PFMS SPARTAN STUDENT AGENDA 2024-2025



POST FALLS MIDDLE SCHOOL Principal Mark Mason

301 E. 16th Avenue Post Office Box 40 Post Falls, Idaho 83877 Telephone: (208) 773-7554 Fax: (208) 262-4734

Grades 6-8

This School Agenda Belongs To:

Name			
Address	City	Zip Code	Phone Number

Daily Schedule

School will be in session Monday-Thursday
Classes begin at 7:45 a.m. and dismiss at 2:45 p.m.
Students may enter the cafeteria & small gym at 7:15, and large gym at 7:20 a.m.
Students are dismissed into the halls and classrooms at 7:35 a.m.

Current Progress Report Website

www.pfsd.com Skyward Access

Student's Login Name and Password are available in the office.

This handbook provides a summarized version of the disciplinary policy and rules adopted by the Board of Trustees of the Post Falls School District. More complete information, rules and policies are set forth in the Post Falls School District policy manual. Students have the responsibility to know, respect, and abide by the rules, policies, and regulations of the school district. A copy of the manual is kept in the main office and is available online at http://www.pfsd.com/Board%20Documentation. Please see Series 500 Student Personnel.

WELCOME TO POST FALLS MIDDLE SCHOOL

This school is called a middle school because it provides an education designed for students who have completed an elementary program and are preparing for high school. You will have an opportunity to explore many new activities and educational experiences as well as improving your basic academic skills. As with most of life, you will find that your personal growth will depend on the amount of effort extended.

The purpose of this agenda is to provide information concerning the opportunities of the middle school. The staff and the parents are partners in helping you to learn and grow personally during your three years as a middle school Spartan. This agenda contains information that will be useful to you throughout the year; you will be asked to refer to it often. If you have questions that this agenda does not answer, do not hesitate to seek help from one of your teachers, the principals, or counselors.

The faculty wishes to take this opportunity to welcome back the returning students and to extend a friendly welcome to the new students. We hope that you will find the years spent at PFMS pleasant and profitable, and we especially want to wish you a successful school year. We are pleased to have you as a member on the Post Falls Spartans school team. Welcome aboard ©.

STUDENT SUCCESS PLAN

- 1. SHOW RESPECT TO ALL PEOPLE
- 2. FOLLOW A STAFF MEMBER'S DIRECTIONS WHEN GIVEN
- 3. BE PREPARED FOR CLASS, COMPLETE ASSIGNMENTS, AND BRING ALL REQUIRED MATERIALS TO CLASS
- 4. RECEIVE PERMISSION TO TOUCH/USE OTHER PEOPLE'S POSSESSIONS
- 5. BE IN THE CORRECT PLACE AT THE CORRECT TIME

POST FALLS MIDDLE SCHOOL STAFF

Anderson, Danielle
Anderson, Landon7th grade Social Studies
Carlson, Brian8th grade Social Studies/Athletic Dir.
Collier, AndrewBand
Comack, Kathy6 th /8 th grade Science
Courtney, SuzanneConsumer Economics
Curtis, MakenzieChoir/Music
Dannenberg, Teresa6th grade Math/Science
Deremiah, Ben6 th grade ELA
Fridinger, Will7th grade Social Studies
Fry, Dalton 6 th grade Math/Science
Geibel, Kiley
Greer, Patricia6-8 Electives
Hall, Thomas 8th grade Math
Hammond, Jessica6th grade ELA/Social Studies
Hansen, Josh 8th grade Math
Holtz, Sally6th grade ELA/Social Studies
Janke, Ing-MarieSpecial Education
Jeffers, Denise6 th grade ELA/Social Studies
Langer, Matthew7th grade ELA
Long, Tayler Physical Education
Lozier, Erin7th grade Math
Martinez-Lopez, KatieLife Skills
Moe, Tiffany6th grade Math/Science
Morris, LindseyLibrarian
Natividad, NicoleSpecial Education
Norton Toni8 th grade ELA
Noyes, MichaelShop
Osborne, DerekHealth
Pine, SheldonPhysical Education

Pouye-Miller, Arielle	Assistant LibrarianPhysical EducationArt/Pottery8th grade Science
Swanson, Jeromy. Coding, Trost, Melanie	Computers, Media Prod.
Tully, Audrey Vasquez, Roman	6th grade ELA/Science
Vaughan, SallyVoigt, Caitlin6th grade/7	7th and 8th grade STEM
Whitney, Mary Mason, Mark	-
Booth, Tabitha	
Duvall, Sarah	
Barnhart, Kristi	Counselor A-L
Trackwell, Curtis	Counselor M-Z
Hexum, Mark	Safety Dean
Ortman, Raechel	School Nurse
McCabe, Michelle	Office Manager
Wagoner, Wendy	Registrar
Fleming, Duane	Assistant Secretary

2024-2025 PFMS CALENDAR

August 12 Secretaries and Principals Return

August 22 First Day for New Teachers

August 26 First Day for Returning Teachers

September 2 Labor Day (No School)

September 3 First Day for Students

October 31 End of First Quarter

November 21-Evening-Parent/ Teacher Conferences

November22-Morning-Parent/Teacher Conferences

November 27-29 Thanksgiving Break (No School K-12)

December 20-January 3 Christmas Break (No School K-12)

January 20 MLK Day (No School K-12)

January 24 End of Semester 1

February 17 President's Day (No School K-12)

March 20-Evening-Parent/Teacher Conferences

March 21-Morning-Parent/Teacher Conferences

March 27 End of Third Quarter

March 27-April 4 Spring Break (No School K-12)

May 26 Memorial Day (No School K-12)

June 11 End of Semester 2/Last Day for Students

June 12 Last Day for Teachers

June 26 Last Day for Secretaries and Principals

STATEMENT OF NONDISCRIMINATION

All educational programs and activities within the Post Falls School District are made available to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities.

INSURANCE

Insurance forms will be available in the office. Parents may purchase coverage for an accident during school time which will also cover the student for any school sport. Full time coverage is also available.

VISITORS

Any visitor to the school or school grounds must report to the office, have their driver's license scanned, and sign in. A visitor's pass will be issued when appropriate. All visitors are expected to leave promptly when their business is completed. Student age visitors or students from other schools will not be allowed.

LOCKERS AND LOCKS

All students will be provided lockers with locks. The school retains control over lockers, and reserves the right to inspect them without prior notice or consent. It is the responsibility of the student to keep the locker clean and locked. Once students have been assigned a locker, they are not to change lockers or partners at any time during the school year without permission from the office. Giving out combinations to other students is not allowed as this becomes a risk to student property and privacy. If a locker does not work correctly, it is the student's responsibility to let his/her teacher or the office staff know as soon as possible. There will be no locker sharing with opposite gender.

ABSENCES

Parents/guardians must contact the attendance secretary by phone (773-7554) or with a note for each absence. The note must contain the student's name, dates of absence, reason for absence, and the parent's signature or a note from a physician. Students will be allowed one day per each day of absence to complete any work missed. After a student is absent for three (3) or more days, the office staff can collect any available homework for the student upon parent request. Skyward and Google Classroom are useful tools for absences shorter than three days. Students are allowed up to 9 absences per semester after which truancies can occur. State mandated attendance letters will be sent out at 5 days and 9 days. For planned absences, parents are to call the office and confirm the dates. It is the student's responsibility to gather their homework prior to the absence.

APPOINTMENTS DURING SCHOOL

If a student has a doctor, dental, or similar type of appointment scheduled during school, he or she must report to the office before leaving, **Parents must sign students out before they can leave**.

TRANSFERS OR WITHDRAWALS

If you plan to withdraw or transfer to another school, a parent/guardian must notify the office in advance.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass. This includes going to the nurse.

ILLNESS AT SCHOOL

If a student becomes ill during school, she or he should check in with the nurse or the office immediately. Students will be allowed to go home only if parents are contacted and agree. A sick room is available.

MEDICATIONS

All medications (over the counter or prescription) must be kept in the office with a written note from the parent/guardian, or physician. The note must indicate who is to receive the medication, appropriate dosage, and frequency. A form is provided in the office. All students will take any medication under direct supervision of trained office staff members. The office will not issue or administer aspirin, Tylenol, or ibuprofen without a permission slip. Students may carry inhalers.

GUIDANCE & COUNSELING SERVICES

You and your parents are encouraged to seek the services of the school counselors at the middle school during school hours. You may talk with a counselor confidentially and privately about educational, vocational, and/or social-personal matters.

COURSE OFFERINGS

Grade 6	Grade 7	Grade 8
English	English	English
Science	Science	Science
Math	Math	Math
Social Studies	Soc Studies	Soc Studies
Exploratory/Band	PE & Health	PE.

Available Elective Classes for Grades 7&8

A variety of Music, PE, Art, Computer classes, Shop, Young Living, Teacher Aide, and Leadership are offered.

STUDENT SCHEDULES

Student class elective changes will only be honored within the first week of the semester. Changes will only be allowed when it is in the student's best interest and does not cause the overloading of a class. Schedule changes after the first week of school or a semester are considered only to correct an error or adjust students to the proper level of subject difficulty. There will be no schedule changing simply for student preference. Students assigned to specific teaching teams are there for the school year.

GRADING SYSTEM

Letter grades are used with the following meanings; "A" excellent, "B" above average, "C" average, "D" below average, and "F" failing. Plus and minus marks are used at the option of teachers. An incomplete mark (I) is given when extended absences make evaluation impossible at the end of a quarter. In the case of a long term medical absence, teachers are to give the students a reasonable time, but not more than two weeks beyond the end of a quarter, to make up all incomplete work. If work is still incomplete, the grade is changed to "F".

STUDENT ACADEMIC RECOGNITION

"Spartan Spirit" cards may be mailed home periodically to let families know a student is doing well. If the card is signed and returned to the office, students will be entered into a drawing for a reward.

REPORT CARDS and SKYWARD

Report cards will be mailed home the week following the end of each semester. Grades are available throughout the quarter on the Skyward system. Go to http://www.pfsd.com. Click Skyward/Family Access. Enter the student or parent login name and password. Parents and students can view grades and attendance data at this site.

TELEPHONE/CELL PHONES

A student phone is available in the office between classes, at lunch, and before/after school. Cell phones are strongly discouraged at school. Cell phones will not be allowed during passing periods. However, students may use cell phones before school, after school, and at lunch.

FOOD SERVICE PROGRAMS

A variety of breakfast and lunch items are available through the Food Service Program. Students may take all menu items or may refuse one or two items offered each da day, with the price remaining the same. Those students with any type of food allergies are required to have a signed physician's medical statement for special dietary needs on file with the school nurse.

Online meal payment is available on Skyward, and lunch menus are available on the district website: www.pfsd.com. Students are served lunches that meet Federal regulations on nutritional value and food group balance. A breakfast program is also available for all students who wish to participate

<u>Breakfast</u>	<u>Lunch</u>
Grades 6 – 8\$	Grades 6 – 8\$
Adult (includes tax)\$	Adult (includes tax)\$
	Milk\$

PRICES TO BE DETERMINED

Parents/guardians may pay in advance for their child's meals. Child Nutrition Program policy is no change will be given to a student without written parental request.

ID CARDS

Students must bring their student ID card to the cafeteria if purchasing school breakfast/lunch. Should you have any questions regarding the school lunch or breakfast programs contact the Child Nutrition Programs office at 208-773-1625.

FIRE, EMERGENCY DRILLS, and LOCKDOWN

Fire and emergency drills will be held several times during the school year. Students will be instructed early in the year on procedures to follow in the event of a fire or an emergency situation. Fire exit maps will be posted in each room. Students are expected to listen, follow all staff instructions, and act in a calm manner during all drills and emergencies.

SCHOOL DANCES/ACTIVITIES

Attending any special school activity is a privilege, and all school behavior and dress code rules will apply. School dances will be held outside of school hours, and only PFMS students will be allowed to attend.

INTERSCHOLASTIC ACTIVITIES CODE RULES

1. Academic Progress

A student-athlete who has a failing class grade during any weekly progress check is ineligible to play in competitions until they change the failing grade into a passing grade. Student-athletes and coaches will develop a plan to improve their grades to become eligible to play in competitions. Student-athletes may continue to practice during this time, as long as they are making adequate progress towards their academic goals. Failure to conscientiously work at changing a failing class grade into a passing grade will constitute the student-athlete's decision to no longer participate in the sport in which they are involved.

2. School Attendance

A student-athlete must be in attendance the full day of an event in order to participate in the event. A pre-excused absence, presented to the athletic director at least 24 hours in advance of the absence, may be excused at the discretion of the athletic director. If a contest is on a Saturday, the student-athlete must have attended class for a full day on the Friday before the Saturday event.

Students who are suspended from school for one period or more, whether the suspension is in-school or out-of-school, may not be allowed to participate in a co-curricular event on the day of the suspension.

A student-athlete who is truant to any class (truancy means more than 10 minutes late to any class without written permission from a parent or guardian, presented to school administration, and cleared by a school administrator) may not be allowed to participate in a co-curricular activity on the day they are truant.

STUDENT ACTIVITIES

Students who participate in school activity programs must purchase an ASB sticker and sign an agreement to abide by the school's activity code.

ATHLETICS

Cross Country	6, 7, 8
Volleyball	7, 8
Wrestling	
Girls Basketball	
Boys Basketball	7, 8
Track	

STUDENT CONDUCT

Students are responsible for behaving in a manner that allows uninterrupted learning to take place. Any disruption to the educational process, instructional effectiveness, or the learning of others is prohibited. Fighting, harassment, rumors or gossip, horseplay, or engaging in inappropriate personal displays of affection is not allowed.

HARASSMENT/BULLYING

Harassment -whether sexual, ethnic, racial, age, religious or handicap-related -will not be tolerated at Post Falls Middle School. Bullying will not be tolerated. Students that are subjected to or observe bullying should report it to the office immediately.

DISCIPLINARY ACTION

Breaking school rules will result in students being disciplined. This could include, but is not limited to: detention, in house suspension, out of school suspension and/or expulsion.

A student who violates drug, alcohol, and weapons policies, or whose conduct is continuously disruptive of the school environment or to the instructional effectiveness of the school, or whose presence in a public school is harmful to the health and safety of other students, may be expelled from school and/or subjected to other disciplinary action.

Written, physical, and/or verbal threats of harm to the body or property of a student or staff member will be taken very seriously. This includes the use of land line, cell phone, or computer web pages to harass, intimidate, or bully. Any student making a threat, whether <u>jokingly or not</u>, may be subject to a minimum three days of suspension. Depending on the severity of the incident, further action may be taken which includes, but is not limited to: parent conference, counseling, further suspension, expulsion, and notification of law enforcement. This could include a citation or charges being filed, (ID Code 18-917A).

The following acts will be automatically referred to law enforcement:

Weapons Policy: Students who bring guns, knives, or objects constructed as weapons on school-provided transportation, to school, or to school-sponsored activities will be subject to expulsion (District Policy 504.13, IC 18-330D, Gun Free Schools Act, 1994).

Principles and Expectations for behavior:

Philosophy: All individuals at Post Falls Middle School are valued and will treat one another in a caring, fair, and respectful way.

Tardies:

- Tardies will be tracked by semester, per class period
- Report to the office before going to class if a tardy includes
 - Your arrival to school
 - Being ten or more minutes late to class (Unless the student has a pass from another staff member)
- Students must be seated and ready for instruction when the bell rings, or they will be marked tardy (per teacher rules).
- 1st & 2nd warning
- 3rd detention to make up time
- 4th The teacher will call the parent and write up a referral to the office. School discipline will result.
- Subsequent violations will result in additional detentions or In School Suspension

Conduct for arrival and departure:

 All students will stay in designated waiting areas before and after school.

Walkers

- Stay away from bus area before and after school
- Leave the campus and proceed to your expected location as soon as school is out

Bicycles, skateboards, and scooters

 Must be walked on sidewalks and when other people are present. Proceed carefully on school property, avoiding pedestrians and the bus areas.

Bus Behavior

- Stay in designated waiting areas
- Follow all driver's directions
- Treat the driver and other students with respect
- Stay in assigned seats
- Keep hands, feet, and objects to yourself and inside the bus (no public display of affection)
- Use soft voices

Drop-offs and pick-ups:

 Personal vehicles are not allowed in the back bus area. Use the front drive for all pick-ups and drop offs. Rides are to be arranged ahead of time, before students arrive at school for the day.

Student Appearance and Dress Code

Students shall adhere to personal cleanliness, neatness, and appearance that is not detrimental to the health, welfare, or safety of the students or others, and does not distract from the good order or instructional effectiveness of the school. Students are expected to dress in a manner that is conducive to a positive learning environment. The following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day.

- -All clothing must remain in place to cover the belly and the buttocks during normal activity. (Generally, the student's fingertip length meets this requirement for short length.)*
- -No male or female undergarments should show during normal activity.*
- *Normal activity consists of walking, sitting, standing, bending, and/or stretching.
- -Sleeveless tops for boys and girls must have 2 inch straps and not be low cut on the sides, ie. muscle tees and/or tank tops that reveal open sides, crop tops, sports bras, or bralettes.

- -Shirts/tops that expose cleavage are inappropriate for school and are not acceptable.
- -Rips, holes, and tears must be below mid thigh.
- -Hats, caps, visors, hoods, bandanas, sweatbands, sunglasses, flags, costumes, and other such items are not to be worn in the building.
- -Face paint/non-medical masks are prohibited.
- -Blankets, stuffed animals, and all toys are not permitted.
- -Clothing and jewelry bearing drawings or words related to violence, drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn.
- -Safety and appropriateness for the situation are key concerns in footwear at PFMS. Students must wear appropriate footwear at all times.

Styles change, and the administration reserves the right to deem any attire inappropriate. If any students are unsure about any article of clothing, they should inquire before they wear it. Students who violate the student dress code will remain in the office until appropriate clothing is delivered to them. Repeated violation of the student dress code may result in further disciplinary actions.

PERSONAL BELONGINGS AT SCHOOL

PFMS does not assure the security of personal items or money. The school and district are not responsible for loss, theft, or damage to personal items.

Electronic devices (Cell phones, 1 ear bud only, IPods, I Pads, electronic games, etc.) shall not cause a distraction or disrupt the educational process at school. All electronic devices may be confiscated when they are not used properly.

First Offense: Item will be taken and may be picked up from the teacher at the end of the period.

Second Offense: Item will be taken may be picked up from the office at the end of the day.

Third Offense: Item will be confiscated and may be picked up by a parent at the end of the day.

The following items must not be brought to school: rollerblades, wheelies, skates, laser pens, perfume/cologne sprays, items of value, or large sums of money.

To limit distractions at school, flowers, balloons, or food deliveries will not be permitted. Students are not allowed on the buses with any type of glass.

SWEEP, SEARCH, AND SEIZURE

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students without notice or consent of the student. School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting the search will produce evidence the particular student has violated or is violating the law or the district's policies or rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The full Board Policy No. 504.6 can be found on the district website pfsd.com.

National Junior Honor Society Requirements:

- GPA 3.5 or above
- Completion of required community service hours
- Demonstrates leadership and good citizenship
- Recommendations from 3 teachers and one community member

Classroom Aide or Office Aide Requirements:

- GPA 3.0 or above
- Recommendations from 3 teachers
- No behavior or discipline issues in the previous semester

Gotcha Slips: All students are eligible to earn a Gotcha slip as a reward for positive behavior

Monthly drawings will be held for prizes

POST FALLS SCHOOL DISTRICT NO. 273

Series 500: Student Policy: Records and Reports Policy

No. 503.8

Policy Title: Middle Level Credits Page

1 of 1

It is the policy of the Board of Trustees that a middle level credit system will be implemented for students in grades 7 and 8 pursuant to State Board Rules.

Students will receive one (1) credit per course per semester upon successful completion of the course. Students must earn at least 80 percent of the credits attempted in core classes to advance to the next grade level. Students receiving more than one (1) failing grade in core classes per year will be placed in a credit recovery program in order to advance to the next grade level which may include on-line courses, summer school, correspondence courses or afterschool intervention.

The Individualized Education Program (IEP) team for a student who is eligible for special education services under the Individuals with Disabilities Education Improvement Act may establish alternate requirements or accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level.

The Educational Learning Plan (ELP) team for a Limited English Proficient (LEP) student as defined in Idaho Administrative Rule may establish alternate requirements or accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level.

Legal References: I.D.A.P.A. 08.02.03.107 Middle Level Credit System Date

of Adoption: 8/9/10 Revised: 1/10/22 Reviewed: 2017, 2

ACCOUNTABILITY AGREEMENT

In our plan for student achievement at Post Falls Middle School, we find that it will be enhanced by a three-way effort from the staff, the parents, and the students themselves. The intent of this agreement is to establish a solid basis for that working relationship.

AS THE STAFF OF POST FALLS MIDDLE SCHOOL, WE WILL:

- make our #1 priority the substantial improvement of your child's achievement in the areas of reading, writing, and mathematics.
- supply the needed textbooks and related materials for your child's educational program.
- organize a school which provides a secure environment with well-publicized and enforced rules designed to keep your child safe. assign homework that reinforces classroom learning by providing practice for students.
- provide time to make up work if your child must be absent (1 day for each day of excused absence).
- emphasize academic excellence by rewarding academic achievement.
- provide information to keep students informed of their progress during each nine-week interval.
- monitor your child's attendance and progress closely and keep you informed through internet, Skyward email, progress reports when requested, report cards, and/or telephone calls.
- update test scores and information concerning your child's progress, the school and the program.
- conference with you about your child's progress
- keep the students secure while making the school available for your visitation.
- promote the role of the family in your child's life.

AS A PARENT I WILL:

- cooperate with the Post Falls Middle School staff to give my child a good education.
- set a time and place for homework, free from distractions, including noise, television, radio, phone calls, and other distractions. If there is no homework, my child will use this time to read, write, or perform some other learning activity.
- arrange for my child to have basic school supplies (i.e. pencils and paper) throughout the year. I will encourage my child to bring those items to school. I will contact the school for assistance if I cannot provide for those needs.
- see that my child attends school, unless ill, and comes to class on time.
- act as an active supporter of Post Falls Middle School.
- take an active interest in my child's homework projects and assignments. I understand I can check my child's agenda and Skyward
 online system to get details on these tasks. I understand I can monitor my child's progress reports all year long via
 www.pfsd.com.
- get in touch with the school immediately if I have a concern or problem.
- work to instill a positive attitude and to motivate my child with a desire and a feeling of need for an education; support the school, the administration, and the staff at Post Falls Middle School.
- attend school functions and show my child that I am interested in Post Falls Middle School and the school activities.

AS A STUDENT AT POST FALLS MIDDLE SCHOOL, I WILL:

- come to school each day and be on time to all of my classes.
- bring assignments and supplies to class.
- work to the best of my ability.
- do all assignments including homework and projects.
- be courteous and cooperative with all my teachers and fellow students.
- be informed about the rules and regulations of this school and comply with all of the rules.
- ask for extra help when needed.
- take care of my books, my school, and the equipment in it.
- earn credits through successfully passing my classes.
- become actively involved in my school's teams and other activities.
- keep my parents informed of my progress, activities, and happenings at school.