

Columbia Vista Intermediate
Student – Parent – Handbook Supplement
2026-2027



Respect • Excellence • Perseverance

Columbia Vista Intermediate School
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Columbia Vista School Hours

School hours are 8:05 am-3:15 pm Monday –Thursday and 8:05 am -11:55 pm on Fridays. Supervision begins at 7:45 am on the playground. **Students are not to arrive at school before 7:45 am.** The first bell rings at 8:00 am to line up. Class begins for all students at 8:05 am. Free breakfast is served in the classroom to all enrolled students. Once students arrive at school, they are not to leave without first obtaining permission from the administration or being signed out by their parents. Please remember that instructional time goes right up until students are dismissed at 3:15. Please refrain from picking up your students early as they will miss out on important educational instruction. Please contact the office **before** 2:30pm Monday –Thursday and 11:15 am Friday with messages for students. This allows the office enough time to deliver the messages before the end of the school day.

In the event of school programs prior to 8:00am or after 5:00pm, parents are responsible for the supervision of their child. These events include, Title Reading & Math Nights/Family Nights, Conferences, Christmas Concerts, etc. In the event these hours are changed, parents will be notified by phone, bulletin and text/email and social media.

Picking Up Students During School Hours: Students will not be allowed to be picked up without positive identification of parent or guardian. A release form must be signed to check a student out from a school sponsored activity. This must be completed prior to the start of the activity. The release form is available in the school office. If the custody of a student changes through the school year, the office must be informed. Students will be released only to the guardian of record. Teachers will not allow a child to leave without office approval. If you must pick up a student before the end of the school day, you must come into the office and sign them out in person.

Leaving School: Students are expected to go directly home after school is dismissed. No after school supervision is provided except for extended day programs (STEAM), of which children need to be registered for, and other teacher directed activities that have prior permission from the family.

Snow Closures and Delays: Closures and delays will be announced via automated phone message and also posted on the Facebook App. Please be sure your contact information is up-to-date with the office.

Columbia Vista Intermediate Discipline

The Columbia Vista Intermediate School staff is dedicated to the development and maintenance of the best possible learning environment and community for our students and staff. CVI has adopted Positive Discipline practices and have been shifting our focus in this direction. Positive Discipline weaves the teaching of social-emotional skills and character development into our daily routine, helping to build the sense of community in our school culture and beyond. Our discipline program is focused on teaching and learning, while holding students accountable for their behavior. Mistakes are an opportunity for students to learn, and when possible, solutions and logical consequences will be used. We want students to be

helpful, not hurtful. This does not mean eliminating consequences for serious or dangerous behavior. Orderliness in any school situation will be the result of self-control, self-awareness, fostering a strong sense of community and successful positive discipline.

In order to use and benefit from school wide facilities each child should observe all of the school guidelines and respect the rights and properties of others. This will help us provide a safe learning environment and community for all students.

Responses to misbehaviors (not in any specific order):

- (a) Connect and correct.
- (b) Restating the rule that was broken. Clarify how the behavior did not meet expectations.
- (c) Use of calming corner/basket
- (b) Practicing correct behavior.
- (c) Notifying the classroom teacher of the misbehavior.
- (d) Notifying parent/guardian of the misbehavior.
- (e) Referral to the office and call home to parent.
- (f) Loss of recess.
- (g) Lunch detention.
- (h) Parent meeting at school regarding student behavior.
- (i) Behavior plan.
- (j) Skill building with behavior support counselor
- (k) Suspension from the classroom either in school or out of school.
- (l) Expulsion from school.
- (m) Change in student schedule.

Students' name and list of misbehaviors, as well as interventions used, will be turned in to the office based on the monitoring by the classroom teacher (e.g. several misbehaviors (minors) on the same rule/guideline will become a major infraction that will be dealt with by the administration).

Major infractions (dangerous, violent, or major level behaviors) will be dealt with by the administration immediately.

Columbia Vista Intermediate School Discipline Matrix (Grades 4-6)

- **All students are expected to be safe, respectful and responsible to people and property.**
- Bullying behavior will not be tolerated. Bullying behavior is being mean on purpose in a repeated way, and/or there is a difference in power (size, strength, social standing).
- The discipline matrix has been designed to provide discipline guidelines for teachers and administrators. The guidelines will be used to help determine appropriate consequences for major offenses. The Matrix provides progressive disciplinary actions to address multiple behaviors.

- The purpose of this matrix is to ensure that CVI has a safe, respectful and responsible environment for students and staff, in which learning is not disrupted. Each teacher provides students with a clear set of classroom rules and expectations, which are implemented school wide. Teachers will follow the referral process and administer consequences and/or interventions for minor offenses that occur in the classroom. A discipline referral will result if students do not correct the classroom misbehavior. The matrix contains consequences that may be administered if classroom behavior is not corrected and continues to be an issue or if more serious violations occur. The actions below serve as a guideline. The principals may modify disciplinary action at their discretion, but the matrix serves to provide consistent and equitable discipline.

Major Offenses					
Behavior		1 st Offense	2 nd Offense	3 rd Offense	Severe or Chronic
Harassment/Bullying		- Parent Contact (and) - Restricted Activity (or) - Lunch Detentions (or) 1/2 day In School suspension	- Parent Contact (and) - Restricted Activity (or) - Lunch Detentions (or) 1 day In School suspension	- Parent Contact (and) - Restricted Activity (or) 1-3 days In School suspension	- Parent Meeting (and) - OSS (Out of school Suspension) (and/or) - Risk Screening (and/or) - Refer to outside services
Defiance		- Parent Contact (and) - Restricted Activity (or) - Lunch Detentions (or) 1/2 day In School suspension	- Parent Contact (and) - Restricted Activity (or) - Lunch Detentions (or) 1 day In School suspension	- Parent Contact (and) - Restricted Activity (or) 1-3 day In School suspension	- Parent Meeting (and) 5-day ISS (and/or) - Risk Screening (and/or) - Refer to outside services

Classroom Disruption		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ 5-day ISS (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Inappropriate Use of Technology/Electronics		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ 5-day ISS (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Personal Electric Device Usage		● Parent Contact ● Verbal Reminder ● Confiscated and picked up by student at the end of the day	● Parent Contact ● Confiscated and must be picked up by parent at end of the day ● Lunch Detention	● Parent Contact ● Confiscated and must be picked up by parent at end of the day ● Parent meeting where parents choose to either purchase a pouch or	● Parent Contact ● Confiscated and must be picked up by parent at end of the day ● Parent meeting in which students will need to turn in their

				keep the phone at home • Lunch Detentions	cell phone to the office each day • Lunch Detentions
Leaving School Grounds		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ 5-day ISS (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Abusive or Inappropriate Language		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ 5-day ISS (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Physical Aggression		▪ Restricted Activity (or) ▪ Lunch Detentions (or)	▪ Restricted Activity (or) ▪ Lunch Detentions (or)	▪ Parent Contact (and) ▪ Restricted Activity (or)	▪ Parent Meeting (and) ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening

		▪ 1/2 day In School suspension	▪ 1 day In School suspension	▪ 1-3 day In School suspension	(and/or) ▪ Refer to outside services
Fighting		▪ Parent Contact ▪ Police Contact (and) ▪ Restricted Activity (or) ▪ 1 day In School suspension	▪ Parent Contact ▪ Police Contact (and) ▪ Restricted Activity (or) ▪ 3 day In School suspension	▪ Parent Contact ▪ Police Contact (and) ▪ Restricted Activity (or) ▪ 5 day In School suspension	(and) ▪ Parent Meeting ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Encouraging a Fight		▪ Parent Contact ▪ Police Contact ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact ▪ Police Contact ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact ▪ Police Contact ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	(and) ▪ Parent Meeting ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening (and/or)
Assault		(and) ▪ Parent Contact ▪ Restricted Activity (or) ▪ Lunch Detentions (or)	(and) ▪ Parent Contact ▪ Restricted Activity (or) ▪ Lunch Detentions (or)	(and) ▪ Parent Contact ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	(and) ▪ Parent Meeting ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening (and/or)

		▪ 1/2 day In School suspension	▪ 1 day In School suspension		▪ Refer to outside services
Stealing		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ ½ or 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ 5 day ISS ▪ Risk Screening (and/or) ▪ Refer to outside services
Threatening/Intimidation		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening (and/or) ▪ Refer to outside services
Property Misuse		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions	▪ Parent Contact (and) ▪ Restricted Activity (or)	▪ Parent Contact (and) ▪ Restricted Activity (or)	▪ Parent Meeting (and) ▪ 5-day ISS (and/or) ▪ Risk Screening

		(or) ▪ 1/2 day In School suspension	▪ Lunch Detentions (or) ▪ 1 day In School suspension	▪ 1-3 day In School suspension	(and/or) ▪ Refer to outside services
Vandalism/Property Damage		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1/2 day In School suspension (and/or) ▪ Clean/fix/pay damage	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or) ▪ 1 day In School suspension (and/or) ▪ Clean/fix/pay damage	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension (and/or) ▪ Clean/fix/pay damage	▪ Parent Meeting (and) ▪ 5-day ISS ▪ Risk Screening (and/or) ▪ Refer to outside services (and/or) ▪ Clean/fix/Pay damage
Sexual Harassment		▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1/2 day In School suspension	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ Lunch Detentions (or)	▪ Parent Contact (and) ▪ Restricted Activity (or) ▪ 1-3 day In School suspension	▪ Parent Meeting (and) ▪ OSS (Out of school Suspension) (and/or) ▪ Risk Screening (and/or)

			1 day In School suspension		Refer to outside services
Weapon (Real or Fake)		- Parent Contact (and) - Restricted Activity (and/or) 1 day Out of School Suspension (and/or) - Law Enforcement Called	- Parent Contact (and) - Restricted Activity (or) 2-3 day Out of School Suspension (and/or) - Law Enforcement Called	- Parent Contact (and) - Restricted Activity (and/or) 5 day Out of School Suspension (and/or) - Law Enforcement Called	- Parent Meeting (and) - Possible Expulsion (and/or) - Risk Screening (and/or) - Refer to outside services
Controlled Substance		- Parent Contact (and) 3 days ISS (and/or) - Law Enforcement Called	- Parent Contact (and) 5-day ISS - Law Enforcement Called	- Parent Contact (and) - OSS - Law Enforcement Called	- Parent Meeting (and) - Possible alternative placement - Risk Screening (and/or) - Refer to outside services
Skippping		- Parent Contact (and) • Lunch detention	- Parent Contact (and) • 3 lunch detentions	- Parent Contact (and) • 1-3 day ISS • 5 lunch detentions	- Parent Meeting (and/or) • 3-5 day ISS (and/or) • Behavior Plan
Refusing Lunch Detention		Parent Contact (and)	Parent Contact (and)	Parent Contact (and)	Parent Meeting (and/or)

		• 1/2 day ISS	▪ 1 day ISS	▪ 3 day ISS	▪ 3-5 day ISS (and/or) ▪ Behavior Plan
Public Displays of Affection		▪ Parent Contact (and) Lunch detention	▪ Parent Contact (and) ▪ 3 lunch detentions	▪ Parent Contact (and) ▪ 1-3 day ISS	▪ Parent Meeting (and/or) ▪ 3-5 day ISS (and/or)

Tardies

Students will be assigned 1 lunch detention for every 3 tardies accumulated during a school week.

Gum

Gum is not allowed on campus. Students found in violation will receive an automatic lunch detention.

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

Ninguna persona podrá ser excluido de participar en, ser negado los beneficios de, o ser objeto de discriminación en cualquier programa o actividad disponible en el Distrito Escolar de Umatilla debido a su raza, color, sexo, religión, credo, creencia política, edad, origen nacional, diferencia lingüística y el lenguaje, orientación sexual, situación socioeconómica, estatura, peso, estado civil o familiar o discapacidad. Para preguntas o inquietudes de no discriminación, por favor comuníquese con Heidi Sipe al 541-922-6500 o sipeh@umatillasd.org