

A stylized eagle logo with a yellow beak and eyes, set against a grey silhouette of the eagle's head and neck. The background features a sunburst pattern of light blue triangles.

TIGERT MIDDLE SCHOOL

Home of the Eagles

250 East 2nd South

Soda Springs, ID 83276

Phone 208-547-4922

www.sodaschools.org

Handbook and Policy Manual

2016-2017

Tigert Middle School
Home of the Eagles
250 East 2nd South
Soda Springs, ID 83276
Phone 208-547-4922 Fax 208-547-2619

ADMINISTRATION, FACULTY AND STAFF
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Mrs. Debra Daniels, B.A., M.Ed.	Principal
Mrs. Katie Hatch, BS	Secretary
Mr. David Dougal, B.S., M. Ed.	Counselor, Special Ed. Director

Faculty

Mrs. Shelly Humphreys	Resource Education
Mrs. Susan Mason.	5 th Grade
Mrs. Gina Williams	5 th Grade
Mrs. Connie Parker.	5 th Grade
Mrs. Nyla Kress	6 th Grade
Mrs. Cherhys Hubbard	6 th Grade
	Science/Math
Mr. Scott Davis	Science
Mr. Bryan Jensen	Science
Mrs. Robin McMurray	Math
Mr. Scott Kimball	English/P.E.
Mr. Rod Worthington	English
Mrs. Lorrie'L Jensen	History
Mr. Cliff Garbett	History/P.E.
Mr. Andrew Berg	Art
Mr. Wade Schvanaveldt	Math/Business/Consumer Economics
Mrs. Cassie Cook	Computers
Mrs. Mr. Christopher Carrol	Music/Band
	Academy of Engineering
Mrs. Liz James	Spanish
Mr. Jeff Uskoski	Math

Special Services

Mr. David Dougal, M. Ed., B.S., Special Education Director/ Counselor
Mrs. Shari Goode, B.A., M.A., Speech/Hearing Services

Ancillary Staff

Mrs. Connie Johnson, Library Aide
Mrs. Tamara Jorgensen, Network Specialist
Mrs. Virginia Christensen, Breakfast/Lunch
Mrs. Bonnie Barfuss, Maintenance, Custodial

SODA SPRINGS SCHOOL DISTRICT #150 DOES NOT DISCRIMINATE OR DENY SERVICES ON THE BASIS OF AGE, RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX AND/OR DISABILITY.

Contact Information

Section 504	Building Principals	Soda Springs High School	547-4308	Mr. Daniel
		Tigert Middle School	547-4922	Mrs. Daniels
		Thirkill Elementary	547-4426	Mrs. Hansen
District Coordinator Title II		Thirkill Elementary	547-4426	Mrs. Goode
		District Office	547-3371	Dr. Stein
Title VI		Tigert Middle School	547-4922	Mr. Dougal
Title IX	Primary:	Soda Springs High School	547-4308	Mrs. Ledbetter
	Secondary:	Building principals (see above)		
	Counselors:	Thirkill Elementary	547-4426	Mrs. Hatch
		Tigert Middle School	547-4922	Mr. Dougal
		Soda Springs High School	547-4308	Mrs. Ledbetter
	Athletic Director:	Mr. Schvaneveldt, Soda Springs High School 547-4308		

Soda Springs School District No. 150

GET TO KNOW something new each day!

VISION (CREATED 4-2-2014)

The Soda Springs School District, in collaboration with the community, will provide a safe and supportive learning environment combined with educational opportunities wherein each student becomes an educated, responsible, contributing citizen.

MISSION (CREATED 4-30-2014)

The Soda Springs School District will:

- Promote success by advocating and sustaining a school culture conducive to student learning incorporating high expectations for teaching.
- Value uniqueness and diversity by fostering respectful relationships and engaging every student through varied learning strategies.
- Prepare students in developing character, physical, social/emotional maturity and a positive work ethic.
- Incorporate relevancy, technology, and critical thinking through rigorous academic learning experiences resulting in higher student achievement.
- Provide and maintain safe facilities which meet the current and future academic needs of the students and the community.
- Demonstrate fiscal accountability and responsible governance.

The Leader in Me

We have implemented The Leader In Me program at TMS. The Leader in Me is an approach to developing a culture of leadership in our school and is based on The 7 Habits of Highly Effective People® by Stephen Covey. Founded on internationally recognized, universal principles, The Leader in Me model emphasizes skills that students need in order to be successful in an ever changing society. Developing a culture of leadership in our school is about helping children be leaders of their own lives, it helps them identify their own unique talents and abilities and encourages them to make a positive difference in the world.

The 7 Habits for The Leader in Me include:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

SCHOOL MISSION STATEMENT

"Reaching for excellence one student at a time"

SCHOOL VISION STATEMENT

To encourage all educators, students, and parents to move forward toward excellence in education, commitment, and responsibility.

SCHOOL PHILOSOPHY

Tigert Middle School will provide a caring, safe, and orderly environment where teachers, administrators and staff believe and expect that all students can achieve. Students will know they can learn and succeed by sharing the responsibility for their education and that of others.

ACADEMICS

ACADEMIC REQUIREMENTS

Students must have a passing grade in all core classes to be eligible for advancement into the next grade and high school. This district will provide a core of instruction as follows:

- **Language Arts and communications** will include instruction in reading, writing, English, literature, technological applications, spelling, speech and listening.
- **Mathematics** will include instruction in addition, subtraction, multiplication, division, percentages, mathematical reasoning and probability.
- **Science** will include instruction in applied sciences, earth and space sciences, physical sciences, and life sciences.
- **Social Studies** will include instruction in history, government, geography, economics, current world affairs, citizenship, and sociology.

In addition to the core of instruction set forth above, all students in middle schools/ Junior high schools in this district, should participate in **Health** and **Physical Education**.

School District Policy No. 608

Grading

Tigert Middle School uses the following grading scale. Teachers are required to post weekly grades and assignments to Power School. However, it is noted that the teacher's grade book is the official book of record. In addition to Power School, teachers are encouraged to communicate with parents/guardians either by phone, email, or in-person concerning student classroom grades. Students may be placed on academic intervention and receive a grade report weekly if requested by the counselor, principal, parent or individual teacher. Student records are confidential and access is authorized to administrators, teachers, the student and his/her parent or guardian.

A+	97-100%	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.4
D	63-66	1.0
D-	60-62	.7
F	0-59	.0
I	0	.0

After School Academy

At TMS, assignments given in class are expected to be completed on time and show quality workmanship. Your child will be set up for success by receiving notification of any missing assignments, late work, or work that needs improvement. If your child receives this notification, he/she will call home to alert you of each assignment that your student did not have complete and ready for class. If you receive multiple phone calls in one day, that is a warning to you that your child is not prepared for school in several classes. Helping your child set up a regular homework routine would contribute to your child's success. As a parent, you are encouraged to also check Power School to stay current on your child's progress. Teachers are available before and after school by appointment if your child needs assistance.

HOMWORK AND ASSIGNMENTS

Assignments are to be turned in **ON OR BEFORE THE DUE DATE** unless other arrangements have been made with the teacher.

HONOR ROLL

The purpose of the Honor Roll is to recognize students for their academic achievement and to encourage scholarship. Honor Roll status is determined each semester. There are two levels of Honor Roll: Honors requires a 3.50 GPA to a 3.99 GPA and High Honors requires a 4.0 GPA.

TIGERT MIDDLE SCHOOL RETENTION POLICY

Students who are not successful in meeting criteria during the school year may be required to attend after school assistance, Friday School or participate in credit recovery courses. This will provide the students with a second opportunity to prepare them for the next level of study. It is important to remember that progressing to the next grade level and/or high school is not automatic; students must earn promotion through successful completion of the Tigert Middle School curriculum. Students that are enrolled in the 7th– 8th grade will be required to earn 80% of the possible credits each school year. A middle school student who does not earn the required number of credits to promote to the next grade will be assigned to after school assistance, Friday School or a credit recovery course(s) at no cost to the Soda Springs School District #150. Students that do not meet the credit requirement will appear before a credit retention committee to determine the proper action for grade level advancement. Placement for a special education student will be an IEP team decision. (School District Policy No. 609)

POSSIBLE CREDITS FOR 7th AND 8th

- Mathematics - 1 credit/ semester
- Language Arts - 1 credit/ semester
- Science - 1 credit/ semester
- Social Studies - 1 credit/ semester
- Exploratory - 1 credit/ semester
- Rotation/Exploratory - 1 credit/ semester

FLEX TIME

In an attempt to increase students’ subject area competency, Tigert Middle School has instituted Flex Time. Students will be required to attend intervention and/or remediation based on student academic performance and teacher recommendation. These classes will be scheduled daily for 25 minutes. In addition to the student’s core subjects and daily Flex Time, a student may be required to attend a remediation class in a core subject in place of an elective class in order to ensure mastery of the concepts.

ATTENDANCE

ATTENDANCE

Students are required by State of Idaho code to be in attendance at school at least ninety percent (90%) of the time school is in session. The Soda Springs School board may deny a promotion to the next grade or deny credit to any student who has exceeded 16 absences per school year. More than 8 absences per semester may warrant a loss of credit or promotion to the next grade level. Absence due to school-approved activities will not be counted. All absences, other than for school-sponsored activities, require a written excuse or phone call from a parent/guardian of the student, verified by a written note containing the following information: (1) date, (2) students full name, (3) date of the absences, (4) specific reasons for the absence, (5) parent/guardian’s signature. Absences without a note or phone call from the parent/guardian are unexcused. Parents/guardians will be called if their student is absent from school and the school has not been notified. (Idaho Code Section 33-506)

CREDIT MAKE UP OPPORTUNITIES

A middle school student who does not earn the required number of credits to promote to the next grade due to excessive absences will be assigned to after school assistance, Friday School or a credit recovery course(s) at no cost to the Soda Springs School District #150. Students that do not meet the credit requirement will appear before a credit retention committee to determine the proper action for grade level advancement. Placement for a special education student will be an IEP team decision.

School District Policy No. 522

School attendance is the responsibility of the parent/guardian and student. Parents/guardians will be called if their student is absent from school and the school has not been notified. (Idaho Code

- When a student has exceeded 8 absences per semester, the student will lose credit. They may appeal the loss of credit to the building attendance committee for review, if credit is still denied; they may appeal to the school board for a hearing for excessive absences.
- All absences, other than for school-sponsored activities, require a written excuse or phone call from a parent/guardian of the student, verified by a written note containing the following information: (1) date, (2) student's full name, (3) date of the absences, (4) specific reasons for the absence, (5) parent/guardian's signature. Absences without a note or phone call from the parent/guardian are unexcused.
- To be considered medically excused, an absence needs to be verified by a note from the health care provider containing the following information: (1) date, (2) student's full name, (3) date of the absences, (4) basic reason for the absence, (5) doctor's signature. The doctor's note must be delivered to the school secretary within 2 school days of the illness.

It is the student's responsibility to make up missed daily classroom work.

Students leaving the school campus are required to be signed out by their parent/guardian at the office.

IT IS THE POLICY OF TIGERT MIDDLE SCHOOL TO CONTACT THE PARENTS/GUARDIANS AND/OR LAW ENFORCEMENT IF A STUDENT IS MISSING FROM CLASS WITHOUT CHECKING OUT OF SCHOOL AT THE OFFICE.

TARDIES

Three tardies in the same class, during the same semester, will result in an absence.

REGISTRATION FEES

Each student is asked to pay a registration fee of \$20.00 when he/she registers. These funds may be used for dances, assemblies, and the end of the year field trip.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

The following sports are offered: football, volleyball, cross-country, basketball, wrestling and track. Students pay a \$50.00 participation fee for each sport as a rental and equipment fee. Money generated from fees/fund-raisers will be used towards the maintenance of the Tigert Middle School athletic programs and transportation costs.

In addition to athletic teams, Tigert Middle School offers a limited amount of extracurricular activities. The activities include, but are not limited to:

ACADEMIC QUIZ BOWL:

Students may participate in Quiz Bowl if they are on the honor roll at the conclusion of the 1st semester. Students answer questions and learn interesting new material on many subjects including, math, English, astronomy, biology, physical science, history, geography, current events, etc. The events are held according to INL Science Bowl Guidelines. This activity is reliant on Soda Springs School District funding if available.

CHEER SQUAD/DANCE TEAM:

Cheerleaders and dance team members are selected on a tryout basis. Each team attends summer training sessions as well as before school practices. Each team performs at local events.

6th GRADE ATHLETIC PARTICIPATION:

6th grade students will be permitted to participate in Cross-Country, Wrestling, and Track. They will be subject to the same eligibility and other requirements pertaining to all student athletes.

MAKE UP WORK FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Students who are absent from classes for school-sponsored activities are required to **pre-arrange** their absence, and hand in classroom work on the day it is due or before. Assignments will not be accepted after due date unless prior arrangements have been made with the teacher.

GRADES AND SPORTSMANSHIP REQUIREMENT.

For a student to participate in any athletic or extracurricular activity, they must have no more than one failing grade (F) at each weekly grade check. All items of the eligibility must be met including no more than one failing grade, attendance, and payment of player fee. If the student does not meet the requirements, the student will not be eligible to participate for the current week. In addition, **GOOD SPORTSMANSHIP CONDUCT IS EXPECTED**. Students and parents may be required to sign a copy of each athletic or extracurricular policy/expectations. Each sport or extracurricular club or team has the right to have a higher code of academics and expectations as outlined in individual constitutions.

SUSPENSION:

If a student is suspended any time during the week for a school infraction, **THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE SPORTS EVENTS FOR ONE WEEK**. If a student is assigned after-school detention, they must serve their detention before participating in practice or a game. A major infraction of school rules can be reason for dismissal or suspension from the team (i.e. alcohol, drugs, tobacco, vandalism, disrespect toward a coach or game official, etc.). The coach, principal, parent/guardian, and student will confer prior to dismissal.

ATTENDANCE:

The student must be in attendance a minimum of ½ day (4 class periods) the day of a game, or have made prior arrangements with the Principal.

IN CASE OF INCLEMENT WEATHER OR EMERGENCY SCHOOL CLOSURE, THE FOLLOWING PRECAUTIONS APPLY:

If school is canceled due to the weather or emergency issues, all events the school has scheduled for that day may be postponed as well. All parents/guardians are encouraged to sign up for Alert Solutions to receive a free text, email, or phone call from the school when there is an emergency or weather related closure. Information to sign-up is located on the district website www.sodaschools.org.

CHARACTER EDUCATION AND BEHAVIOR EXPECTATIONS

Character Education is seen to be an important element in the Education of the youth of Idaho. Specific instruction will be implemented in each grade throughout the career of the student in the district. The following traits and definition are embedded in the Tigert Middle School curriculum as well as serve as guidelines for positive behavior throughout the school and at extracurricular events.

School District Policy No. 503

Responsibility	Accountable: Accepts consequences for actions – good or bad. Punctual: Works to be on time. Courteous: Well-mannered conduct & polite treatment of others. Economical: Manages time, money and resources wisely.
Self-Discipline	Self-Control: Controls actions and reactions. Perseverance: Overcomes obstacles to pursue goals. Self-Motivated: Makes plans and follows through. Ambitions: Strong determination to accomplish challenging goals.
Pride	School Pride: Satisfaction in your school’s achievement and status. Sportsmanship: Following the rules of a contest and accepting victory or loss graciously. Cleanliness: Good habits of grooming – neat and tidy belongings and workspace.
Democracy	Citizenship: Exercising your rights and responsibilities as a member of the community. Patriotic: Respectful devotion to your country – loyalty to the democratic values on which our country was founded. Loyal: Faithful to a person, team or your country – true to a promise or duty.
Charity	Considerate: Showing concern for others’ wants and feelings. Generous: Willing to give and share unselfishly. Gracious: Showing kindness and courtesy in awkward situations. Appreciative: Feel and express gratitude.
Justice	Tolerant: Respect other people and opinions that are different. Fair: Free from favoritism – not taking sides. Patient: Power to wait calmly without complaining or losing self-control.
Trustworthiness	Honest: Tell the truth – do not lie, cheat or steal. Virtuous: Know right from wrong and consistently choose right. Reliable: Can be counted on to do what’s expected of them.

Work Ethic	<p>Diligent: Working hard in a careful, steady manner.</p> <p>Cooperative: Working together for a common purpose.</p> <p>Resourceful: Think of original ways to do tasks and solve problems.</p> <p>Optimistic: Look for what is positive in every situation.</p>
Respect	<p>Respect for Environment: Care for and conserve school building, grounds, surrounding lands, water and air and all living things.</p> <p>Respect for Others: Demonstrate courtesy and consideration.</p> <p>Respect for Self: Demonstrate a positive opinion of yourself.</p>

DISCIPLINE PROCEDURE

The goal of all discipline shall be to promote responsible behavior on the part of the student. For discipline to be effective, it must communicate clearly to others that the action is not acceptable behavior. All disciplinary actions will be placed in the student's file and a copy sent to the parent/guardian. Discipline offenses will be categorized as either a minor or major depending on the nature, severity and frequency of the infraction. Consequences will be assigned according to the same guideline and at the discretion of the building principal.

MINOR OFFENSES are handled on an individual basis resulting in a written warning and a consequence.

MAJOR OFFENSES are any behavior resulting in a suspension from the classroom or school.

ACCUMULATED OFFENSES - 3 MAJOR OFFENSES MAY RESULT IN THE INITIATION OF A BEHAVIOR CONTRACT or SUSPENSION BEFORE RECOMMENDATION TO THE DISTRICT DISCIPLINE REVIEW COMMITTEE FOR EXPULSION.

POSSIBLE CONSEQUENCES TO DISCIPLINE INFRACTIONS

- **1st Offense: VERBAL AND/OR WRITTEN WARNING**
 Infractions of the discipline policy may be handled in a variety of ways. Depending on the severity of the situation, students may be offered counseling and receive a written and/or verbal warning.
- **2nd Offense: DETENTION.** To aid teachers in maintaining discipline in class, a school-wide detention program will be used. Students failing to abide by classroom or school rules may be placed on detention as a negative consequence of their actions. Detention may be assigned from 1-5 days according to the severity and frequency of the infraction. Detention will be held Monday through Thursday after school for 30 minutes. After school detention is from 4:00-4:30 in an assigned detention room. No one is admitted after 4:00. **Failure to attend detention will result in an extra day of detention.** If the student is absent the day he or she is assigned detention, he or she will serve the detention the following day.
- **3rd Offense, fighting or severe infraction: SUSPENSION.** The School District #150 superintendent, the principal of any school within this district, or appointed designee may

temporarily suspend any student for disciplinary reasons or for any other conduct disruptive of good order or the instructional effectiveness of the school. The temporary suspension shall not exceed five (5) school days in length. (The board of trustees may extend the temporary suspension an additional ten (10) school days). If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days. Prior to suspending any student, the superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the superintendent, the principal, or designee who suspended him/her upon such reasonable conditions as the superintendent or principal may prescribe. The board shall be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto. Suspension of students with disabilities shall follow federal guidelines and the provisions of this policy.

- **EXPULSION.** The board may deny a student enrollment, or may deny a student attendance at any of its schools by expulsion, for the following reasons:
 1. The student who is a habitual truant, who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continually disruptive of school discipline or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other students.
 2. Who has been expelled from another school district.
 3. The parent/guardian fails to furnish, or to request of the out-of-state school from the student is transferring, school records for a student transferring into this district.

The board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, a student who has been found to have carried a weapon or firearm on school property, except that the board may modify the expulsion order on a case-by-case basis. An authorized representative of the board shall report such student and incident to the appropriate law enforcement agency. Discipline of a student with disabilities shall be in accordance with the requirements of federal law...No student shall be expelled nor denied enrollment without first receiving due process rights...

School District Policy No. 544

DISCIPLINARY INFRACTIONS

Students are encouraged to treat other students, faculty, staff and property with respect. Quite often, behavior issues arise when a student is not respectful of people and /or property. In addition, many infractions of the discipline policy may be a result of unsafe behavior. UNACCEPTABLE BEHAVIOR includes, but is not limited to:

- Violating the dress code.
- Violating classroom and school rules such as noontime guidelines, running in the halls, or other building or classroom rules made known to students, or dangerous behaviors.
- Continued harassment of another student, name-calling.
- Cheating on tests/assignments (see cheating policy).
- Fighting. (See fighting policy).
- Leaving campus without permission from the office (see attendance policy).
- Setting off a false fire alarm, breaking the glass containing fire equipment, making a false 911 call: Suspension, police will be called, and/or charges filed.
- Use or possession of tobacco, alcohol, or illegal drugs: Suspension, police will be called, and/or charges filed.
- Rough housing, pushing, shoving and kicking.

- Damaging school material, lockers, equipment, buildings, or property with malicious intent: Restitution will be required, suspension, police called, and/or charges filed.
- Defiance or disrespect of authority to any school district employee.
- Sexual Harassment (see included sexual harassment policy):
- Trespassing into certain areas that are "off limits" and not designated for students: Suspension, and/or charges filed.
- Explosives, firecrackers, caps, set off in a public building are illegal in the State of Idaho: Suspension, police called, and/or charges filed.

IF A STUDENT IS RESPONSIBLE FOR SOMEONE BEING INJURED AND THEY REQUIRE MEDICAL ATTENTION, THE STUDENT AND/OR THE STUDENT'S PARENTS OR GUARDIAN MAY ALSO BE RESPONSIBLE FOR THEIR MEDICAL BILLS.

- Breaking any Federal or State Law that constitutes a criminal act: Suspension, police called, and/or charges filed.

CHEATING

The first time a student is caught cheating, or is willfully involved in helping another student to cheat, the student(s) will receive a "zero" for that assignment/test. In addition, a disciplinary referral will be sent home and detention may be assigned.

DRUG, ALCOHOL AND TOBACCO USE

Any student who appears at school, on a school bus or school vehicle, or at any school sponsored activity or function evidencing behavior which gives reasonable suspicion that he/she may be illegally under the influence of alcohol, tobacco, drugs or controlled or mood altering substance, admits to use of such, or is found to possess drug paraphernalia, alcohol, tobacco, drugs, controlled or mood altering substances illegally, or to have such substances on his/her person, in his her locker, ...will be in violation of the district's policy. Students reasonable suspicion will be identified, examined, and reported in accordance with the law. Students' parents or guardians shall be contacted as soon as possible.

School District Policy No. 544

FIGHTING/ASSAULT AND BATTERY

"Assault" is defined as threatening to do someone bodily harm or having someone else do them bodily harm, and having the ability to do so. "Fighting" includes mutual combat; combatants will be sent home immediately and may receive out of school suspension for up to 5 days. The student must make every attempt to walk away and notify a school employee.

HARASSMENT

The Board of Trustees believes that students of the Soda Springs School District have the right to learn in an atmosphere, which is the most conducive to the achievement of their fullest potential. Moreover, the Soda Springs School District is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. Consequently, any form of harassment of students whether engaged in by employees of the District or other students, is unacceptable and will not be tolerated. Harassment of a student includes but is not limited to unwanted and repeated forms of torment, provocation, belittling, disturbing, bullying, heckling, demoralizing, defamatory insults, language, jokes, teasing, name calling, unwanted notes or letters, and telling lies or spreading rumors. Harassment involving sexual issues will be classified as sexual harassment and investigated accordingly.

The school's principal will investigate complaints. If the complaint in any manner involves the school's principal, the District's superintendent or his or her designee will conduct the investigation. If it is found that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures including the possibility of suspension or expulsion and/or charges being filed. If it is found that there was harassment and if the investigation results in finding that the student has falsely accused another of harassment knowingly or in a malicious manner, the student may be subject to discipline, including the possibility of suspension or expulsion. The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved.

SEXUAL HARASSMENT

Sexual harassment is a kind of discrimination, and it is inappropriate at school. Sexual harassment is behavior or words that are directed at a person because of his or her sex and which are uninvited, unwanted, and unwelcome. These may cause a person to feel uncomfortable or offended, create an environment that makes learning difficult, or may be repeated, or may be very offensive on a one-time basis.

- **Physical sexual harassment** is any unwanted sexually oriented physical act. Example: grabbing or touching someone, especially his or her sexual parts; pulling someone's clothing; purposely bumping or rubbing against a person; kissing or holding a person against his or her will.
- **Verbal sexual harassment** means offensive words or comments. Example: comments about body parts; sexual suggestions or threats; spreading sexual rumors or stories; sexual jokes; using sexual orientation (homosexuality or bisexuality) as an insult.
- **Nonverbal sexual harassment** includes: staring or pointing at a person's body; making obscene gestures; displaying obscene sexual material or placing it in someone's work area; writing people's names along with sexual remarks, suggestions, or drawings.

School District Policy No. 506

Sexual harassment includes, but is not limited to: demanding sexual favors in exchange for favorable grades. Continued or repeated sexual jokes, language, flirtations, or advances. It also includes graphical commentary about an individual's body, leering, whistling, touching, pulling down pants, and pushing someone into the bathroom of the opposite sex, name-calling, gossip, comments or jokes that may be derogatory toward a particular sex.

Accusations of sexual harassment will be investigated. If it is determined that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures including the possibility of suspension or expulsion and/or charges being filed. Consequences for sexual harassment range from a verbal reprimand to suspension from school, depending on the magnitude and type of incident. If it is found that there was no sexual harassment and if the investigation determines that the student has falsely accused another of sexual harassment knowingly or in a malicious manner, the student may be subject to discipline, including the possibility of suspension or expulsion.

The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved.

BULLYING

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated. Bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim. Bullying is generally characterized by aggressive or intentionally harmful behavior, which is carried out repeatedly over time.

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation. Students who engage in bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion. **The school administrator may refer allegations of bullying to law enforcement if he/she reasonably believes that the student has engaged in criminal conduct.**

School District Policy No. 506.50

HARRASSMENT AND BULLYING REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the building principal (or designee). A student may report bullying anonymously. A teacher, school administrator, or other school employee shall be particularly alert to possible situations, circumstances, or events that may constitute bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

INVESTIGATION PROCEDURE

Upon receipt of a report or complaint that alleges bullying, the building principal (or designee) shall undertake an investigation. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may include other methods and documents deemed pertinent by the investigator. The building principal (or designee) may take immediate steps, at their discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying.

In determining whether alleged conduct constitutes a violation of this policy, the building principal (or designee) should consider the surrounding circumstances, the developmental and maturity levels and/or special needs of the students, the nature of the behavior, past incidents, and/or continuing patterns of behavior or circumstances giving rise to the complaint. Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.

Upon completion of the investigation, the building principal (or designee) will take appropriate action. Such action may include, but is not limited to:

1. Warning
2. Detention
3. Suspension
4. Exclusion or Expulsion

Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, the school district's policies and regulations.

The building principal (or designee) is not authorized to disclose to a victim educational or personnel data, including any disciplinary action taken against an alleged perpetrator.

To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.

THREATENING VIOLENCE ON SCHOOL GROUNDS

Idaho Code 18-3302I states: **Any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor.** Threats of violence will be taken seriously. They will be investigated by the building principal (or designee) and appropriate action will be taken. This may include counseling, discipline, or referral to law enforcement or combination as deemed appropriate.

THEFT OR DESTRUCTION OF SCHOOL PROPERTY

Any student, who steals, destroys or defaces school district property, or property of another individual located at a school site, shall receive prompt and decisive disciplinary action. The student may serve detention, be suspended and/or referred to local law enforcement if circumstances warrant. The student and his/her parent/guardian shall be held responsible for restitution to the full extent of the laws for any damage to school district property.

There will be a **minimum \$25.00 fine for vandalism/damage** of school property.

School District Policy No. 548

PROFANITY

Swearing is a disruption to our school life. Any swearing or inappropriate language (spoken or written) to a teacher, staff member, or other student will result in immediate suspension. Swearing or inappropriate language will NOT be tolerated. The length of time of suspension will be determined by the principal.

TRUANCY

A student is truant when absent from school or class without prior approval of the parent/guardian, teacher, or principal, or leaving the school grounds without permission from the office. If the school is unable to contact the parents/guardians or a designated emergency number, law enforcement officers will be notified.

1. First offense of a class or school day: At the discretion of the principal, the student will be placed on after-school detention for each day until the amount of time missed has been made up. The student will not be allowed make-up privileges on any school assignments or tests missed during the time they are truant, nor during the period of suspension for truancy.
2. Second offense of any class or school day: The student and parents/guardians will be notified on the District Truancy Report form, that the student has been truant a second time. At the discretion of the principal, the student will be placed on suspension. The student may be suspended for up to 2 days. No make-up privileges will be allowed during truancy or during period of suspension for truancy.
3. Third offense of a class or school day: Parents/guardians will be notified that the student has been truant for the third time, and the student will be suspended with a recommendation to the School Board that the student be declared habitually truant and expelled from school.

PROHIBITION OF WEAPONS

The Gun-Free School Act, March 31, 1994, requires: **AUTOMATIC EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE YEAR OF ANY STUDENT WHO BRINGS A FIREARM TO SCHOOL. POSSESSION OF LOOKALIKES OR OTHER WEAPONS WILL BE REFERRED DIRECTLY TO THE DISTRICT DISCIPLINE REVIEW COMMITTEE FOR EXPULSION.**

MISCELLANEOUS POLICIES AND PROCEDURES

ABUSE OF SCHOOL TEACHERS

Any parent/guardian or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor. (I. C. 18-916, ch. 227, 2, pg. 624.)

CARE OF THE SCHOOL BUILDING

To promote good citizenship, the faculty, staff and students feel that it is everyone's responsibility to help care for the building. Therefore, the following rules are established:

1. No pop, food, gum, or candy is allowed in lockers, hallways, or classrooms. All food must be contained to the cafeteria area, or under teacher direction in the classroom.
2. No littering.
3. No marking or damaging desks, chairs, restrooms, lockers walls, floors, or ceiling.

CLOSED CAMPUS POLICY

Tigert Middle School is a "**CLOSED CAMPUS**". This means students are not permitted to leave the school grounds during regular school hours without parental and administrative approval. Once the student is on school grounds after disembarking the bus or parent have delivered the student to school, the student is not permitted to leave school grounds without school permission. To do so is grounds for a truancy and disciplinary action.

- **THE ONLY EXCEPTION** to the closed campus policy is for students who live within a two-block radius **SOUTH** of 2nd South Street who desire to walk home for lunch. This allowance had been made **provided the**

parent/guardian files a "Permission Slip" with the office at the beginning of the school year.

- Students must walk home, not ride in vehicles other than with their parent/guardian, and **are not allowed to have friends accompany them.** They must return to campus and not be tardy for their next class. Students who are tardy will have this lunchtime privilege revoked. Once on school grounds, students are expected to stay.

DRESS CODE

Students at Tigert Middle School are expected to come to school clean, neat, and dressed in a manner, which is accepted as being in good taste. Clothing which distracts from or disrupts the educational process is not appropriate. Students are prohibited from wearing clothing that reveals a student's breast, abdomen, or buttocks. Spaghetti straps are prohibited. Clothing which have obscene or vulgar expressions will not be allowed. When questions arise as to the appropriateness of clothing, the principal will be the final determiner. Hats are not to be worn in the building. Tigert Middle School is a **Drug Free School**, hats, shoes, and clothing with drug, alcohol, and tobacco slogans or signs will not be allowed in school.

Students who do not meet the outlined standards of dress will be asked to change their clothes immediately, or be sent home to change, and will not be allowed into school until they comply.

LOCKER POLICY

Lockers are the property of the school not the students. Lockers assigned to students are the property of the school. The school maintains joint custody of the locker and reserves the right to inspect lockers at any time.

The office secretary and the P.E. teachers will assign students to lockers. **STUDENTS MAY NOT CHANGE LOCKERS WITHOUT THE PERMISSION OF THE SECRETARY** and a new combination issued.

- Students should keep their lockers orderly and clean.
- Defacing the lockers, writing on them, jamming the locks, slamming, hitting, kicking, will result in a fine based on the cost of repair or replacement. (See vandalism policy)
- Valuable items or money should not be kept in lockers. **THE SCHOOL IS NOT RESPONSIBLE FOR VALUABLES STOLEN FROM LOCKERS.** however, an effort will be made to help recover the item. Valuables may be kept safely in the office for short periods of time.
- Students should report problems with lockers to the office secretary, *IMMEDIATELY*. The principal or designee may check lockers regularly without prior notice to the student.
- Do not change or share lockers with other students.
- No items are to be left outside the lockers, on the floor, or in the restrooms.
- The contents of each locker are the private property of the student to whom it is assigned, and students may not enter another student's locker. This constitutes *TRESPASSING*, and is subject to disciplinary measures. We strongly advise students *NOT* to share their combination lock number with other students.
- The posting of pictures, stickers, mirrors and logos using an adhesive backing are not permitted in or on the lockers. A fine will be assessed. Magnets are acceptable.
- No obscene, illegal or objectionable pictures, logos are permitted in the lockers.

LOST AND FOUND

Lost/found articles are placed in a large container located in the commons area by the stage. Books, notebooks, and valuables are usually turned in to the office. Unclaimed items are donated to charity.

LUNCH AREA AND NOON TIME ACTIVITY POLICY

Tigert Middle School uses an automated management system in the cafeteria. Students bring their lunch money to the cafeteria before school where it is entered into the student's account. At the beginning of the school year, each student is issued a pin number, which they will use to access their lunch account. The price of the lunch is then deducted from the students account. The lunchroom attendant will notify the student when their account is getting low. Forms are available in the office for students who qualify for free or reduced lunch. The cafeteria serves breakfast and lunch.

Food is to be eaten only in the lunch area. Students should maintain proper behavior while eating lunch and waiting in the lunch line. They should not pull chairs out from under other students, litter tables, sit on or put feet on the tables, litter floors, throw food or other objects in the cafeteria. Since other classes are still in session, lunch students are not allowed in the hallways or building without permission of the noon aide. Only the restrooms in the commons area by

the northeast door are available during lunch.

Students are expected to go outside on "good weather" days or participate in intramural activities. Failure to act appropriately may cause the student to have lunchroom and noontime activities suspended or revoked and/or detention after school.

PUBLIC DISPLAY OF AFFECTION

Only handholding is allowed in school or at school events. Other forms of affection are not appropriate in a public setting.

PRIVACY RIGHTS NOTIFICATION

The Family Educational Rights and Privacy Act of 1974, requires that some student information may be made public unless you request otherwise. Included in your registration packet is a Student Directory Information Withhold Form. Please read and return the form to the office secretary. Mrs. Kim John is the district's Public Information Officer.

ELECTRONIC DEVICES AND CELL PHONES

Electronic devices and cell phones will not be allowed at Tigert Middle School during class time. This includes cell phones, PDA's, IPODs, IPADs, Headphones, Tablets, and handheld gaming devices. Cell phones are a disruption in the classroom. Family members and friends are requested not to call students during class time. If the teacher finds the situation to be disruptive, cell phones and electronic devices will be confiscated and turned into the office for safe keeping. Parents are required to pick up the confiscated item.

VISITOR PASSES

Please check in at the office when entering or leaving the building. Visitors must sign in and receive a pass from the office.

ENERGY DRINKS

Energy drinks will not be allowed at Tigert Middle School. They will be confiscated and not returned to students. Across the nation there is a growing concern over students drinking multiple energy drinks resulting in extreme heart rates and hyperactivity.

LONG TERM SCHOOL CLOSURE

In case of long term school closure, staff will endeavor to contact students via the internet and telephone to continue, to the extent possible, educational services for our students.

-School District Policy 355

STUDENT BEHAVIOR FOR SUBSTITUTE TEACHERS

Substitute teaching can be very rewarding but also difficult. The following protocol will be used to decrease the number of inappropriate behaviors for substitutes.

If you talk, do not do your assigned work, sleep, or in ANY way show disrespect to the sub, all of the following will occur:

- You will spend two nights in after school detention.
- You will call your parents in the teachers presence and tell them why you are going to detention
- You will write a letter of apology to the substitute teacher
- You will write a 500 word essay on proper behavior when a substitute is in the room.
- You will not receive any credit in this class until everything is completed.

The substitutes will leave the teacher a list of names and behaviors that need to be addressed.

MEDICAL

EMERGENCY MEDICAL ASSISTANCE

In the event a student requires an ambulance, doctor, emergency room attention, or hospitalization due to an

accident or illness while at school, the school will attempt to contact the (1) parent/guardian, (2) the designated emergency contact telephone number, or (3) the student's doctor for instructions. If the school is unable to contact those persons designated, the school is **REQUIRED** to act "In Loco Parentis" (In Place of the Parents). Any expenses incurred are the responsibility of the parent/guardian and not the school.

MEDICATIONS

If a student must take medication during the school day, the following guidelines shall be followed:

- **Prescription Medications**

The parent/guardian must submit a written request to the district if a school district employee is being asked to administer medication. The medication must be in its original container.

The student's name, prescription number, doctor, and directions must be clearly set forth on the container.

- **Non-prescription (over the counter) Medications**

The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication will be given to the student. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container. Secondary school students may keep and administer their own medication, but bring only one day's supply of medication to school. A note from the parent/guardian should be on file in the office or in the student's possession stating the name of medication, the reason for taking it, and the dosage.

- **Additional Guidelines**

All medications shall be kept in a secured area in the school office with the exception of permitting the self-administration of medication administered by way of a metered-dose inhaler by a pupil for **asthma** or other potentially life-threatening respiratory illness.

It is the student's responsibility to come to the office at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so. No medications, prescription or non-prescription, shall be dispensed by a teacher, secretary or other personnel to a student without written permission.

Non-prescription medications, such as aspirin or Tylenol, will not be provided to students upon request.

Students must supply their own medications.

Any medications that a student must have in case of emergency will be kept in an easily accessible location.

School District Policy No. 561

SERVICES

ACADEMIC TEAM

Consists of the student's teachers, the student, principal, counselor, parents/guardians, and other invited resource individuals. The Academic Team meets to coordinate academic, counseling, and behavior issue efforts concerning individual students.

BEHAVIORAL CONTRACTS

A behavioral contract may be initiated to assist students with both academic and discipline issues. An individualized behavioral guideline for students experiencing excessive behavioral infractions, agreed upon by the student's academic team, counselor, student, parent/guardian, and principal to improve problem areas by addressing goals, behavior, and consequences.

COUNSELING AND SUPPORT SERVICES

Guidance and counseling services are provided for students and parents. Students need to check into class with their teacher before seeing the counselor for their appointment. The District School Psychologist provides testing services. The District Speech Therapist works with speech disorders. The Special Education teacher provides instructional services for students with special needs. The county Health Department provides for hearing, vision, and scoliosis screening. Information on other community resources is available through the Counselor.

LUNCH/BREAKFAST

A lunch period will be provided for all students. Lunch times will vary depending on schedule and grade level. Lunch costs are as follows if purchased at the school:

Breakfast	Adult \$1.95 update prices Student FREE
Lunch	Adult \$3.50 Student/TMS \$2.75

Early morning breakfast is served free to all TMS students between 7:30 and 7:55a.m.

POWERSCHOOL

PowerSchool is an online student information system that allows parents and students access to view their grades, attendance, and weekly assignments. At the beginning of the school year, each student and parent will be provided with an access code. In addition, PowerSchool provides a means where parents can easily e-mail teachers with concerns, questions and suggestions.

PARENT/GUARDIAN VOLUNTEERS

Middle School is a critical time for parents/guardians to stay involved in their student's schooling. Parents/guardians are needed as tutors/aides in their student's classes. We encourage parents/guardians to sign up for individual class periods as often as possible with administrator and teacher approval. Research has shown that when parents/guardians of middle school students get involved at school, and visit often, their student gets better grades and test scores, do more homework, have better attendance, are more involved in extra-curricular activities, have higher graduation rates, and are more likely to go on to college or other post-secondary education. **Parents are encouraged to call the school or teacher(s) for volunteer opportunities. All guests are requested to check in with the main office.**

TUTORING

Teachers are available before and after school for extra help in their classes. Students are encouraged to make an appointment to ensure the teacher will be available.

TRANSPORTATION

BUS POLICY

1. First offense: Driver will report problems and talk with the student. Principal will meet with student and send report to the parent. Parent will counsel child.
2. Second Offense: Driver will report problem and talk with student. Principal will counsel with student and report to parent. Parent will counsel with child. Child will lose bus privileges for two (2) days including activity buses.
3. Third Offense: Driver will report problem and talk with student. Principal will counsel child. Child will lose bus privileges for five (5) days including activity buses.
4. Fourth Offense: Driver will talk to student and report problem. Principal will talk with student. Parent will be responsible to transport student to school. Bus privileges will be withdrawn (after 30 days the parent and child can petition the transportation committee for reinstatement). The committee may or may not reinstate bus privileges including activity buses.

IF THE OFFENSE IS SERIOUS ENOUGH PRIVILEGES MAY BE REVOKED AT ANY TIME. THE RULES ARE POSTED IN EVERY BUS.

TRAVEL POLICY

1. When a student is participating in a particular event, the student is required to ride the bus to and from the event.
2. A student may be released only to the parent/guardian, in the presence of the parent/guardian if prior arrangements have been made between the parent/guardian and the principal.
3. Parent/guardian may take their student to an event in case of emergencies or medical appointments. The parent/guardian needs to make prior arrangements with the principal at least the day before the event. The coaches prefer students ride the bus to athletic events.
4. Buses are to be checked for cleanliness and damage by the bus driver **AND THE ADVISOR/COACH** **before** students are allowed on the bus and **after** students have left the bus.
5. Coaches/advisors will stay after returning to the school until all students are picked up. As a courtesy, parents/guardians should make arrangements to be as prompt as possible in picking up their student.
6. If a student has been suspended from riding the bus to/from school for violating the bus policy, the student is not allowed to ride any school bus for a school activity while the suspension is in effect.
7. If school is canceled due to the weather, all events the school has scheduled for that day are postponed, as well.
8. During the winter months, students are required to dress warmly (or bring warm clothing with them this includes footwear), while traveling on the bus. This is a safety precaution in the event of a bus breakdown. Another bus will be sent to transport the students. Depending on the distance, it may take some time and students will need to stay warm.

BUILDING HOURS/PHONE USAGE

The building is opened to students from 7:30 AM – 4:30 PM Monday-Thursday. Students are not allowed in the building before 7:20 in the morning due to supervisory requirements. Students must be picked up immediately after school or activities. In addition, please make arrangements for after school pick up so that the student does not use the phone on a daily basis.

