

# LPMS

## Student & Parent Handbook

2017 —2018

Revised August 2017



**Corvallis**  
SCHOOL DISTRICT

# Table of Contents

Welcome	2	Grades	16-17
School Mission	2	Citizenship Grades	16
LPMS Office Staff Phone Numbers	3	Grade Reports and Pinnacle	17
Academic Expectations	3	Guest Teachers (Substitutes)	17
Academic Integrity	4-5	Hall Passes	17
Announcements	5	Health Information	17-18
Attendance (and Tardy)	5-6	Immunization	17
Backpacks/Book Bags	6	Student Accident Insurance	17
Behavior	6-10	Medication at School	17-18
Expectation Matrix	7-8	Health Room Services	18
Positive Behavior Supports	8	Homework/Make-up Work	18-19
Refocus Forms	9	Instruction and Curriculum	19-20
Support Room	9	TAG and Accelerated Learning	20
Student Code of Conduct	9	Library/Media Center	20-21
Intimidation or Harassment	9-10	Lockers	21
Detention	10	Lost and Found	21
Suspension or Expulsion	10	Lunch and Breakfast	22-23
Bell Schedule	11	Meal Purchases	22
Bicycles, Skateboards, and Other	12	Free/Reduced Meal Program	23
Binders	12	Newsletter	23
Building Hours	12	PTO Listserv	23
Bus Transportation	12-13	Public Displays of Affection	23
Bus Boarding	12	Selling and/or Trading Items at School	23
Riding Bus	12-13	Sports	23
Bus Referrals	13	Student Body Cards	23
Cell Phones	13	Student Records	23-24
Change of Address/Phone	13	Technology and Appropriate Use	24
Chewing Gum	14	Computer Labs	24
Closed Campus	14	iPads	24
Clubs	14	Personal Electronics	24
Complaints	14	Tobacco, Alcohol, or Drugs	24-25
Conferences	14	Visitors and Volunteers	25-26
Contacting Staff	14	Weapons and Dangerous Items	26
Deliveries and Messages for Students	14-15	Withdrawing from School	27
Dress Code	15		
Emergency and Safety Procedures	15-16		
Field Trips	16		
Financial Assistance	16		
Fragrances and Grooming Products	16		

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us) 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

District Title II Contact—Rynda Gregory, Teaching & Learning, 541-757-4433  
 Discrimination Inquiries and Title IX Contact—Jennifer Duvall, Human Resources, 541-757-5840  
 District 504 Contact—Brikena Haxhiraj, Teaching & Learning, 541-757-4574  
 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

# Welcome

Welcome to Linus Pauling Middle School. The Pauling Pride are members of a proactive community of students, staff, parents, and community members. Our mission:

**To provide a community of equity, compassion, growth and opportunity for all students by preparing lifelong learners for success in education and careers as engaged citizens and leaders in a global society.**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement. The Corvallis School District's complete handbook is available through the district website under Parents & Students.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district's extensive Student/Parent Handbook are available at your school office or on the district web site at [www.csd509j.net](http://www.csd509j.net).

*Linus C. Pauling*  
*Scientist, Humanitarian,*  
*Champion of World Peace*  
1901 - 1994

Linus Carl Pauling was born in Portland, Oregon on February 28, 1901. He attended public schools in Condon and Portland, Oregon and entered Oregon State College (now OSU) in 1917, receiving the degree of BS in chemical engineering in 1922. While at OSC, he worked as a full-time teacher of quantitative analysis in 1919-1920. He was appointed a Teaching Fellow in Chemistry at the California Institute of Technology and was a graduate student there from 1922-1925. In 1925, at the age of 24, he was awarded the Ph.D. (summa cum laude) in chemistry, with minors in physics and mathematics.

His interest lay in the field of molecular structure and the nature of chemical bonds. He was a member of numerous professional societies in the United States and abroad, the author of hundreds of papers and many books, and he was showered with awards in the US and Europe. He is distinguished as the only person to have been awarded two unshared Nobel Prizes; the Nobel Prize in Chemistry in 1954 and the Nobel Peace Prize in 1962.

He married Ava Helen Miller of Beaver Creek, Oregon in 1923, and they had four children, Linus Carl Jr. (1925), Peter Jeffress (1931), Linda Helen (1932), and Edward Crellin (1937) and many grandchildren. Linus C. Pauling died August 19, 1994.

## Contact Information:

### LPMS Office Staff

<b>Principal:</b> Alicia Ward Satey	541-757-5964
<b>Assistant Principal:</b> Gregory Hyde	541-757-5776
<b>Counselor:</b> Jennifer Still	541-757-4549
<b>Counselor:</b> Jody Chilvers	541-757-4708
<b>Office Manager:</b> Lacey Purkey	541-757-3849
<b>Registrar:</b> Mary Marshall	541-757-3979
<b>Attendance:</b> Debra Hascall	541-757-5716
<b>School Office:</b>	541-757-5961
<b>School Fax:</b>	541-757-4598

**Any Staff Member's E-mail address:** [firstname.lastname@corvallis.k12.or.us](mailto:firstname.lastname@corvallis.k12.or.us)

## Academic Expectations

### **Be Responsible**

- Know when assignments, tests, and projects are due by using your planner accurately and regularly
- Be organized by keeping locker neat and follow guidelines for your binder
- Be prepared by showing up to class with necessary materials such as: a charged iPad, completed assignments, binder (with planner), textbook, pencils, etc.
- Know what is expected
  - Read directions before leaving class
  - Start the assignment before leaving class- mentally or physically
  - Ask questions when you don't understand and ask the teacher for help if confused
  - Request makeup work from the teacher
  - Attend to the announcements and information

### **Be Respectful**

- Cover books if requested and always return books in good condition
- Keep track of and take good care of school equipment
- Use iPads appropriately and with care

### **Be an Active, Engaged Learner**

- Select a proper study area. Preferably a table or desk that is relatively quiet and free of distractions
- Plan study time. Set aside time each day for homework and do some work each night on large projects. If you do not have specific homework, spend time studying notes, reading text, or give yourself practice quizzes
- Use resources such as the public library or at school. Research appropriately and avoid plagiarism (see academic integrity).
- Concentrate on the task at hand and avoid getting sidetracked by games, phone, tv, etc.
- Write neatly. The teachers cannot award you points for your demonstration of learning if they cannot read it.
- Always place the proper headings at the top of the paper. Again teachers cannot award points if they do not know who completed the assignment. Standard headings are:
  - Upper right corner should have: Name, Class Period, Date
  - Upper left corner or top center should have: title of assignment

## **Academic Integrity**

To maintain academic integrity, Linus Pauling Middle School students are expected to:

- Put forth their best effort on tests and assignments.
- Demonstrate respect toward their instructors and peers by encouraging and facilitating learning
- Converse with others and assist other students when it is in a manner that is consistent with testing or assignment instructions.

This dialogue or exchange of ideas, both inside and outside the classroom, helps facilitate learning by everyone. Engaging in various forms of academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential.

Students are expected to submit their own work on assignments, projects, reports and examinations.

Prohibited events include, but are not limited to:

- Giving unauthorized assistance to other students
- Receiving unauthorized assistance from other students
- Reproducing, reformatting or paraphrasing the work of others as your own (plagiarism)
- Using or sharing prohibited study aids or other written materials on tests or assignments
- Sharing false information or knowingly misleading another to reach a false answer or conclusion
- Using an online translator to complete work in a World Language class
- Inappropriately modifying work without teacher approval

Violation of this policy may result in discipline as deemed appropriate by the instructor and/or administration, based on the nature and seriousness of the offense. Discipline may involve the district prohibiting the student from participating in school-sponsored activities or events; denial or revocation of school-conferred titles, distinctions, honors, or privileges, teacher/counselor letters of recommendation; or detentions, suspension or expulsion.

## **Plagiarism**

Plagiarism is not allowed and should be avoided by students. Consequences will be given to students who commit plagiarism.

According to Webster' New International Dictionary of the English Language, to plagiarize is:

“To steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”

### **The range of consequences for committing plagiarism:**

Depending on the case, penalties for academic dishonesty at Linus Pauling Middle School can range from reprimand to failure in an assignment.

- A grade reduction on the assignment in question.
- A grade of zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work.
- Assignment to detention.
- Suspension.

### **How can plagiarism be avoided?**

USE YOUR OWN WORDS AND IDEAS.

Practice is essential to learning. Each time you choose your words, order your thoughts, and convey your ideas, you can improve your writing.

GIVE CREDIT FOR COPIED, ADAPTED, OR PARAPHRASED MATERIAL.

If you repeat another’s exact words, you MUST use quotation marks and cite the source. If you adapt a chart or paraphrase a sentence, you must still cite. Paraphrase means that you restate the author’s ideas, meaning, and information in your own words (see examples).

AVOID USING OTHERS’ WORK WITH MINOR “COSMETIC” CHANGES.

Examples: using “less” for “fewer,” reversing the order of a sentence, changing terms in a computer code, or altering a spread sheet layout. If the work is essentially the same, give credit.

THERE ARE NO “FREEBIES.”

ALWAYS cite words, information and ideas you use if they are new to you (learned in your research). No matter where you find it – even in an encyclopedia or on the Internet – you cite it!

BEWARE OF “COMMON KNOWLEDGE.”

You don’t have to cite “common knowledge,” BUT the fact must really be commonly known. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that over 51,000 Union and Confederate soldiers died in the Battle of Gettysburg is not.

WHEN IN DOUBT, CITE.

Better to be safe than not give credit when you should!

### **Announcements**

Daily student announcements take place promptly at the beginning of each school day, and they advise students about upcoming events at LPMS and around the district. Students are expected to be on time to class and listen carefully to all daily announcements. The announcements are also posted on the LPMS website at [lpms.us](http://lpms.us)

### **Attendance**

Excusable absences and tardies are determined by state guidelines. Acceptable excuses may include illness, medical appointments, family emergencies and trips and school field trips. Repeated absences and tardies are reported to the LBL ESD attendance officer. Any student absence longer than 10 school days requires that the school withdraw that student from school, and the information is reported to the state.

#### **When a student is absent from school for a full or partial day:**

- Parents/guardians are asked to telephone LPMS at **541-757-3980** (attendance line) **before 9:15 a.m. on the day of the absence**. Be sure to post the LPMS phone number in a location that will be handy for reference for calling the school. Voicemail is available for attendance messages around the clock for parent convenience.
- A parent/guardian note may also be sent to school **prior** to the date of the absence.
- When excusing a student’s absence, please include:
  - your name and relationship to the student
  - student’s full name
  - date and time of the absence
  - reason for the absence
  - phone number where you can be reached

**In order to protect the learning environment as much as possible, please plan ahead to avoid unannounced or last moment pick-up.** In addition, to assure you will leave the school on time during the school day, please be sure to always notify LPMS attendance ahead of time, and pre-arrange a time with your student to meet at the office for departure.

Teachers are notified of the day’s attendance each morning. Pre-arranging absences allows teachers to be aware of any student needs and allows students to leave for appointments during the school day without undue delay or disruption to the classroom. Students are able to leave class early in order to meet parents at the office at a prearranged time.

- Parents/guardians must notify the office if someone else will be picking the student up for an appointment.

- Whenever a student arrives late or departs early they are required to sign in or out on the student log sheet on the office counter.
- Please keep your student information/emergency card up to date. In the event of an emergency, we will refer to this card to contact parents/guardians or others that have been listed as emergency contacts in the event parents/guardians cannot be reached.
- In the event of an emergency, no student will be released to anyone other than individuals listed on the card without approval of the parent or guardian.

### **Arriving to Class on Time (Tardiness)**

- Use passing time wisely. This is the time to use the restroom and get supplies from the locker. Students should be in their seat and ready to learn when the bell rings, otherwise the student will be marked tardy.
- The first two tardies result in a verbal warning from the teacher.
- Noon detention will be assigned after the 3rd tardy.
- Additional consequences can result from excessive tardies. Every third tardy will result in a lunch decision.
- Students arriving more than 10 minutes late without a pass will be sent directly to the Dean of Students.
- Tardy tracking will restart at the beginning of each quarter.

### **Backpacks/Book Bags**

To fit into lockers, backpacks should not be overly large or bulky. The rolling type of backpacks do not fit in LP lockers. We have found that when students take full sized bags to class it promotes disorganization and develops into a safety hazard in the crowded classroom. Therefore, no bags of any type are allowed in LPMS classrooms. Exceptions must be written into a specific student support plan.

### **Behavior**

Our school community and behavior support systems are based on the belief that students need to grow toward independence and need to be supported to that end. We believe that primary in the process are **respect, responsibility and safety**

The purpose of our behavior system is fourfold:

1. To create a safe learning environment, where students grow towards independence
2. To create a place where individual differences are valued and respected.
3. To help students learn responsibility, self-discipline and positive citizenship.
4. To create an atmosphere of respect where students can be successful in school academically, socially, and physically.

We Believe:

- Social-emotional learning is equal in importance to academic learning and is taught and re-taught just as any other area of learning.
- Positive relationships should be cultivated and honored.
- Prevention models are more effective than intervention models.
- Effective systems across people, places and things promote success for kids and adults.
- A positive school climate exemplifies trust and assumes best intentions.
- Positive interactions are a more effective tool for shaping behavior than negative interaction

### Behavior Expectations Matrix

Location	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
<b>All the Time</b>	<ul style="list-style-type: none"> <li>- Keep hands, feet, &amp; body fluids to self.</li> <li>- No play fighting or aggressive play</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions of staff first time asked.</li> <li>- Use appropriate voice level</li> <li>- Be polite: "please", "thank you", and "excuse me"</li> <li>- Treat property with respect</li> </ul>	<ul style="list-style-type: none"> <li>- Place trash in the trash can and recyclable in recycle bins.</li> <li>- Encourage others to follow the rules</li> </ul>
<b>Commons/Lunch</b>	<ul style="list-style-type: none"> <li>- Walk at all times.</li> <li>- Eat only your own food &amp; drink</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Wait patiently in line.</li> <li>- Keep food &amp; drink in cafeteria.</li> <li>- Clean up your area.</li> <li>- Wait to be dismissed.</li> </ul>
<b>Bus Area</b>	<ul style="list-style-type: none"> <li>- Use crosswalks &amp; sidewalks.</li> <li>- Do not block school doors.</li> <li>- Stay behind yellow line until bus doors opens.</li> </ul>	<ul style="list-style-type: none"> <li>- Join your designated bus line.</li> <li>- Follow adult directions promptly.</li> </ul>	<ul style="list-style-type: none"> <li>- Wait in your assigned area for your route to be announced.</li> <li>- Keep your belongings with you at all times.</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>- Walk your wheels.</li> <li>- Lock bikes to bike rack.</li> <li>- Use crosswalks &amp; sidewalks.</li> <li>- Use designated entrances &amp; exits.</li> </ul>	<ul style="list-style-type: none"> <li>- Allow others to move freely, keep moving.</li> </ul>	<ul style="list-style-type: none"> <li>- Leave building at correct time.</li> <li>- Leave campus promptly.</li> <li>- Walk your wheels.</li> </ul>
<b>Fire Drill &amp; Building Security</b>	<ul style="list-style-type: none"> <li>- Be quiet throughout entire drill.</li> <li>- Walk single file.</li> <li>- Face away from the building.</li> </ul>	<ul style="list-style-type: none"> <li>- Answer roll call immediately &amp; clearly.</li> <li>- Notify adult &amp; then assist others who need help.</li> </ul>	<ul style="list-style-type: none"> <li>- First out, hold the doors.</li> <li>- Last out, lights on, door closed.</li> <li>- Wait for dismissal signal.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>- Keep water in sink.</li> <li>- Wash hands before leaving.</li> <li>- Place towels in trash.</li> </ul>	<ul style="list-style-type: none"> <li>- Give people privacy.</li> </ul>	<ul style="list-style-type: none"> <li>- Flush toilets.</li> <li>- Place towels in trash.</li> <li>- Inform adults of vandalism.</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>- Place backpacks by designated wall.</li> <li>- Move safely to play area.</li> <li>- Play as if you have a referee, no fouls.</li> </ul>	<ul style="list-style-type: none"> <li>- Use good sportsmanship.</li> <li>- Referee your game according to rules of play.</li> </ul>	<ul style="list-style-type: none"> <li>- Play ends at staff whistle or command.</li> <li>- Walk with equipment to designated area.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>- Keep feed on floor.</li> <li>- Take medications only in Health Room under adult supervision</li> </ul>	<ul style="list-style-type: none"> <li>- Wait your turn.</li> <li>- State your purpose clearly.</li> </ul>	<ul style="list-style-type: none"> <li>- Enter only with hall pass or referral.</li> <li>- Stay in front of counter.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>- Allow others to move freely, keep moving</li> </ul>	<ul style="list-style-type: none"> <li>- Allow others to move freely, keep moving</li> </ul>	<ul style="list-style-type: none"> <li>- Hall pass required during class time.</li> <li>- Arrive at class on time.</li> <li>- Use fountain properly.</li> </ul>

<b>Media Center/ Library</b>	- Sit only on chairs. - Keep feet on floor	- Be polite. - Wait patiently. - Use appropriate voice levels	- Enter quickly - Treat library materials responsibly. - Return materials on time & in same condition
<b>Computer Lab</b>	- Sit only on chairs. - Keep feet on floor. - Use computer only as directed.	- Respect other people's work and property. - Use appropriate voice levels.	- Stay in assigned area. - Use computer only as directed. - Notify teacher of missing/broken equipment.
<b>Assemblies/ Special Events</b>	- Walk in single file line behind teacher. - Sit with your class. - Wait for dismissal instructions. - Leave aisles clear.	- Be a good listener: eyes on speaker, listen quietly, and applaud when appropriate. - Enter and leave quietly.	- Leave belongings in classroom.
<b>Cell Phones</b>	- To protect self and others.	- No calls in or out - No pictures. - No texting.	- Off and away. - Keep in locker

### Positive Behavioral Supports: School-wide Recognition for Citizenship

#### PAWS Card

- PAWS (Positive Acts We See) is a school-wide behavior recognition system in which students receive PAWS cards. The intent of the PAWS card is to celebrate positive student behavior. School staff may acknowledge students with a PAWS card for any of the following actions:
  - Generally being **Safe, Respectful, and Responsible**
  - Acts of kindness.
  - Grade improvement.
  - Good decision-making, re: seat choice, socializing, etc.
  - Self-direction—e.g., reading directions and getting started on work.
  - “Teaching” another student.
  - Patience/positive attitude.
  - Inclusion.
  - Cleaning up, picking up litter, helping without being asked!
  - Individual student progress on an academic, social or emotional goal.
- PAWS can be redeemed for various prizes and rewards throughout the year.

#### Student of the Week

This award is for students who consistently show excellence in all areas. Two students in each grade will be selected and names of student winners will be posted.

#### Appropriate Behavior as Defined by Oregon Law

Oregon law, ORS 339.250, states "Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension, or expulsion from school." In the classroom, students abide by the procedures set by individual teachers. Respectful and courteous conduct is expected in hallways, on or near campus, at school events, at class parties, on field trips, and in classrooms. Vulgarity, cursing, running, sparring, and shoving are types of behavior that will not be tolerated."

## **Refocus Forms**

The goal of the Refocus Form is to have students **reflect** on their behavior with the goal of helping them adjust their behavior in the future. A Refocus Form may be utilized as one of many strategies for managing problematic student behavior and giving opportunities for behavior correction before a referral is written

## **Support Room**

The purpose of the Student Support Room is to provide a supportive environment where students can address and resolve issues in a timely manner, and then return to the classroom as soon as possible.

The idea is to:

- Maximize learning and reduce distractions in the classroom
- Allow students the time and place to calm down and refocus themselves
- Help students learn steps in becoming more responsible and self-directed.
- Notify parents/guardians quickly and consistently of their student's behavior.

## **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, including during any school-related activity regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges and/or referral to law enforcement officials for the following (including but not limited to):

- Assault
- Hazing, harassment, intimidation, menacing, cyberbullying, bullying, teen dating violence, or domestic violence
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing, or using a weapon
- Vandalism/malicious mischief/theft, including willful damage or injury to district property, or to private property on district premises or at school-sponsored activities
- Sexual Harassment
- Possession, use, distribution, sale of tobacco products or inhalant delivery systems, alcohol, or unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities
- Use or display of profane or obscene language
- Disruption of school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school, or classroom rules

## **Intimidation or Harassment**

Intimidation or harassment are serious misbehaviors.

- *Harassment* is when a person disturbs someone persistently or torments him or her.
- *Intimidation* is when a person tries to make another person afraid that something is going to happen to them.

Harassment and intimidation can be verbal, physical, or may involve a person's property.

- verbal: abusive statements, statements of a sexual or obscene nature, put-downs, or threats
- physical: inflicting physical discomfort, injury, or unwanted touching, pushing, tripping
- property: taking, hiding, damaging, disturbing other people's belongings

Verbal or physical harassment of a student based upon personal characteristics, race, ethnic origin, gender, or religion interferes with the victim's ability to benefit from the educational program. Such harassment will not be tolerated. All incidents should be reported directly to the school office. The principal will investigate and assign consequences. Parents of all involved students will be notified, and if appropriate, a report will be filed with the district Equal Educational Opportunity officer.

### **Detention**

Students may be assigned detention as a consequence for not being safe, responsible or respectful.

- Students are expected to report to detention at the assigned time on the detention notice.
- Students may eat lunch in detention and are expected to have work to do during this time.
- If a detention is missed without a student making prior arrangements by talking with the Support Room supervisor, two detentions will be assigned.
- A second no-show for detention may result in an in-school suspension.

### **Suspension or Expulsion**

Suspension and expulsion are serious consequences. A student who has been disruptive to the educational process by breaking a rule in a major way or who has broken rules so often that it is entirely outside the realm of what can continue at school, may be suspended or expelled

Any actions that clearly have a serious negative impact upon the learning environment of the school and/or are forbidden by state law **will** be considered serious issues on the behavior ladder. The designated Administrator or Dean of Students will follow through with each referral based upon state law as well as district and school policies and procedures for disciplinary action.

Law enforcement officers will be involved if the student actions are in violation of the law. In such a case the legal system may become the primary agency involved.

### **In-School Suspension**

In-school suspension is a consequence resulting from more serious or repeated disruptive behavior. A student who is assigned to in-school suspension is placed for a period of time on a "time out" in the Support Room or another suitable place in the school. Students are expected to complete schoolwork during suspension. They are responsible for any work missed during the suspension. The student eats lunch in the detention room and is not allowed into the hall areas without being accompanied by an adult.

### **Out-of-School Suspension**

A student who is suspended out-of-school may not return to school grounds during the period of suspension. That means that student may not be on district school grounds at any time during the suspension for any activity or other reason without specific permission from one of the administrators.

Students who are suspended are expected to make up schoolwork missed during the suspension.

### **Expulsion**

Expulsion is used in only the most serious of circumstances. When a student is expelled, he or she may not be on district school grounds at any time during the term of expulsion. If special circumstances exist for an exception, parents may request permission from the administrator for the student to be on school grounds. Expelled students are offered alternative educational opportunities away from the school building.

## **Bell Schedule**

Unless there is a weather delay, school starts the same time each day (8:55). School ends at 3:35 Monday-Thursday but ends at 2:35 most Fridays with a 2 hour early release occurring once per quarter. Students attend all 7 periods Monday-Wednesday, attend periods 1,3,5,7 (odd) on Thursday, and attend periods 2, Pride, 4, and 6 (even) on Fridays.

<b><u>Monday - Wednesday</u></b>								
<b><u>6<sup>th</sup> Grade</u></b>			<b><u>7<sup>th</sup> Grade</u></b>			<b><u>8<sup>th</sup> Grade</u></b>		
Period 1:	8:55-9:45	(50)	Period 1:	8:55-9:45	(50)	Period 1:	8:55-9:45	(50)
Period 2:	9:49-10:34	(45)	Period 2:	9:49-10:34	(45)	Period 2:	9:49-10:34	(45)
A.M. Break:	10:34-10:45	(11)	A.M. Break:	10:34-10:45	(11)	A.M. Break:	10:34-10:45	(11)
Period 3:	10:49-11:34	(45)	Period 3:	10:49-11:34	(45)	Period 3:	10:49-11:34	(45)
Period 4:	11:38-12:23	(45)	Period 4:	11:38-12:23	(45)	Period 4:	11:38-12:23	(45)
Lunch 1:	12:23-12:38	(15)	Outdoor Rec 1:	12:23-12:38	(15)	Gyms 1:	12:23-12:38	(15)
Gyms 2:	12:38-12:53	(15)	Lunch 2:	12:38-12:53	(15)	Outdoor Rec 2:	12:38-12:53	(15)
Outdoor Rec 3:	12:53-1:08	(15)	Gyms 3:	12:53-1:08	(15)	Lunch 3:	12:53-1:08	(15)
Period 5:	1:12-1:57	(45)	Period 5:	1:12-1:57	(45)	Period 5:	1:12-1:57	(45)
Period 6:	2:01-2:46	(45)	Period 6:	2:01-2:46	(45)	Period 6:	2:01-2:46	(45)
Period 7:	2:50-3:35	(45)	Period 7:	2:50-3:35	(45)	Period 7:	2:50-3:35	(45)

<b><u>Thursday (Odd Classes)</u></b>								
<b><u>6<sup>th</sup> Grade</u></b>			<b><u>7<sup>th</sup> Grade</u></b>			<b><u>8<sup>th</sup> Grade</u></b>		
Period 1:	8:55-10:20	(85)	Period 1:	8:55-10:20	(85)	Period 1:	8:55-10:20	(85)
A.M. Break:	10:20-10:31	(11)	A.M. Break:	10:20-10:31	(11)	A.M. Break:	10:20-10:31	(11)
Period 3:	10:35-11:57	(82)	Period 3:	10:35-11:57	(82)	Period 3:	10:35-11:57	(82)
Lunch 1:	11:57-12:12	(15)	Outdoor Rec 1:	11:57-12:12	(15)	Gyms 1:	11:57-12:12	(15)
Gyms 2:	12:12-12:27	(15)	Lunch 2:	12:12-12:27	(15)	Outdoor Rec 2:	12:12-12:27	(15)
Outdoor Rec 3:	12:27-12:42	(15)	Gyms 3:	12:27-12:42	(15)	Lunch 3:	12:27-12:42	(15)
Period 5:	12:46-2:08	(82)	Period 5:	12:46-2:08	(82)	Period 5:	12:46-2:08	(82)
Period 7:	2:12-3:35	(83)	Period 7:	2:12-3:35	(83)	Period 7:	2:12-3:35	(83)

<b><u>Friday (Even Classes + Pride)</u></b>								
<b><u>6<sup>th</sup> Grade</u></b>			<b><u>7<sup>th</sup> Grade</u></b>			<b><u>8<sup>th</sup> Grade</u></b>		
Period 2:	8:55-10:22	(87)	Period 2:	8:55-10:22	(87)	Period 2:	8:55-10:22	(87)
Pride	10:22-10:42	(20)	Pride	10:22-10:42	(20)	Pride	10:22-10:42	(20)
A.M. Break:	10:42-10:53	(11)	A.M. Break:	10:42-10:53	(11)	A.M. Break:	10:42-10:53	(11)
Period 4:	10:57-12:21	(84)	Period 4:	10:57-12:21	(84)	Period 4:	10:57-12:21	(84)
Lunch 1:	12:21-12:36	(15)	Outdoor Rec 1:	12:21-12:36	(15)	Gyms 1:	12:21-12:36	(15)
Gyms 2:	12:36-12:51	(15)	Lunch 2:	12:36-12:51	(15)	Outdoor Rec 2:	12:36-12:51	(15)
Outdoor Rec 3:	12:51-1:06	(15)	Gyms 3:	12:51-1:06	(15)	Lunch 3:	12:51-1:06	(15)
Period 6:	1:10-2:35	(85)	Period 6:	1:10-2:35	(85)	Period 6:	1:10-2:35	(85)

## **Bicycles, Skateboards and Other Conveyances**

For safety reasons, skateboards, rollerblades, scooters and bikes are not to be ridden on school grounds at any time for recreational purposes except as part of a school organized activity. **Bikes and scooters must be locked inside of the bike cage on the north side of the building during the school day. Do not leave bikes or scooters overnight in the bike cage.** Skateboards that do not fit in lockers can be left in the custodial closet in the Commons. The school does not take responsibility for items left in this room. Oregon law states that riders under 16 years of age are required to wear a helmet. Be safe!

## **Binders**

Organization is vital to student success. Students are required to use a 3-4" binder, no zippers or straps permitted. Students are encouraged with specific guidelines to keep materials organized and in place throughout the school year.

## **Building Hours**

- Students on campus before 8:15 a.m. or after 3:50 p.m. (Monday – Thursday) and 2:50 p.m. (Fridays) must be part of a supervised activity. Outside doors lock at 4:00 p.m.
- The Commons (cafeteria) and large gym open at 8:15 a.m. on school days so students may enter through the Commons doors and eat breakfast, study or visit quietly until the halls open with the morning passing bell. With permission, students may utilize the gym or library at this time.
- The office is open 8:00 a.m. to 4:00 p.m. on school days. Questions or concerns regarding buses arriving home late after 4:00 p.m. may be directed to First Student Bus Co. at 541-752-0174 or the 509j Facilities and Maintenance office at 541-757-5877. The LP office is closed on school holidays.

## **Bus Transportation/Routes**

Regular school-to-home bus transportation is available to middle school students who live outside of a 1-1/2 mile radius from the school. Bus route information is available by checking online at the district website: <https://www.csd509j.net/departments/student-transportation/bus-routes/> (bus routes are under Parent & Students) or by calling First Student Bus Company at 541-752-0174. Students must be registered with First Student Bus to ride a school bus. Bus registration forms are also available online at the link above.

### **Bus Boarding Rules**

While students are waiting for the bus to take them home they are to:

1. Remain in the Commons until they are called for their bus, then walk to the bus and board the bus in an orderly fashion.
2. School rules apply at all times.
3. Remember:
  - a. G rated language
  - b. orderly boarding — no pushing or shoving
  - c. fairness in line — no cutting in line or saving places in line
4. No bikes, skates, scooters or skateboards ridden in the bus drop-off/pick-up area.
5. No pedestrians or private vehicles in front of, behind or between the buses.

Safety and respectful behavior is the expectation on our school buses. Bus drivers must have full cooperation from students. Students who do not follow the bus rules may be issued a citation by the bus driver. Repeated citations will result in the student losing the privilege of riding the bus for a period of time, and alternative transportation will be the responsibility of the parent/guardian.

### **Riding the Bus**

Students who board a bus at the end of the day should leave the building through the Commons (cafeteria) exit. **Any student who wishes to ride a bus other than their regular bus route must**

**bring a note giving permission from a parent/guardian for the bus driver.** LP staff members cannot write a note to the bus drivers for students to ride on any bus route other than their own. If there is enough room on the bus, the driver will typically allow the request.

Students who board a bus will not be allowed to exit until their scheduled stop. This includes dismissal time when the bus remains at Linus Pauling loading students. If plans change and student is to be picked up at school or walk to an alternate destination, the student needs to know this before boarding the bus. Parents must communicate these plans in a timely manner.

Bus rules are posted on each bus. The basic rules fall into the categories of:

**Respect**

- Example:
  - Talk respectfully in a conversational tone and use G-rated language.

**Responsibility**

- Examples:
  - Follow the directions of the driver and obey the posted bus rules.
  - Leave your seat the way you found it, no litter or forgotten items.

**Safety**

- Examples:
  - Stay seated while on the bus.
  - Keep hands, feet, and objects to yourself and out of the aisle.
  - Keep windows closed.
  - Do not block the aisle.
  - Use indoor voice so driver can hear safety issues.
  - Pause conversations when bus stops at railroad crossings.

**Bus Referrals**

Bus drivers have been trained in PBIS strategies and will be expected to reward positive behaviors as well as reteaching expectations. Initial interventions will include reteaching, seat assignments, and seat partner assignments. When interventions are not successful, the driver will submit a referral to the school where additional interventions and/or consequences will occur. Major behavior violations such as bullying, physical contact, and fighting will result in immediate referral to the school.

**Cell Phones**

Students are allowed to use their phones in the commons prior to the start of school. Cell phones **must be stored in the locker during the day** and then students may use their cell phones at the end of the day. If students are responsible, a quick check of messages will be allowed but only at their locker and only during morning break. Appropriate phone etiquette is always required. Phones should never be used in the restrooms or locker rooms. Student calls must be made by use of school phones rather than by using cell phones during class time. Students may use the office and classroom phones with staff permission for local calls for **school-related business and emergency calls to parents**. Students should take care of personal calls such as for after-school social and recreation plans during other times (before or after school and break or lunch times) when students are not required to be in class. Parents who have an urgent need to contact students during the school day should call the school office at 541-757-5961.

**Change of Address/Phone**

If you should move/change address, change phone numbers (home or employment) or email address sometime during the school year, please notify the school office right away so the school is still connected to you in these important ways. It's vital for the school to be able to reach you with phone calls, via email and for US mail deliveries for notifications and grade reporting.

### **Chewing Gum**

Chewing gum is discouraged at school because of the damage it has caused to floors, furnishings and other surfaces as well as being distracting in the classroom. Students who chew gum at school may be asked to throw it away if it is a distraction or it is not being used respectfully.

### **Closed Campus**

Corvallis elementary and middle schools have closed campuses. This means once students arrive, they are not to leave campus until the end of the school day unless they have parental permission and check out at the school office prior to leaving.

Any student with written permission to check out for lunch must have **home** as their destination.

Leaving the campus before the end of the school day without checking out is considered truancy.

### **Clubs**

Each year there is the possibility for students to form a club of their interest. An interested group of students must both seek approval from administration and find a willing staff member who is able to supervise and advise the club during meeting times. Approved clubs may meet during the 2nd and 3rd rotation of the lunch schedule and students must eat during 1st rotation. Lunch is not to be brought to the club meeting. Returning clubs must reapply each year. Applications are available in the main office.

### **Complaints**

A student or parent who has a complaint concerning a classroom/teacher/school issue should first bring the matter to the appropriate teacher. If the complaint is not resolved, the complainant may present the complaint to the building administrator.

If a student is violating school policy, especially if the person is being unsafe in any way, other students are encouraged to come forward and report the problem. Any such concerns or complaints should be reported to the support room or school office

### **Conferences**

Opportunities to conference with your teacher occur in late October and mid-March depending on the need for weather makeup days. See district and school calendars for updates.

### **Contacting Staff**

If at any other time a parent wishes to contact a staff member, an appointment may be made by calling or emailing the staff member. Teachers are rarely able to answer the phone and your call will likely go directly to voicemail. Teachers cannot accommodate drop-in visits from parents or community members. Email is the best way to contact teachers and each staff's email address is: `firstname.lastname@corvallis.k12.or.us` The LPMS website will allow you to locate the proper spellings of staff member names for sending e-mail. At times e-mail is unreliable and may not be received as anticipated. Please allow a minimum of two days for a response. If your concern is an **emergency**, please call the LPMS office at 541-757-5961.

### **Deliveries and Messages for Students**

- Students who are expecting something to be dropped off at the office should be sure to check in the office during break or lunchtime to see if it has arrived. This will help students to receive items as quickly as possible without disturbing the learning environment of the classroom.
- Messages and deliveries will only be accepted from students' parents and guardians.
- Items and messages left for students must be clearly labeled with the student's full name.
- Every effort is made to avoid interruptions to the classroom except in the case of a true emergency.

- Messages and other items are typically held in the office for student pick-up at breaks or between classes unless they are of an urgent nature.
- To help avoid classroom disruptions, delivery of items such as balloons and flowers are discouraged. These items can be picked up from the office at the end of the school day and must be taken home.
- **Please plan ahead to avoid end-of-the-day messages and deliveries.**

### **Dress Code**

LPMS recognizes the right to free expression and the value of diversity, including diversity in dress and general appearance. Students' dress and grooming are the responsibility of the individual student and his or her parents/guardians. The purpose of dress and grooming guidelines is to ensure a learning-focused environment that is Safe, Responsible, and Respectful

The guiding principle is that students appropriately cover the six B's: bra, breasts, buttocks, bellies, boxers, and briefs, and that clothing is aligned with school messages for healthful living.

The following are specific guidelines for this area:

1. Dress and grooming will be clean and in keeping with health and sanitary practices. Articles of clothing and accessories may not create a safety hazard to the individual student or others. This also applies to students participating in special activities.
2. Dress and other items that are associated with gangs and/or gang affiliation are not allowed.
3. Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, or that display sexually suggestive words or pictures are not permitted in school.
4. Underwear or under garments may not be visible.
5. Strapless/halter tops are not allowed.
6. Clothing should cover cleavage and midriffs.
7. Skirts and shorts will completely cover the student's buttocks in all activities.
8. Wearing sunglasses in the building is not permitted.
9. Neither masks nor complete face paint are allowed at school or school activities.

If you are experiencing financial difficulties and need assistance with clothing, please contact the school office for assistance.

Staff and administration will monitor student appearance. Students in violation of the dress code may face the following consequences:

- 1st offense: Support Room notified/required to change/warning
- 2nd offense: Support Room notified/required to change/parent notified
- 3rd offense: Support Room notified/required to change/parent notified, consequences may be given.

*The above criteria are clearly stated, but no policy can encompass all possible variations of personal appearance. LP expects students to use good judgment. The administration reserves the right to interpret the above policy and to amend or expand the policy as new fashion arises in order to maintain personal appearance appropriate for the learning environment.*

### **Emergency and Safety Procedures**

#### **School Safety: Standard Response Protocol**

Linus Pauling and the Corvallis School District utilize Standard Response Protocol distributed through the I Love U Guys Foundation. This is an action based protocol with four outcomes: Lockout, Lockdown, Evacuate, and Shelter. Details on these protocols can be found at <http://iloveguys.org/srp.html>

#### **School Closure/Delayed Start**

Announcements will be broadcast on local radio or TV stations, via Flash Alert, Twitter, and School Messenger, and updated on the district's website in the event that mechanical breakdowns or hazardous weather conditions necessitate closing schools.

### **Field Trips**

A completed field trip permission form with a parent/guardian signature is required in advance of all field trips. School rules apply when participating in any school related function.

### **Financial Assistance**

We encourage any student navigating poverty and in need of assistance to communicate that need to our staff such as counselors Jennifer Still and Jody Chilvers. School supplies can be provided and we can connect families with local resources. We are fortunate to have a Health Navigator, Viviana Gonzalez housed in our office who can help with finding medical providers, scheduling health appointments, and connect students with after school programs and physical/recreational activities. Viviana can be reached at 541-766-4688.

### **Fragrances and Personal Grooming Products**

Students should leave containers of perfumes, colognes, hair gel, and hair spray, etc at home. We have many students who are allergic to these fragrances and if they are sprayed in their presence, there can be serious consequences. If students choose to bring combs, brushes and makeup to school, they should not be shared with other students. Non-aerosol deodorant may be kept in the student's PE locker.

### **Grades**

In every course offered, the teacher has established basic competence or standards for grading purposes. Most classes reflect student progress by using grades A through F. However, students have the opportunity to take classes on a Pass/No Pass. (See the requirements that follow.)

#### **Grade:**

A	Excels	P	Pass
B	Exceeds average expectations	NP	No Pass
C	Meets average expectations	I	Incomplete
D	Below average expectations	G	No Grade
F	Failed to meet minimum requirement		

#### **Citizenship Grades**

Citizenship reflects the degree to which the student demonstrates respect, responsibility, and safety. These grades are to inform students and parents about citizenship in class.

#### **E Exceeds** behavioral expectations

Demonstrates respect, responsibility and safety, caring/support for others, works well with others, exhibits positive attitude, comes to class prepared, arrives on time.

#### **M Meets** classroom and school expectations of respect, responsibility and safety.

Works well with others, exhibits positive attitude, comes to class prepared, arrives on time

#### **N Nearly Meets** - Occasionally takes away from the class learning experience

Observed violating class expectations, uncooperative with others, exhibits negative attitude, comes unprepared to class, tardy to class

#### **D Does Not Meet** - repeatedly takes away from the class learning experience

Disrupts the learning environment, observed violating expectations, uncooperative with others, comes unprepared to class, tardy to class

#### **U Unsatisfactory** behavior

## **Grade Reports and Pinnacle**

Teachers make their best effort to update grades regularly with the goal of updating grades at least every two weeks.. Grades and attendance information are available through the online gradebook at: <https://corvallis.grades.lblesd.k12.or.us/pinnacle/gradebook/Logon.aspx> Parents can customize the gradebook to send email updates at regular intervals. Grades are finalized quarterly and start fresh each quarter. Grade reports are mailed home about a week following the end of each quarter.

## **Guest Teachers**

At the beginning of the year, administrators, teachers and support team staff will explain to students what is expected when a guest (substitute) teacher is in the classroom. Students should understand that a guest teacher has all the rights, privileges and responsibilities that are given to our regular teachers. In addition, they are guests in the classroom and the expectation is that students extend additional support and consideration to guests. Behavior consequences are increased for issues with guest teachers, and Paws for Pride Rewards are increased for good behavior.

## **Hall Passes**

Students are expected to be in class during class time. When students are in the hall during class time, they must **have a specific destination and have a hall pass in their possession that is marked by a staff member**. Students should always be sure to take care of business such as getting items from lockers, using the restroom, etc. during breaks or passing time. Students need to plan ahead so that they arrive on time and are ready to work for the entire class period.

## **Health Information**

### **Immunization**

Each year the State of Oregon excludes students from school attendance due to missing or incomplete immunization records. Please make sure student immunization records are up-to-date. If you receive a letter requesting additional immunization information, please reply promptly. Parents/guardians may need to obtain missing immunization information from their child's doctor in order to update records.

### **Student Accident Insurance**

Student accident insurance forms are available during August registration days and in the school office. A variety of accident coverage is offered including school time coverage, full time coverage, and tackle football coverage. Parents, who do not presently have other coverage and would like to obtain this insurance should complete an insurance enrollment form and send it along with payment directly to the insurance company indicated.

### **Medication at School**

Law mandates the administration of medication to any student, and forbids school staff from giving any medication to a student unless there is a completed **Medication Permission and Administration Form** on file in the school office.

### **Any medication at school, including over-the-counter medication, must be:**

1. Accompanied by a **Medication Permission and Administration Form** completed by a parent or guardian. Forms are available in the school office. (The completed form provides the needed authorization to school staff members so that they may administer to a student.) Any changes in dosages or times shown on a prescription label must be verified by a written prescription from the doctor, addressed to the school.
2. In its original container
  - a. Prescription medication brought to school must be in its **original container labeled with the student's name, the medication name, dosage instruction, doctor's name, and prescription date** with a completed Medication Permission form

- b. Non-prescription (over-the-counter) medication must also be in its **original container, clearly labeled with the student's name** with a completed Medication Permission form. We are limited to the weight/age adjusted recommended dosage on the medication label. Should a higher or more frequent dose be requested by a parent or guardian, a doctor's note is required.
3. Stored in a locked cabinet in the office. All medications to be taken by a student while at school must be kept in the school office. **No medications may be stored in school lockers.**
4. Medication is to be taken during non-class time unless it would conflict with the requirements of taking the medication.
5. It should be established with the office staff when the student is to come to the office to take the medication.
6. Medications which may be taken at home and all daily dosing requirements can be met in this way, should not be sent to school for administration during the school day. (Example: medications to be given two or three times each 24 hour period – every 12 or 8 hours.)

***Remember: It is dangerous to a person's health and against school rules and district policy to take someone else's medication. In addition, it is illegal to take someone else's prescription medication. Appropriate disciplinary action up to and including expulsion and/or police involvement may be taken should a student violate this policy.***

## **Health Room Services**

### **Illness**

If students become ill during the school day, they should notify the teacher or the supervising adult. Students will be given a hall pass so that they may come to the office to check in and to be admitted to the health room. Students will normally be in the health room for no more than 10 minutes at which time they may return to class if they are feeling better, or it is determined that they will need to go home. If parents or guardians are not available by phone, we will call those listed as emergency contacts on the student's emergency/information cards so that they may be taken home.

### **Injury**

If someone is injured at school, the nearest staff member or the school office should be notified immediately. A person who is not seriously injured may be accompanied to the school office. Upon arrival, the office staff must be notified of the injury. Anyone who is seriously injured should not be moved. A staff member should be notified immediately, and the injured person will be treated at the scene.

## **Homework/Make-up Work**

### **Homework**

Students may have one to two hours of daily homework for school. Homework provides the opportunity for independent work that helps to master skills. Homework is an opportunity to:

- **practice** what has been learned—research indicates that practice helps keep skills in long-term memory
- **learn more**—extend what has been learned by investigating further
- **determine what questions** need to be asked so that there is a better understanding

If students have a problem getting homework turned in, their teachers will work with them to solve the problem. Teachers use several methods to inform parents of student assignments and work completion.

- Parents should check their student's planner regularly to see what work is being assigned and that their student is keeping track of assignments that are due.
- Students and parents have access to Pinnacle, the school's online grade book. This is a great source for information such as missing and upcoming assignments, and attendance. Each family will receive login information. If lost, replacement login information can be picked up at

the office.

- Many teachers have websites that will inform you regarding assignments, expectations, etc.

### **Make-up Work**

#### **Student Responsibility:**

- When a student is absent from school, he or she is responsible to check with their peers regarding missed work, and talking to teachers upon return to school.
- Make-up work should be completed in a timely fashion. Work is often part of learning building blocks. Assignments are given to help prepare students for the next learning segment.

#### **Parent Responsibility:**

- Parents can support their child by asking them to get make-up work from their peers. They can also ask them to check with the teacher for work on the first day back to school.
- When a student is out of school for more than three days, schoolwork may be requested by a parent/guardian calling the school office to make arrangements to get the assignments from teachers. The requested homework should be ready for pick-up within 24 hours.
- Make sure work is completed and returned. (Teachers make an extra effort to prepare make-up work so that every student is well served. Please be sure to get the most out of this opportunity.)
- For **pre-arranged excused absences** (family trip, surgery, etc.), students and parents should check in with teachers to collect work to be completed before the first day of the absence.

#### **Teacher Responsibility:**

- Schoolwork will be made available to the student either through one of the following ways: written on the classroom board, posting on class website/technology, identifying another student who will help relay the information, or giving the work directly to the student.
- If the parent requests the work for pick-up, the schoolwork should be ready in the office for pick up within 24 hours unless the other arrangements have been made by the teacher.

### **Instruction and Curriculum**

- The LPMS curriculum includes full year programs in humanities (language arts and social studies), science, math, and PE/Health at all grade levels.
- Students are placed in math courses based on their prior knowledge and the pace and challenge of the class.
- Humanities classes in 7<sup>th</sup> and 8<sup>th</sup> grade consist of integrated curriculum in language arts and social studies. Topics are connected so that both factual information and literature deepen the learning. The curriculum, based on brain research, is tied together not only by content but also through themes that cross subject areas. The integration gives dimension to topics and time periods.
- At all grades writing skills are used and improved to further creative thought, analytical thinking and research. Research shows that people of all ages learn best when the instruction is characterized by active, hands-on involvement. Students learn written and oral expression skills and build a knowledge base that they will use in a variety of projects and across the curriculum. Teachers design instruction to allow students to develop special interests, talents, and practice skills.

Content	6 <sup>th</sup>	7 <sup>th</sup>	8th
Science	<ul style="list-style-type: none"> <li>• Biology</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Science</li> </ul>	<ul style="list-style-type: none"> <li>• Earth Science</li> </ul>
Social Studies or Geography	<ul style="list-style-type: none"> <li>• Geographic and Economic Concepts</li> <li>• Western Hemisphere unit studies</li> <li>• Ancient civilizations: Mayan/China</li> </ul>	<ul style="list-style-type: none"> <li>• River Civilizations, Mesopotamia and Egypt</li> <li>• Greece/Rome</li> <li>• Medieval Times</li> <li>• Renaissance</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. History: Revolution to 1900</li> <li>• Government</li> <li>• Critical Issues</li> </ul>
Language Arts	<ul style="list-style-type: none"> <li>• Literary studies through selected short stories and novels: comprehension, extending understanding, text analysis</li> <li>• Writing skills development: writing process, organization, conventions,</li> </ul>		

And Dual Language Immersion	<ul style="list-style-type: none"> <li>• Types of writing: expository, persuasive, narrative, descriptive writing</li> <li>• Conventions: punctuation, spelling, grammar</li> <li>• Reading: fluency building and applications to content areas,</li> <li>• Vocabulary concepts and development</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Math Concepts, Pre-Algebra, Foundations of Algebra &amp; Geometry, Algebra 1, Geometry</li> </ul>

- **Elective** opportunities are available at all grade levels and the selection varies by year. Examples of electives include: Concert Band, Jazz Band, Orchestra, Choir, Art, Spanish, Family and Consumer Studies, Leadership, STEM, AVID, and XLT.
- **High Achieving and Talented and Gifted (TAG):** A combination of special classes and differentiated assignments provide challenge for high achieving students.

Accelerated Learning Opportunities			
Grade	Humanities	Math	Science
6 <sup>th</sup>	Extended learning through differentiated assignments, grouping and/or special projects.	Pre-Algebra and above	Extended learning through differentiated assignments, grouping and/or special projects.
7 <sup>th</sup>	Extended learning through differentiated assignments, grouping and/or special projects.	Foundations of Algebra and above	Extended learning through differentiated assignments, grouping and/or special projects.
8 <sup>th</sup>	Extended learning through differentiated assignments, grouping and/or special projects.	Algebra 1, Geometry and high school math courses	Extended learning through differentiated assignments, grouping and/or special projects.

- **Consistency and caring:** One of the main components of a middle school program is a supportive, consistent learning environment that encourages responsibility, trust, and the feeling of belonging for everyone. Our teachers seek to teach the basic skills of success in terms of work completion and developing general positive work habits.
- **Teacher Teaming:** Each group of students has a team of teachers who share in designing instruction for that group of students. This team approach is a way to improve instruction and student support. We take great pride in the training, capabilities, and dedication of each of our staff members.
- **Success and worth:** An emphasis upon promoting student success is at the heart of the planning of our learning experiences. Students are important at Linus Pauling Middle School, and they are contributing members of the Linus Pauling community.

### Library/Media Center

Our Media Center is open most days at break, during lunchtime (during the student's Activity rotation), and after school. Library books can be checked out during those times. Some students may be assigned to the library during XLT class. Computers are available in the library on a limited basis. Food and drinks are not allowed in the library.

### **Care of Books**

Books and other school materials are checked out to students and are in their care. Students are responsible for the books checked out to them as identified by the codes assigned to those specific books. We must charge for any loss, theft or damage beyond ordinary expected wear. Students should cover their books. Ordinary items such as grocery bags and paper ream covers may be used to cover books. This not only provides protection but also helps students easily recognize and keep track of the books that are checked out to them. Extra care should be given to keeping track of

books.

- The loss, theft or damage charge is computed on the basis of the listed price of books.
- **If a student loans a textbook or library book to another student and the book is lost, the student who checked out the book must assume the responsibility of paying the school for the lost book.**
- If a book is lost or stolen, the student should immediately notify the staff member who issued or checked out the book.
- Once the student has been charged for a missing book, another book can be issued. Should the book turn up, the payment will be refunded.
- Students should make sure that they don't get behind in their work because they do not have a book.
- All fines or charges must be paid prior to receiving a yearbook at the end of the year.
- A student's account must to be totally cleared of charges before picking up a schedule at the beginning of the new school year or having the school transfer records to a new school.

### **Lockers**

Students are issued individual lockers which are half-sized with confidential lock combinations. **Students should never share their locker combinations with anyone**, not even their best friends. School lockers are the property of the school district and are provided for the storage of students' personal belongings, books, and school supplies. Lockers are the property of the school district and may be checked from time to time.

Students are responsible for the care of their lockers and for the items stored inside them. Locker space is limited so lockers must be kept in an organized and tidy condition at all times. When lockers are closed, the dial must be spun and the latch checked to assure the locker is secured. The school cannot insure the safety of valuables that are brought to school and stored in lockers. We strongly discourage students from bringing valuable items to school. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed. Lockers may not always be totally secure. For any problems with a locker, seek help at the school office.

### **Clean-out**

Locker clean-outs will be held periodically to help students stay better organized. Students are expected to report to their lockers promptly for locker clean-out and wait there until a staff member checks their lockers.

At any time during the school year, students may be asked to take home questionable items or pictures that do not belong in a school locker.

### **Decorating**

Removable "sticky tack" or magnets should be used to decorate lockers (never use glue or tape). Damage to lockers may be charged to students.

### **Lost and Found**

Students should be sure to attempt to locate lost items as soon as they are missing by checking in the lost and found room in the Commons before or after school, at break time and during lunch. They should also ask their PE teacher regarding anything that might have been left in the PE area or on one of the fields.

When library books or textbooks are found, they are returned to the LP library to be checked in. Food and recyclable containers left behind in lunch bags or lunch boxes in the Commons are discarded and/or recycled once a week. Unclaimed items may be donated to charity.

Please be sure to label coats, PE clothing, notebooks and other items so they may be returned when found. Unclaimed found items will be turned over to charity at the end of each quarter.

## **Lunch and Breakfast**

### **Morning Breakfast and Break Time**

Breakfast items are available in the Commons before school and at student break time. Students may also bring items from home to eat. All hallways are open so students may touch base with teachers. However, all food and drink must be consumed while seated in the Commons.

### **Lunch Time**

Each student gets a 45 minute lunch/recreation time. Following their schedule, students rotate through Outdoor Recreation, gym time, and into the Commons during the lunch break. The classroom hallways are closed during the lunch break except for students entering/leaving the Commons and entering/leaving the activity areas. Students will not be able to go to their lockers. In the Commons are racks, one for each grade level, for students to put their lunch before school or before lunch to avoid going to their lockers during lunch. During lunch students should stay in their seat except to get their lunch or dispose of lunch items. During Outdoor Recreation and gym students may choose to stay outside or in the gym or go the library for quiet reading and studying but food and drink must remain in the Commons. All staff and additional volunteers provide lunchtime supervision. Depending on weather, the office will notify students if it is a red, yellow, or green day for Outdoor Recreation. Green days, all students will go outside. Yellow days, students will have the option of going outside or into one of the gyms. Red days all students must be in the gym or the covered area near bike cage and North building.

### **Food Allergies**

To protect the health and safety of our students, LPMS has set up a designated table in the Commons that is only used for nut-free meals.

### **Students Leaving for Lunch**

Students who have written permission from a parent to go home for lunch may check out at the office and receive a lunch pass before leaving campus. Students must have **home** as their destination if leaving campus for lunch. Students leaving for lunch may leave immediately at the beginning of the lunch period and must return to be to class on time at the end of the lunch period.

### **Meal Purchases**

Students attending Corvallis 509J schools have meal accounts through a central computerized accounting system.

- This allows students or parents to deposit money in advance into the computerized system whereby students can then debit a meal or milk from their account.
- The system provides for confidentiality for students on the free/reduced meal program by way of variable account balances which appear on the computer screen.
- **Students who find themselves without a lunch should seek help in the LP office.** Students will be helped to call home for money or a sack lunch if needed. The office staff can also provide the student with an emergency lunch item from the office for that day.
- Parents should periodically check with their students to find out the account balance or to obtain this information they may go online at [www.csd509j.net](http://www.csd509j.net) (Parents, Food Service, Meal Account Balance Inquiry, Corvallis School District, then select the school and enter the student ID #) or you may contact the LPMS Kitchen or the Corvallis School District Food Service Department.
- Payments to meal accounts should be sealed in an envelope that is clearly marked with the name of the student and the amount enclosed. The exact amount to be deposited should be enclosed since it is not possible to return change.
- Students should drop off payments in the meal payment box in the LPMS Kitchen located on the west end of the Commons.
- Parents may drop off meal payments in the LP front office.
- Deposits must be received in the school kitchen by break time in order to be available for that

day's lunch time.

**Free/Reduced Meal Program:**

**Important: A new Free and Reduced-Price Meal application may be required each school year.** If you think you may qualify, please fill out a form even if you do not plan on using the lunch program. The school can qualify for federal funds when a sufficient number are submitted. Additional copies of the application form are available in the school office.

**For safety reasons, drinks in glass bottles are not allowed at school.**

**Newsletter**

The LPMS parent newsletter is an important communication tool for our school. It is published bi-monthly (Aug./Sept., Oct./Nov., Dec./Jan., Feb./March, April/May, and June). Please be sure to read the newsletter thoroughly and keep it for future reference. For those parents without an email address, the newsletter will be mailed and should arrive in parents' mailboxes about the first of the month of the issue. For parents with email and internet access, the parent newsletter is posted on the school website: at [lpms.us](http://lpms.us) and sent out by way of the Linus Pauling parent listserv.

**PTO Listserv**

Our parent-teacher organization group maintains a listserv of parent email addresses for the sharing of school-related information. If you completed a parent volunteer form with your email address, your email address has been entered on this listserv. If you would like your email address added or deleted from this listing, please contact the school office, and we will put you in touch with the LPMS PTO.

**Public Displays of Affection**

Inappropriate displays of affection are not allowed at Linus Pauling. Appropriate displays of affection are hand holding and brief hugs. Students may not kiss or embrace one another while on school grounds or at any school related activity.

**Selling and/or Trading of Items at School**

In order to avoid undue disruptions to the educational environment, except for school fundraisers, the sale of items by students is not allowed on school grounds. In addition, the trading of personal items at school such as collectible cards, clothing, etc. is not allowed.

**Sports**

Linus Pauling offers Cross Country in the Fall and Track & Field in the Spring. Students participate in multiple meets and regular practices. Students will be notified to sign up through Linus Pauling's listserv, daily announcements, and the newsletter. There are many other athletic opportunities for middle school students through local organizations, some of which take place on the Linus Pauling campus. Contact agencies such as Corvallis Parks and Rec., Boys and Girls Club, etc. for additional extracurricular opportunities.

**Student Body Cards**

Student Body cards will be available for students by mid-September. The first Student Body card is issued free of charge to all students. If a card is lost or stolen, it can be replaced in the office at a cost of \$2.00. The barcode on the card is used to identify students in the lunch lines who are charging against their accounts. It also is used to gain entry to the dances sponsored by the Boys and Girls Club.

**Student Records**

Confidential student records are maintained in the school office. Unless otherwise indicated by a court document, access is available to parents and guardians with prior written request. Copies are

available for the actual cost which is currently five cents per copy.

Information on transfer of student records, release of personally identifiable information, and the annual notification to parents may be found in the district Student Rights and Responsibilities Handbook. The entire student Records Policy (section 5500) is contained in the District Policy handbook. Both of these are available on the district website [www.csd509j.net](http://www.csd509j.net). This policy may also be obtained through the school principal or the district office.

## **Technology and Appropriate Use**

### **Computer Labs**

The computer labs are open to teachers with their classroom students on a regular basis for students to receive computer instruction and to work on projects. It is also open during the lunch periods. Before students are allowed to use technology at LPMS, they must sign a form that acknowledges their understanding of the rules regarding use.

Violations that may result in the loss of computer privileges (but not limited to):

- Downloading of programs, games or files from the internet
- Checking and or sending personal e-mail messages
- Going onto "Chat Rooms"
- Playing online games
- Using Internet for non-school related activities (unapproved surfing the 'net' is NOT allowed)
- Excessive printing from the Internet (must use copy/paste into Word)
- Changing desktops, screen-savers, adjusting monitors, malicious computer activity, etc.

When using the computer lab, students should also follow these rules:

- The lab is subject to all school rules.
- No food or drink.
- No outside games or programs are allowed.
- Use the technology only as it was designed.
- Do not move lab equipment, including cabling.
- Free printing of school related assignments only. Otherwise, there is a dime per sheet charge. Colored printing is \$1.00 per page. The wasting of paper has been a problem. Please remember to do a PRINT PREVIEW before you print!

### **iPads**

The educational program at Linus Pauling Middle School includes an assigned technology device that will be issued to your child for their use at school and home. Utilizing this device in the Corvallis School District gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies. Illegal or inappropriate use of the iPad may result in confiscation and additional consequences.

### **Personal Electronics**

Personal electronic devices including cell phones, iPODs, iPads, and game systems, etc. are subject to the same appropriate use rules and may be confiscated if used in a way that distracts from student learning or is considered inappropriate or illegal. If law enforcement does not retain the device as evidence, the device will be returned to the student or parent following parent notification and/or conference.

## **Tobacco, Alcohol, or Drugs**

- District policy states the possession, use, distribution, or sale of tobacco products or inhalant delivery systems, alcohol, unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities is prohibited and will result in disciplinary action and, if appropriate, referral to law enforcement officials. Students may be subject to an immediate

suspension of up to 10 school days and/or expulsion up to one calendar year. The student also is subject to additional education programs and obligations established by the district.

- Student violations of the provisions of this policy may lead to attendance in a tobacco prevention program with appropriate disciplinary action up to and including suspension or expulsion. Students who violate this policy also will be subject to removal from any or all extracurricular activities as outlined in the discipline matrix. Parents shall be notified of all violations involving the student and action taken by the school.
- Violations of this policy by staff will lead to appropriate disciplinary action up to and may include dismissal. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises.
- Since use of tobacco products, alcohol, drugs or inhalant delivery systems is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent use of tobacco products, alcohol, drugs or inhalant delivery systems and to maintain a drug-free educational environment.
- An aggressive intervention program to eliminate use of tobacco products, alcohol, drugs or inhalant delivery systems has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all Students.
- The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of illegal use of tobacco products, alcohol, drugs or inhalant delivery systems.

## **Visitors and Volunteers**

### **Adult Visitors and Volunteers**

We are happy to welcome visitors and volunteers. All visitors and volunteers who will be on campus when students are present or during regular office hours must enter the building at the main office entrance and immediately report to the office counter to sign in and receive a visitor's badge. It is important to know who is in the building at any particular time, so all visitors and volunteers must check in at the office.

All volunteers must complete a volunteer form and a criminal history verification check before beginning their volunteer time within the Corvallis School District. *Please contact Human Resources and plan to do so at least two weeks before the time you will be volunteering.*

### **Student Visitors**

Students who wish to have a student visitor of their same age as a guest for a day should **make arrangements through the office at least two school days prior to the day of the visit.**

- Visitation will not be allowed if the guest lives within 60 miles of Corvallis. Students from schools in the Corvallis and surrounding area are **not eligible** to be LP visitors.
- All teachers of the classes being visited and the principal must sign the visitor pre-approval form from the office.
- The guest will wear a visitor badge on the day of the visit.
- Student visitors must be the same grade level as the student they are visiting and must follow their host/hostess' schedule.
- The guest must be considered a "student in good standing" by his or her school administration.
- The student host is responsible for his/her guest's behavior.
- Student visitors are limited to **one visit per school year.**
- **No student visitors** will be allowed during the **first two or the last two weeks of school.**

### **Former LPMS Student Visitors**

Any former LPMS students who would like to visit staff members must visit after 3:45 PM. Students must check in to the office to verify staff member is available

### **Loiterers**

People who have no apparent reason for being on or near the school grounds should be reported to the office immediately.

### **Weapons and Dangerous Items**

- Students should not bring to school any weapon (or look-alike), instrument, toy or apparel that is or may be a potential safety threat to others. This also includes matches, lighters or other fire starting material. Students who bring these items to school will be subject to disciplinary and legal action
- Students found to have brought, possessed, concealed, or used a firearm in violation of Board policy or state law shall be expelled for a period of not less than one year. All other violations of the policy by any person will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.
- A **dangerous weapon** is any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
- A **deadly weapon** is any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury. Deadly weapons may include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or patrons
- A **firearm** means any weapon (including a starter gun) that will or is designed to or may be readily converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon (i.e., body of the firearm), any firearm silencer, or any destructive device.
- A destructive device means any explosive, incendiary, or poison gas component or any combination of parts either designed or intended for use in converting such components into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.
- Replicas of weapons are also prohibited. Exceptions to the replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities. Violations will result in discipline up to and including expulsion.
- Possession of any pocketknife at a school or school-related function is prohibited, whether or not the knife is a weapon and violators will be subject to suspension or expulsion.

### **Laser Pointers, Water Devices and Other Items**

Laser pointers and/or any toy, instrument or apparel that may be construed to be a safety threat to others should be left at home. Water devices of any kind are not conducive to the school setting and may be confiscated at any time. Students who bring to school or use these items on school grounds are subject to discipline.

## **Withdrawing from School**

If your child is moving and needs to withdraw from school:

- A parent must call the office and give the last day the student will be attending Linus Pauling.
- The student comes to the office the morning of the last day and picks up a withdrawal form.
- Lockers are cleaned out, and textbooks, library books and PE locks are returned.
- Teachers, the librarian, the cafeteria manager, and the office will sign the form acknowledging that no charges are remaining on the student's records and teachers will record current grades.
- The form is returned to the office at the end of the day, at which time a copy will be given to the student to take to the new school.