

Philomath Middle School

HOME OF
THE BRAVES

Student Name

Philomath Middle School is a positive, respectful, and student-centered learning community. We are dedicated to preparing all students for success through times of growth and change by focusing on academic excellence and social responsibility.

Philomath Middle School
2021 Chapel Drive
Philomath, Oregon 97370-9559

Telephone (541) 929-3167
Attendance (541) 929-5009
Fax (541) 929-3180

Philomath School District's Vision:
Graduate every student and transition each of them
into a job, training, or college.



PHILOMATH MIDDLE SCHOOL

Steve Bell, Principal

Jamon Ellingson, Assistant Principal

Dear Students and Families,

We welcome you to a new school year! The middle school years are important to a child's growth and development. Students need encouragement to develop strong decision-making skills and personal responsibility.

Please take time to review this document. This handbook is a method of communicating with students and parents regarding general school and district 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

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

We have made no attempt to list every conceivable rule because, as always, we expect common sense and conscience to be a student's major guide. During the school year, we hope to maintain a feeling of cooperation and mutual trust, collaborating to provide the best educational experience possible. We appreciate your commitment to this shared effort.

Sincerely,

Philomath Middle School Staff

Philomath School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, or age in providing education or access to benefits of education services, activities and programs 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; and the Americans with Disabilities Act.

The Superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

Philomath Middle School Student Daily Bell Schedule 2023-2024

Monday - Thursday

1st Period		8:05* - 8:50
A	Break	8:50 - 9:01
	2nd Period	9:05 - 9:50
B	2nd Period	8:54 - 9:39
	Break	9:39 - 9:50
3rd Period		9:54 - 10:39
4th Period		10:43 - 11:28
A	Lunch	11:28 - 11:58
	Advisory	12:02 - 12:28
B	Advisory	11:32 - 11:58
	Lunch	11:58 - 12:28
5th Period		12:32 - 1:17
6th Period		1:21 - 2:06
7th Period		2:10 - 2:55

Updated: 06/23/2022

Friday

1st Period		8:05* - 8:36
A	Break	8:36 - 8:46
	2nd Period	8:50 - 9:20
B	2nd Period	8:40 - 9:10
	Break	9:10 - 9:20
3rd Period		9:24 - 9:54
4th Period		9:58 - 10:28
5th Period		10:32 - 11:02
6th Period		11:06 - 11:36
7th Period		11:40 - 12:10
Lunch		12:10 - 12:25

Friday Assembly

8:05* - 8:10
Assembly: 8:10--9:00
9:00 - 9:24
9:24 - 9:34
9:38 - 10:00
9:28 - 9:50
9:50 - 10:00
10:04 - 10:26
10:30 - 10:52
10:56 - 11:18
11:22 - 11:44
11:48 - 12:10
12:10 - 12:25

2-Hour Delay

Breakfast: 9:45-10:00
10:05 - 10:41
10:45 - 11:18
11:22 - 11:55
Lunch: 11:55 - 12:27
12:31 - 1:04
1:08 - 1:41
1:45 - 2:16
2:22 - 2:55

*Student Arrival: No earlier than 7:55AM

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GENERAL INFORMATION

TELEPHONE NUMBERS

District Office	541-929-3169	Elementary School	541-929-3253
High School	541-929-3211	Blodgett Elementary.....	541-453-4101
Middle School.....	541-929-3167	Clemens Primary School.....	541-929-2082
Attendance Voice Mail.....	541-929-5009	Philomath Academy	541-929-8729
Mid- Columbia Bus Company	541-929-5474	Emergency.....	911

SCHOOL BOARD

Susan Halliday	Superintendent	Ryan Cheeke	Board Member
Rick Wells	Board Member	Erin Gudge.....	Board Member
Joe Dealy	Board Member	Sandi Hering	Board Member

The Board of Education encourages citizens to attend Board Meetings. Meetings are held at 7:00 p.m. on the third Thursday of each month at the District Office.

SITE COUNCIL

Meetings are held one afternoon of each month at the middle school. The purpose is to facilitate communication between community, school, staff, and administration. Contact the middle school for the meeting schedule.

CHILDFIND

Oregon and Federal statutes guarantee that all school age children have the right to a free appropriate public education. It is the Philomath Schools' effort to locate, identify, and evaluate students between the ages of 0 through 21 who are not enrolled in school and may be in need of special education services. If you know of such a child, please call 541-929-3169.

DRILLS

Earthquake -

1. In the event of an actual earthquake, seek safety immediately. Drills will begin with an announcement. At this signal, people who are indoors should take cover under desks or tables, stand in doorways, or move near an interior wall. If outdoors, people should move away from buildings.
2. A second announcement will be made when it is safe to evacuate the school. Leave the school in an orderly manner in accordance with the Emergency Exit procedures. Return to class when all is clear.

Fire-

These drills are held to assure that all students know the procedures necessary for evacuation of the school.

- Know your primary and secondary escape route.
- Walk quickly and quietly out of the school
- Close doors and turn out lights.
- Remain outside until a signal is given to enter.

Lock Down -

1. Upon hearing the designated signal, students are to proceed to the nearest classroom and staff is to lock each classroom door, and turn off lights. If outdoors, go to the most immediate secure shelter.
2. All individuals are to remain quiet and stay away from windows and doors. Instructions will be given at the end of the drill and students will return to appropriate classrooms.

Lockout -

1. Upon hearing the designated signal, teachers and staff will check the perimeter of the building to confirm that all doors are locked.
2. Students will stay inside the building and proceed as normal.

EMERGENCY SCHOOL CLOSURE

Certain conditions require that we dismiss school early. If students will not be able to reach home safely, they will be cared for in the school until arrangements can be made to safely return them to their homes. The most common emergency is ice and snow. Our first concern is always the welfare and safety of the students. Please check the School District web site or listen for local radio station announcements regarding school closures or changes in schedules.

Flash Alert Notification: To receive a text or email message in case of school closure, you may register at **www.FlashAlert.net** – Select “Eugene” on the map, select “Benton County Schools” from the choices, select “Philomath School District” next, and then follow the directions to subscribe.

School Messenger may also be used to send out updates via text/email regarding school closures, events, safety alerts, and more.

INSURANCE

Medical/dental insurance is available for those who wish to purchase it. Student insurance information is available at the school office or on the school web site.

Either private or school insurance is necessary for athletic competition.

MEDICATION POLICY

Philomath School District has adopted the medical guidelines set by the State of Oregon. These guidelines have been established to assure the safety of your child.

Requests for designated school staff to administer medication to students may be approved by the district, as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office to include:

- a. The written signed permission of the parent;
- b. The written instruction from the physician for the administration of the prescription medication to the student including:
 1. Name of the student;
 2. Name of the medication;
 3. How to be taken/administered;
 4. Dosage;
 5. Frequency of administration; and
 6. Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in 1-6 above.

2. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent
 - b. The written instruction from the parent for the administration of the nonprescription medication to the student including:
 1. Name of the student;
 2. Name of the medication;
 3. Route (oral, topical, etc.);
 4. Dosage;
 5. Frequency of administration;

6. Other special instruction, if any.
3. Medication is to be submitted in its original container.
4. ***Medication is to be brought and returned to and from the school by the parent.***
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication.
8. Any error in administration of medication will be reported to the parent immediately, and documentation made on the district's Student Medication Incident Report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
9. Medication shall not be administered (or self-medication allowed) until the necessary permission form and written instructions have been submitted, as required by the district.

SELF-ADMINISTERED MEDICATIONS

Self-administration of all controlled prescription medications is not allowed.

1. Grades K-6: Self-administration of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access, and the necessary permission form and written instructions have been submitted as required above;
2. Grades 7-12: Self-administration of prescription and nonprescription medication may be allowed subject to the following:
 - a. A permission form must be submitted for self-administration of all prescription medications. No permission form is required for self-administration of nonprescription medications;
 - b. Students who are developmentally and/or behaviorally unable to self-administer medications will be provided assistance by designated school staff;
 - c. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - 1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
 - 2) Nonprescription medication must have the student's name affixed to the original container.
 - d. The student may have in his/her possession only the amount of medication needed for that school day;
 - e. Sharing and/or borrowing of medication with another student is strictly prohibited;
3. Permission to self-administer medication may be revoked if the student violates the School Board policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

DISPOSAL OF MEDICATIONS

Medication not picked up by the parent at the end of the school year or within (5) school days of the end of the medication period (whichever comes first), will be disposed of by designated school staff in a non-recoverable fashion.

(For a copy of the entire medication policy, please check with the school office.)

PERMISSION SLIPS

An authorized person listed on the student's registration form must sign all permission slips. Office staff will not be able to write permission slips from phone calls.

GRADEBOOK ACCESS

Philomath Middle School provides student and parent access through the internet to current grades and attendance. A link can also be accessed from the school web site (<http://www.philomathsd.net/philomath-middle-school>). Upon initial access, you can set up a unique password. Please keep your passwords confidential so only you can access the information. Parents and students have different usernames and passwords.

TELEPHONE MESSAGES TO STUDENTS

The only messages taken to students during school hours are messages from parents and authorized contacts. Any person calling the school and requesting a message be taken to a student will be asked information by the secretary that verifies the caller is actually a parent or guardian. **Please remember not to text or call student cell phones during the school day. Please ask your student to use the office telephone during the school day.**

TELEPHONE USE - STUDENT

Students may use the office telephone with permission for emergencies or school business only. Students must have a pass to use this phone during class time. **If you have messages for your students, please do not text or call student cell phones during the school day. Please ask your student to use the office or classroom telephones during the school day.**

DELIVERIES TO STUDENTS

Deliveries to students is discouraged. **When deliveries are necessary they must come through the front office.** They will only be allowed from parents/guardians or authorized contacts on the student registration form. Any delivery from a non-authorized person will need to be prearranged through the office by a parent or guardian. Deliveries of gifts, flowers and balloons are discouraged. If delivered, they will be held in the office and student will be notified to pick them up after school. Be reminded that balloons and large or breakable items cannot be carried on the bus.

VISITORS

To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. If a parent desires to visit a specific classroom they should contact the classroom teacher at least 24 hours in advance to make a request. The principal will approve requests to visit as appropriate. **Students are not permitted to bring visitors to school.**

Attendance Procedures

If a student is absent or tardy, it is the **parent's responsibility** to contact the school to verify that fact.

PLEASE CALL THE ATTENDANCE OFFICE AT 541-929-5009 BEFORE 8:30 A.M.

After 8:30 a.m. please call the school office at 541-929-3167.

If the family does not have access to a phone, a note explaining the absence will be required by the office when the student returns to school.

When calling in, sending a note or emailing regarding your student's absence you must indicate the reason for the absence. If no explanation is given the absence will remain unexcused.

Consequences for unexcused absences and tardies are designated in ORS 339.095 (Compulsory School Attendance).

EXCUSED ABSENCE/TARDIES

Oregon Revised Statute recognizes the following reasons *only* as valid excuses for an absence:

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved **in advance** by the assistant principal

UNEXCUSED ABSENCE/TARDIES

- Truancy
- Oversleeping, missing the bus, car malfunction
- Shopping/haircut appointments
- Family vacation, hunting or fishing excursions not approved by the assistant principal in advance;
- Birthdays, family visiting, etc.

PREARRANGED ABSENCES

If it is necessary to be absent from school, a parent must contact the school prior to the absence. Vacations need to be prearranged through administrators with a written note or e-mail. Oregon Law (339.065) states that any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. The **student** is responsible for obtaining assignments before departure and turning in the completed work in a reasonable period of time.

1. Students going to high school/middle school events (such as state games, etc.) must **prearrange** this absence with a note giving written permission from a parent/guardian.
2. In cases of excused absences where the teacher feels that a student's progress in class is being hindered by the absences, the teacher may initiate a referral to the counselor for assistance. In the event of prolonged absences or excessive absences, the administration and/or counselor can request a written statement from a doctor.

EXCESSIVE ABSENCES

Healthy attendance is highly encouraged. Students should strive to be in school at least 95% of the time. Quarterly attendance reports will be sent home which will detail student attendance. If it is determined that a student is experiencing unhealthy attendance patterns, the school will attempt to partner with parents or guardians to remedy the situation. As a general rule, student attendance should never fall below 90%.

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action and may result in ineligibility to participate in athletics or other activities.

MAKE-UP WORK

Students are expected to turn in assignments on time. When they have an excused absence, the following guidelines have been established to assist the student in making up work:

1. The student will be responsible for obtaining all make-up work.
2. Work missed due to school absences must be made up in the time period specified by the teacher. Be sure students talk with their individual teachers.
3. Due to the nature of some class work, there may be some work that cannot be made up. Students will not be penalized for this work.
4. Teachers are not required to give credit for assignments missed due to unexcused absences.
5. After parental notification, a teacher may assign a student to work in the classroom after school and/or during lunch when a student is performing poorly and/or has missing assignments.
6. When students are in attendance, but miss class due to sports events, field trips, being in the counseling office, front office, health room etc., it is the responsibility of the student to obtain all work and assignments missed while being out of class.
7. When students are going to be gone due to a pre-arranged absence, they should request homework from their teachers well in advance.

PARTICIPATION IN P.E. CLASSES

Any student excused from P.E. for more than three (3) consecutive days must have a statement from a doctor. This is important for the safety and wellbeing of the student.

HOMEWORK REQUEST

Parents can contact teachers at any time regarding current assignments or missing work. On the third day of excused absences parents may request a list of assignments through the office. Requests must be made before 10:00 a.m. and can be picked up after school.

TARDY TO SCHOOL

Students who are late to school must report to the office, ask for an admit slip, and report to class.

TARDY TO CLASS

The third tardy to any one class, and each additional tardy, could result in a noon detention.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

ORS 339.420 allows parents to have their children excused from school for periods not exceeding two hours per week for elementary students and five hours for secondary students to receive religious instruction.

ARRIVAL/DISMISSAL

Students are encouraged to arrive on campus no sooner than 10 minutes prior to the start of the school day and leave campus no later than 10 minutes after the final class of the day. Students will enter their grade specific entry doors and exit the closest exterior door. The school shall not be responsible for injuries to students on school grounds before or after school unless involved in a school activity. Students on school property on non-school days assume their own liability. Staff members are on duty between the hours of 7:45 a.m. and 4:00 p.m.; however, hours for active staff supervision on school grounds at Philomath Middle School are 10 minutes prior to school starting until 10 minutes after the last class ends.

LOCKERS

Lockers will be available to 7th and 8th grade students only. Lockers are to be kept clean and neat. Locker inspections will occur regularly. The only locker you are to use is the one assigned to you by the office. ***DO NOT TRADE LOCKERS OR SHARE YOUR COMBINATION.*** If you have a problem with your locker, contact the office.

LUNCH/BREAKFAST

- Breakfast and lunch are available at all Philomath School District Schools during the 2023-2024 school year.
- Menus will be available in advance
- Seating in the lunchroom is your choice. You are expected to display appropriate table manners. Please pick up after yourself to ensure a clean environment.
- Applications for the Free and Reduced Program are available online at the Philomath School District website.
- Lunch account questions should be directed to the Philomath School District office at 541-929-3169.

POSITIVE RECOGNITION PROGRAMS

PASSPORT

1. Passport is earned at the end of each quarter for students without missing assignments and no disciplinary referrals.
2. Students who meet posted passport criteria will attend an end of quarter celebration. Students must earn passport every quarter to qualify for the end of the year Passport Trip.

HONOR ROLL

Students earn Honor Roll status if enrolled in four periods or more per day at Philomath Middle School, and obtain a grade point average (GPA) of 3.5 or better. Students earning Honor Roll for the fourth time at Philomath Middle School will receive an Honor Roll medallion. Students who achieve Honor Roll for the eighth time will receive a silver seal. Students who achieve Honor Roll during all twelve quarters at the Philomath Middle School will be honored at the end of the 8th grade year.

BRAVE RECOGNITION

Philomath Middle School celebrates students who are "awesome humans, doing awesome things, in awesome ways" through Brave cards. Students receiving a Brave card will be recognized during morning announcements and entered into prize drawings that will take place throughout the year.

STUDENTS OF THE MONTH

Students from each grade level are selected every month to receive this honor. Students are recognized for their citizenship, effort, and overall contribution to a positive school environment. The staff members who work with that grade level determine the selections. Students of the Month receive a certificate, have their picture posted in the display case in the front hall, and are recognized in the monthly school newsletter. Each month, the S.O.M.'s will go to lunch with an administrator.

ACADEMIC SUPPORTS

TUTORING

A list of tutors is available through the middle school counseling office. Parents or legal guardians will assume the financial responsibility. Tuition assistance may be available from the district for those with demonstrated need.

RETENTION

The administration will take all factors into consideration, including the cooperation of the student in working through various interventions during the school year. The focus of retention will be to allow the student another chance to learn the skills necessary for advancement. Retention is rarely used as a support at the middle school level yet can be a consideration in extreme circumstances.

GENERAL RULES

In order to maintain the educational climate of our school, students are expected to behave **safely, responsibly and respectfully** in following these rules and expectations:

Rules:	Positive Examples:	Negative Examples:
I. All students are expected to behave safely and responsibly while on the school grounds.	<ul style="list-style-type: none"> • Speaking quietly. 	<ul style="list-style-type: none"> • Using electronic devices during the school day • Student assumes risk when bringing personal items to school.
	<ul style="list-style-type: none"> • Keeping school grounds free of litter. 	<ul style="list-style-type: none"> • Behaving in a rowdy manner – bumping, shoving, being noisy, etc.
	<ul style="list-style-type: none"> • Staying away from restricted areas. 	<ul style="list-style-type: none"> • Throwing objects or shooting rubber bands, etc.
	<ul style="list-style-type: none"> • Returning books & materials to media center on time. 	<ul style="list-style-type: none"> • Eating and drinking in non-designated areas.
	<ul style="list-style-type: none"> • Being in class on time. 	<ul style="list-style-type: none"> • Riding bikes or skateboards, or rollerblading on school grounds.
	<ul style="list-style-type: none"> • Walking in the hallways. 	<ul style="list-style-type: none"> • Leaving litter or spills in the hallway.
II. All students are expected to be responsive to the authority of all adults in the school.	<ul style="list-style-type: none"> • Being on best behavior for a substitute teacher. 	<ul style="list-style-type: none"> • Failing to comply with class and/or school rules.
	<ul style="list-style-type: none"> • Complying with the directions of all aides, custodians, secretaries, administrators, teacher, coaches, and adult volunteers. 	<ul style="list-style-type: none"> • Inappropriate questioning of decisions made by any staff member.
III. All students are expected to treat others with respect and common courtesy.	<ul style="list-style-type: none"> • Removing hoods inside of school. 	<ul style="list-style-type: none"> • Using unacceptable language.
	<ul style="list-style-type: none"> • Being an appreciative and attentive audience during assemblies. 	<ul style="list-style-type: none"> • Wearing revealing shorts, shirts, or other disruptive clothing.
	<ul style="list-style-type: none"> • Being in your seat and quiet when the bell rings. 	<ul style="list-style-type: none"> • Bullying, harassment, intimidation or threats of serious injury.
	<ul style="list-style-type: none"> • Answering teachers in a respectful manner. 	

BICYCLES, SKATEBOARDS AND SCOOTERS

Students riding bicycles, skateboards, or scooters to school must park and lock them in the bike rack area. Students are expected to WALK their bikes and CARRY their skateboards or scooters on all school sidewalks and parking lots. Riding bicycles, skateboards or scooters is not permitted in these areas. Students are expected to obey all traffic regulations when riding a bike, skateboard or scooter.

BUS REGULATIONS

Riding a school bus is an extension of the school setting. Disruptive behavior on a bus will result in school disciplinary action. Students shall comply with the rules governing busing and submit to the lawful authority of bus drivers and administrators. Suspension of riding privileges, loss of riding privileges, or other appropriate disciplinary action may result depending on the severity or frequency of the behavior in question.

Bus notes are needed for bus students riding a different bus and for non-bus students to ride home with a bus student.

All bus notes, written by a parent or guardian, must be turned into the office and the students are to pick up the required "Special Trip Permit."

CARE OF DISTRICT PROPERTY BY STUDENTS

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined. The Board declares its intent to hold students and their parents responsible for loss or damage of District property.

CLOSED CAMPUS

Once on campus, students are not permitted to leave the middle school property during the school day unless they are accompanied by their parent or guardian. Exceptions are made in special circumstances. Students leaving the campus **MUST** check out through the office and will be issued an "OFF-CAMPUS PASS." The Philomath Police Department has agreed to assist the school district in monitoring students who are off campus.

GROUPS

Groups such as the band, choir, drama and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the group.

CODE OF CONDUCT

Students and parents should be aware of the rights and responsibilities of students in the school setting. School Board Policy addresses: *standards of conduct, assembly of students, dress & grooming, search & seizure, motorized/non-motorized vehicles, attendance, loitering, freedom of expression, alcohol-drugs-tobacco, discipline, student records, suspension & expulsion, right to a hearing, hearing procedures.* A copy of the Board Policy Manual is available in the school office and on the school district web site.

COMPUTER USE

Students may use school computers for school-related research, assignments, and/or tests. Unless directed by school staff, the internet may not be used by students for e-mail, games, social communication networks, or access to non-education related sites. Students may not use the district's system for personal use, consistent with the general use prohibitions and guidelines/etiquette as set forth in the district's "Acceptable Use Agreement".

SPECIAL AFTER SCHOOL EVENTS RULES

- Only Philomath Middle School students may attend.
- Students must be in attendance for the entire day of the event in order to attend, unless approval has been prearranged with school administration.
- A student may not be eligible to attend if they have experienced behavioral struggles including detentions or suspensions.

- Students must arrive at the event within 30 minutes of start time unless prior arrangements have been made.
- Students must remain at the event for the entire time unless escorted by a parent or guardian.
- All school rules apply. Behavior that is considered acceptable and appropriate by the chaperones and school staff will be expected of all students.
- Unacceptable behavior will result in a call to the student's parents along with a request that the parent take the student home immediately.
- Students should prearrange transportation home and plan to be off school grounds no later than 15 minutes after the event is over

DRESS CODE

- An appropriate learning environment in school is important to the satisfactory progress of all students. This fact places major emphasis upon developing an environment where the teaching-learning process will flourish with as few hindrances as possible.
- Dress or grooming, whether in school or out, is the responsibility of the student and his/her parent(s). When dress and grooming disrupts or directly interferes with the learning process for the individual student, staff member, and/or other students, or endangers the health or safety of members of the school community, it becomes a disciplinary matter. Examples of inappropriate dress include, however are not limited to:
 - Clothing with inappropriate language and/or promoting alcohol, drugs, tobacco, sex, or gangs.
 - Garments must cover underclothing. Pants must be pulled up high enough and shirts/tops must meet pants or skirts when standing in a relaxed position.
 - Hoods are not to be worn in the school building.
 - The wearing of hats in classrooms is at a teachers discretion. Students may be asked to not wear hats in class.
 - Blankets/Capes/Costumes are not to be worn on campus during the school day.
 - Sunglasses are not be worn in the school building, unless for a medical condition.

EXTRACURRICULAR ACTIVITIES

Students must be in attendance at school all day to be eligible to participate in any extracurricular activity (*athletic, music, dance, clubs, etc.*) scheduled for that day unless excused by the principal.

In addition, students must be passing all classes and maintaining satisfactory conduct in the total school setting.

DRAMA

Philomath Middle School typically puts on a school play in the spring of each year. Students are encouraged to audition for acting roles as well as participate in set design, set construction, lighting, sound, and/or stage crew.

SPORTS

Philomath Middle School offers the following athletic opportunities for students:

- Cross Country (Open to 6th-8th grade students in the fall)
- Basketball (Open to 7th and 8th grade students in the winter)
- Track (Open to 6th-8th grade students in the spring)

Philomath Middle School will continue to offer these three sports, as funding is available. See the district website for information on eligibility and sports physicals. All other middle school sports are offered through PYAC (541-929-4040). 7th & 8th grade football and volleyball, offered through PYAC, will play games through the Philomath Middle School league. As a result, school grade requirements will be in effect for these two PYAC sports.

EXTRACURRICULAR EVENT RULES

Students and adults are expected to behave responsibly:

1. Spectators need to be in the bleachers observing programs or games.

2. Good sportsmanship shall be observed at all times.
3. Booing, whistling, and stomping of feet are not appropriate.
4. No talking during artistic performances.
5. Wait until the conclusion of a speech, song, or act prior to entering or exiting the event.
6. All school rules are in effect during extra-curricular activities.

FOOD AND DRINK

Food and drink should only be consumed in lunchroom or outside. Food and drink (other than water) are not allowed in the main hallway, gymnasium or carpeted areas of the school.

HALL PASSES

Students in the hallway during class time should have a hall pass and go to the intended destination. Students should not be in unsupervised areas.

HARASSMENT, INTIMIDATION, MENACING, HAZING

1. Harassment, intimidation, menacing or hazing by students, staff or third parties associated with the district is strictly prohibited and shall not be tolerated in the Philomath School District. Students found to be in violation of this policy will be subject to discipline, up to and including expulsion from school.
2. As defined by board policy:
 - a. "Harassment" includes, but is not limited to, any act (verbal, nonverbal, written, physical) that subjects others to "**unwanted, abusive behavior**" on the basis of the person's age, race, religion, national origin, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.
 - b. "Intimidation" includes, but is not limited to, a threat or act intended to:
 - 1) Damage or substantially interfere with another person's property;
 - 2) Cause substantial inconvenience to another person;
 - 3) Subject another person to offensive physical contact; or
 - 4) Inflict serious physical injury on another person.
 - c. "Menacing" includes, but is not limited to, any act intended to place another person in fear of imminent serious physical injury.

PERSONAL PROPERTY

Items not related to school activities should be left at home. The school assumes no responsibility or liability for the loss of or damage to cell phones, watches, tablets, iPods, laser pointers, bicycles, skateboards or scooters, cameras, glasses, video games or other personal items. Please put your name on all personal items.

CELL PHONES (Personal Electronic Devices)

Personal electronic devices may be used as electronic study aids during the school day if permission is received from the student's teacher. Devices should not be used to take photographs or record video or audio while on district property or while a student is engaged in district sponsored activities, unless as authorized in advance by the principal or designee (see district policy JFCEB). These items will be confiscated if used inappropriately during the school day and parents may be contacted to pick up the phone after other attempted interventions. Ear buds/headphones must be removed upon request.

LATE WORK POLICY

All assignments are expected to be completed with thoughtful effort.

- Late work, including assignments late due to no name, will be accepted up to one calendar week after the due date, with a 20% deduction.
- After one calendar week, completed assignments with thoughtful effort or 70% accuracy will receive a maximum grade of 60%. Inadequate effort may result in the actual grade earned or may result in a return of the assignment for rework with more effort.
- Late assignments will not be accepted for points after the End of Unit/Chapter assessment.

- Students must speak directly to their teachers when absent or needing an extension.
- Only assignments that still have not been turned in after the above process will receive a final grade of zero.

PUBLIC DISPLAY OF EXCESSIVE AFFECTION

In order to minimize distracting behaviors and encourage positive student contact, students shall refrain from public displays of excessive affection. Examples of P.D.E.A. include: holding hands, kissing, hugging or wrapping arms around another's waist or shoulder.

SEARCH AND SEIZURE

ANY SUCH ACTIVITY MUST BE AUTHORIZED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL

1. School officials may search a student and/or a student's property when there are reasonable grounds that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (drugs, weapons, knives, etc.) or other possessions that may be determined to be a threat to the safety or security of an individual may be seized by school personnel.
3. Items which may be used to disrupt or interfere with the educational program may be removed from a student's possession (e.g., gum, candy, radios, hats, toys).
4. General search of school properties, such as lockers or desks, may occur at any time, with reasonable notice, and items belonging to the school may be seized.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras are used in locations as deemed appropriate by the superintendent. For additional information refer to the Board Policy ECAC on video surveillance.

DISCIPLINE

- A student who violates the Student Code of Conduct/General School Rules shall be subject to disciplinary action.
- A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.
- The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.
- In addition, when a student commits drug and/or alcohol-related offenses, assault or any other criminal act, he/she may also be referred to law enforcement officials.

DETENTION

Noon Detentions

Noon detentions will be served for infractions of school rules and policies. The student will be given a detention form with the appropriate information entered. The student should arrive at the detention location in a timely manner. Successful completion of detention includes the student bringing their own work, remaining productive, and working silently. Failure to follow the correct procedures may result in further consequence.

Examples of behaviors that detentions may be written for are:

- Inappropriate language/gestures;
- Willful defiance/skipping detention;
- Disrespect/harassment;
- Disruptive and/or unsafe behavior;
- Excessive tardiness;

- Not on task;
- Abuse of property;
- Inappropriate use of electronic equipment (*school computers, cell phones, iPods, etc.*)
- Cheating/Plagiarism

MULTIPLE OFFENSES

Students who have *repeatedly received noon detentions* for inappropriate classroom and school behavior may be issued an After-School Detention, In-School Suspension, and/or Out-of-School Suspension, depending on the number and severity of the offenses. This consequence will be served *in addition to* the noon detention. **Consequence times and dates will not be adjusted because of athletic practices, contests, or other school related events.** In the event that an After-School Detention can't be served on the assigned date, the parent needs to contact the office prior to the assigned date to reschedule. Failure to do so will result in the student serving a half-day of In-School Suspension.

Noon Detention Consequence

- 4- 6th detention ► **ONE** After-School Detention for 45 minutes in an assigned room.
- 7- 8th detention ► **TWO** After-School Detentions
- 9-10th detention ► **HALF DAY** In-Office Detention
- 11-12th detention ► **ONE DAY** In-Office Detention
- 13 or more detentions ► To be determined by Administration
- Students who skip After-School Detention will serve 1/2 day In-School Suspension (ISS) for each skip.
- Students who repeatedly skip After-School Detention may receive Out-of-School Suspension for defiance of discipline.
- Students who cause problems while serving an After-School Detention will have increased consequences.
- At the end of each grading period the student's number of detentions will return to zero. (*However, students will serve any consequences remaining from the prior grading period.*)

MAJOR OFFENSES

The following examples of major offenses could result in Suspension, Expulsion and/or Restitution

- Physical Abuse or Attempted Abuse
- Disrespect, Defiance or Disobedience
- Play/Real Fighting with Physical Contact
- All forms of harassment
- Intimidating, Threatening and/or Menacing (Including Cyber Bullying)
- Slurs, Degrading or Disgracing (Racial, Ethnic, Religious, Handicapped or Sexual)
- Use, Possession or Under the Influence of a Controlled Substance
- Selling, Furnishing or in Possession of Any Controlled Substance including alcohol, tobacco, vapes
- Explosives (Firecrackers, smoke bombs, incendiary devices, fireworks, etc.)
- Tampering with a Fire Alarm
- Forgery, Falsifying of Records, Cheating/Plagiarism
- Gambling
- Defacing of School Property
- Theft
- Weapons (real or look-alike)
- Disruption to the School Learning Environment

NOTE: A suspension for any specific violation increases in length each time that the violation occurs. Once a suspension for a violation reaches five days, any further suspension for this same type of violation will result in a five-day suspension, except when the next step results in a recommendation for expulsion. The consequences for all disciplinary actions are at the discretion and judgment of school district administration.

LIBRARY RULES

LIBRARY HOURS

Access to the library will occur during most breaks. Students will not be admitted to the area while school is in session without a signed library pass, unless accompanied by a teacher.

LOST OR DAMAGED BOOKS

Report lost or damaged items to the librarian immediately. Students are expected to pay for any damages that occur to library materials during the time that they have checked them out. Student body funds will pay for loss or damage, which cannot be collected from the students.

CIRCULATION

- No library materials are to be removed from the media center unless they have been checked out
- Materials are due two weeks from check out date.
- Encyclopedias and other reference materials can be checked out for overnight use or for one period.
- Magazines must be used in the library only.
- Materials cannot be renewed if there is a reserve request for them.
- Overnight reserve books must be returned before first period of the day that they are due.

STUDENT RESERVE

Books in circulation may be held on reserve. Ask the librarian about reserving books.

INTER-LIBRARY LOAN

Ask the librarian for a form to use to request books from other Philomath schools.

OVERDUE BOOKS AND FINES

Students will lose library privileges, and may face fines, if overdue materials are not returned in a timely manner.

CONDUCT

- The library is a **quiet zone**. Please pass quietly through hallways adjoining the media center.
- Please keep the noise level low as other individuals may need quiet to work. Loud talking is not permitted
- Push in chairs, clear tables, and return unchecked materials to the circulation desk before leaving the area.
- No food or drinks in the library.

PHOTOCOPYING SERVICE AND PRINTING

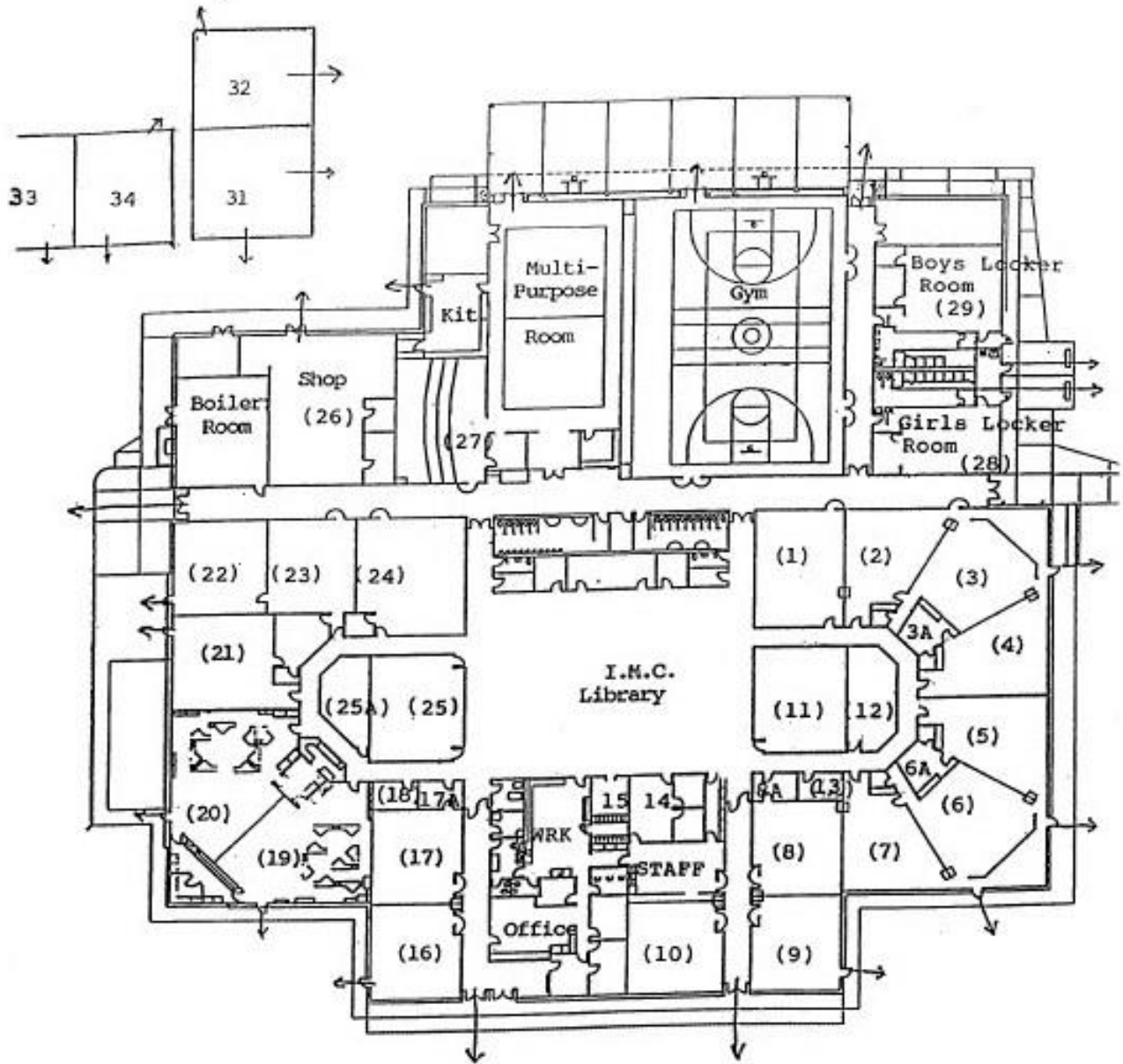
- The staff will only photocopy articles from books and magazines at no charge
- Only single copies of library materials needed for assignments will be made
- Materials and papers will only be printed if they are school work related
 - Excessive printing can result in print rights being suspended

GAMING

Only educational games listed on the library website are allowed to be played on school computers.

SCHOOL MAP

Philomath Middle School



**PHILOMATH MIDDLE SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2023-2024**

Please complete form and return to your advisory teacher

Student Name (please print)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

Our signatures indicate that we have received, read, and understand the 2023-2024 Student Handbook.

