

Philomath Middle School

"HOME OF THE BRAVES"



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

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

“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

Steve Bell, Principal

Susan Halliday, Assistant Principal

Dear Students and Families,

We would like to take the opportunity to welcome you to a new school year! Because the middle school years are so important to a child's growth and development, students need encouragement to develop strong decision-making skills and an honorable sense of responsibility.

The student handbook helps to set a positive climate at Philomath Middle School. It is the product of much thought on the part of our students, staff, and parents. It forms the base of both instructional and activity planning. The document also provides a calendar for students to keep track of daily assignments and responsibilities. Please take time to review this document together.

Following review of the informational section regarding student code of conduct and disciplinary policies, students and parents are asked to acknowledge receipt of this information

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 as well as to provide the best educational experience possible. We appreciate your commitment to this shared effort.

Sincerely,

Philomath Middle School Staff

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GENERAL INFORMATION

TELEPHONES

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

SCHOOL BOARD

Dan Forbess	Superintendent	Jim Kildea	Board Member
Rose Cook.....	Board Member	Tom Klipfel.....	Board Member
Don Cruise	Board Member	Rick Wells.....	Board Member

The Board of Education encourages citizens to attend Board Meetings. Meetings are held at 7:00 p.m. on the third Monday of each month. The October meeting is held at the Kings Valley Charter School, and the March meeting will be at Blodgett Elementary School. All other meetings will be held in the PHILOMATH HIGH SCHOOL LIBRARY.

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. A series of short rings on the bell system will signal the beginning of the earthquake drill. 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. After the warning series, the fire siren will sound 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-

Fire drills will be held on a monthly basis. 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 - teacher leads.
- Close doors and turn out lights.
- Remain outside until a signal is given to enter.

Secure Lock Down -

1. Upon hearing the designated signal, students are to proceed to the nearest classroom and staff are to lock each classroom door, close window blinds, and turn off lights. If outdoors, go to PHS grandstands or the most immediate 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.

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 listen for local radio station announcements regarding school closures or changes in schedules.

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.

INSURANCE

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

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 to school by the parent and returned from the school to 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 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. Please do not call the office, as the office will not be able to write permission slips from phone calls.

POWERSCHOOL

The PowerSchool program at Philomath Middle School provides student and parent access through the internet to current grades, attendance and daily bulletins with up-to-date information. The web site is located at **<http://powerschool.philomath.k12.or.us/public/>** or can also be accessed from the link on the District web site. If you have Internet access at home you can view the information at any time. If you do not have Internet access, you can visit the web site at the school or the public library. Upon initial access, you can set up a user name and password. Please keep you passwords confidential so only you can access the information. Parents and students have different passwords.

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).

STUDENT FEES

- Student Body Fee (activities all year)..... **\$10.00**
- PE Lock replacement **\$4.00**
- Shop and Art fees, per semester..... **\$5.00**
- Book Replacement for lost books..... **\$20.00-up to purchase price of new book**
- Optional: Insurance - School time Only Pkgs. - prices T.B.A.
- 24 hour coverage Pkgs. - prices T.B.A.

INSURANCE INFORMATION IS AVAILABLE IN THE OFFICE

TELEPHONE MESSAGES TO STUDENTS

The only messages taken to students during school hours are messages from parents. We can only give messages to students on an **emergency basis**. 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. **We are unable to guarantee delivery of phone messages in the afternoon.**

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.

VISITORS

Parents and other visitors are encouraged to visit district schools. 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. The principal will approve requests to visit as appropriate. **Students are not permitted to bring visitors to school.**

<u>DAILY BELL SCHEDULE</u>	<u>ASSEMBLY SCHEDULE</u>	<u>EARLY RELEASE</u>
Period 1 – 8:07-9:02	Assembly – 8:07-9:00	Period 1 – 8:07-8:41
Period 2 – 9:06-9:53	Period 1 – 9:00-9:41	Period 2 – 8:44-9:16
Morning Break – 9:53 – 10:08	Morning Break – 9:41-9:51	Period 3 – 9:20-9:52
Period 3 – 10:08-10:55	Period 2 – 9:55-10:36	Morning Break – 9:52-10:07
Period 4 – 10:59-11:46	Period 3 – 10:40-11:21	Period 4 – 10:07-10:39
Lunch/Intramurals 11:46-12:26	Period 4 – 11:25-12:06	Period 5 – 10:43-11:15
Period 5 – 12:31-1:18	Lunch/Intramurals – 12:06-12:45	Period 6 - 11:19-11:51
Period 6 – 1:22-2:09	Period 5 – 12:49-1:30	Lunch/Intramurals – 11:51-12:24
Period 7 – 2:13-3:0	Period 6 – 1:34-2:15	Period 7 – 12:28-1:00
	Period 7 - 2:19-3:00	

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 or sending a note 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 339.065 (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 school principal.

Unexcused Absence/Tardies

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

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. 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. Students will not be allowed to leave school with arrangements made by phone. Notes will be accepted in the office the morning of the game **until 9:00 a.m.**
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

Any more than the equivalent of eight (8) unexcused half-day absences in a month will result in a referral to the Truant Officer for further evaluation and possible citation. Once a student reaches 15 days absent (*excused or unexcused*) the student will be required to have a note from the doctor validating the illness each time the student misses school. Parents will be notified when this is necessary.

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 including detention, suspension, expulsion and/or 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.

Attendance of P.E. Classes

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

Homework Request

After three days of excused absence 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. Excessive tardies will be discussed with the truant officer and may result in disciplinary action.

Tardy to Class

Students are tardy if they are not in the room and in their seats when the bell rings. The third tardy to any one class, and each additional tardy, could result in detention.

Arrival / Dismissal

Philomath Middle School students may enter the classroom areas at 8:00 a.m. when the first bell rings. The school shall not be responsible for injuries to students on school grounds before 8:00 a.m. or after 3:10 p.m. unless involved in a school activity. Students on school property on non-school days assume their own liability. Staff is on duty between the hours of 7:45 a.m. and 4:00 p.m. when school is in session; however, hours for active staff supervision on school grounds at Philomath Middle School are 8:00 a.m. to 3:10 p.m.

Students who are not involved in athletics or other supervised school activities are required to leave the school grounds by 3:10 p.m.

LOCKERS

Lockers are provided so that all students may keep books, school supplies, and personal belongings in a central location. 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

- The district offers a hot lunch program in conjunction with the Corvallis School District. The price of the complete lunch will be \$2.65. Entrees and other items will also be available for purchase.
- A breakfast program will also be available to students, and the price will be \$1.50. It will be served during morning break (around 10:00 a.m.).
- Free and reduced-cost lunch/breakfast will be available to those who qualify. Applications are available at the office.
- Menus will be available in advance. Lunch/breakfast deposits may be made in the school office or in the kitchen each day.
- 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. Recyclable materials, (i.e., cans, paper bags, glass, etc.), should be placed in appropriate containers.

Corvallis Food Service Computerized Meal System

The Corvallis Food and Nutrition Services Department uses a computerized payment system. Account questions should be directed to Corvallis Food Service.

The system operates on a deposit/debit basis. Money is deposited, **in advance**, into the student's account. When the student goes through the line for a meal, the computer will debit the appropriate amount from the student's account based on whether the student is Paid or Free/Reduced-price. The computer screen will display the student's remaining balance and indicate when a deposit is necessary.

Students qualifying for Free meals will also see a display balance on the screen, which allows their transaction to look like any other paying student. This balance is a display balance only and does not reflect an actual balance in the account.

It is expected for paying students to maintain a positive balance in their accounts to cover their meals. ***No charges will be allowed in the middle and high schools.*** It is helpful if deposits are for a week or more at a time.

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. If you would like to have your child excused for this purpose, please contact the school office.

TELEPHONE USE - STUDENT

Students may use the office telephone with permission for emergencies or school business only. **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.**

POSITIVE RECOGNITION PROGRAMS

PASSPORT CARD:

1. A laminated Passport Card (PC) with a student's name and picture can be earned. The passport motto, "Your passport to more freedom . . . but with freedom comes responsibility." As earned, the card will be punched each quarter to show its validity for that quarter.
2. Students who meet posted passport criteria will be issued the PC. The card carries with it privileges such as two-minute early lunch and two-minute early dismissal daily (with teacher approval) and preferential consideration for student aide selection.
3. The Passport cards will be issued after completion of the first quarter based on performance during the previous grading period. The cards will be punched with a shaped hole during a grade level ice-cream social. Students who have earned passport privileges during all of the first three-quarters and remain in good standing will be rewarded with a special activity early in the 4th quarter.
4. Students who lose (misplace) their card may apply for a duplicate card by paying a small fee. If the card is taken away for misuse of card, it cannot be re-issued.

ACADEMIC MEDALS:

Students who achieve Honor Roll status for the fourth time in their tenure at the Philomath Middle School 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 middle school will be awarded a gold seal.

BRAVE PRIDE AWARDS:

Staff members issue these awards to students who perform positive deeds. A copy of the award is issued to the student after the student's name is read in the morning announcements. Students receiving these awards will be entered in prize drawings that will take place throughout the year during various assemblies.

HIGH-FIVE AWARDS:

Staff members issue these awards to students who perform positive deeds. The student may turn the high-five slip in for a small incentive gift.

HONOR ROLL:

Full-time students who achieve a 3.50 grade point average or higher on the grading period report card are awarded Honor Roll certificates and recognized at an academic awards assembly.

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 local newspapers. Each month, the S.O.M.'s will go to lunch with an administrator.

ACADEMIC PERFORMANCE

Students should achieve passing grades in all subjects at the end of each quarter. The school will create an intervention plan to ensure that students receive appropriate support to meet this goal. The plan will outline how students at risk of not meeting the goal will be monitored and provided with additional assistance and opportunities to improve their performance.

A student with failing grades will receive additional assistance according to the school intervention plan. Students who are failing in spite of intervention will be referred to a Student Study Team and the team will make recommendations for further action.

Student Study Teams

The middle school will establish a Student Study Team for the purpose of making recommendations about students who may be ineligible for promotion to the next grade. The Student Study Team will consist of an administrator, counselor, teacher, and any other person appointed by the principal. Each Student Study Team shall have one person designated as a student advocate. Students who have excessive absences, show inadequate evidence of achieving course objectives, and/or have poor performance assessment scores will be referred to the Student Study Team. The team will review each referred student's performance for the school year, including the interventions that have been used to help the student to be successful. *This review may include other relevant educational records.* The Student Study Team will make recommendations about summer school, alternative placement and/or retention. The principal will make the final decision about retention. This decision may be appealed to the Superintendent of Schools or his designee.

Academic Improvement Plan

An Academic Improvement Plan will be developed by teachers and parents, and supported by any specialist's necessary, to ensure that students receive appropriate support to make satisfactory progress. The plan will outline how students not making satisfactory progress will be monitored and provided with additional assistance and opportunities to improve their performance.

The Academic Improvement Plan will:

- Identify the skill or content area in which the student is not making satisfactory progress.
- Identify evidence that suggests the student is not making satisfactory progress.
- Identify the intervention strategy designed to improve the skill or content area.
- Regular "Check in / Checkout" with identified staff members to monitor progress on daily goals.

This program developed through the counselor.

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.

Summer School

After a review of students with unsatisfactory performance, the Student Study Team may recommend a district summer school program if available. Parents or legal guardians will assume the financial responsibility for summer school courses. Tuition assistance may be available from the district for those with demonstrated need.

Retention

The Student Study Team 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.

GENERAL RULES

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

Rules:	Positive Examples:	Negative Examples:
I. All students are expected to act safely and responsibly while on the school grounds.	<ul style="list-style-type: none"> Talking quietly. 	<ul style="list-style-type: none"> Using electronic devices during the school day (7:30-3:00). 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 overly 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 the hallway.
	<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 hats 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 to school must park and lock them in the bike rack. Students are expected to **WALK** their bikes and **CARRY** their skateboards or scooters on 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 before 9:00 a.m. The students will receive a “Special Trip Permit” to give to the bus driver.

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 the case of illness. Students leaving the campus **MUST** check out through the office and will be issued an "OFF-CAMPUS PASS." The police department has agreed to assist the school district in monitoring students who are off campus.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, dance 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 club or organization.

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.

COMPUTER USE

Students may use school computers only 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".

DANCE RULES

- Only Philomath Middle School students may attend school dances.
- Students must be in attendance for the entire day of the dance in order to attend, unless approval has been prearranged with school administration.
- Students must be eligible to attend any school dance. A student is not eligible if he or she has an after-school detention, in-school suspension, or out-of-school suspension since the most recent dance.
- Students must arrive at the dance within the first 30 minutes unless prior arrangements have been made or a parent/guardian escorts the student inside to check in with the principal or assistant principal.
- Students must remain at the dance for the entire time unless escorted by a parent or guardian.
- All school rules apply at dances. 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 fifteen minutes after the dance is over unless the student is on the clean-up committee.

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, the following:
 - Clothing with inappropriate language and/or promoting alcohol, drugs, tobacco, sex, or gangs.
 - Short shorts and skirts – As a general rule, garments are too short if the knuckle closest to the fingernail of the middle finger extends past the lower edge of the garment.

- Garments must cover underwear. Pants must be pulled up high enough and shirts/tops must meet pants or skirts when standing in a relaxed position.
- Shirts/tops must cover the shoulders. Students may not wear tank tops or spaghetti strap tops.
- Wearing hats—or any form of head covering—inside the school during regular school hours (7:30am – 3:00pm) is not permitted. Hats may be worn outside the school building.
- Bandanas of any color are not permitted in school or on school grounds.

EXTRACURRICULAR EVENT RULES

Students and adults are expected to act responsibly:

1. No food, gum, or drinks are allowed in the gym. (Only players on the bench may have drinks.)
2. Spectators need to be in the bleachers observing programs or games.
3. Good sportsmanship shall be observed at all times.
4. Booing, whistling, and stomping of feet are not appropriate.
5. No talking during artistic performances.
6. Wait until the conclusion of a speech, song, or act prior to entering or exiting the event.
7. All school rules are in effect during extra-curricular activities.

FOOD, DRINK, GUM, CANDY & SNACKS

Though gum, candy and unhealthy snacks are discouraged, we encourage students to show responsibility by disposing of gum, wrappers, etc. in proper receptacles. Food or drinks may be consumed in the main hallway and/or multipurpose room before school and in the multipurpose room at lunch. Use in the classroom is at the discretion of individual teachers. Misuse could result in disciplinary action.

HALL PASSES

1. Students in the hallway during class time must have a hall pass. (No exceptions.)
2. During lunch/intramural period, students must have a pass to be in the **office, main school area, or in any classroom.**
3. Students are not to be in a classroom without adult supervision.

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. If an item is brought to school for a school activity, it should be left in the student's locker (*turned off*) until it is needed for the activity. The school assumes no responsibility or liability for the loss of or damage to cell phones, iPods, mp3 players, laser pointer, bicycles, skateboards or scooters, cameras, glasses, radios, calculators, video games or other personal items. Please put your name on all personal items.

CELL PHONES

Cell phones must be turned off upon a student's arrival to school and stored in the student's locker. These items will be confiscated if used during the school day.

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, or wrapping your arm 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.

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 minor infractions of school rules and policies.

Detentions Examples of behaviors that detentions may be written for are:

- Unprepared for class (examples are: no pen and paper, no P.E. clothes, improper P.E. clothes.);
- 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, laser pointer, MP3 Players, etc.*)
- Cheating.

Forms/ Procedures — Noon detention

When a noon detention is issued to a student the student will be given a detention form with the appropriate information entered. This is the student's reminder to attend and their pass for a priority lunch. The student should use the restroom, get lunch, bring appropriate work to detention room, and check in with the detention room monitor.

MULTIPLE OFFENSES

Students who have *repeatedly received noon detentions* for inappropriate classroom and school behavior will 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 from 3:05 p.m. to 3:45 p.m. in the assigned room.
- 7- 8th detention ▶ **TWO** After-School Detentions
- 9-10th detention ▶ **HALF DAY** In-School Suspension (ISS)
- 11-12th detention ▶ **ONE DAY** In-School Suspension (ISS)
- 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 their consequence increased.
- 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.)*

Philomath Middle School Discipline Procedures for Major Offenses

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
DISRESPECT OF SCHOOL PERSONNEL			
Physical Abuse or Attempted Abuse of School Personnel	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension; recommendation for expulsion ▪ Loss of extra curricular privileges for remainder of year 		
Disrespect, Defiance, or Disobedience to Any School Personnel <ul style="list-style-type: none"> ▪ Verbal/Gesture ▪ Slang ▪ Cussing ▪ Swearing ▪ Name Calling ▪ Other 	<ul style="list-style-type: none"> ▪ Conference with administrator ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator ▪ 3-days suspension and behavior contract ▪ Loss of extra curricular privileges for remaining time in semester 	<ul style="list-style-type: none"> ▪ Conference with administrator ▪ 5-days suspension ▪ Loss of extra curricular privileges for remaining time in semester
DISRESPECT OF OTHERS			
Play Fighting No Physical Contact	<ul style="list-style-type: none"> ▪ Conference with administrator ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator ▪ 3-days suspension, behavior contract 	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ 5-days suspension, behavior contract

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Play/Real Fighting With Physical Contact	<p>Play Fighting (Pushing, slapping or unwanted touching)</p> <ul style="list-style-type: none"> Conference with administrator 1-day suspension <hr/> <p>Real Fighting</p> <ul style="list-style-type: none"> Conference with administrator, resource officer, and parent 1 to 3-day suspension 	<p>Play Fighting (Pushing, slapping or unwanted touching)</p> <ul style="list-style-type: none"> Conference with administrator and parent 1 to 3-days suspension <hr/> <p>Real Fighting</p> <ul style="list-style-type: none"> Conference with administrator, resource officer, and parent 3 to 5-days suspension with possible recommendation for expulsion 	<p>Play Fighting (Pushing, slapping or unwanted touching)</p> <ul style="list-style-type: none"> Conference with administrator and parent 3 to 5-days suspension <hr/> <p>Real Fighting</p> <ul style="list-style-type: none"> Conference with administrator, resource officer, and parent 5-days suspension with recommendation for expulsion
Harassment and Sexual Harassment (Continued bothering that is not invited; vulgar and/or slang names pertaining to gender; pantsing; lifting shirts; snapping undergarments; etc.)	<p>Verbal or Touching</p> <ul style="list-style-type: none"> Conference with administrator and parent 1 to 5-day suspension Possible recommendation for expulsion and/or counseling 	<p>Verbal or Touching</p> <ul style="list-style-type: none"> Conference with administrator and parent 3 to 5-days suspension Possible recommendation for expulsion and/or counseling 	<p>Verbal or Touching</p> <ul style="list-style-type: none"> Conference with administrator, parent, and resource officer 5-days suspension, recommendation for counseling and recommendation for expulsion
Intimidating, Threatening, and/or Menacing (Including cyberbullying)	<ul style="list-style-type: none"> Conference with administrator and parent 1 to 3-day suspension 	<ul style="list-style-type: none"> Conference with administrator, parent, and resource officer 3 to 5-days suspension 	<ul style="list-style-type: none"> Conference with administrator, parent, and resource officer 5-days suspension with possible recommendation for expulsion
Slurs, Degrading or Disgracing (Racial, ethnic, religious, handicapped, sexual)	<ul style="list-style-type: none"> Conference with administrator and parent 1 to 3-day suspension 	<ul style="list-style-type: none"> Conference with administrator and parent 3 to 5-days suspension 	<ul style="list-style-type: none"> Conference with administrator, parent, and resource officer 5-days suspension and possible recommendation for expulsion
ATTENDANCE			
Tardy	<ul style="list-style-type: none"> Third tardy will result in one noon detention 	<ul style="list-style-type: none"> Every tardy after third (4th, 5th, 6th...) will result in a noon detention for each tardy 	

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Truant	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ After-School Detention to make up lost class time 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ After-School Detention to make up lost class time and/or 1 to 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ After-School Detention and/or 3 to 5-days suspension, and referral to ESD Attendance Officer
BEHAVIOR			
CLASS BEHAVIOR CONTRACT <i>Violation of classroom contract</i>	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, teacher(s), and parent ▪ 1 to 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and possibly with resource officer ▪ 3 to 5-days suspension, review by Student Study Team and possible recommendation for counseling/extensive evaluation
DETENTION	<ul style="list-style-type: none"> ▪ Failure to serve noon detention will result in After-School Detention 	<ul style="list-style-type: none"> ▪ Failure to serve After-School Detention will result in In-School Suspension 	
DRESS CODE <i>Violation of Policy</i>	<ul style="list-style-type: none"> ▪ Warning 	<ul style="list-style-type: none"> ▪ Detention 	<ul style="list-style-type: none"> ▪ Possible In-School Suspension
DRUGS, ALCOHOL, AND TOBACCO			
Use or Possession <i>During school or at any school related activity</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1 to 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3 to 5-days suspension and possible recommendation for expulsion 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and/or recommendation for expulsion
Possession, Use or Under the Influence of Any Controlled Substance <i>(Use or possession of prescription drugs not registered in the office, drugs, alcohol, intoxicants, or drug paraphernalia)</i> <i>During school or at any school related activity</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and referral to appropriate intervention program and/or counseling 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and referral to appropriate intervention program and/or counseling and recommendation for expulsion 	
Selling, Furnishing or in Possession For Sale of Any Controlled Substance <i>During school or at any school related activity</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and recommendation for expulsion 		

VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
EXPLOSIVES <i>(Firecrackers, smoke bombs, incendiary devices, fireworks, etc.)</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3 to 5-days suspension with possible recommendation for expulsion 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension with recommendation for expulsion 	
FIRE ALARM <i>Tampering with or giving a false alarm</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and recommendation for expulsion 	
FORGERY, FALSIFYING OF RECORDS	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ 1 to 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator and parent ▪ 3 to 5-days suspension
GAMBLING	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3-days suspension possible recommendation for counseling 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and recommendation for expulsion
TAGGING			
Book Covers, Signatures, School Work <i>(gang symbols, names, style of writing)</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1-day suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3-days suspension 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension and possible recommendation for expulsion
Books <i>(defacing with any writing or drawing and/or gang symbols, names, style of writing)</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1-day suspension and restitution 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3-days suspension and restitution 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension, restitution, and recommendation for expulsion
School or Private Property <i>(defacing with any writing or drawing and/or gang symbols, names style of writing)</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1 to 5-days suspension, restitution, and possible recommendation for expulsion 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3 to 5-days suspension, restitution, and possible recommendation for expulsion 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension, restitution, and recommendation for expulsion

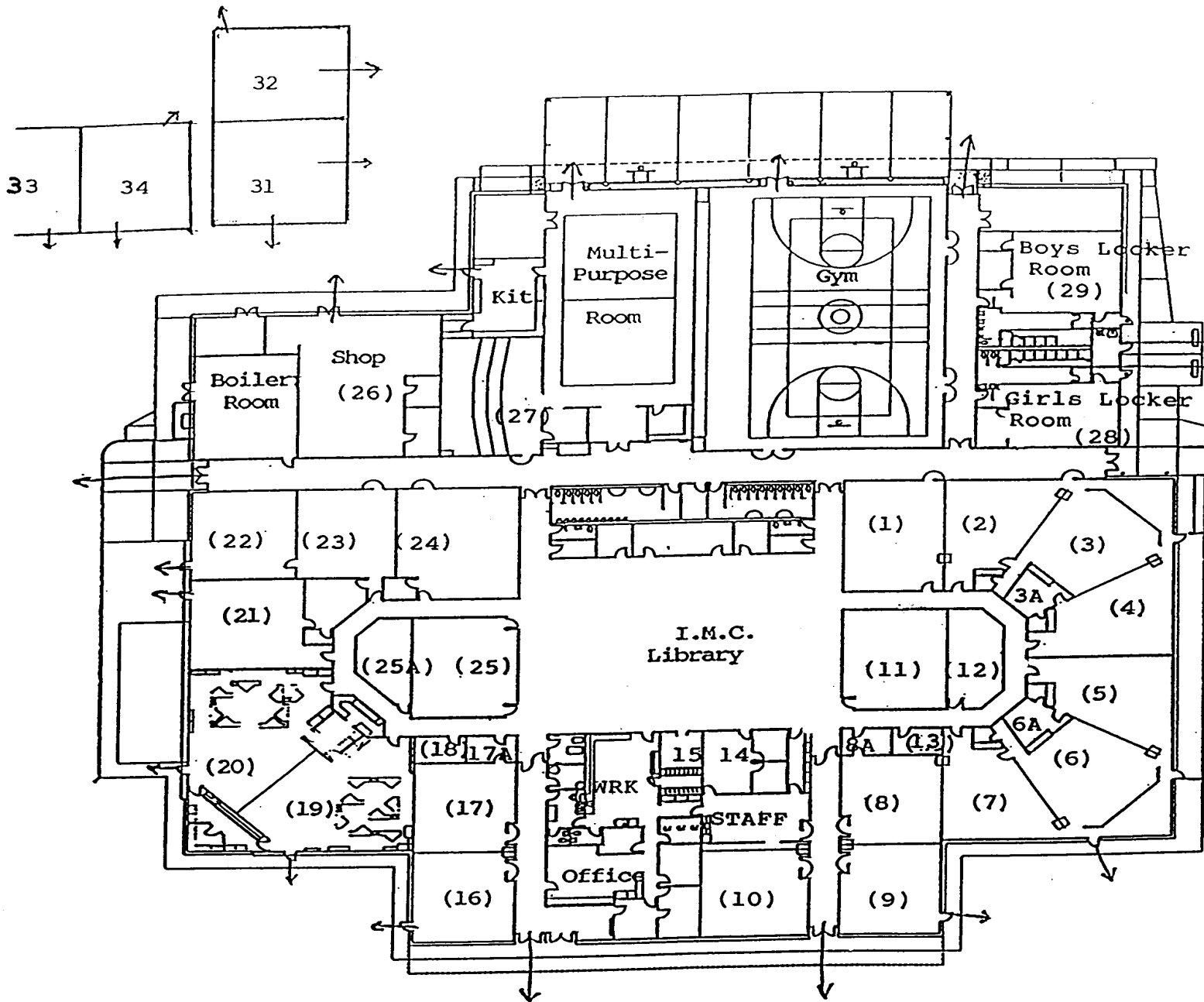
VIOLATION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
THEFT	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 1 to 3-days suspension and restitution 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 3 to 5-days suspension and restitution 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ 5-days suspension, restitution, and recommendation for expulsion
WEAPONS <i>(real or look-alike)</i> <i>Possession of any firearm, knife, explosive or other dangerous object at school or school activity</i>	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ Immediate 3 to 5-days suspension with possible recommendation for expulsion 	<ul style="list-style-type: none"> ▪ Conference with administrator, parent, and resource officer ▪ Immediate 5-days suspension with recommendation for expulsion 	

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 step or 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

1. **Library Hours:** The Instructional Media Center (IMC) is open from 8:00 a.m. to 3:00 p.m. each day. Students will not be admitted to the area while school is in session without a signed library pass, unless accompanied by a teacher. Students may work in the library during the lunch hour. Students working in the library after school need the permission of the librarian.
2. **Library Pass:** Upon entering the library students should give their pass to the person at the circulation desk and expect to remain in the library for the entire period. Students must have necessary materials before entering the library; the librarian will not issue hall passes.
3. **Checkout System:**
 - a. Present bar-coded student body card to check out books.
 - b. Request audiovisual equipment at the circulation desk.
4. **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.
5. **Circulation:**
 - a. No library materials are to be removed from the media center unless they have been checked out.
 - b. Materials are due on the date stamped.
 - c. Most books can be checked out for three weeks.
 - d. Encyclopedias and other reference materials can be checked out for overnight use or for one period.
 - e. Magazines must be used in the library only.
 - f. Materials cannot be renewed if there is a reserve request for them.
 - g. Overnight reserve books must be returned before first period of the day that they are due.
6. **Student Reserve:** Books in circulation may be held on reserve. Ask the librarians about this.
7. **Inter-Library Loan:** Ask the librarians for a form to use to request books from other Philomath schools.
8. **Overdue Books and Fines:** There are no fines for overdue materials. However, students will lose library privileges if overdue materials are not returned on time.
9. **Conduct**
 - a. The library is a **quiet zone!** Please pass quietly through hallways adjoining the media center.
 - b. Please keep the noise level low as other individuals may need quiet to work. Loud talking is not permitted.
 - c. Push in chairs, clear tables, and return unchecked materials to the circulation desk before leaving the area.
10. **Photocopying Service:** The staff will only photocopy library articles from books and magazines at no charge. Only single copies of library materials needed for assignments will be made.

Philomath Middle School



A copy of room assignments can be picked up in the office.

PHILOMATH MIDDLE SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2011-2012
Please complete form and return to the main office

Student Name (please print)

Grade

Our signatures indicate that we have received, read, and understand the 2011-2012 Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date