Filer Middle School 2017-2018 Student Handbook

FILER MIDDLE SCHOOL
STUDENT HANDBOOK

2017-2018
Filer Middle School Faculty

Shane Hild - Principal

Teaching Staff:

- Alicia Robertson → Science
- Anthony Avelar → Math
- Jennifer Owens → Title and Intervention Services
- Brittany Meduna → Counselor
- Cara Pantone → ELA/Health
- Cindy Bitzenburg → ELA
- Cori Warwood → Social Studies
- Shelby Bishop → ELA/Social Studies
- Derek Howard → Social Studies
- Corey King → Math/Science
- Katie Williams → Science/Social Studies
- Matt Lassen → PE/Athletic Director
- Melanie Halsell → Music
- John Haeberle → Band
- Sara Holley → ELA
- Angela Walker → Math
- Tracy Thornton → Special Programs
- Wendy Pierce → ELA/ESL

Support Staff:

- Ginger Fisher - Administrative Assistant
- Deanne Cates - Para Educator
- Amethyst Griggs - Para Educator
- Jody Smith - Paraeducator
- Carla Lassen - Mentor/Intervention Specialist
- Debbie Haye - Librarian/IDLA Lab
- Jessica Cummings - Lead PSR
- Debbie Tostenson - Custodian
- Julie Hadley - Custodian
- Marilyn Fisher - Kitchen

“Learn something...teach something; Get something....give something”

- Maya Angelou
Superintendent’s Office

700B Stevens Street
Filer, Idaho 83328
Phone-208-326-5981

Dr. John Graham—Superintendent
Kyle Pryde—Business Manager
Teresa Kullhem—Personnel & Payroll
Bobbi Dalton—District Administrative Assistant
Denise Davis—District Administrative Assistant

Board of Trustees

<table>
<thead>
<tr>
<th>Member</th>
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<tr>
<td>Bryce Bowman</td>
<td>1</td>
<td>326-6575</td>
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<tr>
<td>Judy Hoffman</td>
<td>2</td>
<td>326-5981</td>
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<tr>
<td>Bill Deetz</td>
<td>3</td>
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<tr>
<td>*Fred Jaynes</td>
<td>4</td>
<td>326-4428</td>
</tr>
<tr>
<td>Aaron Williams</td>
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*Board Chairman

Special Services Director
Wendy French-Healea 326-4342

Food Services Director
Lacey Bowman 326-5460

Custodial and Maintenance Director
Layne Flint 326-5966

Midland Bus Company 733-8003
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 Nice…Work Hard…Be Prepared

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 21st 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 the 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.
Filer Middle School 2017-2018 Student Handbook

**BELL SCHEDULES (2017-2018)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
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<td>8 Lunch</td>
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<tr>
<td>7 Lunch</td>
<td>11:22</td>
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Filer Middle School/District Rules and Student Conduct Code

We are a PBIS (Positive Behavior Interventions and Support) School

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 settings
  - We will proactively reinforce these expectations

Students observed not following school-wide ROAR expectations may expect the following:

- Warning (ROAR Citation)
- Lunch detention (Milepost Referral)
- Morning or After school detention
- Friday School
- In-School Suspension
- Work suspension
- Out of school suspension
- Recommendation for Expulsion
**Rest of Handbook is alphabetical by topic**

### Academic Program

<table>
<thead>
<tr>
<th>7th Grade Required Courses:</th>
<th>8th Grade Required Courses:</th>
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<tbody>
<tr>
<td>● Composition Literature (year course)</td>
<td>● Composition Literature (year course)</td>
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<td>● Math7 (year course)</td>
<td>● Math 8 (year course)</td>
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<td>● English (2 trimesters)</td>
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<td>● English (2 trimesters)</td>
<td>● Health (1 trimester)</td>
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<tr>
<td>● Physical Education (year course)</td>
<td>● IDLA-Careers (1 trimester)</td>
</tr>
<tr>
<td>Band (Elective)</td>
<td>● Physical Education (2 trimesters)</td>
</tr>
</tbody>
</table>

- **Exploratories Offered (Students will take 3 of these each year):**
  
  Art; Botany; Choir; Dance; Outdoor Skills; Game Theory; Guitar; Lifetime Sports; Math Lab; Speech; STEAM; Robotics; Yearbook; Zoology; Study Skills, Leadership, Careers.

### 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:

1. Earn a minimum of 14 credits each year; this means they must pass 14 of 18 available credits.
3. Must meet the attendance requirement of 90% each trimester. Students may miss 6 days per trimester and 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 credit recovery course in lieu of exploratories in the 3rd trimester.
- Attend summer school via offerings in the Twin Falls School District.
- 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.
- Seek help from the counselor on what other options may be available.

### Activity Card

Students may purchase activity cards for $25 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 or Before School Detention**
Detention will be served after tutorial time (3:30-4pm), or before school (7:20am to 7:50am). Parents will be notified prior to students serving before or 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**

Sports offered:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tr>
<td>7th Football</td>
<td>7th Girls Basketball</td>
<td>7th &amp; 8th Girls Track and Field</td>
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<td>8th Football</td>
<td>8th Girls Basketball</td>
<td></td>
</tr>
<tr>
<td>7th Volleyball</td>
<td>7th &amp; 8th Wrestling</td>
<td>7th &amp; 8th Boys Track and Field</td>
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<td>8th Volleyball</td>
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<td></td>
</tr>
<tr>
<td>7th &amp; 8th Cross Country</td>
<td>7th Boys Basketball</td>
<td>7th &amp; 8th Girls Soccer</td>
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<tr>
<td></td>
<td>8th Boys Basketball</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7th &amp; 8th Cheerleading (TBD)</td>
<td>7th &amp; 8th Boys Soccer</td>
</tr>
</tbody>
</table>
Academic Eligibility and Code of Conduct

- The Filer Middle School athletic program is open to all 7th and 8th graders. Football, cross country, basketball, wrestling, soccer and track & field are available to boys. Volleyball, cross country, basketball, wrestling, soccer and track & field are available to girls. 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 ($15) per sport and purchase an activity card ($25) before they can play in any games. In addition to the expectations listed below, individual coaches may have additional or added expectations for their teams/players.
- The Middle School athletic program has no governing body. We use and default to the Idaho High School Activities Association rules and regulations and 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 trimester to be eligible to participate in extracurricular activities during the current trimester.
- **Participants must be passing all subjects on a weekly basis.** Grades will be checked on Friday. The coach, athlete, and parent will be notified on Monday morning by school personnel 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; they must also attend tutorial until the grade is verified as passing by the teacher(s) of said course(s).
- 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 will attend school by 12:30 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.
- 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.
     a. Being present or associated with a private event in which underage drinking or illicit drugs use is occurring.

Disciplinary Action

If a participant is found to be in violation of any of the sections of Rules #1-3, the participant may be 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:**
In the event that a parent has a grievance with the coach(s), the following procedure will be followed:
1. The first step is to contact the coach and have a dialogue with them to see if the concern can be explained or eliminated.
2. In the event that there is still a problem, the athletic director and/or principal should be involved with all parties present.
3. When the situation cannot be solved by the principal, then the involvement of the superintendent is the next step. And he 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:

1. 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—6 per trimester—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.
2. After missing school students should:
   a. Bring a note, signed by one parent or guardian, to the office. Parents may also call the day of the absence.
   b. Ask each teacher for their makeup work.
   c. Complete and hand in makeup work.
3. When a student is absent, we ask that a parent call the school prior to 9am. After that time, we will attempt to call you.
4. 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.
5. A student desiring a pre-arranged excuse must bring a note or have his/her parent contact the principal prior to the absence.
6. If an appointment results in missed school time, please submit a note from the provider.
7. 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.

8. Credit will not be given when a student exceeds (6) days absence in any class (per trimester). 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.

9. 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 6 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 6 sessions per class in a trimester will lose their credit in that class. To regain their credit, students have the option to make up missed time by attending Saturday school, or making other arrangements as determined by the principal. Students may not use this option two trimesters 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.

**Good Attendance--Trimester Attendance Finals:** Students are exempt from taking the trimester finals if:

1. 0-2 absences in a class
2. 2 absences and no Tardies

*Note: 3 tardies equal one absence

**Excused Absences:** Absences are excused when a student misses 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 trimester attendance finals. All excused 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 encompases a graded, curriculum based component then they may participate.

**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 any time during a class period will be considered an absence. Students may have no more than 6 absences per class per trimester. Three tardies in a class will be considered an 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 3rd, 5th and 7th absence in any class. At the 7th absence students will be notified of loss of credit unless seat time make up is arranged through the principal and completed.

- Oral or written communication by parent/guardian is expected within (48) hours, either prior to the absence or prior to the student’s return to school.

**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.

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**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 while other students are present.

**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.
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
Students to another student). (2) Cyberbullying by proxy (using others to help cyberbully the victim, either with or without the accomplice 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.

**Cell Phones/digital devices (not school issued chromebooks)**
**Students are not permitted to use their cell phones while on campus during the school day (8:10am to 3:00pm).**
Students must store their cell phone in their locker; and may use it prior to 8:10am and after 3:00pm. Parents are encouraged to contact the office if they need to get a message to their student.

**Violation of the Cell Phone/Electronic device policy will result in the following actions:**
- First violation: student serves one lunch detention, parents are notified, and the phone or device is returned at the end of the day.
- Second violation: student serves two lunch detentions, parents are notified, and the phone or device is returned at the end of the day to the parents or is kept in the office until parents are able to retrieve the item.
- Third and subsequent violations may include Saturday School, Work Suspension and/or In-School Suspension.
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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.
- Successful and willful acts may also face disciplinary action.

Closed Campus
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
When a parent has a complaint, it is generally best to try to resolve the problem at the level of occurrence. For example, if a 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.

Dress Code
Students who attend Filer Middle School are allowed to wear clothing that expresses their personal style and taste while abiding by the school district guidelines. However, the following types of clothing will not be allowed at FMS:

- Halter tops, tank tops, and/or any clothing were undergarments are visible.
- 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.
- Leggings or workout tights of any kind; unless covered by a shirt or skirt of appropriate length (the bottom must be completed covered at all times).
- Pajamas, slippers, blankets (worn like a shawl) or sleepwear.
- Shirts/blouses must have a modest neckline (no cleavage).
- See-through clothing.
- Saggy pants when undergarments are visible or would be visible if not covered by 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.).
- Implied or direct advertising of tobacco, alcohol, and drugs on all forms of clothing or jewelry.
- No bare midriffs.
- No holes in pants above the knee (where the skin is visible).
- Dresses, skirts and shorts must be within 3 inches of the top of the knee when the student is standing at attention.
- Hate group clothing and/or gang affiliated clothing.
- Bandannas worn in any fashion and of any color. Do-rags, skull caps, or any form of bandannas are not allowed. Bandannas are not allowed on school grounds (except on certain “spirit days”).
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- Shoes must be worn at all times.
- Other inappropriate attire that is disruptive to the educational environment as determined by faculty and administration.

**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 and 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. 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 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 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 machine for student use. All drinks/snacks offered meet the requirements for nutritional guidelines set forth by Federal Government and the State Department of Education. All empty containers should be placed in the proper receptacles. Outside drinks are not to be brought into the building unless they are a part of a student’s lunch brought from home.

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:

- Remind to notify staff, parents, and other community members.
- Parent email system
- School Facebook page

Entering the Building

Students will be able to come into the building at 7:50 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) $25
- Sports Fee (per sport) $15
- Yearbook $25
- Chromebook Insurance (required for students wishing to take their device off campus) $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 the principal for students to do make up work, make up attendance, or for disciplinary reasons. Friday school is 2pm to 5:30pm.

Hall Passes

- Each student will get a laminated “punch card” with 12 passes per trimester to use as their hall pass. The card will have the student’s name on it.
- When a student is in the hallway during class time, they will be asked to carry this card or present it when asked by any staff member.
- If a student uses more than their 12 passes per trimester, they can purchase a new punch card with 6 passes using ROAR bucks from the office. This is a 1 time only repurchase.
- If a student loses their punch card, they may purchase a new one from the office with 6 passes using their ROAR bucks.
**Homework**
Homework provides students with an opportunity for further practice and will increase 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**
The school, itself, has no insurance for students injured at school. 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.

When students are tardy:
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- 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 or Before School Detentions
- 6th tardy: Saturday School
- 7th tardy: Work Suspension and/or In-School Suspension

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

Late Work Policy-School Wide
Worked 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 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:
- 1st offense- serve double detention.
- 2nd offense-serve before or after school detention.
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Money and Valuables
Students are advised not to bring large amounts of or 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 of 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
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
Class officers will be elected in the fall of each year. It is the belief of the staff at FMS that the holding of any class or student body office is a privilege granted by the faculty and students. Therefore, office holders must maintain a C average for each grading period. We believe that all office holders must conform rigidly to all rules established by the board of trustees and FMS. Should any office holder violate any of the major offenses listed elsewhere in this handbook he/she may be dismissed from their office or responsibility. Final determination on removal from office shall be made by the principal.

*The council will help plan dances, activity days, and assemblies.

Student Supplies
Students should 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. If obtaining school supplies is a financial problem for a student, please see the counselor.

Unexcused Absences-Truancies
1st offense- Saturday detention, no credit for work missed referral to Twin Falls County status offender office.
2nd offense—Work suspension, no credit for work missed, possible referral to school board.

**Weapons**

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 knifes) 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 board.

Attempting to use anything as a weapon may result in the student being referred to the Filer 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.
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Filer Middle School
Behavior Intervention Steps

Step 1: Lunch Detention - after the 6th lunch detention the principal will contact the parent to notify them of the student’s behavior and that the student has moved to step 2 for any further misconduct.

Step 2: Early Morning Detention (from 7:20-7:50 am) - it is the parent’s responsibility to provide transportation for their child. A student can serve three early morning detentions before they will be moved to step 3 or if the student fails to attend early morning detention on the assigned date, they will be moved to step 3.

Step 3: Meeting With the Student, Parent(s), and Principal - a behavior contract must be signed by all involved parties, and the student will be required to attend the WISE program for one day. Detentions are no longer used as a form of discipline since they have proven ineffective for the student. If the contract is not upheld or they fail to attend the WISE program, the student will be moved to step 4.

Step 4: In-School Suspension or Out-of-School Suspension (up to three days) - the type of suspension and the length of suspension will be determined by the principal. Parents will be contacted by the principal to inform them of the incident and suspension details.

* A parent conference with an administrator is required BEFORE a student can return to school after a suspension.

Steps 4, 5, and 6 - Telephone calls will not be sufficient. An incentive plan is created for the student to improve his/her behavior.

Step 5: WISE program (three days) or Out-of-School suspension (three to five days) - Upon returning to school, parents may be required to attend classes with their child. Principal will contact the parent to inform them of the situation and consequences.

- School work will not be allowed to be made up during this time of absence.
* Student will have loss of privileges if assigned step 5 or 6. Loss of privileges means that the student cannot participate in assemblies or any function designated as an extra activity including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, or any other event/activity determined by the principal.

Step 6: Out-of-School Suspension (five days) and Referral to District Superintendent - Other terms as dictated by the superintendent may apply to student and parent. Upon returning to school, the parent may be required to attend classes with student. Principal will contact the parent to inform them of the situation and consequences.

- School work will not be allowed to be made up during this time of absence.

Step 7: Recommendation for Expulsion - a student may be recommended for expulsion at any time if the administrator feels that the student’s actions warrant such recommendation.