



Shasta Handbook 2023-2024

This Handbook belongs to:

Name: _____

Shasta Mission Statement


We create a healthy learning community that prepares future citizens to be strong academically, socially, and culturally.

Shasta Staff Directory

First	Last	Title	Email	Ext
Tara	Bedney	6th math	tara.bedney@bethel.k12.or.us	3221
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Christopher	Cormier	Educational Assistant	Christopher.cormier@bethel.k12.or.us	
Brady	Cottle	Principal	brady.cottle@bethel.k12.or.us	3237
Melissa	Croker	Lifeskills Educational Assistant	melissa.croker@bethel.k12.or.us	3295
Yazmin	Cruz Nunez	Nutrition Services	yazmin.nunez@bethel.k12.or.us	
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Ryan	Dixon	Choir Director	ryan.dixon@bethel.k12.or.us	3219
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Jesica	Mazziotti	Lifeskills Educational Assistant	jesica.mazziotti@bethel.k12.or.us	3295
Christie	McBride	Media Center Coordinator	christie.mcbride@bethel.k12.or.us	3248
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Walt	Mulford	Educational Assistant	walt.mulford@bethel.k12.or.us	

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Ben	Santa-Teresa	Physical Education	ben.Santa-teresa@bethel.k12.or.us	3227
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Will	Watkins	7th Social Studies	will.watkins@bethel.k12.or.us	3225
Mark	Westphal	7th Resource Room	mark.westphal@bethel.k12.or.us	3206
Becky	White	Office Coordinator III	becky.white@bethel.k12.or.us	3207
Benjamin	Wilson	8th Math	benjamin.wilson@bethel.k12.or.us	3217
Brenda	Yancey	Nutrition Services Coordinator	brenda.yancey@bethel.k12.or.us	3241
TBD		Night Custodian		

Shasta Information

Address	4656 Barger Drive Eugene, Oregon 97402
Phone	Phone: 541-688-9611 Dial by name/extension directory: 541-688-9612 FAX: 541-689-9382
Mascot	Thunderbird
School Colors	Red, White, Blue
Building Hours	Monday-Friday 8:00 a.m. – 4:00 p.m.
Class Time	9:10 a.m. – 3:30 p.m.
School Website	bethel.k12.or.us/shasta 
Supervision	Supervision for students at Shasta is approximately 8:30 a.m. to 3:45 p.m.

Shasta Middle School

2023-2024

Period	Time Schedule
HR	9:10-9:30
1st	9:34-10:24
2nd	10:28-11:18
Break	11:18-11:24
3rd	11:24-12:14
4th	12:18-1:08
Lunch A	12:14-12:46
Lunch B	1:08-1:40
5th	12:50-1:40
Break	1:40-1:46
6th	1:46-2:36
7th	2:40-3:30

Shasta Assembly

2023-2024

Period	Time Schedule
1st	9:10 - 9:51
2nd	9:55 - 10:36
3rd	10:40 - 11:21
4th/1st Lunch	11:25 - 12:06
5th/2nd Lunch B	12:10 - 12:51
6th	12:55 - 1:36
7th	1:40 - 2:21
HR	2:25-2:30
Assembly/Social	2:30-3:30

Shasta Half Day Schedule

2023-2024

Period	Time Schedule
1st	9:10 - 9:35
2nd	9:39-10:04
3rd	10:08-10:33
4th/5th	10:37-11:02
6th	11:06-11:31
7th	11:35-12:00

Shasta Middle School

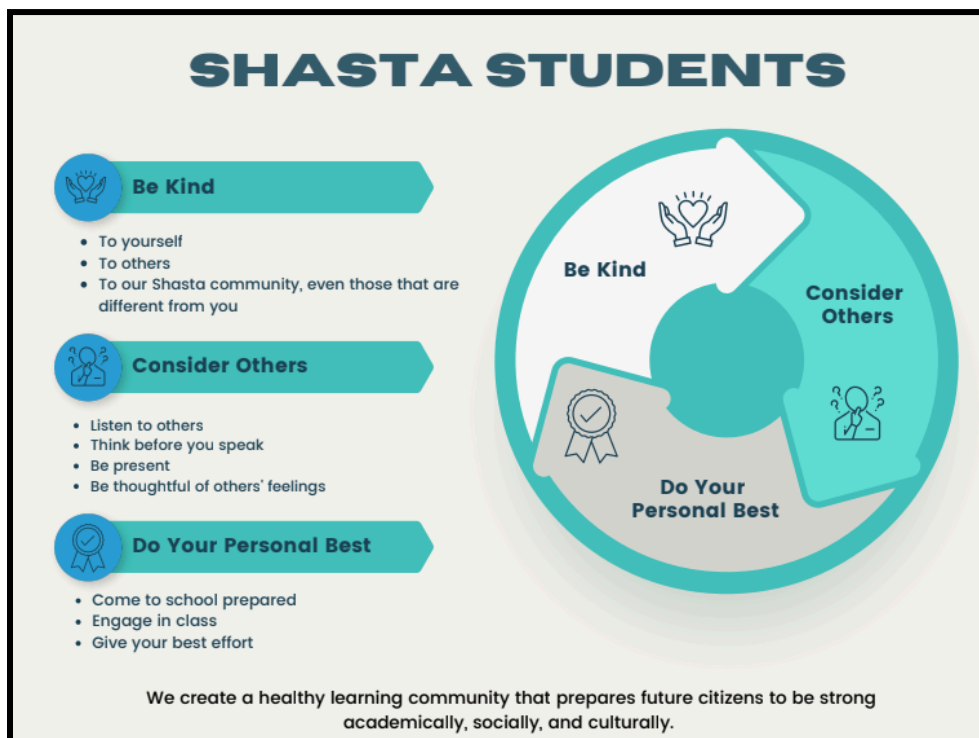
Shasta is a warm and inclusive school that puts students at the forefront of decisions and learning. Working together with our Shasta community, we can create a student-centered school that is supportive and academically challenging.

Our Shasta Mission Statement: *We create a healthy learning community that prepares future citizens to be strong academically, socially, and culturally.*

Shasta is committed to developing and supporting the whole child! In collaboration with Shasta staff, students, and parents, we created a flexible, student centered plan that emphasizes the importance of all stakeholders taking an active role in the development of the students.

Shasta Students

There are three rules at Shasta: Be Kind, Consider Others, & Do Your Personal Best. We teach students common expectations in all locations throughout the school.



Shasta Guardians

Parents and/or Guardians are encouraged to:

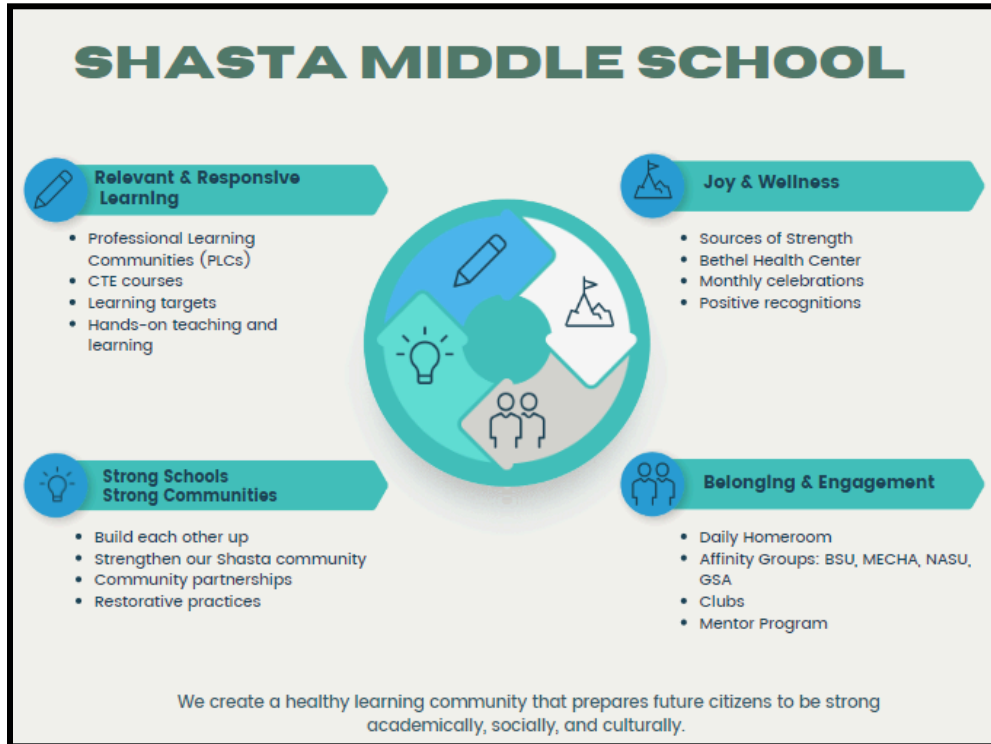
1. Understand and support SMS student behavior expectations.
2. Encourage a positive attitude toward learning.
3. Encourage school success by ensuring attendance and conformance with the rules and regulations of the school and the Bethel School District as required by law.
4. Communicate with the school when they anticipate or see a student learning problem and/or behavior problem developing.
5. Respond in a cooperative and timely manner with the school and staff members in working to solve and/or modify student behavior.
6. Read and discuss the **SMS Handbook** with your student.
7. Use **Home Access Center** to keep updated on students grades, attendance, and behavior.



Four Pillars of Shasta

During the 2022-2023 school year, the Bethel School District developed the Bethel Blueprint in collaboration with staff, students, and families. They collected feedback from more than 4,000 people! Bethel created four strategic priorities. Below is how Shasta will be implementing these

priorities to foster a sense of belonging, celebrate learning, and implement strong and supportive systems.



SCHOOL INFORMATION

Schedule

Our schedule is designed to provide a rigorous academic program, and to provide an elective program centered on the arts and physical education. The school year is divided into three trimesters.

Starting and Ending Times

Classes begin at 9:10 a.m. and dismiss at 3:30 p.m.
Buses will depart at 3:35 p.m.

Office Hours

8:00 a.m. through 4:00 p.m.

Supervision

Supervision begins at 8:30 a.m. and continues until 3:45 p.m. The library and gym will be open at 8:30 a.m. General campus supervision of the



courtyards and walkways begins at 8:30 a.m. Students are to remain in supervised areas and on campus upon arrival.

Security Fences

The security gates open at 8:30 a.m. on school days. At 9:10 a.m. the gates will be locked. After that time, anyone that wishes to enter the school must do so through the front office.

Bike Cages

Bike cages are provided for students to have a secure area for bicycles or skateboards when they are in class. Though the cages are locked throughout the day, students should lock their bikes up as a precaution. Also, helmets are required for 16 years and under. Cages are unlocked at 8:30 a.m. and locked at 9:15 a.m. They are again unlocked at 3:25 p.m. Shasta Middle School is not responsible for stolen or damaged bicycles. Skateboards, rollerblades, skates, and bikes are not to be ridden on school grounds at any time.

Textbooks/Fines:

Basic textbooks are loaned to students by the Bethel School District without cost. Students are responsible for the book issued to them on their card number and are required to pay for loss or damage to that book. Charges may range from \$2 for minor damage up to and including the replacement cost of the book. Refunds for lost books are issued, if books are returned within one year.

Grading Practices:

1. Grades are calculated using 0-100 percentage scale that can be calculated using any number of points
2. Grades (*course grades*) will be reported on Home Access. Teachers will update the gradebook at least twice a month.
3. Shasta will use a grade scale of 80/20 percentage, with 80% of the grade coming from assessments (tests, projects, etc.) and 20% preparatory work (practice assignments, exit tickets, etc.)
4. Students will be able to retake assessments at a minimum of three attempts
5. Late work will be accepted at a minimum of two weeks after due date
6. Extra credit will not be included in the grade

ATTENDANCE

Oregon law requires that all minors between the ages of seven and eighteen years of age regularly attend a full time public school if they have not yet completed the twelfth grade (ORS 339.010). The law further requires persons having control of any minor to send a child to school.

The Bethel School District attendance policy demonstrates our commitment to ensure that each student has the best opportunity for academic, social, and personal success. When schools and

families partner to ensure consistent attendance, students learn critical lifelong skills of responsibility, punctuality, and self-discipline. When students are late or absent, they miss important learning opportunities that are only available in school.

An administrator may also excuse absences for other reasons when satisfactory arrangements are made in advance of the absence [ORS 339.065(2)]. Attending school regularly and being to class on time is important and an expectation for all students. Good attendance and prompt arrival to school is required for students to be eligible to attend a variety of school activities and events. Examples include, but are not limited to: socials/dances, no referral events, off-campus trips, and other activities.

Bethel School District Attendance Expectations

- Students are expected to be at school every day on time.
- The parent(s) or guardian(s) should call prior to the start of school if the student will be absent. The attendance office must be notified within 48 hours of the absence(s).
- Inconsistent or irregular attendance may also result in lower academic grades or lack of earned credit towards graduation requirements.
- **Irregular attendance or habitual tardiness may result in a referral to the Attendance Support Coordinator to create a plan for improvement.**
- Students must be in attendance at school for more than half the day in order to participate in any school activities, after school activities, and evening events.

Excused Absence

Maintaining regular attendance in all assigned classes is the responsibility of guardians and their students. Absence(s) 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 necessary.
3. Emergency situations that require the student's absence.
4. Field trips and school approved activities.
5. Medical/dental appointments. Confirmation of appointments may be required.
6. Other reasons deemed appropriate by school administrators when satisfactory arrangements have been made in advance of the absence.

Unexcused Absence

Any student who is absent will be **unexcused** if any of the following conditions apply:

- The student was truant. Truant is defined as any absence from school without parent consent, or leaving campus during the school day without following district procedures.
- The absence does not meet the requirements to be an excused absence under the Bethel School District policy or regulation.

Ten Day Drop

The state law directs the school district to drop any and all students who have missed 10 consecutive days of school. This law is for the purpose of determining state reimbursement to the school district for students in attendance.

The law and the school's procedure of sending a parent or legal guardian a notice of the student being dropped from school is not an expulsion from school. The student is still expected to attend school, but will need to re-enroll upon their first day back at school. Parents or legal guardians should bring their students to the office to go through the re-enrollment process.

Moving or Transferring

Please notify the office of any change of address or telephone number. Before students transfer from Shasta to another school, a parent or guardian must contact the Records Office Coordinator. A student needs a full school day to check out. If you live in a different school district but want to attend Shasta, you must request a transfer. You can find the transfer request form online under the Bethel School District Website.

Shasta Tardy Policy

Students arriving late to class will be issued a tardy by their teacher. Students arriving late to school must check in with the Records Office Coordinator in the front office for an admit slip. Please call or send a note with the student explaining the reason for the tardy. The following is our school policy around tardiness to school.

- *1st and 2nd Tardy –Warning*
- *3rd Tardy – Citation - Lunch detention*
- *4th Tardy - Referral - 2 Lunch detentions*
- *5th Tardy - Referral - Lunch detention and after school detention*

VOLUNTEERS

Parent volunteers are an integral part of our school. We need help with tasks, such as, health screening, chaperoning field trips and dances, health services, student tutoring, and PTO. If you would like to assist, please call Becky White, Lead Office Coordinator, 541-688-9611.

Background Checks

Prior to parents volunteering or chaperoning, the Bethel School District requires parents fill out a Volunteer Application and Agreement Form online. By filling out the form, parents grant permission to Bethel School District to perform a background check of civil and criminal records to verify any statement made on the application. The district may check such records in an effort to protect students from criminals and criminal activities.

All Volunteer Application and Agreement Forms must be submitted to the district office two weeks prior to the date of the school event or activity.

The volunteer form can be found online at:

<https://kismet.bsd.k12.or.us/for-the-public/?tab=volunteer-portal>

SCHOOL WEBSITE

The Shasta Middle School webpage is updated regularly. Please be sure to check it for current information and events.

The website is located at:

www.bethel.k12.or.us/shasta

Parentsquare

Shasta is using the ParentSquare app to communicate with families about important school events and information.



To join the ParentSquare, go to parentsquare.com/signin. Choose Sign Up/Create Password. Enter the email or the cell phone number that you provided to the school during registration.

You'll automatically receive email notifications from ParentSquare. Please check your junk or spam folders for this information and add ParentSquare to your safe senders list.

Home Access

Home Access allows parents to view their student's attendance, discipline record, grades, schedule, state assessment scores, high school transcript and registration information. It is a secure website; only those with usernames and passwords can access student data. For added security you will be prompted to set up 2 security questions. Tabs across the top have been replaced with an expanded menu tree on the left side of the screen. The feature in the "My Alerts" area allows you to set up and receive an automatic email alert based on a student's grade on an assignment that falls below the percent you choose or higher than a certain percent.



If parents notice incorrect or incomplete information regarding their student on the Home Access Center, they are asked to contact the school office. Parents are also asked to make sure the school has their current email address. As one of the features of Home Access Center is teachers can email parents directly with reminders about upcoming field trips, tests, etc. Parents can also email teachers directly using the hyperlink in the student's schedule.

The overall course grade a parent will see in Home Access Center is a general indicator of their student's performance, and may not reflect the most recent assignments. Teachers upload grades at a minimum twice a month. Parents are encouraged to check online regularly and discuss the grades with their students. Specific grading policies may vary from teacher to teacher, your student's teachers can direct you to their specific grading policies in the child's classroom.

Home Access Center Website:

Go to the Bethel Website (www.bethel.k12.or.us)

Select the Families link at the top, click on "Home Access Center"



Home Access Username and Password

Student Username:

student ID plus first initial plus last name (12345jsmith)

Student Password:

student ID plus birth date MMDDYYYY (1234509051990)

Log off when finished Note: Usernames cannot be longer than 16 characters in order to keep your students' information secure. We cannot walk you through your child's information on the phone. You must come in person and show ID if we do not recognize you as the parent or guardian.

For Parents/Guardians

If you have forgotten your user name or password:

1. Click on Families tab under Shasta or Bethel Website
2. Click on Home Access Center
3. Click on Forget Username or Password
4. Follow the prompts

If you are new to the district:

1. Click on Families tab under Shasta or Bethel Website
2. Click on Home Access Center
3. Click on New to the District? Register for a HAC Account
4. Follow the prompts

FOOD SERVICES

Breakfast Program

Breakfast is FREE and served daily from 8:30 a.m. until 9:05 a.m.

Lunch Program

Breakfast and lunch are FREE for all students! Meals must be eaten in the cafeteria, unless you have a special pass from a staff member. Food and drink items brought from home must be consumed in the cafeteria. Students are encouraged to bring water bottles, but they need to have a closed lid.

Parents may only bring food to school that is to be consumed by their student. Parties, assignments, and events that include food must be approved by administration in advance.

Students With Severe Allergies

We recognize the growing number of students with severe, life-threatening allergies. It is the District's responsibility to develop appropriate health plans for students with severe allergies which detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens.

The district has created a Severe Allergy Handbook that establishes a set of consistent, systemic practices in all Bethel schools. Ask at the Shasta Middle School front office for a copy of the handbook. Please notify our school of any student with a severe, life-threatening allergy so a Severe Allergy Action Plan can be developed. This will help to ensure that Shasta remains a safe and healthy environment for all students.

STUDENT INFORMATION

Chromebooks

Each class has a set of Chromebooks for students to use on various classroom projects assigned by teachers. They are a great tool that enhances students' learning. All students will have a Bethel Google account that allows them to use Google Doc, Sheets, Presentations, etc. Students **may not** check personal email, play games, or chat online. Staff will be closely monitoring student use of Chromebooks, as they need to use them responsibly.

Cell Phone & Electronic Device Policy

Bell to bell, cell phones are off and away (pocket or backpack).

If students bring cell phones or other electronic devices, including headphones or smartwatches, to school, they MUST be turned off and away except during the following designated times:

- Before school (8:30-9:10)
- After school (3:30)
- During breaks (11:18-11:24 and 1:40-1:46)
- During lunch (12:14-12:46 or 1:08-1:40)

Because we allow students to use electronic devices during their breaks and lunch, students need to have them turned off and put away in a backpack or pocket for the remainder of the school day. In general, cell phones may not be used during class time, hallway transitions, or at any location on campus, including classrooms, hallways, Media Center, cafeteria, gym, or restrooms. Cell phones are not allowed after school when performing community service, after school detention, or participating in after school activities. Individual teachers may give permission for students to use cell phones during class time for classroom assignments or individualized behavior support.

Unapproved cell phone or electronic device use could result in device confiscation.

Using electronic devices or cell phones to cyberbully, harass, or threaten other students in any way, will result in confiscation and disciplinary action, as determined by a school administrator.

Using cell phones to record, or to take pictures or videos of other students at school, will result in confiscation and may result in disciplinary action, as determined by a school administrator.

Below is the process if a cell phone or electronic device is confiscated for a violation of the cell phone policy:

- **1st offense** - Cell phone or electronic device will be confiscated. The student will receive a warning and the device will be returned at the end of the class period.
- **2nd offense** - Cell phone or electronic device will be confiscated and taken to the office. The student will be able to pick up the device at the end of the school day.
- **3rd offense** - Cell phone or electronic device will be confiscated and taken to the office, a parent or guardian of the student must pick up the device.



For violations that include harassment/cyberbullying, a disruption to the educational environment, or if the student has repeated minor violations, the student may receive disciplinary action, as determined by an administrator. A parent may need to come to the school to pick up the device. The student may be placed on a cell phone contract for the remainder of the school year. The student may forfeit the right to bring the device to school for the rest of the school year.

If you need to contact your student during school hours, please call 541-688-9611. The school is not responsible for lost or stolen technology.

Personal Property

Shasta encourages students to respect the property of others. We also encourage students to leave large sums of money or articles of real or sentimental value at home. Students should leave at home, all electronic devices, such as, audio devices, cell phones, cameras, tape players or other items that may be disruptive to the educational environment. Please do not bring outside fundraising items to sell during school hours. **Students are responsible for their own property.**

Dress Code

Shasta Middle School expects that all students will dress in a way that is appropriate for the school day. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

Basic Principle:

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear

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

Students May Wear: (as long as these items do not violate the dress code principles outlined in this section)

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps
- Athletic attire

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or items marked with illustrations, words or phrases that have sexual innuendos are vulgar or obscene or promote behavior violating school conduct standards.

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Swimsuits (except as required on field trips).
- Accessories that could be considered dangerous or could be used as a weapon.
- Slippers
- Any clothing, sunglasses, or accessories that cover the eyes or face.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

Students in violation of the dress guidelines will be provided three options to be dressed to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

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

STUDENT CONDUCT CODE

It is essential that the school staff, students, and their families work as a team to achieve the desired educational goals and objectives. When students, by their actions, words, or deeds, violate the standards as set forth in the student conduct and discipline code, there are consequences. The goal of these consequences is to assist students in producing behavioral changes that are necessary to function successfully in educational and social environments. If the consequences are ineffective, then the District may authorize the suspension and/or expulsion.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured to each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline; realize the responsibility of one's actions and to maintain a productive learning environment. All staff

members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the District, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The District will annually record and report expulsion data for conduct violations, as required by the Oregon Department of Education.

Positive Referral

This is for behavior above and beyond Shasta Guidelines for Success and may be presented by any Shasta staff member. Students may receive a positive referral for consistently demonstrating good behavior, turning in work on time, and helping in class or are actively involved in the class process. This may be used as an incentive or reward for improvement.



Academic Awards

Merit Scholar, 4.0 GPA; *Principal's List*, 3.5-3.99 GPA; and *Honor Roll*, 3.0-3.49 GPA. Qualification is determined by GPA and student report card. Each trimester, staff recognize students for their hard work by giving out two awards: *Thunderbird Award* and *Remarkable Student Award*. Thunderbird Awards are given to students that exhibit outstanding citizenship. The Remarkable Student Awards are given to students that are putting forth great effort in the classroom. Students will be recognized at lunch and receive a certificate and goody bag.

End of the Year Turnaround Award

This award is given to the one student who has shown the most academic and/or behavior improvement. Any teacher may nominate a student, and the student is then chosen by school-wide staff approval. The student is honored at a county-wide luncheon with a Shasta teacher, administrator, and family member. The student receives various items of recognition.

DISCIPLINARY ACTIONS

Action will be taken if a student's behavior is in violation of the conduct code. There are consequences for each type of student behavior violation. There are two types of discipline referrals that are written for student behavior violations: minor citation or office discipline referral.

Minor Citation: A written documentation of an incident not serious enough for a referral. However, a referral may be written for a student receiving multiple citations.

Major Office Discipline Referral: Students in violation of the conduct code, a behavioral expectation, or a rule may receive an office discipline referral. Witnessing staff members will write the referral and turn in to the office. An administrator or administrator's designee will meet with the student, investigate, and establish the consequence for the violation.

Administrative Response

When an office discipline referral is received by the office, the administrator dealing with the referral will do the following:

1. Meet with the student indicated on the referral. The student will be informed of the situation and will be given an opportunity to share additional information about the incident.
2. The incident will be further investigated by the administrator, if necessary, by conducting interviews with other students, teacher(s), or witnesses.
3. If the student is found to be in violation of the Shasta Student Conduct Code, then the administrator will select the appropriate disciplinary action and take the appropriate restorative measures to resolve the issue.
4. The student will be informed of the disciplinary action to be taken. The parent will also be notified of action taken.
5. A summary of the incident and action taken will be placed in the student's file, and any required district reports of the incident will be compiled and sent to the Bethel District Office.

Student consequences and restorative actions will depend on the infraction, the student's involvement in the infraction, and the student's prior infractions during the current school year.

Conduct Violations

Students at Shasta may be disciplined for violating behavioral expectations, as well as rules. School rules apply at all Bethel District activities.

Restorative Process

Shasta Middle School will use a continuum of consequences which may include one or more of the following:

Response Level I – Conferences

- a. Conference with the student and staff member to discuss unacceptable behavior and review better choices and/or restorative actions that can be taken to resolve the issue.
- b. Conference with the student and parent/guardian to discuss unacceptable behavior and develop a plan for future behavior.
- c. Official warning to students, which gives the student notice of action to be taken if misconduct is repeated.

Response Level II – In School Action

- a. Age appropriate educational opportunity and/or restorative actions (example: anger management, social awareness counseling, training, meeting with peer(s) or staff, etc.).
- b. Exclusion from extracurricular activities, such as, field trips, dances, assemblies, after school activities, for a specified period of time. Certain disciplinary actions may prohibit students from attending school functions, i.e., a referral for dangerous behavior, weapons or dangerous items, controlled substances, fighting, aggressive behavior, harassment, theft or vandalism will exclude students from designated school functions.
- c. Lunch Detention assigned for one or more days. Lunch Detention is in the Quiet Room.
- d. After School Detention may be assigned for one or more nights. After School Detention is held Monday through Thursday from 3:30 – 4:30 p.m. in Shasta’s Quiet Room. Parents will be notified when their student has been assigned After School Detention.
- e. In-School Suspension may be assigned. Students will be supplied with school work and will be supervised by a staff member in the Quiet Room. Parents will be notified when their student has been assigned In-School Suspension.
- f. Community Service requires the student to work with the custodian or kitchen staff to assist in clean-up of the building, campus or cafeteria. Community Service may be assigned from one to five days, or by the hour.

Response Level III – Out of School Action

Students may be suspended, out of school from one to ten days. Parents will be notified when and why this action is being taken. In addition, every effort will be made to make school work available to the student. While students are suspended, they are also barred from attending any school-sponsored activity or from being on school property without administrative permission. In some situations, the administrator may require a conference with the student and parent prior to the student’s return to school.

Response Level IV – Hearing/Expulsion

There are two options at this level. They include:

- a. **Principal’s Hearing:** This conference is the last step prior to an Expulsion Hearing. The principal meets with the student, parent/guardians, and other appropriate staff members to review attendance, academic and behavior records. Intervention plans are discussed, and a probationary contract will be implemented for the remainder of the

school year. Should this contract be violated, the student may be recommended for an Expulsion Hearing.

- b. **Expulsion Hearing:** If a student has violated a probationary contract from a Principal's Hearing, has committed an offense requiring expulsion under Bethel School District Policy, or evidence indicates the possible need for expulsion in the interest of the health and safety of Shasta students under Oregon Law; an Expulsion Hearing will be requested. The student and parent/guardian will be notified in writing as well as by phone per district policy.

Infraction Definitions

The following definitions are an outline of each infraction and are intended to explain the most common infractions in each category.

Aggressive/Assault: Physical exhibitions of aggression that include fighting, gestures or other actions that promote hostile confrontation or fighting.

Alcohol, Drugs, and Controlled Substance-real or lookalike (possession/use): Using or possessing any illegal drug or drug paraphernalia while on campus or prior to being on campus. Carrying/possessing/consuming prescription, or over the counter, drugs that are not prescribed to the student and are not on record with the school nurse.

Alcohol, Drugs, and Controlled Substance-real or lookalike (sale/distribution): The sale or delivery of (or intent to sell or deliver) drugs or alcohol to another individual while on school grounds or on the way to or from school.

Bomb Threat: Verbal or written comments about explosive devices in relation to school/students/staff.

Cheating/Plagiarism: Copying another student's answers, using technology to gain an unfair advantage, having hidden notes, or allowing another student to copy answers or assignments. In addition, the use of AI software to generate student work is not allowed.

Combustibles/Lighters/Matches: Possessing/using materials that could cause a fire.

Disrespect: The use of offensive words to demonstrate offensive actions that antagonize and/or distract staff or students.

Disruption: Language or behavior which disrupts or interferes with the educational process.

Fire Alarm: Pulling the fire alarm or intentionally setting off a smoke detector.

Forgery/ Impersonation: Writing or giving false or misleading information to school officials by forging a guardian's or another person's signature. Also pertains to electronic or phone communication in which the student pretends to be another person.

Hall Pass Violation: Using a hall pass to go anywhere other than the agreed upon location and/or any time a student leaves a supervised area or classroom without written or verbal consent of the supervising staff member. .

Inappropriate Objects: Items unsuitable for the school/class setting. (Laser pens, toys that cause a disruption, etc.)

Inciting/Encouraging Fight/Conflict: Encouraging a hostile physical or verbal encounter between two or more individuals.

Safety Violation: Putting oneself or others in a dangerous situation.

Skipping/Truant: Failing to attend class without permission.

Theft: The act of stealing; the wrongful taking and carrying away of the personal goods or property of another.

Threat (Verbal, Written, physical): A declaration of an intention to inflict punishment, injury, or bodily harm.

Tobacco: Possession or use of tobacco (includes e-cigarettes and nicotine gum or patches).

Vandalism: Deliberately mischievous or malicious destruction or damage to property: breaking, tagging, defacing etc.

Weapons or Dangerous Items- Real or Lookalike: Possession of guns, knives, utility tools, or any item that may present a hazard to self or others.

1. "Dangerous weapon" - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. "Firearm" - any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device;
4. "Destructive device" – means explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.
5. Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gasses, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

BETHEL DISTRICT POLICY PROHIBITING HARASSMENT, BULLYING, OR CYBERBULLYING

It is the intent of the Bethel School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and duties of people in our diverse

society. Furthermore, it is our intent to promote the principles of equality and human dignity. A learning environment shall be available to all students that is free from verbal, physical, racial, and sexual harassment; intimidation; bullying; and cyberbullying.

Harassment, including intimidation, bullying, and cyberbullying will not be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the district.

Additionally, incidents of harassment, including intimidation, bullying, or cyberbullying that interfere with or disrupt the educational process are prohibited. Therefore, the Board of Directors establishes the following policies to be in place. This policy gives notice to all employees, students, and patrons that all harassment, including intimidation, bullying, and cyberbullying allegations shall be investigated and dealt with quickly and effectively.

Harassment, Intimidation, and Bullying

“Harassment” means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature related to disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

Verbal Harassment

Demearing statements and threats are prohibited.

Physical Harassment

Acts of physical aggression are prohibited.

Racial Harassment

Comments or actions will constitute racial harassment when:

1. An individual uses derogatory terms relating to one’s ethnicity or national origin, or
2. An individual’s action is of a racially offensive nature to cause one to feel demeaned, belittled, threatened, or
3. These comments or actions create a racially hostile environment. The federal definition (Department of Education) of a racially hostile environment is one in which racial harassment is severe, pervasive, or persistent and to interfere with, or limit, the ability of an individual to participate in, or benefit from the services, activities, or privileges provided by the district.

Sexual Harassment

Comments or actions will constitute sexual harassment when:

1. An individual uses derogatory terms related to one's gender or sexual orientation; or
2. An individual's action is offensive in nature to cause one to feel demeaned, belittled, or threatened; or
3. An individual requests unwelcome sexual favors; or
4. An individual makes unwelcome sexual advances that have the purpose or effect of interfering with a student's educational performance or that create an intimidating, offensive, or hostile educational environment.

Gender Identity

The District believes that all students deserve to be safe. Students who express or identify differently than their gender assigned at birth should not experience exclusion, discrimination, harassment, and/or bullying. The District is entrusted by the community to provide a welcoming, safe, and inclusive learning environment for all students which may require support to help ensure their physical, psychological, and educational well-being.

Federal law, Oregon law, and Bethel Board policy require equal opportunity in education, and prohibit discrimination on the basis of gender identity and expression.

The superintendent or designee is responsible for developing appropriate administrative regulations, procedures and/or guidelines for implementation of this policy in order to create a welcoming, safe, and inclusive learning environment for every student; to promote physical and psychological safety of students who express or identify differently than their gender assigned at birth; and to affirm the right of every student to an equal educational opportunity and respectful treatment in their own gender identification and expression.

Cyberbullying

Bethel Board Policy defines cyberbullying as "the use of any electronic communication device to convey a message in any form (text, image, audio, game, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or district property to harass another is prohibited. The following examples of cyberbullying include, but are not limited to:

1. Sending or posting mean, vulgar, or threatening messages or images;
2. Posting sensitive, private information about another person;
3. Targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment.

District Staff Responsibility

Teachers, other staff members, and volunteers who observe students engaging in harassing or bullying behaviors must take action to stop the behavior and report it to an administrator. The administrator will investigate as soon as possible and take appropriate action.

Student Responsibility

Students are expected to follow the standards for student behavior outlined in school board policy and Shasta's Parent and Student Handbook. Students who violate this policy are liable for discipline, suspension, or expulsion following the rules established in Bethel District Policy and in Shasta's Student Handbook. Students are expected to hold their peers and other students to the standards established by this policy and are expected to bring violations to the attention of a teacher, counselor, or administrator.

District Responsibility

The District shall:

1. Provide an educational program that teaches students to be respectful of others in a diverse society;
2. Conduct an annual review of harassment violations and make recommendations for improvement;
3. Ensure sensitive and full investigation of harassment and bullying allegations;
4. Ensure appropriate education and discipline for harassment and bullying violations; and
5. Ensure that a support structure is provided for victims of harassment and bullying.

Reporting Harassment/Investigation/Complaints

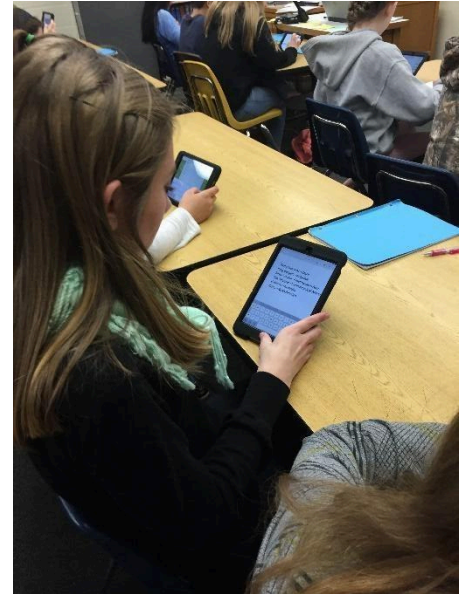
A student or their parents and guardians who believe the student is the object of harassment or bullying shall, at the earliest opportunity, report the incident to a staff member on duty at the time, or to the student's teacher, or to a building administrator. The incident shall be investigated by a building administrator and discipline enforced, as necessary, at the building level. Anyone reporting harassment or bullying shall be free from retaliation. If the complaint is found to be without merit, or cannot be substantiated, all parties shall be so notified. Individuals determined to be guilty of harassment or bullying shall have the right to appeal the determination to the superintendent and the board of directors. Any person found to knowingly make false accusations of harassment or bullying shall be subject to discipline procedures following the rules established in Shasta's Student Handbook.

POLICY ON APPROPRIATE USE OF TECHNOLOGY

Bethel School District provides computers for student use in virtually all classrooms and educational settings. Most of the computers are connected to the district's computer network which is connected to the Internet. Bethel students of all ages may have an account as they wish, as long as they use the network appropriately and responsibly.

The use of the Bethel School District's computer network is a privilege, not a right. Access to the network entails responsibility. Users are required to follow the Appropriate Use Policy. Students are required to read and understand these guidelines before they agree to the User Agreement. The policy states that:

- Users have the intellectual freedom to express opinions as long as that expression does not violate the Appropriate Use Policy or Bethel School District Policy.
- The user is responsible at all times for the proper use of his or her network account.
- Network accounts are assigned to individuals and may not be shared. This means that users are not to let others use their account to access the Bethel Network or the Internet.
- The user will never share his or her password with anyone.
- The user will use appropriate language in network communications. Swearing, vulgarities or any other inappropriate language is strictly forbidden.
- The user will not use, forward, attempt to access material from the network, associated resources such as the Internet that might be considered offensive or inflammatory, or inappropriate in an educational setting.
- The user will change his or her password at least every 40 days. Passwords must include at least one non-alphanumeric character such as an asterisk, pound sign, dollar sign, etc.
- The user understands that network storage areas may be treated like school lockers. From time to time network administrators may review files and communications in the course of maintaining the network. The user should not expect that files, including e-mail, stored on district computers will always be private.
- The user will not send or display offensive messages or pictures.
- The user will not use the network to harass, insult or verbally attack others.
- The user will honor all copyright laws related to both written material and computer software.
- The user will not use another user's password to access the network.
- The user will not trespass into other users' folders, work or files. In the case where the user accidentally gains access to another user's work, the user will immediately close the folder and report the accidental access to the system operator.
- The user will not spread computer viruses. Deliberate attempts to degrade or disrupt network performance by spreading computer viruses is considered criminal activity by state and federal law.
- The user will not use the network to engage in or encourage any illegal activity.
- The user will not upload or download any software illegally.
- The user will not post any messages on the network anonymously.
- The user will protect others' privacy.



- The user will never reveal through electronic means his or her personal address and phone number or those of other students or colleagues.
- The user will not attempt to use the network for illegal purposes including maliciously attempting to harm or destroy data of another user or harm or destroy any hardware or software components of the network.
- The user will be efficient in the use of shared network resources and not jeopardize network performance. The playing of games across the network is not allowed.
- The user will not use the network for commercial purposes, advertising, personal financial gain or political campaigning.
- The user will use the network for its intended purpose, which is to support and enhance learning and teaching.

SEARCH AND SEIZURE

Schools have a responsibility to maintain order, discipline and a safe environment. Students have a legitimate expectation of privacy. In order to balance the schools' responsibilities and the students' expectations, the district has established parameters that specify the manner in which searches of students' persons, possessions and lockers will be conducted.

Search of School Equipment

Lockers, desks and other school equipment are the sole property of the school district. Students are allowed to use this equipment as a convenience. Students are required to properly care for school equipment, and may not use it to store dangerous or illegal items. A routine inspection of school equipment used by students may be conducted by school personnel with the authorization of the principal. A special inspection of an individual locker or desk may be made when there is a reasonable suspicion that illegal or dangerous items, or items that are evidence of violation of a school rule, are contained within that school equipment. The search will be conducted by the principal or designee and an additional staff member.

Search of a Student's Person or Personal Property

The search of a student's person or personal property, including electronic devices, may be made at any time there is reasonable suspicion that the student is secreting evidence of an illegal act or violation of a school rule. The search will be conducted by the principal or designee and an additional staff member. The degree of intrusion shall be consistent with the objectives of the search. Factors to be considered in determining the degree of intrusion include: (1) the student's age or sex, (2) the nature of the infraction, and (3) the intensity of the search.

Notice to Students and Right to Attend Search

In any search of school equipment assigned to students, or in any search of students' property, students shall be given the opportunity to be present when the search is conducted, unless the students are not in attendance or there is reason to believe that their presence would endanger their health and safety or that of others.

Seizure of Illegal Items

Illegal items such as firearms, dangerous weapons, illegal drugs and drug paraphernalia, or other possessions reasonably determined to be a threat to the safety or security of others, or those items which may be used to disrupt or interfere with the educational process, or those items which constitute evidence of a violation of school rules, may be seized by school officials. Any dangerous illegal weapon may be turned over to a law enforcement agency. Other items which may be used to disrupt or interfere with the educational process may be returned upon completion of a conference with the parents or guardian of the student believed to be the owner or possessor of such items. Parents or guardians will be notified whenever any illegal item is removed from a student's possession or locker, unless the notification would unduly interfere with the investigation of a law enforcement agency.

Searches by Civil Authorities

School officials are obligated to cooperate with civil authorities who allege they have probable cause to conduct a search or when presented with a properly executed search warrant. The principal or designee will witness searches conducted on school grounds by civil authorities.

Cooperation with Law Enforcement Agencies

(School Board Policy KN and Administrative Rule KN)

School officials have a dual responsibility. They must safeguard the rights of students and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigation by Law Enforcement Officers

Law enforcement officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information, shall contact the administrator or designee before any effort is made to question a student at school during school hours.

Contacting Parents/Guardians Investigations Related to Illegal Acts that Occur off Campus and are Not School Related:

Prior parent/guardian contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act. If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the administrator or designee will make every reasonable effort to contact the parent/guardian, unless notification would hinder the investigation (such as child abuse cases). If the administrator or designee is unable to reach the parent/guardian, the officer shall not be delayed while additional attempts at notification take place.

More detailed information on the district policy related to cooperation with law enforcement can be found in the complete Bethel School Board Policy at www.bethel.k12.or.us/district/school-board/ using the *District Policies* link.

BUS INFORMATION

Cooperatively, First Student and Bethel School District have created bus riding expectations for all Bethel students. Drivers will recognize students for meeting those expectations, and consequences are in place for those students who don't meet the expectations. The following page, Shasta Middle School Expectations, has the Bus Matrix showing bus expectations for students. Below are consequences for those who are not following the expectations when riding First Student transportation.






- Upon receipt of the first and/or the second citation, the student must have the signature of both the guardian and the building administrator before full riding privileges are restored.
- Upon receipt of the third citation, or if the seriousness of any violation dictates, the student's privilege of riding may be suspended for five (5) days.
- Upon receipt of the fourth citation, or if the seriousness of any violation dictates, the student's privilege of riding may be suspended for ten (10) days.
- Upon the receipt of the fifth citation, or the seriousness of any violation dictates, the student's privilege of *riding may be suspended for the remainder of the school year.*
- Throwing of any object while on the bus may result in a 5 day suspension.
- All citations must be signed by the guardian and appropriate school official within 3 days of issuance or the student may be denied transportation until all signatures are on the citation and it has been returned to the driver.





First Student/Bethel School District K-8 Bus Expectations



BUS	Be Safe	Be Responsible	Be Respectful
Waiting for the bus 	Remain at a safe distance from where the bus stops (4 giant steps from the bus).	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean	
Entering the bus 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		
Riding the Bus 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean	
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	
	Keep hands, feet, and objects to self		
Exiting the bus 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	
Evacuation 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

The material covered within this student handbook is intended as an opportunity to communicate to students and parents regarding general school information, rules and procedures. This handbook is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

The Bethel School District does not discriminate or harass individuals or groups on the basis of perceived or actual race, religion, color, citizenship, national or ethnic origin, mental or physical disability, pregnancy, familial status, economic status, veteran's status or genetic information, gender or gender expression, parental or marital status, sex, sexual orientation in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.