

Clara Brownell Middle School

Handbook Supplement

2025-2026



1300 7th Street Umatilla, OR 97882
Phone: (541) 922-6625
Fax: (541) 922-6649
<https://www.umatilla.k12.or.us/o/cbms>

The material covered within this student handbook supplement is intended as a method of communicating to students and parents regarding general building information, rules and procedures and 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at the Umatilla School District Office and the district's website: www.umatilla.k12.or.us.

Any information contained in this student handbook supplement is subject to unilateral revision or elimination from time to time without notice.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity available at the Umatilla School District on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language difference, sexual orientation, socio-economic status, height, weight, marital or familial status or disability. For Nondiscrimination concerns or questions, please contact Heidi Sipe at 541-922-6500 or sipeh@umatillasd.org.

Clara Brownell Staff

Rick Cotterell	Principal
Anthony Brown.....	Dean of Students
Daphne Castro	Office Manager
Crystal Gomez.....	Attendance Secretary
Bianca Ortiz.....	7 th -grade Language Arts
Trey Trevino.....	7 th -grade Social Studies
Zyan Silver.....	7 th -grade Science
Joyce Roth.....	7 th -grade Mathematics
Coni Pottorff	8 th -grade Language Arts
Jeff Collins.....	8 th -grade Social Studies
Dan Durfey.....	8 th -grade Science
Ian Coyle	8 th -grade Mathematics
Brianna Collins	Math Interventions/Science
Arrik Russell	Exploring Trades
Caden Sipe	Robotics
Gloria Chase.....	World Languages: Spanish
Brandon Quam	Music
Christian Lopez	Physical Education/Health
Holly Fritz.....	Family and Consumer Sciences
Dorothy Estrada.....	Alternative Education
Anthony Pepitone.....	Special Education
Christi Pankratz.....	Special Education
Mindy Mele	Counselor
David Lougee	Migrant/ESL Director
Karen Laurence.....	Linguistically Gifted Education
Tyler Garrett	Roving Certified Substitute
Stephanie Williams-Strege	After School Director
Teresa Russell	Classified Instructional Coach
Maria (Chuchy) Sanchez	Community Outreach
Ashlee White	Community Outreach
Devyn Wagner	Data Specialist/Library Assistant
Miriam Ruiz, Alex Chase, Laura Ocampo, Michele Magdaleno, Abner Ochoa, Nayeli Medrano, Shelly Parmelee, Bianca Placenis, Armando Contreras, Christal Victoriano	Educational Assistants

UMATILLA SCHOOL DISTRICT STUDENT HANDBOOK

All students are required to follow the rules and procedures contained in the Umatilla School District Student Handbook. A copy of the handbook can be found on the District website (<https://www.umatilla.k12.or.us/page/handbooks>).

The information contained in this supplement contains additional information, rules, and procedures specific to Clara Brownell Middle School.

CLARA BROWNELL MISSION STATEMENT

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

We believe that all students:

Must know what, why, and how they are to learn,

Must know the criteria for measuring their success

Performs best in an orderly and safe environment

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

Have talent that is developed through good teaching and a positive climate.

Students will help us achieve our mission by:

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

Parents will help children learn responsibility by:

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

Educators will help parents and students by:

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

SCHOOL HOURS

The main office is open Monday-Friday, 7:30 am-3:30 pm, on all scheduled school days.

Students may begin arriving at school at 7:45 am. Classes begin at 8:00 am.

Students are released from school at 3:10 pm Monday-Thursday and 11:57 am Friday. Messages for students must be received by the office no later than 2:30 pm Monday-Thursday and 11:15 am Friday, to ensure office staff have time to deliver the message prior to student release. Students are expected to go directly home after school is dismissed, unless they are registered and participating in a District-approved afterschool sport or activity.

Closures and delays will be announced via automated phone message and also posted on the Umatilla School District Facebook page. Please be sure your contact information is up-to-date with the office.

FEES

School meals are free for all enrolled students.

PE Uniform: \$15

ASB Activity Fee: \$10

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

Students are responsible for fees and will be unable to participate in 8th grade promotion if fees are not paid. If there is a financial hardship, please contact the principal for assistance.

GRADING

Grade scale 6-12:

- A- advanced competence (90-100%)
- B- beyond competent (80-89%)
- C- proficient (70-79%)
- D- developing competency (60-69%)
- I- incomplete (still in progress)
- F- not proficient (did not complete coursework to standard)

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

RESPONSIBILITY FOR LEARNING

When students miss core instruction, they will be responsible for viewing missed instruction and completing missed assignments. The school will work with students and families to ensure students have time and technology needed to catch up on missed learning.

RESTRICTION ON WATER BOTTLES

Students are not allowed to have bottles capable of spraying liquids during the instructional day. These bottles may be allowed for athletics and afterschool activities, with permission from the coaches or advisors in charge.

DISCIPLINE

Discipline is intended to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments. Discipline shall be progressive in nature.

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

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

Student discipline includes both classroom discipline, as well as building-wide and common-area disciplinary actions for conduct and behavioral infractions. Classroom infractions are first subject to the classroom rules, standards and consequences that have been established by the teacher to ensure a productive learning environment for all students. All standards of due process apply to both classroom discipline protocol and disciplinary actions at the building administrative level.

Clara Brownell Middle School utilizes a discipline matrix for determining penalties for improper behavior or attendance issues (see *Discipline Matrix*). Points are assigned to the student from the discipline matrix as follows:

- Detention = 1 point per day
- In-School Suspension (ISS)= 2 points per day
- Out-of-School Suspension (OSS) = 3 points per day

Detention

A student may be detained at lunch time, during school, or after school for violations of the student code of conduct. The school will attempt to notify the student's parents of the date and reason for detention.

ISS

In-school suspension temporarily denies a student the privilege of attending classes. Students will be required to work on school work, community service, and other assigned tasks in an isolated setting.

OSS

Suspension temporarily denies a student the privilege of attending classes or school activities until a formal meeting with the parent has taken place. While under suspension, a student may not attend afterschool activities or athletic events, be present on District property, nor participate in activities directed or sponsored by the District.

Once a student has accumulated 10+ points, a parent conference is required. Each student will only be allowed to develop one behavior plan each school year.

Students and/or parents will be required to write a behavior contract in conjunction with administrative staff.

As part of the behavior contract, a student who has acquired 10+ points may petition to reduce their discipline point total by completing community service activities assigned by school administrators.

Once a student has accumulated 30+ points, a recommendation will be made to the school principal for alternative placement.

Discipline Matrix:

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

Behavior	First Visit	Second Visit	Third Visit (+)
TIER 1 OFFENSES			
Classroom Disruption	Detention, parent contact	3 detentions, parent contact	ISS, parent contact, behavior plan
Insubordination (defiance/disobedience/disrespect)	2 detentions, parent contact	5 detentions, parent contact	ISS, parent meeting, behavior plan
Aggressive Behavior/Horseplay/Play Fighting	ISS, parent contact, possible law enforcement contact	Up to 3 days ISS, parent meeting, possible law enforcement contact	Up to 5 days ISS, parent meeting, behavior plan, possible law enforcement contact
Public Displays of Affection	Detention, parent contact	5 detentions, parent contact	ISS, parent meeting, behavior plan
Profanity/Inappropriate Language/Inappropriate Writing or Drawing	Detention, parent contact	3 detentions, parent contact	ISS, parent meeting, behavior plan
Dress Code Violation	Change of clothes, parent contact	Detention, change of clothes, parent contact	3 detentions, change of clothes, parent meeting
Electronic Devices	Device taken and returned to student at the end of day	Detention, parent contact, device taken and released to parent	3 detentions, parent meeting, device released to parent (further violations result in student being required to check phone into main office at the start of each school day)
Skiping Class	Detention, parent contact	5 detentions, parent contact	ISS, parent meeting, behavior plan
TIER 2 OFFENSES			
Leaving School Without Permission	ISS, parent contact	Up to 3 days ISS, parent meeting	Up to 5 days ISS, parent meeting, behavior plan
Misuse of Technology (Computer Violation)	Detention, parent contact	3 detentions, parent contact, restricted access to technology	ISS, parent/student meeting with school representative, no access to technology (unless strictly supervised and only for assessment purposes)

Cheating/Plagiarism	Detention, parent contact, alternative assignment may be given	3 detentions, parent contact, alternative assignment may be given	ISS, parent meeting, behavior plan
Disorderly Conduct	ISS, parent contact	Up to 3 days ISS, parent meeting, behavior plan	Up to 5 days ISS, parent meeting, possible law enforcement contact, possible alternative placement
Harassment, Intimidation, Bullying, Cyber-Bullying (including observers and any/all participants)	ISS, parent contact, possible law enforcement involvement (if phone involved, the student will turn in phone for 10 consecutive school days to the office)	OSS, parent/student meeting with school representative, behavior plan, possible law enforcement involvement (if phone involved, the student must turn in phone for 15 consecutive school days to the office)	Up to 5 days OSS, parent meeting, possible law enforcement contact, possible alternative placement
TIER 3 OFFENSES			
Sexual Harassment	ISS, parent contact, possible law enforcement involvement	Up to 3 days OSS, parent/student meeting with school representative, behavior plan, possible law enforcement involvement	Up to 5 days OSS, parent meeting, possible law enforcement contact, possible alternative placement
False/Misleading Information	ISS, parent contact	ISS, parent/student meeting with school representative, behavior plan	Up to 5 days ISS, parent meeting
Theft	ISS, repayment to victim, parent contact	ISS, repayment to victim, parent/student meeting with administrator, behavior plan	Up to 5 days ISS, parent meeting, possible law enforcement contact, possible alternative placement
Encouraging Fighting/Videoing a Fight	Up to 3 days ISS, police will be contacted, parent/student meeting with school representative (if phone involved, the student must turn in his/her phone for 15 school days to the office each morning)	Up to 5 days ISS, police will be contacted, parent/student meeting with school representative (if phone involved, the student must turn in his/her phone for 15 school days to the office each morning)	OSS, police will be contacted, parent/student meeting with school representative, possible alternative placement (if phone involved, the student must turn in his/her phone for 15 school days to the office each morning)
Fighting/Assault	Up to 3 days ISS, police will be contacted, parent/student meeting with school representative (if phone involved, the student must turn in his/her phone for 15	Up to 3 days OSS, police will be contacted, parent/student meeting with school representative (if phone involved, the student must turn in his/her phone for 15 school days to the office each morning)	Up to 5 days OSS, police will be contacted, parent/student meeting with school representative, possible alternative placement (if phone involved, the student must turn in his/her phone for 15 school days to the office each morning)

	school days to the office each morning)		
Tobacco, Smoking, Vaping	Up to 3 days ISS, police will be contacted, parent/student meeting with school representative	Up to 5 days ISS, police will be contacted, parent/student meeting with school representative	OSS, police will be contacted, parent/student meeting with school representative, possible alternative placement
Vandalism	ISS, reflection activity/logical consequence, parent contact, pay/repair damage, police will be contacted	Up to 3 days ISS, police will be contacted, parent/student meeting with school representative	Up to 5 days ISS, police will be contacted, parent/student meeting with school representative, possible alternative placement
Gang Behavior	ISS up to 5 days, parent contact, possible law enforcement involvement	ISS up to 10 days, parent contact, possible law enforcement involvement	ISS up to 10 days, parent contact, possible law enforcement involvement, possible alternative placement
Drugs & Alcohol	ISS up to 5 days, parent contact, police will be contacted,	ISS up to 10 days, parent contact, police will be contacted,	ISS up to 10 days, parent contact, police will be contacted, possible alternative placement
Extortion/Blackmail/Unlawful Coercion	ISS up to 10 days, parent contact, police law enforcement involvement, possible alternative placement		
Arson	ISS up to 10 days, parent contact by administrator, police will be contacted, possible expulsion		
Bomb Threats or Use/Possession of Explosive Incendiary Devices	ISS up to 10 days, parent contact by administrator, police will be contacted, possible expulsion		
Breaking and Entering/Burglary	ISS up to 10 days, parent contact by administrator, police will be contacted, possible expulsion or alternative placement		
Weapons on School Grounds	OSS up to 10 days, parent contact by administrator, police will be contacted, possible expulsion		

TARDIES

Students will be assigned 1 lunch detention for every 3 tardies accumulated during a school week. If a student accumulates more than 5 owed lunch detentions, they will be assigned to Friday afternoon detention. Detentions for tardies do not count toward accumulated discipline points.

GUM

Gum is not allowed on campus. Students found in violation will receive an automatic lunch detention. If a student accumulates more than 5 owed lunch detentions, they will be assigned to Friday afternoon detention. Detentions for gum do not count toward accumulated discipline points.