

# **FILER MIDDLE SCHOOL STUDENT HANDBOOK**



**2021-2022**

# Filer Middle School 2021-2022 Student Handbook

## Filer Middle School Faculty

### Administration:

Principal: Issac Goodrich

Admin Assistant: Melanie Shetler

Counselor: Michelle Pospichal

Athletic Director: Nate Losser

### Classroom Teachers:

Alicia Robertson - Science/Social Studies

Angela Bingham - Math

Anthony Avelar - Math

Cindy Bitzenburg - ELA

Corey King - Science/Math

Jennifer Owens - Social Studies/Math

Stephanie Nielson- Science/ Health

Katrina Avelar - Title/ELL

Kim Gailey - ELA

Jacob Oyler- PE

Garrett Christensen - Band/Music

Nate Losser - ELA

Sara Frazier - Special Programs

Sheena Kelsey - ELA

Shelby Bishop - Social Studies

### Support Staff:

Marisa Crozier- Mentor/Intervention Specialist

Krista Williams - Paraeducator

Alicia Pruitt - Paraeducator

Dena Phillips - Librarian/IDLA Lab

Jessica Cummings - Lead PSR

Leila Reinke - Custodian

Julie Hadley - Custodian

Marilyn Fisher - Kitchen

Cecilia Avelar - Kitchen

## Superintendent's Office

700B Stevens Street

Filer, Idaho 83328

Phone-208-326-5981

Superintendent - Kelli Schroeder

Personnel & Payroll Manager - Teresa Kullhem

Business Manager - Arron Phinney

**Board of Trustees (Board members can be contacted through the district office)**

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<u>Member</u>	<u>Zone</u>
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Bob Burnham	1
Judy Hoffman	2
Bill Deetz	3
Julie Koyle	4
*Aaron Williams	5

\*Board Chairman

### **Special Services Director**

Wendy French                      326-4342

### **Food Services Director**

Ginger Fisher                      326- 5460

### **Custodial and Maintenance Director**

Layne Flint                          326-5966

### **Midland Bus Company**

Kate Ison (Manager)              733-8003

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## Mission of the Filer Schools

The Mission of the Filer School District in partnership with students, parents, and the community is to provide a high quality education that prepares all students to be lifelong learners and productive citizens contributing to our community, nation, and world.

## Filer Middle School Philosophy

*Be Respectful...Be Responsible...Be Ready to Learn*

Filer Middle School will provide a program of education which will strive for academic excellence, instill enthusiasm for learning, encourage individual responsibility and provide for physical, personal and social needs during the important transition from elementary school to high school.

Middle school students experience rapid changes in their physical, emotional and social development. Therefore, the Filer Middle School program will focus on the following:

- A strong Idaho Core Curriculum which provides reinforcement and refinement of basic learning skills along with addressing the challenges of 21<sup>st</sup> Century learning.
- Cooperative planning by all involved (parents, teachers, students, support personnel, and administrators) with the education of Filer Middle School Students.
- An extracurricular activities program appealing to a broad range of physical, mental and emotional needs of students.
- A guidance and counseling program that addresses the at-risk student.
- A student advisory program that provides each student with a teacher-advocate who mentors the student throughout their time here at FMS.
- Filer Middle School will have an age appropriate discipline and security policy to ensure the safety of all students and staff. Special attention will also be paid to the teaching of prosocial skills and appropriate behavior for middle school students.

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### BELL SCHEDULES (2021-2022)

Regular School Day (Monday thru Thursday)		
Period	Start	End
Entry Bell	8:05	
1st	8:10	9:02
2nd	9:06	9:58
3rd	10:02	10:54
4th (7th grade only)	10:58	11:50
8th Lunch	10:54	11:24
7th Lunch	11:50	12:20
5th (8th grade only)	11:29	12:20
6th	12:25	1:17
7th	1:21	2:13
8th Adv/Exp	2:17	3:00
<b>Tutorial</b>	3:05	3:24
Friday Early Release		
Period	Start	End
Entry Bell	8:05	
1st	8:10	8:55
2nd	8:59	9:44
3rd	9:48	10:33
4th (7th grade only)	10:37	11:22
5th (8th grade only)	11:02	11:47
6th	11:51	12:36
7th	12:40	1:25
Advisory	1:29	1:52
<b>Tutorial</b>	1:58	2:16
Attendance Reward Day (End of Semester)		
	<b>TBD</b>	

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## Filer Middle School/District Rules and Student Conduct Code

### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS(PBIS)

#### We ROAR!

- Respectful
- On Task
- Accountable
- Responsible Citizen

#### What is PBIS?

A systems approach for establishing the social culture and behavioral supports needed for a school to be an effective learning environment for all students.

#### How does it work?

We use school wide data to implement practices and systems that support all students with a positive learning environment. Outcomes are measured and refined each trimester so that we can continue to improve our learning structures and environment.

#### How will it be implemented?

- We will model positive behavior expectations
- We will use these expectations throughout all classrooms and campus setting
- We will proactively reinforce these expectations

Filer Middle School will also be using restorative practices as a model for communication, reasoning, and problem solving.

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## DISCIPLINE POLICY

One of the most important factors of a good school system is fair and consistent discipline. Filer Middle School will enforce a sensible discipline policy that provides natural consequences for behavior choices and teaches students individual accountability.

Discipline issues will be tracked through the Mileposts software program and will be available at parent/guardian request.

When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

Educators are responsible for the safety and education of their students and have the authority to provide disciplinary actions to maintain a safe and productive learning environment. Students in attendance or in transit to or from school or while participating in any school function authorized by Filer Middle School will be accountable to this discipline policy. Each student shall be treated in a fair and equitable manner.

Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- Student's attitude
- Seriousness of the offense
- Effect of the offense on other students/staff/community members
- Whether the offense is physically or mentally injurious to other people
- Whether the incident is isolated or a habitual behavior
- Other circumstances which may be appropriately considered

Successful and productive members of society operate within certain standards of behavior that focus on individual accountability and respectful interactions with others. Our discipline policy aims to prepare and teach students to operate within those social norms. The following examples of behavior that are not acceptable at Filer Middle School:

- Unexcused lateness to class or school
- Skipping class (truancy)
- Inappropriate public displays of affection(holding hands, hugging, lap sitting, etc)
- Leaving school without permission
- Technology violation
- Refusing consequences (incorrigible)
- Disrespect/Insubordination
- Dress code violation
- Smoking/vaping
- Possessing or using alcohol, tobacco or other illegal substances
- Stealing
- Bullying (HarassmentAssault)
- Fighting or unwanted physical contact

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- Possession of weapon or dangerous materials
- Distributing obscene material/literature
- Destroying/defacing school property

The involvement of a student in the types of behavior listed above will generally require remedial or corrective action. Nothing in the discipline policy shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and the due process in cases which may end in suspension or expulsion.

The policy shall be interpreted by the building administrator in a manner which they deem just, given the circumstances of the individual case.

The Filer Middle School administrator shall have the authority to enforce other reasonable disciplinary action which they find warranted by a situation not covered in the disciplinary action policy.

In considering alternatives for disciplinary actions the faculty/administration of Filer Middle School will consider the alternatives listed below:

- Conference with student
- Conference with parent/guardian
- Detention(before school, after school or lunch)
- Referral to counselor
- Behavioral Contract
- Confiscation of contraband
- Confiscation of technology device
- Changing the student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of the local authorities
- Alternative placement (WISE Program)
- In school suspension (ISS)
- Out of school suspension (OSS)
- Expulsion
- Other appropriate disciplinary action as required and as indicated by the circumstances

The Filer Middle School Administrator is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Filer School District will rely upon the judgment and discretion of the administrator/designee to determine the appropriate remedial or corrective action in each instance.



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## CELL PHONES AND ELECTRONIC DEVICES

Student cell phones and electronic devices must be stored in their locker or their backpack. Students will not store their phone in their pockets, pouches or folders. This policy begins when the entry bell rings in the morning and ends when the final dismissal bell rings at the end of school day.

Students found to be in possession of cell phone/electronic device in violation of this policy shall have their phone/device confiscated immediately. The confiscated item will be taken to the office and secured in a locked drawer. The student's parent/guardian will be required to pick up the student's phone from the Filer Middle School office at their earliest convenience. Parents/guardians can not release the confiscated device via email, phone call, note or older sibling/relative. If a student refuses to give their phone/device to school personnel, they will be immediately referred to the principal for disciplinary action.

Students will not be allowed to use headphones, earbuds and airpods during school hours. Teachers may authorize limited use of headphones and earbuds for specific learning activities.

Students found to be using any electronic device for any illegal purpose or to in any way send or receive personal messages, data, or information that would contribute to cheating on tests or examinations shall be subject to disciplinary action.

## DRESS CODE

Students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

To maintain a setting that is most conducive to the educational process it is necessary to establish minimal standards of dress. Students are expected to dress in a manner that is appropriate for school and school activities. Specific dress up days will be allowed in order to promote school spirit. The Filer Middle School Administrator/designee will make those accommodations, as necessary.

The following dress code policy applies to both male and female students:

- No halter tops, tank tops, (muscle shirts) and/or any clothing where undergarments are visible.
- No sleeveless shirts or tops where the shoulders are bare or exposed. All tops must have a minimum 5 inch shoulder seam hem.
- Sunglasses, hats, hoods, head-coverings of any kind will not be worn in the building.
- Pajamas, slippers, blankets (worn like a shawl) or sleepwear are not permitted.
- Shirts/blouses must have a modest neckline (no cleavage).
- See-through clothing is not permitted.
- No saggy pants when undergarments are visible or would be visible if not covered by a shirt or jacket. Pant must be worn at hip level.
- Logos, jewelry, innuendoes, symbols or the like that are sexually suggestive (e.g. Hustler, Playboy Bunny, Hooters, etc.) are prohibited.

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- Implied or direct advertising of tobacco, alcohol, and drugs on all forms of clothing or jewelry are prohibited.
- No bare midriffs. No “crop tops”. Shirt/blouse must drop a minimum of 3 inches below the waistline of the pants with arms resting at your side.
- No holes in pants/jeans more than 5 inches above the knee (where the skin is visible).
- Dresses, skirts and shorts must be within 5 inches of the top of the knee when the student is standing at attention.
- Hate group clothing and/or gang affiliated clothing are not permitted.
- Bandanas worn in any fashion and of any color. Do-rags, skull caps, or any form of bandanas are not allowed. Bandanas are not allowed on school grounds (except on certain “spirit days”).
- Shoes must be worn at all times.
- Other inappropriate attire that is disruptive to the educational environment as determined by faculty and administration will be subject to this dress code.

Students in violation of the dress code will remain in the office or the passroom until the dress code violation has been resolved. Students will be offered alternative clothing options provided by the office or students will be permitted to call their parent/guardian to bring appropriate clothing. Repeat offenders may receive additional consequences to include lunch detention, after school detention, and/or suspension.

***\*\*The rest of the FMS Handbook is alphabetical by topic***

### Academic Program

<p><b>7<sup>th</sup> Grade Required Courses:</b></p> <ul style="list-style-type: none"> <li>● <b>Composition Literature (year course)</b></li> <li>● <b>Math 7 (year course)</b></li> <li>● <b>Science (year course)</b></li> <li>● <b>Social Studies (year course)</b></li> <li>● <b>IDLA-Keyboarding (one quarter)</b></li> <li>● <b>English (year course)</b></li> <li>● <b>Physical Education (three quarters)</b></li> <li>● <b>Advisory (year course)</b></li> </ul>	<p><b>8<sup>th</sup> Grade Required Courses:</b></p> <ul style="list-style-type: none"> <li>● <b>Composition Literature (year course)</b></li> <li>● <b>Math 8 (year course)</b></li> <li>● <b>Science (year course)</b></li> <li>● <b>Social Studies (year course)</b></li> <li>● <b>English (year course)</b></li> <li>● <b>Health (1 quarter)</b></li> <li>● <b>IDLA-Computers (1 quarter)</b></li> <li>● <b>Physical Education (2 quarters)</b></li> <li>● <b>Advisory (year course)</b></li> </ul>
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Exploratories Offered (Subject to Change). Students will take 4 of these each year (1 each quarter):

Art; Botany; Choir; Dance; Exploring Idaho, Fishing 101, Game Theory; Guitar; Lifetime Sports; Speech; STEAM; Robotics; Yearbook; Ecology; Health & Wellness, Study Skills, Leadership, Careers, Student Aide, Book Club, Drama, and others...

### Academic Promotion—Pathway to Promotion to the Next Grade Level

Students must meet the following requirements in order to move to the next grade level:

- Earn a minimum of 11 credits each year (7 offered each semester); this means they must pass 11 of 14 available credits.
- Cannot fail two consecutive semesters of a core course (Math, ELA, Comp Lit, Social Studies, and Science).
- Must meet the attendance requirement of 90% each semester. Students may miss 8 days 1st semester

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(10%) and 10 days (10%) second semester to retain their credit. \*see attendance policy for absences that are excused from this requirement.

## Students who fail to meet all of the requirements above, have the following options:

- Take a credit recovery course in lieu of exploratories in the 4th quarter.
- Attend “Credit Recovery” in June here at FMS.
- Sign up for, and pay the \$75 fee, to take courses via the internet on the IDLA system outside the regular school day or in the summer. (They may also take credits through another accredited institution or program).

\*Parents will be notified in writing at the beginning of the 4th Quarter (March), if their student is in jeopardy of not advancing to the next grade level.

## Activity Card

Any students may purchase activity cards for \$20 each. These cards allow a student admission to all FMS and FHS home athletic events. They also allow for the student holder to attend most dances free of charge and the occasional assembly. Student athletes must purchase an activity card. Fees collected from activities cards go to support athletic and extracurricular programs.

## After School Detention

Detention will be served after tutorial time (3:30-4pm). Parents will be notified prior to students serving after school detention.

## Announcements

To find out what’s happening at Filer Middle School, listen to all information in the morning bulletin. Announcements will be read aloud via the intercom each day. You must have permission from the office to place an announcement in the bulletin.

## Assemblies

Students will be able to attend a variety of learning experiences during the school year. Most assemblies are of an athletic or academic nature. A study hall will be provided for those not attending the assembly.

## Rules for FMS assemblies:

- Sit quietly before and during the performance.
- Whistling, booing, and yelling are unacceptable.
- Keep hands and feet to yourself.
- Students will travel to and from the assembly in a quiet and orderly manner.

Those students unable to follow the rules will be asked to leave the assembly and report to the principal's office. A student who has been removed from an assembly may lose the right to attend future assemblies.

## Athletics (please visit our school webpage and look for the link FMS Athletics for more info).

Fall (start dates)	Winter	Spring
7th Football (Aug 10) 8th Football (Aug 10)	7th Girls Basketball (Oct. 12) 8th Girls Basketball (Oct. 12)	7th & 8th Girls Track and Field (March 8)
7th Volleyball (Aug 10)	7th & 8th Wrestling (Oct. 26)	7th & 8th Boys Track and Field (March 8)

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8th Volleyball (Aug 10)		
7th & 8th Cross Country (Aug 10)	7th Boys Basketball (Dec 14) 8th Boys Basketball (Dec 14)	7th & 8th Girls Soccer (March 8)
7th & 8th Cheerleading (Aug 10)	7th & 8th Cheerleading (NA)	7th & 8th Boys Soccer (March 8)

### Academic Eligibility and Code of Conduct

- The Filer Middle School athletic program is open to all 7<sup>th</sup> and 8<sup>th</sup> graders. Before students can participate in practice for a sport they must have a physical form on file in the office. They must also pay an athletic fee of (\$40) per year and purchase an activity card (\$20) before they can play in any games. Students or families who are experiencing financial hardship, may apply for a fee waiver or for fee assistance. Ask your coach or the school counselor about this. In addition to the expectations listed below, individual coaches may have additional or added expectations for their teams/players.
- The Middle School athletic program in Idaho has no governing body. We use and default to the Idaho High School Activities Association rules and regulations; and/or FSD District Policy when issues arise or conflicts occur that aren't directly covered in this student handbook.

### To be eligible to participate in an extracurricular activity, the following educational standards will apply:

- Students must pass, or have received credit for, 80% of their courses the previous semester to be eligible to participate in extracurricular activities during the current semester.
- **Participants must be passing all subjects on a weekly basis.** Grades will be checked on Thursday. The coach, athlete, and parents will be notified on Friday morning by school administration of any failing grades. Any student athlete failing a course(s) will not be allowed to participate in any contests or travel with the team until those failing grades are passing. Teachers will have 24hrs to grade and record assignments. In other words, turning in a bunch of work so that you can get on the bus and play in a game, will not be permitted the same day.
- A participant who must serve a disciplinary **detention** as assigned by the principal and thus is unable to leave school early to travel with the team on an away game/contest assumes the responsibility of getting themselves to the game if they wish to participate.
- A participant will attend all scheduled practices, meetings, contests and performances. Athletes should notify their coaches whenever they will be missing when possible.
- A participant will follow the instructions of the coach or advisor regarding playing techniques, training, team rules or conduct, or other matters related to the activities program.
- A participant will be responsible for any school owned equipment. The loss or misuse of such equipment will be the financial obligation of the participant.
- A participant will ride the team bus to and from all games. Permission may be given by the coach for other arrangements when he/she has been contacted by the parents. Written permission should be obtained.
- A participant will present to school officials a physician's written release following an illness or injury serious enough to require a physician's care.
- A participant must attend at least 3 periods (½ a day of school) on the day of any practice or contest in order for the participant to practice or play that day. Exceptions may be made for prearranged appointments.
- If a student athlete has **in school suspension** on the day of a game/contest they may not attend the game/contest.

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- If a student has **in school suspension** on the day of a dance, field trip or other extracurricular activity they will not be allowed to participate in the activity.
- A participant will not engage in conduct that brings, or reasonably could bring discredit to the FMS athletic program, the participant, or the school. Such conduct may include, but is not limited to the following:
  1. Theft, possession of stolen property, or vandalism.
  2. Engaging in conduct that disrupts the discipline, order, safety, or educational environment of the school.
  3. Use, consume, possess or distribute alcoholic beverages, drugs or tobacco (including vaping). Being present or associated with a private event in which underage drinking or illicit drug use is occurring.

### Disciplinary Action

If a participant is found to be in violation of any of the sections of Rules #1-3 under the last bullet point, the participant may be suspended for part of a contest, multiple contests, or dismissed from extracurricular activities for the remainder of the activity or school year as determined by the principal, athletic director, and coach. In violation of Rule #3, the participant has the opportunity to regain their eligibility status if he/she submits to an approved substance abuse treatment plan, to be completed at their own expense. Upon successful completion of the treatment plan, the participant will regain their opportunity to participate in activities, but not for the activity during which the violation occurred.

### Parent-Coach Relations: (For more detailed procedure and process; the Patron Concern Policy at the end of this document)

In the event that a parent has a grievance with the coach(s), the following procedure will be followed:

- The first step is to contact the coach and have a dialogue with them to see if the concern can be explained or eliminated.
- In the event that there is still a problem, the athletic director and/or principal should be involved with all parties present.
- When the situation cannot be solved by the principal, then the involvement of the superintendent is the next step. And they may wish to involve the Filer School Board.

### \*Notice of Risk

Student athletes and the student's parents or guardians need to be aware that sporting activities can be dangerous and involve risk of injury. Filer Middle School and Filer School District assumes no liability for injuries while participating in extracurricular activities and/or athletics.

### Attendance Policy:

We realize that family situations, personal illness, and professional appointments may require that a student miss school. However, when a student misses school, s/he must also assume the responsibilities and consequences that result. The following guidelines will be observed regarding student attendance:

- Students are expected to be in school every day that school is in session. A student who misses more than 10% of the scheduled school days— each semester—will lose credit in their courses and may be retained at their current grade level. Upon petition by the parent, waivers for exceptions due to extenuating circumstances may be granted.
- After missing school students should:
  - Bring a note, signed by one parent or guardian, to the office. Parents may also call the day of the absence.
  - Ask each teacher for their makeup work.

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- Complete and hand in makeup work.
- When a student is absent, we ask that a parent call the school prior to 9am. After that time the school will notify the parent of the absence.
- If a contact has not been made the student is expected to bring a note, signed by a parent, stating the reason for the absence. Failure to bring that note or call the school within three (3) days will result in the absence being classified as truancy.
- A student desiring a pre-arranged excuse must bring a note or have his/her parents contact the principal prior to the absence.
- If an appointment results in missed school time, please submit a note from the provider.
- Students will be given two school days for each excused absence to complete makeup work. However, this guideline should not be used to delay the completion of work or to prohibit an instructor from setting intermediate deadlines following a lengthy absence. Regularly scheduled tests and long-term assignments may be exempt from this guideline.
- Credit will not be given when a student exceeds (9) days absence in any class (per semester). Under extraordinary circumstances that include extended illnesses, injury, or other circumstances beyond a student's control, the student may appeal through the principal to have credit reinstated.
- If a student misses more than 15 minutes of a class period, it is considered an absence.

### **Attendance Requirement (Loss of Credit):**

Students who exceed the 10% absences policy are required to remain enrolled in all classes even where they have exceeded their allowed absences. The attendance policy does not allow enrollment in a new class.

Students who miss more than 10% of sessions per class in a semester will lose their credit in that class. To regain their credit, students have the option to make up missed time by attending Friday school, or making other arrangements as determined by the principal. Students may not use this option two semesters in a row. Students who go over their allotted absences will be contacted by the principal and a conference will occur with student and parent.

**Tardies:** Any unexcused tardy will result in a same day lunch detention. If the tardy occurs after lunch the student will serve lunch detention the following day. Students are allowed 3 excused arrival tardies for 1st period before receiving a lunch detention. All subsequent excused tardies will result in a lunch detention. Students may be subject to disciplinary action if they demonstrate habitual tardiness.

**Good Attendance Reward Day:** Students are exempt from attending the last day of the quarter if:

- 0-2 absences in a class
- 2 absences and no Tardies

\*Note: 3 tardies equal one absence

**Excused Absences:** Absences are excused when a student misses a class because of a school activity, goes to court, visits a physician, attends a funeral, goes to a military function, and is under a doctor's care and can't attend. Excused absences don't count against a student for taking semester attendance finals. Verification of absences that are not school activity related must be submitted in writing to the office within three (3) school days of the absence.

**Field Trips:** Students must be passing all classes in order to participate in a school sponsored field trip or activity that takes them out of school for part or all of the day. If the field trip or activity is part of class and encompasses a graded, curriculum based component then they may participate.

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**Medical Excused Absences:** Students who attend a medical appointment need to bring documentation from the medical care provider verifying the appointment. If documentation is received by the office, the absence will be medically excused and not count toward the student's absences. Doctor approved absences must be submitted to the office within three (3) school days after the missed class.

**Unexcused Absences:** All other absences are unexcused which include home/parent excused, truancy, suspensions, and incarceration. Unexcused absences are used to determine whether a student is required to take trimester attendance finals and effect course credit.

Missing more than 15 minutes at any time during a class period will be considered an unexcused absence. Students may have no more than 9 absences per class, per semester. Three tardies in a class will be considered one absence, and also will count as one absence against the student for attendance final purposes. A letter of notice will be sent home at the 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> absence in any class. At the 9<sup>th</sup> absence students and their parents will be notified that the next absence will result in loss of credit unless seat time make up is arranged through the principal and completed.

## **Make Up Work in Advance of an Absence**

If a student knows in advance that they will miss school for an appointment, family vacation, etc. They should present a note from their parents to the office at least two days prior to the scheduled absence. The student will be provided with an advance make up sheet to take to all of their teachers. This homework will be due on their return from this scheduled absence.

If students are going to miss school for a school activity or field trip, they do not need to get an advance make up slip. However, they may check with each teacher before they miss school and ask for their assignments and turn in any assignments due that day. All assignments will be due on the appropriate due date.

## **Backpacks**

Clear or mesh backpacks will be allowed in the classroom this school year.

## **Bicycles**

All bicycles are to be left on the bicycle rack in the front of the building. Students are advised to lock their bicycles. Do not ride bicycles while on school grounds during the school day.

## **Bullying**

Bullying is aggression that occurs when a person(s) victimizes another person(s) through an intentional, unwanted, and unprovoked verbal, emotional, and/or physical action. Bullying can be limited to a single incident. However, most cases are characterized by repeated harmful actions. Every incident of bullying will be thoroughly investigated by the principal or his/her designee. Students must be able to freely report incidents of bullying, and retaliation for reporting will not be tolerated. Students who engage in bullying or retaliation will be punished according to current administrative disciplinary standards. Punishment may range from verbal reprimand to expulsion.

### **Definition of Bullying:**

Bullying is aggression that occurs when a person(s) victimizes another person(s) through an intentional, unwanted, and unprovoked verbal, emotional, and/or physical action. It must include the following (3) characteristics:

1. *Harm:* Someone is hurt either physically, socially or emotionally.

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2. *Unfair Match*: One person is unable physically, verbally, or socially to effectively contest the other person in the group.
3. *Repeated*: The *harm* and *unfair match* are repeated over a period of time.

### Types of Bullying:

Types of bullying may include, but are not limited to:

- Cyberbullying*: The bully torments, threatens, harasses, humiliates, embarrasses or otherwise targets another person via a technology device. There are two kinds of cyberbullying: (1) Direct attacks (messages sent directly to another student). (2) Cyberbullying by proxy (using others to help cyberbully the victim, either with or without the accomplice's knowledge).
- Emotional*: The bully's actions break down a victim's self-esteem. The bully provokes the victim by taunting or mimicking.
- *Physical*: The bully makes unwanted physical contact on another person(s). Some examples are punching, shoving, and poking. Physical bullying demonstrates the bully's power (intimidation) to others and disempowers the victim.
- Racial*: The victim is dehumanized by the bully by being viewed through negative stereotypes rather than by the person s/he is.
- Social*: These bullies often isolate the victim by spreading lies or rumors about the victim. Social cliques are an example.
- Sexual*: The bully seeks to exert power over the victim through sexually oriented statements or body language. The definition, although close to Sexual Harassment, is different in the frequency and duration of the taunting.
- Verbal*: An unfair match exists between the bully and the victim and the verbal abuse is repeated over time. It is difficult to distinguish this from typical conversations since students often tease and joke in a healthy manner, so the above must apply.

### Location of Bullying:

Bullying may occur on or off school property. If off-campus bullying or conduct of a student poses a direct and immediate threat to the health, safety, and welfare of other students or staff in this District, then these students are subject to current administrative standards, and the School Board may expel the students. This is pursuant to Idaho Code 33-205.

### Disciplinary Action:

Every incident of bullying will be thoroughly investigated by the principal or his/her designee. Students must be able to freely report incidents of bullying, and retaliation for reporting will not be tolerated. Students who engage in bullying or retaliation will be punished according to current administrative disciplinary standards. Punishment may range from verbal reprimand, detentions, suspension, criminal charges and/or expulsion.

### Cars/Vehicles

Filer Middle School students are not permitted to drive a motor vehicle to school.

### Cheating and/or Plagiarism

Cheating and/or Plagiarism is not acceptable practice. Students are taught appropriate citation practice in their English classes. If a student is caught cheating or plagiarizing, the following will occur:

- The student will be given a zero for the assignment.
- Parents will be notified by email, letter or phone.
- Successive and willful acts may also face disciplinary action.

### Closed Campus



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Filer Middle School is a closed campus. Parents must check students out of the office and check them in upon their return. Leaving campus without permission is a major disciplinary violation and parents will be notified.

## **Complaint Procedure (Please Patron Concern Policy at the end of this document for more details/requirements on this process.)**

When a parent has a complaint, it is generally best to try to resolve the problem at the level of occurrence. For example, if the problem relates to a classroom experience, parents should first make an appointment to discuss the matter with the classroom teacher. If the problem is not resolved after the parent-teacher meeting, parents should schedule a meeting with the principal. However, if the parent is concerned about a general school situation, relationship, or condition, the parent should talk to the school principal first. If concerns remain after meeting with the staff and principal, please refer to board policy # k.7.

## **Drug Free School**

The Filer School District would like to make it known to all students and parents that Filer School District schools are drug-free zones. The possession and use of alcohol, tobacco (including vaping devices) and/or illicit drugs by students at school or while attending any school activities are strictly prohibited.

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate these policies. Information on drug and alcohol counseling, rehabilitation and reentry programs are available at each building in the counseling offices.

## **Due Process**

In disciplinary actions, the student will be made aware of his/her rights and will be given an opportunity to present his/her case. Students have rights established by law. These rights include freedom from discrimination, freedom from unlawful interference in the pursuit of an education, and freedom from unreasonable searches and seizures.

## **Dances**

Most dances will be held from 3:15 to 4:45 PM. Students are required to have a ride pick them up by 5:00 PM or 15 minutes after the dance is scheduled to end. Dances are for FMS students only. Students must be in attendance at school the day of the dance to attend. Students who leave the dance will not be allowed to return. Students serving an in school or out of school suspension on the day of the dance will not be allowed to attend the dance. Violation of any dance rule or school rule may result in suspension from future dances. The regular school dress code applies to dances also.

## **Emergency Drills (Fire Alarm)**

When the alarm sounds, teachers will direct students out of the building in an orderly fashion by the prescribed exit route posted in each classroom. Everyone must exit and remain outside until the all clear is given, upon which time students and teachers should proceed directly to their respective classrooms.

## **Emergency Codes (3 Types)**

**Hallway Check:** Administrator or their designee will come on the intercom and say "Hallway Check". Teachers are to keep students in their rooms, lock and close their doors and also be on the alert for suspicious activity. The code period will end by an intercom announcement of "Hallway Check All Clear".

**Lockdown:** Administrator or their designee will come on the intercom and say "Lockdown". Teachers are to keep students in their rooms, shut and lock all doors, keep students away from windows and seek

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shelter inside the classroom until further instructions. The code period will end by an intercom announcement of “Lockdown All Clear”.

**Relocate:** Administrator or their designee will come on the intercom and say “Relocate”. Students and teachers will exit the facility following normal fire drill routes and once assembled at a safe distance from the school will be escorted by faculty to the following locations in order of preference:

1. Church at the west side of the school (old bowling alley).
2. Church at the north side of the school (across Highway 30).
3. Filer High School. In the event that FHS is not available, the relocation site will be the fairgrounds.

## Drinks/Vending

The school offers a drink and vending machines for student use. All drinks/snacks offered meet the requirements for nutritional guidelines set forth by the Federal Government and the State Department of Education. All empty containers should be placed in the proper receptacles. Students may not have outside drinks in the classrooms other than water in a clear water bottle. Any coffee, energy drinks or the like must be consumed or disposed of prior to school starting (8:10am). Students will not store open drink containers in their lockers.

## Emergency Closure

If school needs to be closed for the day or students are released early, the Filer School District will contact the local television and radio media. The principal or their designee will use:

- *SwiftK12 system via Powerschool*
- Parent email system
- School *Facebook* page

## Entering the Building

Students will be able to come into the building at 8:00 AM. Students will be expected to leave the school grounds by 3:30 PM each day, unless students are in tutorial or detention, or preparing for an athletic contest/practice. Students are not allowed to enter the hallway or classroom areas after athletic practice without permission from a coach or teacher.

## Fees

The following fees are optional:

Activity Card (required for those playing sports)	\$20
Sports Fee (per year)	\$40
Yearbook	\$20
Chromebook Insurance	\$20

## Fines

Fines will be charged for any lost or damaged items belonging to the school such as lockers, textbooks, desks, chromebooks and other equipment.

## Friday School

Friday school may be assigned by a teacher or the principal for students to do make-up work, make up attendance, or for disciplinary reasons. Friday school is from 2pm to 5:00pm.

## Hall Passes

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Each teacher will have two lanyards with a card with their name on it. Students must have a lanyard/card issued by the teacher to be in the hall during passing time. Teachers will determine when and why students will be allowed to use a hall pass.

### **Homework (Practice Work)**

Homework provides students with an opportunity for further practice and will increase the time spent on lessons, which will increase the likelihood of achievement. Students will be expected to complete all assignments. Teachers will grade and/or review homework assignments in a timely manner. Homework should be for practice and not to introduce new material.

### **Immunization**

Parents or guardians enrolling a student in the Idaho Public School System are required to immunize their children for DPT, Polio, measles, rubella, Mumps, and Hepatitis B. Every student must either be fully immunized according to Idaho Statute, or have a signed exemption form on file. Students will not be allowed to attend FMS unless these requirements are met.

### **Incomplete Grade**

An incomplete grade may be given to a student, who for medical or emergency reasons was unable to complete course requirements; Requirements must be completed within a period to be determined by the teaching team assigned to the student.

### **Injury, Illness, Medications**

School personnel will give all emergency and necessary care to any students who become ill or who are injured on school property. If any further treatment is required, it will be the responsibility of the parents and/or guardians. Parents and guardians will be notified in case of illness or serious injury to the student. Parents are responsible for coming to the school and picking up the child. It is required that parents give the school phone numbers where parents can be reached at any time. School personnel can only administer medication to students as prescribed by the school district medication policy #J 21. A signed medication form must be filed in the office by parents before medication can be distributed. All medication should be left in the office not in lockers. Children who are ill should be kept home. When a child has recovered and is no longer contagious, they may return to school.

### **Interruptions of Learning Time**

Filer Middle School discourages classroom interruptions except in case of an emergency. Please leave a message with the office, and the office will contact your student and/or teacher during the next break. We will not deliver birthday balloons, flowers, or other such items. Such items will be held in the office until the end of the school day.

### **Insurance Athletic/Otherwise**

The school, itself, has no insurance for students injured at school or while participating in extracurricular activities. It does, however, encourage parents to purchase on their own or a policy through the school which will help cover the costs should a student be injured. If you are interested in the school plan, information is available at the time of registration. Information is also available, year-round, through the school office.

### **Late for Class (Tardiness)**

A student will be considered tardy if he is not in his seat in the classroom when the tardy bell rings. All tardies are to be considered unexcused unless the student can present an excuse from the principal or another teacher.

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When students are tardy:

- The classroom teacher will verbally notify the student of the tardy and mark the student tardy in powerteacher.
- Each unexcused tardy will result in an automatic lunch detention (either that day or the next).

Excessive tardies for each trimester period:

- 5th tardy: 2 After School Detentions
- 6th tardy: Friday School
- 7th tardy: Work Suspension and/or In-School Suspension

\*The principal will determine whether an absence or tardy is excused or unexcused.

## Late Work Policy-School Wide

Work not turned in on time will be considered “late work”. The following policy will govern assignments not turned in on time.

- Late work will be accepted up to one day (24hrs.) after the date due for a maximum of 70% of the total points on the assignment. Late work turned in after that point will receive a maximum of 50% of the total points available up until the end of the chapter or unit or when the assessment is given for that content.
- Assignments and/or projects that have known due dates well in advance are the exception. Those are due on the due date and will not fall into the policy outlined above. Teachers will use their professional judgment in such situations.

## Library

The FMS library is for students to use and enjoy. There should be no disruptive talking or behavior. All books, equipment, and supplies must be checked out by the librarian or aide. Students are only allowed to check out one book at a time. Students with overdue books or magazines will be fined. If a student loses a book, the student may have to pay for a new one, plus shipping charges. Students may use the library with a teacher or librarian permission before school, during lunch, and after school.

## Lockers

Equipment, such as lockers, belongs to the school district and is available for students to use as a convenience. Periodic inspections of lockers may be conducted at any time, without a search warrant. Illegal or dangerous items will be taken out of lockers. Inappropriate photographs are not allowed on the inside of lockers. Stickers, signs, and similar items are not permitted on the outside of lockers unless principal approval has been obtained. The school is not responsible for any lost or stolen items.

## Lost and Found

All clothing, school equipment, and materials found unattended on school property, will be removed and stored in the lost and found bin near the office. Students must check with the office and identify an object, to get it back. Items not claimed will be donated to charity.

## Lunch Detention

Students will report directly to the detention classroom. Upon release from 4th hour or 5th hour. Students will be brought their lunch from the cafeteria or will be allowed to retrieve their own lunch from their lockers.

Students who miss detention will suffer the following consequences:

- 1<sup>st</sup> offense- serve double detention.
- 2<sup>nd</sup> offense-serve before or after school detention.

## Money and Valuables

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Students are advised not to bring large amounts of money or valuables regularly to school. In the rare event that a student needs to bring such items to school, they should check them into the office when they arrive at school for safekeeping.

### **Records and Reports**

A cumulative record of every child who enters school in this district will be kept from the time he enters school and continues through the twelfth grade. It will contain pertinent information on the child's progress and other data which may contribute to the understanding of the child. This record is confidential and it is for the use of school staff only. Federal regulations give parents and students the right of access to their records. This includes the right to deny the school to send or give access to these records without the parent's or student's consent. Please feel free to contact the school if you have any questions concerning records.

### **Retention**

\*See Academic Promotion section above

### **School Buses**

A school bus driver is a person of authority and is responsible for the passengers on the bus. The driver will require the passengers to follow the rules of behavior and should receive the same respect given other school district personnel. Riding the bus is a privilege and not a right. Only frequent riders are allowed on the bus without a note signed by the student's parents.

### **Skateboards/Pushboards**

Filer Middle School does not allow the use of skateboards on school property. Students may ride them to and from school and then keep them in the office or designated area.

### **Student Leadership Council**

Meetings will be held after school during tutorial. Announcements will be made, and any student who wishes to participate may do so. The group will help plan events/activities; and will also provide an avenue for students to bring concerns to the administrative staff.

### **Student Supplies**

Students need to bring their chromebook in its case to each class everyday (outside of PE). Teachers will notify students of what supplies are needed for each class. Students should expect to purchase pencils, pens, paper, and notebooks from time to time. If obtaining school supplies is a financial problem for a student, please see the counselor.

### **Unexcused Absences-Truancies**

1<sup>st</sup> offense- The student will be referred to the principal for disciplinary action. The student may also be referred to the Twin Falls County status offender office.

2<sup>nd</sup> offense—The student will be referred to the principal for disciplinary action. The student may also be referred to the Twin Falls County status offender office or the Filer School District School Board for disciplinary action.

### **Visitors**

All visitors must check in at the front office. Visitors will not be allowed into the school during school hours without the principal's or admin designee's permission.

### **Weapons**

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**Under the Gun Free School Act of 1994** any student who is determined to have brought a firearm onto school district premises (any setting under the control and supervision of the Filer School District) may be expelled from school for up to one year. (A firearm as defined in 7.section 921 of title 18, United States code)

**No Weapons** (including all types of knives) may be brought to school.

Any student causing, attempting to cause, or threatening to cause, physical injury to another person may be suspended and/or recommended for expulsion by the Filer School District School Board.

Attempting to use anything as a weapon may result in the student being referred to the Filer School District School Board for expulsion.

The Board of Trustees may modify the expulsion requirement on a case-by-case basis as stated in Idaho Code 33-205 and public law 103-382 Section 14601. The disciplining of students with disabilities shall be in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

### District Concern Policy

The Filer School Board of Trustees recognizes that situations may arise during the day-to-day operations of the District which are of concern to parents/guardians or other community members. The following procedures are established to provide a recommended method for resolving patron concerns when District employees are involved. The procedures are for issues that do not involve legal or teacher code of ethics issues. Those issues will go straight to the superintendent.

Patron concerns shall be directed in this manner:

1. Questions or concerns affecting the general operation of the District shall be brought to the attention of the District's superintendent. This should first be done in person followed up by a written document detailing the question of concern utilizing the related District Concern Form.
2. Once the Superintendent has the written document detailing the question or concern, the superintendent shall set up a formal meeting with the patron to address the question or concern.
  - a. The Superintendent may choose to conduct an investigation or otherwise have a third party review the question or concern raised by the Patron
  - b. The Superintendent, at his/her discretion may delegate a third party to meet with the patron who has raised the question or concern if the Superintendent believes such to be appropriate in the circumstances.
3. If the patron is not satisfied with the outcome of the meeting with the Superintendent /designee, the patron may request a meeting with the School Board to address the matter.
4. It is up to the discretion of the School Board as to if/when a meeting will be scheduled with the patron, who shall be present at such meeting or if they will direct some other manner in which to address the matter. Likewise it shall be at the discretion of the School Board as to whether or not they issue any subsequent documentation or finding after the School Board meeting.

### Building Level Concern Policy

Questions or concerns affecting the general operation of the individual school buildings shall be brought to the attention of that building's principal. This should first be done in person followed up by a written document detailing the question of concern affecting the general operations of an individual school, utilizing

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the related District Concern Form. Once the principal has the written document detailing the question or concern, the principal shall set up a formal meeting with the patron to address the question or concern.

1. The principal may choose to conduct an investigation or otherwise have a third party review the question or concern raised by the Patron.
2. The principal, at his/her discretion may delegate a third party to meet with the patron who has raised the question or concern if the principal believes such to be appropriate in the circumstances.

If the patron is not satisfied with the outcome of the meeting with the principal/designee, the patron may request a meeting with the Superintendent or designee of the Superintendent to address the matter. It shall be at the sole discretion of the Superintendent as to when such meeting is scheduled and who shall be in attendance at such meeting

1. The Superintendent may choose to conduct an investigation or otherwise have a third party review the question or concern raised by the Patron.
2. The Superintendent, at his/her discretion may delegate a third party to meet with the patron who has raised the question or concern if the Superintendent believes such to be appropriate in the circumstances.

If the patron is not satisfied with the outcome of the meeting with the Superintendent /designee, the patron may request a meeting with the School Board to address the matter. It is up to the discretion of the School Board as to if/when a meeting will be scheduled with the patron, who shall be present at such meeting or if they will direct some other manner in which to address the matter. Likewise it shall be at the discretion of the School Board as to whether or not they issue any subsequent documentation or finding after the School Board meeting.

### Classroom Level Concern Policy

Parents/guardians with concerns between their student and a teacher or coach/extracurricular advisor shall initially attempt to resolve the difficulty by meeting with the teacher or coach/extracurricular advisor.

- The meeting shall be one-on-one and as informal as possible.
- The meetings shall be held in a timely fashion for resolution to occur during the current activity season or grading period.
- Each concerned party shall allow at least three working days for the other party to respond
- If assistance is needed in setting up the meeting, the building's office staff will help with the arrangements.
- If either side is uncomfortable about meeting one-on-one during the initial meeting, they may request the principal, athletic director or dean of students be present.

In the event that the initial meeting does not satisfy the parents/guardians, they may request a meeting with the building principal or the athletic director.

- The request shall include a short written description of the original concern and what the parents/guardians consider to be a satisfactory resolution to the concern.
- The teacher/coach/extracurricular advisor will write an explanation of the complaint/concern from their point of view. The principal, athletic director, or dean of students will receive a carbon copy of all concerns/complaints filed before the meeting.
- A written summary of previous action (including dates, signatures from all parties, and outcome from meeting) will occur throughout this process.
- All parties shall be in attendance at the meeting.
- Employee confidentiality shall be honored throughout the process to the extent required by applicable statutes, regulations, or District Policy

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In the event that the meeting with the principal or athletic director does not resolve the concern, the parent/guardian may request a meeting with the District superintendent. The superintendent will request all parties to write their reflection from the previous meeting and turn into the district before the next meeting takes place. All parties shall be in attendance at the meeting.

In the event that the meeting with the superintendent does not resolve the concern the parent/guardian may request a hearing before the School Board by submitting a request that includes copies of all previous action taken to the superintendent or the chairman of the Board. It is up to the discretion of the School Board as to if/when a meeting will be scheduled with the patron and who shall be present at such meeting.

- All parties will be given reasonable notice of time and place of the hearing and shall be in attendance at the meeting.
- A minimum of three working days shall pass unless all parties agree to an earlier time.
- The Board may render a written decision within a reasonable time after the hearing.
- Employee confidentiality shall be honored throughout the process to the extent required by applicable statutes, regulations, or District Policy.
- The principal or athletic director will follow-up on the concern in an administrative capacity to ensure the situation is resolved and satisfactory to all parties. He/she will write a follow-up letter to be given to all parties involved within a reasonable period of time.

**\*The above policy shall be printed in all student handbooks as well as in the Board of Education Policy Manual.**

The related District Concern Forms are required to be completed by the party raising the question or concern. Whether or not the school's administrative personnel and/or School Board choose to utilize the remainder of the form content or utilize some other method of documentation is at the discretion of the school's administrative personnel and/or School Board. Failure of the school's administration and /or School Board to utilize the remainder of any such form shall not be considered to be a policy or procedure violation and in no manner shall reflect an improper action by the school's administration or School Board to address a question or concern.



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