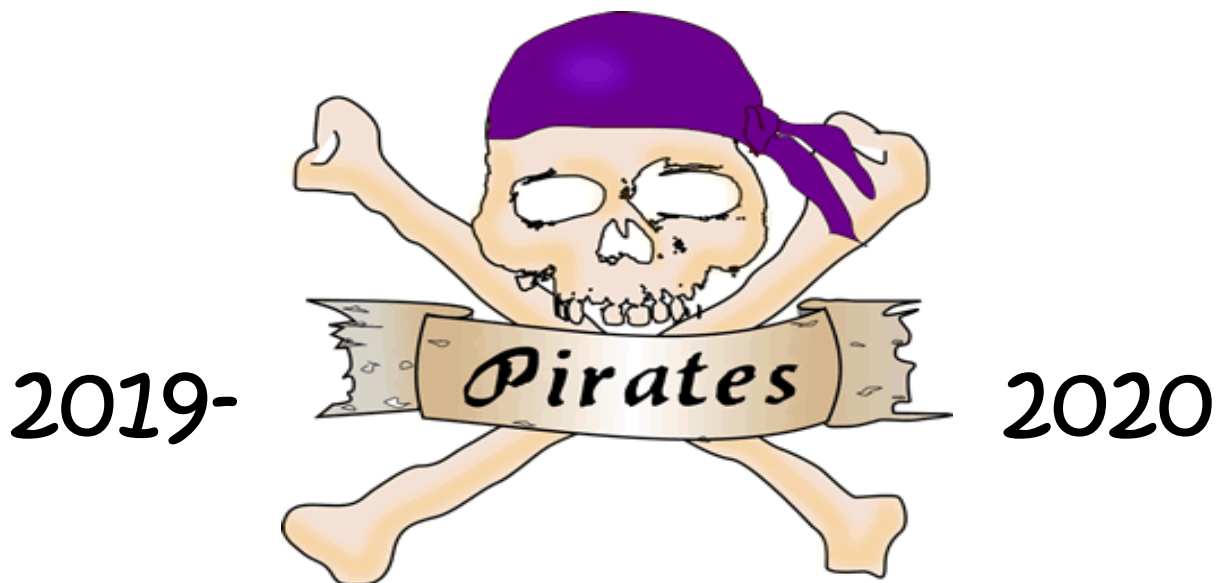


East Minico Middle School Student Handbook



Welcome to East Minico Middle School! We are very proud of our school, and are excited to have you as a Pirate! We believe that Everyone Achieves Success Together. This handbook will explain some of our common rules and procedures. If you have any questions or concerns, please let us know. Welcome aboard!

BUILDING HOURS

The school entrances will be opened at approximately 7:00 a.m. and locked at 3:45 p.m. Students participating in after-school activities should have rides arranged in advance and should not loiter in the building. Hallway hours are: 8:00am-3:30pm. Students not participating in school activities need to be off school grounds by 3:30pm. Hallways are closed during lunches.

ATTENDANCE

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. A student will be required

to check in at the office before going to class if he/she enters school late in the morning or later throughout the day due to illness, appointments, etc...The student will receive a tardy, even if a parent excuses it. Parents are required to check their child out of school throughout the school day by signing a sheet in the office. If a student has excessive absences, he/she may be referred to the court system. Students may receive no credit (NC) if they have missed more than 6 days of school for any trimester. Students have the opportunity to "make up" any time they miss over the 6 day limit. They will be required to spend time (3 hours for each day missed over 6) before or after school in a designated area.

CREDIT REQUIREMENTS

MCS middle schools 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 obtain credit, students must achieve a 60% (D- or better) in each class.

GRADING

The following grading scale will be used:

97-100%	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-		
77-79	C+		

TARDIES

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

3-4 Tardies: 30 minute detention

5 Tardies: 60 minute detention

6 Tardies: 1 day of in-school suspension (ISS)

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:

1st Offense: Two days of ISS

2nd Offense: Four days of ISS

3rd Offense: Further consequences as determined by administration.

Student could be considered habitually truant and the student will be referred to the court system.

BEHAVIOR ON SCHOOL BUSES

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

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.

CHEATING

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

STUDENT DISCIPLINE

Detentions are served after school two times per week. If a student skips a detention, the time of the detention will be doubled. Teachers and other staff members are allowed to write detention

slips. Parents will be contacted via phone/email following each detention. Following the 3rd detention in any given class, a meeting must be held with the student, parent, teacher, and administrator. Multiple detentions could result in further disciplinary action, including suspension or expulsion. Administration has the right to determine the consequences for any disciplinary situation. East Minico policies and procedures are governed by those established by the school district.

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.

Basic guidelines for student dress are:

- No head coverings in building
- No sleepwear or slippers
- Pants/shorts must be worn at the waist
- Skirts and shorts must be no shorter than 3 inches above the knee
- No skin may be visible more than 3 inches above the knee (this includes holes in all clothing, including jeans)
- Shirts must cover waist at all times
- Apparel must not include: reference to drugs, alcohol or tobacco, profanity, or gang reference
- No exposed cleavage or see-through shirts are allowed

School administration may add to this policy as needed for specific situations causing distractions to the school environment. Parents will be contacted to bring appropriate clothing, or appropriate clothing will be supplied if students are dressed inappropriately. For more information, see school district policy #344.00.

EXTRACURRICULAR ACTIVITIES

Students must attend at least 3 classes of the school day to participate in any extracurricular activity. To participate in athletic activities, students must purchase an activity card, maintain a minimum grade point average (GPA) of 2.0, have a current physical or interim questionnaire on file, and have insurance coverage (either school or family).

The following activities are offered to students at East Minico:

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

PIRATE POWER HOUR

Our school has developed Pirate Power Hour to reinforce and reward positive academic behavior, and to offer extra support and assistance for students experiencing difficulty in the classroom. Each week, teachers will review the grades of students in their advisory classes. Students with a failing grade, missing assignments, or other academic need, will be assigned to attend a class to help improve their performance in that class. 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, outside, library, computer labs, commons area, and other classrooms may be open to students during this time. Pirate Power Hour is Thursday and Friday during Advisory. Students are expected to remain in school until the end of the day.

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 should be paid by the end of the first week of each trimester.

SUPERVISION OF STUDENTS

No student shall be in the gym or any other location in the school building unless there is a supervisor in that particular area. Students will be informed of designated areas during lunch (both inside and outside).

BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees are prohibited and will not be tolerated. Bullying, harassment, and/or intimidation are generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim.

Cyberbullying 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, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, codes, or other things that suggest gang affiliation.

Behaviors that are prohibited under district policy #372.00 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
- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender oriented

All instances are taken seriously and resolved at the discretion of the building administration. Anyone who believes he or she has been a victim of bullying, coercion, cyberbullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged act immediately to a teacher, counselor, supervisor, or principal. Refer to school district policy #372 for further information.

LOCKERS

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

- Use only your assigned locker
- Keep your locker combination confidential

- Keep your locker locked
- Keep your locker neat and clean
- Do not keep drinking mugs or opened bottles in your locker

VISITORS

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

ELECTRONIC DEVICES

Students are expected to bring educational items to school that are listed in the supply list given out at registration. If a student brings an item to school that is lost, stolen, or broken, the school is not responsible for the loss.

Students need to know that....

- 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 Personal Electronic Device (PED)
- Students who choose to bring them for use before school, during lunch, during Pirate Power Hour (PPH), 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
- If student does not turn the device over, they will be referred to the office and parent(s) will be contacted.

Consequences for the Misuse of Electronic Devices:

1st Offense: The device will be confiscated. Only the student's parent or guardian may pick up the device with the student present

2nd Offense: Student will receive a 60 minute detention

3rd Offense: Student will receive a day of ISS

4th Offense: Further discipline as determined by administration

PROFANITY

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

SCHEDULING POLICY

Students must have a VALID reason for a schedule change and consent from parent, teacher(s), school counselor, and administration. After the sixth (6th) day of the trimester, if a parent and student elect to request a schedule change, consent must be granted by teacher(s), school counselor, and administration.

SCHOOL CAFETERIA

The breakfast/lunch program is maintained as a vital part of the health program of the school. Students are expected to keep the commons area clean and to follow all cafeteria rules. No energy drinks or hot beverages of any kind are allowed at school or at any school activity. No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher.

SCHOOL PHONE

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

STUDENT DISPLAYS OF AFFECTION

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

1st Offense: Warning

2nd Offense: 60 minute detention

3rd Offense: 1 day of ISS

4th Offense: Further disciplinary action as determined by administration

INAPPROPRIATE ITEMS FOR SCHOOL

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

INTERNET POLICY FOR STUDENTS

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

THEFT OR DESTRUCTION OF SCHOOL PROPERTY

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

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, 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, ammunition, or other flammable devices (including fireworks/firecrackers)
- An assault or battery of a sexual nature
- Battery on school employees
- Threats of violence toward teachers, other school employees, or students
- 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
- Lighters/Matches

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. This includes the glorification of gangs, gang activity, and gang lifestyle.

DRUGS, ALCOHOL, TOBACCO, AND VAPING

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

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

CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO AND VAPING

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

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or controlled 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 (including purse, book bag, etc.) may be searched whenever administration 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. Administration 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.

STUDENT ASSISTANCE

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

1. **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
2. **School Counselor:** The school counselor is available in the office to help you with problems you may be having with your schedule, friends, or issues outside of school. Tell the office secretary if you want to see the school counselor
3. **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
4. **School Resource Officer:** We all want the school to be safe for everyone. Please tell the office secretary or administration if you need to see the resource officer so that we can schedule an appointment with them
5. **Principal:** The principal's door is always open to student and parents. The principal wants your experience at East Minico to be both rewarding and enjoyable. The principal wants to hear your suggestions and know about any problems you have while at school. Tell the office secretary if you want to see the principal
6. **Parents:** If you feel you cannot talk to anyone at the school, tell your parents and they can call the school and talk to any of the people listed above.

BELL SCHEDULE

DAILY BELL SCHEDULE A

Period	Start	End	Minutes
1st	8:10	9:23	73
2nd	9:27	10:35	68
LUNCH A	10:35	11:01	26
3rd A	11:05	12:13	68
3rd B	10:39	11:47	68
LUNCH B	11:47	12:13	26
4th	12:17	1:25	68
5th	1:29	2:37	68
ADVISORY/PPH	2:41	3:10	29

DAILY SCHEDULE B-NO ADVISORY

Period	Start	End	Minutes
1st	8:10	9:03	53
2nd	9:07	9:55	48
3rd	9:59	10:48	49
LUNCH A	10:48	11:14	26
4th A	11:18	12:07	49
4th B	10:52	11:41	49
LUNCH B	11:41	12:07	26
5th	12:11	1:00	49

DAILY BELL SCHEDULE C- (ADVISORY 1ST)

Period	Start	End	Minutes
Advisory	8:10	8:44	34
1st	8:48	9:56	68
2nd	10:00	11:08	68
LUNCH A	11:08	11:34	26
3rd A	11:38	12:46	68
3rd B	11:12	12:20	68
LUNCH B	12:20	12:46	26
4th	12:50	1:58	68
5th	2:02	3:10	68

DAILY BELL SCHEDULE D (w/advisory)

Period	Start	End	Minutes
1st	8:10	8:57	47
2nd	9:01	9:43	42
3rd	9:47	10:30	43
LUNCH A	10:30	10:56	26
4th A	11:00	11:43	43
4th B	10:34	11:17	43
LUNCH B	11:17	11:43	26
5th	11:47	12:30	43
Advisory	12:34	1:00	26