

West Minico Middle School

Student Handbook

MISSION STATEMENT: The purpose of West Minico Middle School is to provide, through the educational process, a positive learning atmosphere in which our students may achieve high success in reaching their maximum potential, both in school and in life.

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ATTENDANCE

When a student is absent for any reason, the parent or guardian must call the school (438-5018) before 10:00 A.M. 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. The student still receives a tardy, even if excused by the parent. If a student is tardy more than 15 minutes, it is an absence.

Parents are required to check their child out of school throughout the school day by signing a sheet in the office. If a student is absent 18 or more days in a school year, he/she may be referred to the court system.

DISCIPLINE POLICY FOR TARDIES

Student tardiness is disruptive to the educational process. Students are to be in their seats when the tardy bell rings. Consequences for excessive tardies per trimester are as follows:

3 Tardies—30 Minute Detention

4 Tardies---60 Minute Detention

5 Tardies---Saturday school

Additional tardies will be referred to the administration for further consequences.

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: The first truancy will result in one day of in-school suspension (PASS room). The second truancy will result in the student being suspended for 1 day from school. The third truancy will be considered habitually truant and appropriate disciplinary action will be taken, and the student will be referred to the court system.

BACKPACKS/BOOKBAGS/ COATS/JACKETS/HOODIES

Students may carry these items to and from school; however, they must be stored in the school lockers during the school day.

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.

BUILDING HOURS

Students participating in after school activities should have rides arranged for in advance and should not loiter in the building. Hall hours are 8:05am-3:30pm. Students not participating in school activities need to be off the school grounds by 3:30 p.m. Halls are closed during lunches. The school office closes at 4:00pm.

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 written up on a disciplinary form and given a 60 minute detention. If the problem persists, appropriate disciplinary action will be taken.

COMPUTER USAGE

Students are expected to adhere to the district wide computer usage policy signed at the beginning of each school year.

COUNSELING SERVICE

A counseling service is available to all students. Many problems, concerning both school and one's personal life, can be helped by counseling with a competent person. The school counselor, principal, or teacher will be happy to try to help with these problems.

DISCIPLINE PLAN (SCHOOL WIDE)

CLASSROOM BEHAVIOR RULES

Students will:

- Be in their seats when the tardy bell rings.
- Bring all materials to class.
- Not interrupt when the teacher or any other student is speaking or working.

DISCIPLINE PLAN IF CLASSROOM RULES ARE BROKEN:

| | |
|----------|---|
| 1st Time | Written or verbal warning |
| 2nd Time | 2 Minutes after class at teacher discretion |
| 3rd Time | 30 Minute Detention |
| 4th Time | 60 Minute Detention |

Discipline during the school year will determine if a student is allowed to go on any reward field trips. Any student in excess of two (2) demerits will not be invited to attend reward activities.

DEMERIT POLICY.....Demerits

| | |
|-----------------------------------|---|
| 30 Minute detention..... | 1 |
| 60 minute detention | 2 |
| Temporary Classroom Removal | 2 |

EXCESSIVE DEMERIT CONSEQUENCES

| | |
|-------------|----------------------|
| 5 demerits | PASS room |
| 10 demerits | Saturday School |
| 15 demerits | Suspension (one day) |

DETAILS ON DETENTION

If a student is given detention, he/she will receive a copy of the detention notice which will inform the student and parent/guardian of the reason for the detention. This notice will be taken home for the parent/guardian to sign. The student must bring the signed notice back the next school day and turn it in to the office. Detentions will be served during lunch time. Students who fail to return their signed detention form will continue to serve detention until the signed form is returned.

GRADING

Students who excel academically are listed on the honor roll at the end of each grading period. There are honor rolls for 6th, 7th and 8th grades with two levels of excellence: **High Honor Roll** 3.75 – 4.0 and **Honor Roll** 3.5 – 3.74.

The following grading scale is used:

| | | | |
|--------|----|-----------|-----------------------|
| 100-97 | A+ | 76-73 | C |
| 96-93 | A | 72-70 | C- |
| 92-90 | A- | 69-67 | D+ |
| 89-87 | B+ | 66-63 | D |
| 85-83 | B | 62-60 | D- |
| 85-83 | B- | 59-0 | F |
| 79-77 | C+ | Pass/Fail | Non- Academic Classes |

Renaissance

Students may earn a Renaissance card which entitles them to benefits while shopping in our community.

Gold Card3.75-4.00

Silver Card.....3.25-3.74

White Card.....2.75-3.24

White Card.....increase GPA by at least 0.5 points

DRESS CODE

In order to protect our students, we expect everyone to adhere to a dress code. Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. Caps, hoods, bandanas, hats, etc. cannot be worn in the building. No chains, short shirts, skirts, shorts, or shirts with drug, alcohol or tobacco

advertisements or profanity, and no gang symbols are allowed. No pajama pants or slippers are allowed. Parents will be contacted to bring appropriate clothing, or appropriate clothing will be supplied if students are dressed inappropriately. No hanging belts will be allowed. Pants/slacks, tops and shorts need to be worn at the waist. Other unforeseen circumstances that develop will be at the discretion of the Assistant Principal or Principal. For further information, see district policy #507.98.

EXTRA CURRICULAR ACTIVITIES

Students must attend at least 4 classes of the school day to participate in any extra curricular activity. Students must have a 2.0 GPA and no Fs from the previous trimester and/or the season and maintain at least a 2.0 GPA and no Fs throughout the season.

Any student who is found guilty of a serious infraction of school rules may be suspended from the extra curricular activity.

Additional requirements may be provided by the coach/advisor.

FEES

Fees will be charged for special projects made in the elective classes based on the student's choice of project and supplies needed. All fees for elective classes must be paid by the end of the first week of each trimester.

FREE TIME AREAS

Because of liability, students who wish to go outside once they arrive at school will only be allowed to exit and enter through the back doors by the cafeteria. Students should not be in any area that is not supervised by an adult. Free time areas vary due to time of year and weather. Announcements will alert students to the free time areas available to students.

SUPERVISION OF STUDENTS

No students shall be in the gym or any other location in the school building unless there is a supervisor in that particular area.

HARRASSMENT/BULLYING

GENERAL STATEMENT

The Board of Trustees believes that students and employees of the Minidoka County School District #331 have the right to learn and work in an atmosphere which is conducive to the achievement of their fullest potential. Harassment of students or employees, whether verbal or physical and whether engaged in by employees of the district or students, is prohibited and will not be tolerated. The school district will investigate all complaints of sexual harassment whether the complaint is formal, informal, verbal or written, and discipline any student or employee who sexually harasses a student or employee of the school district.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Refer to Policy 502.13

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds at any time during the school day without being dismissed by the office.

LIBRARY

The library has books, magazines, and reference books for assigned study and recreational reading. It is open for use during the entire school day and a short time before and after school. Fines are charged for lost or overdue materials.

LOCKERS

Each student who pays a locker fee will be assigned a locker. Periodic inspections will be made by the faculty and/or administration to see that they are kept neat and orderly. Use only the locker assigned to you and keep it locked at all times. Students should not share locker combinations with others.

Students are not allowed to bring electronic devices or other items that disrupt the educational process to class. These items must be left in student lockers throughout the school day and may only be used after school hours. Because the school discourages having these items, the school will not be held responsible for any such items that may be lost or stolen and will not assist in the recovery of this property.

If these items are found in classrooms, on the first offense the office will retain them until the end of the day. With the second offense, the item will not be returned until a parent picks it up. With the third offense, the item will be returned on the conclusion of the last day of school in May.

MAKE UP WORK DUE TO ABSENCE

If a student is absent two or more days in a row, parents may request that teachers prepare a list of assignments missed during the absences. Requests for homework must be made before 10:00 AM. The homework may be picked up at the end of the school day.

HALL PASS

Students must have a teacher hall pass to be in the halls during class time.

PROFANITY

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities. Any infraction will result in an automatic 60 minute detention.

RESPECT FOR SCHOOL STAFF

Any student who refuses to obey a reasonable request made by any member of the school/district staff or who shows disrespect for any member of the school/district staff shall be subject to detention and/or suspension.

SCHEDULING POLICY

Students must have a VALID reason for a schedule change and a Written Parental Consent before meeting with their counselor. Once the trimester has started, students must also have administrative approval and involved teacher approval. Students who meet these requirements will be given a change form that must be signed by both the add and drop teachers and their counselor. After the sixth day of the trimester, if a parent and student elect to have a schedule change, a parent meeting must occur with the principal and involved teachers.

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. Students at the Middle Schools will be allowed three charges. Students are asked to make lunch payments in the morning before school.

NO ENERGY DRINKS or hot beverages OF ANY KIND ARE ALLOWED AT SCHOOL.

SCHOOL GROUNDS

Each student is expected to accept personal responsibility for maintaining a clean campus.

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.

SNOWBALLS

Students who throw snowballs will serve 60 minutes of detention.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written in the inside cover of the book in case they are misplaced. A fine will be assessed for abused or misused books based on the principals and/or teachers judgment. Replacement cost will be charged for lost books and/or damaged books.

STUDENT DISPLAYS OF AFFECTION

Kissing, necking, embracing, and other public displays of affection between students are not appropriate in school, on school grounds, or at school-sponsored activities. Students who fail to follow these guidelines will serve 60 minutes of detention.

SUSPENSION (IN SCHOOL) PASS ROOM

Mission: To be part of the total school discipline program in using sound rules and regulations to effectively modify student behavior.

Guidelines: Students will be assigned to the in-school suspension room for a period of days as determined by the school administration.

Criteria for placement in PASS room:

- FAILURE TO SERVE DETENTION
- TRUANCY
- EXCESSIVE TARDIES
- EXCESSIVE DETENTIONS
- HARASSMENT
- INTIMIDATION AND THREATS
- INSUBORDINATION
- DISRESPECT TO STAFF
- THEFT
- INJURY TO PROPERTY
- TRESPASSING
- GRAFFITI
- REPEATED DRESS CODE VIOLATIONS
- CLASS DISRUPTIONS
- OTHER INAPPROPRIATE BEHAVIOR
- GANG ACTIVITY
- ANY ITEMS DEALING WITH FIRE

Procedures:

When students meet the criteria for placement, they will meet with the administration and their parents will be notified. Appropriate written notice will be sent home with the student and must be returned the next day. An assignment sheet will be sent to the students' teachers and work will be done while in the Pass Room. The students are not marked absent and are considered present for school. The Pass Room Supervisor will send completed work to the teachers. If a student does not return the completed Pass Room Agreement and assignment sheet form the following day, the student will have an extra day until the Pass Room Agreement form is turned in.

SUSPENSION (OUT OF SCHOOL)

Out of school suspension is only used when no other alternative discipline option is working or the student violates one of, but not limited to, the following infractions:

- FAILURE TO FOLLOW PASS ROOM RULES
- CONTINUED PLACEMENT IN PASS ROOM
- FIGHTING
- ALCOHOL, DRUGS, TOBACCO
- VIOLATION OF WEAPONS POLICY
- SEXUAL HARASSMENT
- CONTINUED GANG ACTIVITY
- VIOLATIONS OF OTHER SCHOOL POLICY/HANDBOOK
- INSUBORDINATION/DISRESPECT TO STAFF
- DISRUPTION TO THE EDUCATIONAL PROCESS

VANDALISM

Any student who steals Minidoka County Joint School District No. 331 property, enters a locked building or enclosure, or destroys or defaces any district property shall receive prompt and decisive action; the proper authorities will be notified and disciplinary action will be taken.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, the student in question will be immediately removed from the school and turned over to the authorities for further action.

- 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 or ammunition (fire crackers are explosives)
- 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.

ALCOHOL, DRUG, and TOBACCO POLICY

FIRST OFFENSE

- Law enforcement and parents will be contacted immediately upon verification of the violation.
- The student will receive suspension for the next 5 days school days. (Additional days may be recommended by the Superintendent or the Board of Trustees.)
- The student will be ineligible for participation in all school-sponsored activities for the period of two (2) months from the day the student returns to school.

SECOND OFFENSE

- Law enforcement and parents will be contacted immediately upon verification of the violation.
- The student will be recommended for expulsion from school for one (1) trimester. If twenty (20) school days do not remain in the current trimester, the student may be recommended for expulsion for the remainder of the current trimester, plus the next trimester.

THIRD OFFENSE

- Law enforcement and parents will be contacted immediately upon verification of the violation.
- The student will be recommended for expulsion from school for two (2) trimesters.

FIGHTING

Students fighting will be suspended from school for a minimum of 3 days. Continued fighting may result in the student being referred to the School Board for expulsion.

“Any person needing special accommodations to participate in school activities should contact West Minico Middle School one (1) day prior to the activity at 155 S. 600 W. Paul, ID 83347, telephone No. (208)438-5018.”