

# East Minico Middle School

## Student Handbook

### 2016-2017



Welcome to East Minico! We have a fantastic school and are excited to have you as a pirate! This handbook will explain some of the common rules and procedures we follow. Our motto this year is Everyone Achieves Success Together. We will be providing positive incentives for students based on Excellence Attitude Service and Tenacity. We will also be providing incentives for students based upon Attendance, Behavior, and Grades. If you ever have any questions please feel free to give us a call.

#### Bell Schedule

DAILY BELL SCHEDULE A			DAILY BELL SCHEDULE B - NO ADVISORY			DAILY BELL SCHEDULE C - ADVISORY 1st			DAILY BELL SCHEDULE D w/ADVISORY		
Period	Start	End	Period	Start	End	Period	Start	End	Period	Start	End
1st	8:10 AM	9:23 AM	1st	8:10 AM	9:03 AM	Advisory	8:10 AM	8:44 AM	1st	8:10 AM	8:57 AM
2nd	9:27 AM	10:35 AM	2nd	9:07 AM	9:55 AM	1st	8:48 AM	9:56 AM	2nd	9:01 AM	9:43 AM
LUNCH A	10:35 AM	11:01 AM	3rd	9:59 AM	10:48 AM	2nd	10:00 AM	11:08 AM	3rd	9:47 AM	10:30 AM
3rd A	11:05 AM	12:13 PM	LUNCH A	10:48 AM	11:14 AM	Lunch A	11:08 AM	11:34 AM	Lunch A	10:30 AM	10:56 AM
3rd B	10:39 AM	11:47 AM	4th A	11:18 AM	12:07 AM	3rd A	11:38 AM	12:46 PM	4th A	11:00 AM	11:43 AM
LUNCH B	11:47 AM	12:13 PM	4th B	10:52 AM	11:41 AM	3rd B	11:12 AM	12:20 PM	4th B	10:34 AM	11:17 AM
4th	12:17 PM	1:25 PM	LUNCH B	11:41 AM	12:07 PM	Lunch B	12:20 PM	12:46 PM	Lunch B	11:17 AM	11:43 AM
5th	1:29 PM	2:37 PM	5th	12:11 PM	1:00 PM	4th	12:50 PM	1:58 AM	5th	11:47 AM	12:30 PM
6th/Adv	2:41 PM	3:10 PM				5th	2:02 AM	3:10 AM	6th/Adv	12:34 PM	1:00 PM

## Grading Scale

<i>Our Grading Scale</i>		
<b>Percent Range</b>	<b>Letter Grade</b>	<b>GPA</b>
<b>93%-100%</b>	<b>A</b>	<b>4.00</b>
<b>90%-92%</b>	<b>A-</b>	<b>3.67</b>
<b>87%-89%</b>	<b>B+</b>	<b>3.33</b>
<b>83%-86%</b>	<b>B</b>	<b>3.00</b>
<b>80%-82%</b>	<b>B-</b>	<b>2.67</b>
<b>77%-79%</b>	<b>C+</b>	<b>2.33</b>
<b>73%-76%</b>	<b>C</b>	<b>2.00</b>
<b>70%-72%</b>	<b>C-</b>	<b>1.67</b>
<b>69% and below</b>	<b>F</b>	
<b>67%-69%</b>		<b>1.33</b>
<b>63%-66%</b>		<b>1.00</b>
<b>60%-62%</b>		<b>&lt; 1.00</b>

## Credit Requirements

MCS D middle schools will require students to attain a minimum of eighty percent (80%) of the total available credits. To be considered for promotion to the next grade, students cannot lose more than one credit in any core area and must attain a minimum of 14 of the total available credits each year. In order to receive credit, students must achieve a 70% (C- or better) in each class and not miss more than 5% of class time each trimester (3 days).

Students may receive no credit (NC) if they have missed more than three days of school for any trimester. Students must make-up their time in the office or in classrooms (if they notify the office) before school, during lunch, after school, and/or during Saturday School. Students will owe 30 minutes per period missed after the designated amount of allowed absences per trimester.

## Lunch & Breakfast Fees

Breakfast.....	Free
Lunch.....	\$.1.85 (subject to change)
Reduced.....	\$0.40

## Pirate Power Hour

Our school has developed Pirate Power Hour. Each week teachers will review the grades of students in their advisory classes. Students with a failing grade, missing assignments, or other academic reasons will be assigned to attend a class to improve their grades. If students keep good grades and submit their assignments in a timely manner, they will be able to choose where they would like to go during Pirate Power Hour. The gym (or outside), library, computer labs, and other classrooms are open for students. Pirate Power Hour is Thursday and Friday during Advisory.

## Extracurricular Activities

East Minico has a rich tradition of fun extracurricular programs ranging from academics to service and sports. Any student wishing to participate in extracurricular activities must follow all requirements and regulations outlined in our school district policies. To participate in athletic activities, students must purchase an activity card, maintain a minimum grade point average (GPA) of 2.0, have a current physical or interim questionnaire on file, and have insurance coverage (either

school or family). The requirements for non-athletic activities are outlined in the corresponding policies. All policies can be accessed at [www.minidokaschools.org](http://www.minidokaschools.org)

Here is a list of extracurricular activities at East:

7<sup>th</sup> and 8<sup>th</sup> Football

7<sup>th</sup> and 8<sup>th</sup> Volleyball

Soccer

Cross Country

7<sup>th</sup> and 8<sup>th</sup> Wrestling

7<sup>th</sup> and 8<sup>th</sup> Girls Basketball

7<sup>th</sup> and 8<sup>th</sup> Boys Basketball

7<sup>th</sup> and 8<sup>th</sup> Cheer

7<sup>th</sup> and 8<sup>th</sup> Dance

7<sup>th</sup> and 8<sup>th</sup> Track

Builder's Club

Ski Club

Student Council

Renaissance

Publications

## **Visitors**

All visitors are required to sign in at the school office and obtain a visitor pass. Students from other schools may not visit during regular school hours.

## **Telephone Calls**

Students can use office phones for illness and emergencies only. All other calls are to be made from the classroom. Students should let the office know if they would like to see the nurse.

## **Attendance**

East Minico has a 95% attendance requirement. This translates to three (3) absences during a trimester. Building principals have the ability to extend this to four (4) days if circumstances warrant.

**Absences:** If a student is going to be absent for any reason it is the parent's responsibility to notify the school as early as possible.

**Absences:** Absences that exceed the 95% attendance policy will be made up at the discretion of the building principal. Students who are absent more than 5% of the instructional days may be treated as truant, in which case the proper authorities may be notified.

**Make-up Time:** Absences will be made up in the office or in teacher's classrooms. Only time on task will count towards make up time. The only absences for which make-up time will NOT be assessed are: 1) school activities, 2) attendance at a funeral, 3) a doctor's note or appointment confirmation. Make-up time shall be assigned at one-half of the actual class time missed (i.e, a full day absence will be assessed three (3) hours of make-up time).

## Student Awards

### Honor Roll

Students who receive a grade point average of 3.5 (B+) or higher are placed on the Honor Roll after each grading period.

### Straight A's

Each student who earns or maintains straight A's for the school year will receive a special certificate.

### Perfect Attendance

Each student with perfect attendance for the school year will receive a perfect attendance certificate.

### Special Awards

Students may receive a special award for outstanding performance and contribution to the school. East will choose a girl and boy from each grade level to be recognized as the Student of the Month.

### Rewards!!

Included in our School wide/Classroom Discipline Plan are ways to positively reinforce students who behave appropriately. We will reward students individually and as a class. Some of these rewards may include:

- Cookouts
- Special assemblies
- Academic reward days for good attendance & academic achievement
- Trimester-end detention-free parties
- ISAT improvement rewards

## Student Help

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 people or programs can help you:

- ✓ **Your 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.
- ✓ **Your counselor:** The 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 counselor.
- ✓ **The 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.
- ✓ **The school resource officer:** We all want the school to be safe for everyone. Please tell the office secretary if you need to see the resource officer so that we can schedule an appointment with them.
- ✓ **The principal:** The principal's door is always open to students. The principal wants your experience at East Minico to be both rewarding and enjoyable. The principal wants to hear your suggestions, concerns and know about any problems in the school. Tell the office secretary if you want to see the principal.

- ✓ **Your 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 above.

**Remember: If you have a problem or a concern and do nothing, nothing will change!**

## **Student Discipline**

Detentions are served afterschool on Tuesdays, Wednesdays, and Thursdays. 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. Administrators have the right to give detentions and suspensions. In-School Suspension (ISS) will be served in the office. Offences that warrant ISS are fighting, bullying, harassment, repeated detentions for the same offence, etc. Administration has the right to determine the consequences for any disciplinary situation. East Minico policies and procedures are governed by those established by the district. The district policies can be accessed in their entirety at [www.minidokaschools.org](http://www.minidokaschools.org). If you do not have internet access, internet access can be provided at the school or copies of each policy may be obtained from the school or district office.

## **Law Enforcement**

Schools are obliged to work closely with law enforcement agencies in the control of student behavior. In general, these agencies will be called on to assist in handling instances of district policy violations. This will include, but is not limited to, instances of gang activity, fighting, theft, vandalism, bullying, harassment, drugs, alcohol, tobacco, weapons or dangerous items, physical danger, and situations requiring involuntary searching of students.

## **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 (see *Locker Do's and Don'ts* below). Damage to lockers beyond normal wear and tear may result in restitution and/or suspension. Lockers will be inspected monthly throughout the school year.

### **Locker Do's & Don'ts**

- ✓ Use only your assigned locker.
- ✓ Keep your lock combination confidential.
- ✓ Keep your locker locked.
- ✓ Keep your locker neat and clean.
- ✓ Use only magnetic accessories in and on your locker.
- ✓ **Do not** place **stickers**, tape, or writing on any part of your locker.
- ✓ **Do not** keep drinking mugs or opened bottles in your locker. They are not allowed in the school.

## **Extra-curricular Events & Outdoor Expectations**

- ✓ No tackle football.
- ✓ The back playing field, trees, and parking lots are off limits without permission during school.
- ✓ Enter and leave in an orderly manner. Do not walk on the seats of the bleachers – use only the designated walkways.
- ✓ During assemblies, students are dismissed from the gym by grade level.

- ✓ During after-school events, students are expected to remain in the auditorium or gym throughout the event. Students not following school rules or congregating in the hallways and/or outside of the building during the event will be instructed to leave and may receive appropriate discipline.

## **Discipline of Special Education Students**

A violation of school or district policy by any student who qualifies for special education services under the Individuals with Disability Education Act (IDEA) or Section 504 shall be handled on a case by case basis according to state and federal laws.

## **School Bus Discipline**

As a staff, we feel that it is very important to be aware of what is happening during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who ride buses are subject to school discipline. Students who fail to follow bus rules will receive bus tickets and school disciplinary consequences.

## **Students Backpacks**

Students are NOT allowed to carry their backpacks to and from each class for student safety and health reasons. They must be put into their locker before school and removed after school.

## **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:

**1<sup>st</sup> Offence:** Two days of ISS

**2<sup>nd</sup> Offence:** Four days of ISS

**3<sup>rd</sup> Offence:** Further consequence as determined by administration. Student could be considered habitually truant and the student will be referred to the court system.

## **Tardies**

Students are expected to get to class in a timely manner. The following consequences will occur for excessive tardies during a trimester:

**3 Tardies:** 30 min detention

**5 Tardies:** 60 min detention

**6 or more Tardies:** 1 day of ISS

Further consequences will continue if needed as determined by administration

## **Bullying, Coercion, Cyber-bullying, Discrimination, Gang Activity, Harassment, Hazing & Intimidation**

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees is prohibited and will not be tolerated. Bullying, harassment and/or intimidation is generally characterized by aggressive or intentionally harmful

behavior carried out over time in an attempt to exercise control over the victim. It may 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. 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 (patting)
- ✓ implied sexual favors
- ✓ suggested sexual activity
- ✓ verbal harassment, or
- ✓ abuse that is gender oriented

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, principal or the superintendent.

## **Drugs, Alcohol & Tobacco**

East Minico Middle School is a drug, alcohol, tobacco, and vapor free zone. Students attending school in the District 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**

**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 board expel a student who has violated this policy for a second or third offence.

- ✓ **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or a controlled substance, 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 and/or personal effects (e.g. 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 without notice or consent.

## **Freedom of Speech and Expression**

-While students have the right to express concerns, grievances, and viewpoints before school officials and fellow students, school officials may govern the time, place and manner of such activity. At no time are students or employees allowed to engage in speech or expression that is defamatory, illegal, invades or threatens to invade the rights of others, presents the likelihood of substantial disorder, or is disruptive to the educational process.

-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.

## **Inappropriate Items for School**

Riding skateboards, roller blade skates, scooters, opened water bottles, opened sodas, energy drinks, etc. on school property is 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 and signed for by the parent.

## **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.

## **Public Displays of Affection**

Any hand-holding, hugging, piggyback rides, 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> Offence:** Warning



**2<sup>nd</sup> Offence:** 60 minute detention

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

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

## **Standard of Dress**

Clothing should always be clean, mended, and suitable to body size and in good taste. It should model and promote a safe, productive, and professional environment for students, staff, and the community. Clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school's instructional program is unacceptable. The principal will determine if a student's attire, hair and/or grooming is acceptable and within appropriate standards according to that policy. The principal will also set the standard of dress for "special occasion" days and activities.

### **Basic Clothing Do's & Don'ts:**

- ✓ Pants/slacks are to be worn at the waist and able to stay up without a belt. If a belt is worn, it must be in belt loops and is not to hang down.
- ✓ Pants/slacks may not have holes that reveal skin.
- ✓ Bib type overalls/coveralls must be worn with the bib up.
- ✓ Boys and Girls shirts need to be parallel to the end of students' shoulders. No straps can be showing.
- ✓ Skirts and shorts must be no shorter than 3" above the knee.
- ✓ Clothing including hats, shirts, book bags, backpacks, accessories (including notebooks and binders) with messages, writing, graffiti, and/ or insignia which advertise, endorse, and/or promote drugs, tobacco, alcohol, profanity, illegal activities, are racially derogatory, promote "hate" groups, Satanism, death, destruction, violence, gangs, racial separatism, make sexual innuendos, degrade gender, religion, culture, sexual orientation, ethnic values, obscene symbols, signs, and slogans are prohibited.
- ✓ Jewelry and accessories which could inflict bodily harm, be used for drug paraphernalia, or construed as a weapon, (including pet paraphernalia, chains, studs or spikes) is not allowed.
- ✓ Shoes must be worn at all times. Bedroom slippers are not allowed.
- ✓ All permanent marks must be covered.
- ✓ Head coverings and hats during school hours, are not allowed. Exceptions will be made for head coverings used for medical purposes or religious observance.
- ✓ Visible body piercing that could inflict bodily harm to self or others, or materially interferes with school activities is prohibited. This includes eyebrow, nose, and lip piercings.
- ✓ No gang-related, profane or vulgar language, symbols or insignias are to be cut into hair or tattooed or cut into skin.
- ✓ Bandannas are prohibited as attire in the school building.

### **Dress Code Violation Consequences:**

**1<sup>st</sup> Offence:** Warning. The student will be given the choice of calling home for something more appropriate or changing into an appropriate item provided by the school.

**2<sup>nd</sup> Offence:** 30 minute detention

**3<sup>rd</sup> Offence:** 60 minute detention

**4<sup>th</sup> Offence:** One day of ISS

**5<sup>th</sup> Offence:** May receive in or out school suspension for up to 5 days.

## **Student Use of Personal Electronic Devices**

### **Students need to know that...**

- ✓ Electronic devices (such as cell phones and tablets) are allowed at school.
- ✓ Electronic devices must be kept out of sight, turned off or silenced, and may not be used during instructional time.
- ✓ The school will not take responsibility for damage to or the loss of any ECD.
- ✓ School authorities will not investigate lost or stolen devices.
- ✓ Students who choose to bring them for use before school, during lunch, and after school take sole responsibility for those devices.
- ✓ The use of electronic devices for communication and/or entertainment during instructional time is prohibited.
- ✓ At no time will an electronic device be used at school to participate in illegal activities, disrupt the educational process or climate of the school or cause harm to another individual.
- ✓ Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school and discipline up to expulsion.
- ✓ Staff members will confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office.
- ✓

### **Consequences for the Misuse of Electronic Devices**

Students are allowed to bring cell phones and tablets to school. They may use them during lunch or in class if a teacher allows for the devices to be used. When

**1<sup>st</sup> Offence:** The device will be confiscated. Only the student's parent or guardian may pick up the device with the student present.

**2<sup>nd</sup> Offence:** Student will receive a 60 min detention

**3<sup>rd</sup> Offence:** Student will receive a day of ISS.

**4<sup>th</sup> Offence:** Further discipline determined by administration.

### **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.

### **Theft or Destruction of School Property**

Any student who steals destroys 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.

### **Weapons & Gun-Free Schools**

Weapons of any kind in the possession of a student will not be permitted. Students found in possession of weapons will immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. If there is satisfactory evidence that the student's continued attendance will be dangerous to other persons, expulsion proceedings will be initiated.

**Items Specifically Prohibited by District Policy 502.41:** *Snap-blade knives, non-closing knives, razors, razor blades, firearms, explosives (including caps and firecrackers), “fist loads,” “brass knuckles,” “laser pointers.”*

The use of any normally non-dangerous implement, such as a stone, table fork, board, stick, baseball bat, matches, pins, darts, needles, and toothpicks as a weapon shall come under the provisions of *District Policies 502.41*. Any of the above mentioned items brought to the school by a student will be confiscated evidence and will not be returned. Any student having in his/her possession a weapon, as defined under the Gun-Free School Act, on school property or in any school building, will be immediately suspended from the school and may be recommended to the Board of Trustees for expulsion as outlined in *District Policy No. 502.42*. Suspension will be for those days permitted by law under *Idaho Code 33-205* up to and automatically including those additional suspension days permitted by Board action if needed.