

# East Minico Middle School Student Handbook



**2024-25**

***Welcome to East Minico Middle School! We are excited for the upcoming year! Our goal is to assist you in becoming confident learners and productive members of our community, both now and in the future. We have high expectations of our students, and will assist you in creating a positive experience this year! This handbook explains some of our common rules and procedures. If you have any questions or concerns, please let us know. Welcome aboard!***

## **BUILDING HOURS**

The school entrances will be opened at approximately 7:00 a.m. and locked at 4:00 p.m. Students participating in after-school activities should have rides arranged in advance and should not loiter in the building. Hallway hours are: 7:40am - 4:00pm. Students not participating in school activities need to be off school grounds by 4:00. Hallways are closed during lunches.

## **ATTENDANCE**

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. A student will be required to check in at the office before going to class if he/she enters school late in the morning or later throughout the day due to illness, appointments, etc... Parents or guardians are required to check their child out of school throughout the school day by signing a sheet in the office. Only legal guardians of students will be allowed to check them out of school. Students may receive no credit (FA - Failure to attend) if they miss more than 7 days of school in a semester. Students must attend 80% of a given class period in order to be considered "present" in that class, otherwise it will be considered an absence. This includes advisory.

\*Students will receive a tardy if late, unless protected by "excused absence" provision below.

The following attendance requirements are district-wide (Policy #320.00):

### **Definitions: Excused absences/tardies will include:**

- funerals
- absence with a doctor's note
- court/counseling with note
- school activities
- snow/flood/weather conditions
- voluntary staff excused and sporting events

Students shall be counted as absent on a period-by-period basis unless they are excused as listed above.

These absences will **NOT** count against the State's 90% attendance requirement.

**Parent Confirmed absences** are those absences that the parents are aware of and approve. However, unless an absence meets the State's criteria for being Excused (as listed above) the absence will still count toward the State's 90% attendance rule (7 per semester).

Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than for illness or emergencies.

**Unexcused absences (or Parent Confirmed) may include:**

- illness/sickness without a doctor's note
- vacations
- court/counseling without a note
- unrelated school activities

**Truancy – Attendance**

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Unexcused or Parent Confirmed absences or attendance below the State's 90% attendance mark per reporting period will constitute grounds for a habitual truancy petition. The school may also deny promotion to the next grade level due to poor attendance.

Students who are repeatedly being dismissed early from school may also be considered truant, and the time missed may need to be made up.

**CREDIT REQUIREMENTS**

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits (11/14 overall credits for the year). To be considered for promotion to the next grade, students must earn 2 credits of math, 2 credits of ELA, and at least 1 credit in science and 1 credit in social studies during a school year. In order to obtain credit, students must achieve a 60% (D- or better) in each class.

**GRADING**

The following grading scale will be used:

97-100%	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-		

**TARDIES**

Student tardiness is disruptive to the educational process. Students who arrive after the start of class will be considered tardy (District policy # 320.00). The consequences for excessive tardiness per semester, per class, are as follows:

<b>4th, 5th, 6th Tardies:</b>	<b>30-minute detention for each offense</b>
<b>7 Tardies:</b>	<b>60-minute detention</b>
<b>8+ Tardies:</b>	<b>1 day of in-school suspension (ISS) and parent meeting with administration</b>

**TRUANCY**

Truancies occur when:

- Students leave school without permission after reporting to school
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel
- There is an absence from any class that is not authorized
- Students are found in an area they neglected to get permission to be in

Students who are truant will be subject to the following disciplinary action:

**1st Offense:** One day of ISS

**2nd Offense:** Two days of ISS

**3rd Offense:** Further consequences as determined by administration. Students may be considered habitually truant and referred to the court system.

**BEHAVIOR ON SCHOOL BUSES**

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules will be subject to disciplinary action from the director of transportation, school administrators, or both (See District Policy # 378.20)

**BACKPACKS**

Backpacks that are brought to the classroom must be kept out of walking areas. Students are welcome to leave backpacks in their lockers as well. This is subject to change, as determined by the school administrative team.

**CHEATING**

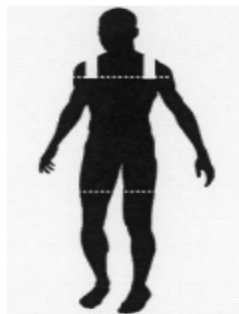
Students are expected to do their own work. Students who are caught cheating in their classes will receive a zero on that assignment/test as well as be given a 60-minute detention. Any student allowing another student to cheat will receive the same consequence. If the problem persists, the student will be referred to the building administrator.

## **STUDENT DISCIPLINE**

Detentions will be served with an assigned teacher after school on Tuesdays and Wednesdays until 4:45pm. If a student skips a detention, the time of the detention will be doubled. Teachers and other staff members are allowed to write detention slips. Parents will be contacted when a citation is issued, and will be contacted by the employee who issued the citation. Following the 3<sup>rd</sup> detention in any given class, a meeting must be held with the student, parent, teacher, and administrator. Multiple detentions could result in further disciplinary action, including suspension or expulsion. Administration has the right to determine the consequences for any disciplinary situation. East Minico policies and procedures are governed by those established by the school board and district.

## **DRESS CODE (School District Policy # 344.00)**

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledges students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students. The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited. A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in this handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



**CONSEQUENCES:** Students who are in violation of dress code will be sent to the office where they will be given the choice to call home and have someone bring them appropriate clothing, or wear school-issued clothing for the day. They will remain in the office until they are dressed appropriately.

**FINAL CONSIDERATIONS:** This policy will be in effect during all school hours and at all school sponsored activities and events. Coaches and teachers, with the approval of the individual school site administration, may impose dress requirements to accommodate the special needs of participants in certain sports, classes, and activities. The administration of the individual school site or district department has the authority to set the mode of attire for "special occasion" days and activities. The

administration of the individual school site or district department shall have the discretion to determine if students' attire, hair, and/or grooming is acceptable and within appropriate standards.

### **EXTRACURRICULAR ACTIVITIES**

Students must attend at least 3 classes of the school day to participate in any extracurricular activity. To participate in athletic activities, students must purchase an activity card, maintain a minimum grade point average (GPA) of 2.0, not be failing more than 2 classes, have a current physical or interim questionnaire on file, and have insurance coverage (either school or family).

The following activities are offered to students at East Minico:

- |                                |                               |
|--------------------------------|-------------------------------|
| -7th and 8th football          | -Soccer                       |
| -7th and 8th volleyball        | -Cross Country                |
| -7th and 8th girls' basketball | -7th and 8th boys' basketball |
| -7th and 8th Cheer             | -7th and 8th Dance            |
| -Track                         | -Builder's Club               |
| -Ski Club                      | -STEM Club                    |
| -Student Council               | -Renaissance                  |
| -Publications                  | -Hope Squad                   |
| -E-Sports                      |                               |

### **FEES**

Fees will be charged for special projects made in the elective classes based on the student's choice of project and supplies needed.

### **FIRE AND SAFETY DRILLS**

Fire and safety drills are held periodically throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster or dangerous situation. Students are given instructions as to proper procedures for each condition.

### **SUPERVISION OF STUDENTS**

No students shall be in the gym or any other location on school grounds unless there is a supervisor in that particular area. Students will be informed of designated areas during lunch (both inside and outside of the school building). In areas where direct supervision is not possible (i.e. restrooms, locker rooms), students will make every effort to conduct themselves in a safe, respectful manner and exit the unsupervised area as soon as possible.

### **HALLWAY/COMMONS ETIQUETTE**

The hallways and commons area should be a safe place for students to navigate to and from the classroom environment at all times. Any behavior interfering or disrupting that process is subject to disciplinary action. Discipline will be determined by administration and staff. This includes loitering, roughhousing of any kind, putting your hands on another individual, as well as any related behavior.

### **BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR/FIGHTING**

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, physical altercations, hazing and/or intimidation of students and/or employees are prohibited and **WILL NOT BE TOLERATED**.

As defined by [www.stopbullying.gov](http://www.stopbullying.gov), bullying is aggressive in nature and includes an imbalance of power (such as physical strength, access to embarrassing information or popularity), and is or has the potential to be repeated.

Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual.

Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization.

Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership.

Fighting is defined as when two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Consequences for fighting will include automatic suspension and involvement of law enforcement. First offenders will be given a restorative option in place of law enforcement measures. The restorative alternative can be found at [www.tinyurl.com/emsrestorative](http://www.tinyurl.com/emsrestorative).

Behaviors that are prohibited under *District Policy No. 502* include, but are not limited to:

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
- inappropriate touching (petting)
- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender-oriented

All instances are taken seriously and resolved at the discretion of the building administration. Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, or principal. Refer to school district policy #372.00 for further information.

## **LOCKERS**

Lockers and desks are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their lockers and desks. Damage to lockers beyond normal wear and tear may result in restitution and/or suspension. Lockers will be inspected at least monthly throughout the school year. Locker Do's and Don'ts:

- Use only your assigned locker
- Keep your locker combination confidential
- Keep your locker locked
- Keep your locker neat and clean
- Do not keep drinking mugs, opened bottles, or perishable foods in your locker

## **VISITORS**

All visitors are required to sign in at the school office and obtain a visitor pass, without exception. Students from other schools may not visit during regular school hours.

## **STUDENT USE OF ELECTRONIC DEVICES:**

The use of any electronic device, such as cell phones, tablets, USB drives, earbuds, air pods, or any other privately owned device that is used for audio, video or text communication in school will be governed by MCSD Policy 362.00.

Students need to know that:

- **Devices must be kept out of sight, turned off, or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- **The use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and understands the consequences of future violations. Further violations will be at the discretion of administration.
- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phones, and/or suspension. Repeated or extreme offenses may result in a recommendation for expulsion. \*except in official capacity as a yearbook or newsletter photographer.
- Consequences for electronic devices taken from a student include the following:
  - 1- phone will be returned at the end of the period at the discretion of the teacher and/or administrator.



- 2- phone will be returned at the end of the day at the discretion of the administrator.
- 3- phone will be returned to a parent or guardian only
- 4- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

**\*Refer to School District Policy #362.00 for further information.**

### **STUDENT-ASSIGNED DEVICES**

**Each student will be assigned a device for the 2025-26 school year. It is a great opportunity to expand the learning opportunities available to students at East Minico. Students are responsible for the careful use and protection of assigned devices. The following expectations accompany the assignment of devices to each student at East Minico:**

- **You are responsible for your own device.** Do not loan your device to another individual, and do not borrow a device from anyone else.
- Each device is considered school property and can be searched and/or confiscated at any time. You are responsible for the content on your device. Only access internet sites and platforms that are educationally based and approved by East Minico teachers or administration. Avoid using the device for personal use and communication.
- Follow school protocol when reporting damage to the device or have concerns about maintenance of the device.
- It is expected that each student will bring their device to school every day. There will not be extra devices at the school for use if a device is left at home. Take your device with you to every class, unless otherwise instructed by a teacher(s).
- Report missing devices immediately to teacher/administration.
- Students are expected to take care of the device assigned to them. Be aware of where your device, case, and charger are at all times.
- Students may lose the privilege of having a device if they are in violation of school or district policy regarding internet use or violation of expectations regarding proper use of devices. All final decisions regarding device use will be made by the building administration team.

### **INTERNET USE - District Policy 360.00 (Electronic Services for Students)**

General Internet access and interconnected computer systems are available to the district's students and faculty. Electronic networks, including access to the Internet, are a part of the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the district to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for

behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students will be required to sign and abide by the Appropriate Use agreement (360.00F) on an annual basis.

### **PROFANITY**

Language that is foul, profane, vulgar, lewd, obscene, threatening, disruptive, harassing, coercive, intimidating, discriminatory, or offensive in nature or content by students or employees is prohibited on school premises, at school activities or events without regard to location or on school-sponsored transportation. Use of such language may result in progressive discipline of the student or employee by the principal or supervisor. Depending upon the severity of the incident, the principal or supervisor may refer the incident directly to the Board of Trustees and/or law enforcement for further action.

### **SCHEDULING POLICY**

Students must have a VALID reason for a schedule change and consent from parent, teacher(s), school counselor, and administration. Not all requests will be granted.

### **SCHOOL CAFETERIA**

The breakfast/lunch program is maintained as a vital part of the health program of the school. Students are expected to keep the commons area clean and to follow all cafeteria rules. No energy drinks or hot beverages of any kind are allowed at school or at any school activity. No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher. Students are not allowed to go outside at lunch without accompaniment by faculty/staff to ensure proper supervision. No outside food or drink (deliveries) will be allowed without prior approval from office staff. Food delivered to the school without approval will be held in the office until the end of the day. Water bottles will be allowed in classrooms at the teacher's discretion.

### **SCHOOL PHONE**

The school phone is available for student use. A student must have permission from the office staff prior to using the office phone.

### **STUDENT DISPLAYS OF AFFECTION**

Any hand-holding, prolonged hugging, kissing, or other undue public display of affection in school, on school grounds, or when a student is in any school-sponsored activity is not appropriate. Students who fail to abide by these rules will be disciplined as follows:

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** 60-minute detention

**3<sup>rd</sup> Offense:** 1 day of ISS

**4<sup>th</sup> Offense:** Further disciplinary action as determined by administration

### **INAPPROPRIATE ITEMS FOR SCHOOL**

Skateboards, rollerblade skates, scooters, opened water bottles, opened sodas, energy drinks, Bluetooth speakers, etc. on school property are prohibited. Students who choose not to follow this rule may have the items confiscated by the principal. Items not previously approved by the teacher for use in the classroom may be confiscated and turned into the office. All confiscated items must be picked up by a parent or guardian unless otherwise approved.

### **INTERNET POLICY FOR STUDENTS**

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Consequences for violating this policy will be determined by the school administration team.

### **THEFT OR DESTRUCTION OF SCHOOL PROPERTY**

Any student who steals or defaces the personal property of the school or another person while in school or at a school activity, shall make full restitution to the owner of the property. The student will receive up to 5 days' suspension and the incident may be referred to law enforcement. Any further violation will be grounds for expulsion from school.

### **ZERO TOLERANCE OFFENSES**

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary considerations following district policy.

- Possession, use, or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (including fireworks/firecrackers)
- An assault or battery of a sexual nature
- Battery on school employees
- Threats of violence toward teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

### **GANG ACTIVITY**

All gangs and gang activities are prohibited on all school premises and at any school-sponsored activity, regardless of location. This includes, but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, code, or other evidence of membership or affiliation with any gang.

### **DRUGS, ALCOHOL, TOBACCO, AND VAPING**

East Minico Middle School is a drug, alcohol, tobacco, and vapor-free zone. Students attending school will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia on school premises. Students are in violation when:

- He or she is on school premises, demonstrating behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
- He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
- He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia on school premises;
- He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
- He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
- He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises

### **CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO, AND VAPING**

**Suspension/Expulsion:** Suspension for the first offense of this policy will be for three to five **(3-5) days** unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal. The principal will determine whether or not the suspension will be served in or out of school. A referral to the DDRC (District Discipline Review Committee) to consider denial of attendance may also be made at the discretion of the principal. If deemed appropriate by the superintendent or the DDRC, the superintendent may request that the school board expel a student who has violated this policy for a second or third offense.

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or controlled substances, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
- **Search and Seizure:** A student's person (including purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school. Authorized school officials may open and inspect lockers and desks when there is reasonable suspicion. Searches may be conducted without a search warrant, and will adhere to school board policy 340.40.

## **STUDENT ASSISTANCE**

Do you need help? Do you have a problem? Do you need to talk to someone? Is someone bothering you? Did you see or hear something that bothered you? The following assistance is available:

- **Teachers:** Your teachers will take time to listen and help you with homework. If you need help with things outside the class, they can make sure you get the help you need
- **School Counselor:** The school counselor is available in the office to help you with problems you may be having with your schedule, friends, or issues outside of school. Tell the office secretary if you want to see the school counselor
- **School Nurse:** If you have a medical issue, we have a school nurse available to answer your questions and get you the help you need
- **School Resource Officer:** We all want the school to be safe for everyone. Please tell the office secretary or administration if you need to see the resource officer so that we can schedule an appointment with them
- **Principal/Assistant Principal:** The principal's door is always open to students and parents. The principal wants your experience at East Minico to be both rewarding and enjoyable. The principal wants to hear your suggestions and know about any problems you have while at school. Tell the office secretary if you want to see the principal.
- **Parents:** If you feel you cannot talk to anyone at the school, tell your parents and they can call the school and talk to any of the people listed above.

## **RESTROOMS/LOCKER ROOMS**

Students have the right to privacy and safety while using the restroom and locker room facilities at East Minico. Students who enter the restroom are expected to use the toilet and sinks appropriately, then exit promptly. Any additional activity in the restroom will be considered inappropriate and unnecessary, and may result in school disciplinary action. Students using the locker room should change into their exercise clothes promptly, use toilet and sinks appropriately, and exit as quickly as possible. Any additional activity will be considered inappropriate and may result in school disciplinary action. Students entering the locker room during a time period that they do not have permission to enter will automatically receive detention, and may be suspended for truancy.

## **Bell Schedules**

Bell Schedule A		
Period	Begin	End
1st	7:50	9:00
2nd	9:04	10:08
3rd	10:12	11:16
Lunch A	11:20	11:46
4th A	11:20	12:24
Lunch B	12:28	12:54
4th B	11:50	12:54
5th	12:58	2:02
6th	2:06	3:10
Advisory	3:14	3:45

Bell Schedule B		
Period	Begin	End
1st	7:50	8:34
2nd	8:38	9:22
3rd	9:26	10:09
4th	10:13	10:56
Lunch A	11:00	11:26
5th A	11:00	11:43
Lunch B	11:47	12:13
5th B	11:30	12:13
6th	12:17	12:45

Bell Schedule C		
Period	Begin	End
1st	7:50	8:29
2nd	8:33	9:12
3rd	9:16	9:54
4th	9:58	10:36
Lunch A	10:40	11:06
5th A	10:40	11:18
Lunch B	11:22	11:48
5th B	11:10	11:48
6th	11:52	12:30
Advisory	12:34	12:45

Bell Schedule D - Assembly		
Period	Begin	End
1st	7:50	8:52
2nd	8:56	9:48
3rd	9:52	10:44
Lunch A	10:44	11:10
4th A	10:48	11:40
Lunch B	11:40	12:06
4th B	11:14	12:06
5th	12:10	1:02
6th	1:06	1:58
Advisory	2:02	2:30
Assembly	2:30	3:45