until 3:40 p.m. Student is given a verbal warning. Parents are notified.
- 2nd Offense: **Parents are notified and choose from two consequences:**
  - Choice A: Parent picks up cell phone at Sky View, or
  - Choice B: Student is required to turn cell phone in at the office each morning for 5 straight school days.

Cell phones, iPads, and cameras are not allowed in bathrooms and locker rooms. Taking photos or video of anyone at Sky View without their permission is a violation of privacy and is therefore not allowed.





# Sky View Middle School

## Digital Integration Initiative

### What is it?

Digital integration is the use of digital devices - in this case iPads - by students to access educational content. The devices replace or supplement textbooks, are assigned to students for the year, and are used both in class and at home.

### What does look like at SVHS?

- This year, **all SVHS students** are assigned iPads.
- iPads will allow access to online interactive textbooks, many useful applications (apps), as well as lessons, assignments, videos, quizzes, and other resources provided by MVHS teachers.

### What is the cost of the iPad?

iPads will be provided to students free of charge.

### INSURANCE and RESPONSIBILITY

Students are responsible for the iPads issued to them. They are required to cover the iPads, use them appropriately, and protect them from theft or damage.

**ALL DAMAGE** caused by carelessness, vandalism, or accident incurs a flat fine of approximately \$150.00 (unless you have **INSURANCE!**).

**STOLEN OR DESTROYED** iPads are replaced at a cost of \$299.00 to the student and family (unless you have **INSURANCE!**).

For these reasons, we STRONGLY ENCOURAGE all families to purchase **INSURANCE** for their iPad, for \$30.00 per year (**deductible schedule applies**). For the cost of \$30.00, you are protected for damage and theft and your iPad will be protected by a high quality case.

**Insurance is void if iPad cover is not district approved or altered in any way, i.e. front flap is taken off. Can**

### students access inappropriate content?

iPads will have the same internet filters as school computers, *no matter where the iPads are* (home, out of town, etc.). That said, any student who accesses inappropriate content, or uses the iPad to send vulgar or harassing messages will be subject to school discipline and possible legal consequences. We will require training for all students about appropriate use and consequences.

### Acceptable and Appropriate Use:

All students receive iPads after they and their parents **sign and turn in Bend-La Pine Schools' ACCEPTABLE USE POLICY (AUP)**. The AUP booklet explains in great detail the expectations for acceptable, responsible, and appropriate use of student iPads. Further, all students will be given lessons about digital citizenship and acceptable, appropriate, responsible use of digital devices. Students are reminded that **violations of the AUP are subject to disciplinary action consistent with school and district policies.**

### What is my iPad becomes damaged, lost or stolen?

If anything happens to your iPad, go to the **LIBRARY HELP DESK**. There, they will help you with whatever steps need to be taken to repair or replace your device.

### What if my iPad is not fully charged?

This is much the same as coming to school without notebooks, textbooks, or a pencil. If your iPad is not charged, you are not prepared for school. Please get in the habit of charging your iPad