

*Emmett
Middle
School*

**2024-2025
STUDENT/
PARENT
HANDBOOK**

EMMETT MIDDLE SCHOOL
STUDENT HANDBOOK

Dear student and parent/guardian,

Welcome to Emmett Middle School, a place where learning comes to life! We are thrilled to have each and every one of our students here, ready to embark on an incredible educational journey. At EMS, we believe in the power of relationships and collaboration, so we're excited to build a strong partnership with our parents and families. Together, we will create a safe and nurturing environment where every student can thrive.

This student handbook is your key to unlocking a world of knowledge, opportunities, and growth. Inside, you'll find all the important information you need to navigate our school community. From our high expectations to our supportive policies, we are committed to creating an inclusive and positive learning environment. We strive to educate the whole child, focusing not only on academic success but also on personal development and character building.

We encourage you to read through this handbook thoroughly, as it will serve as your guide throughout the school year. Should you have any questions or need further clarification, our dedicated staff is here to assist you. Together, let's make this a remarkable year of learning, discovery, and endless possibilities. Welcome to Emmett Middle School!

Debbie Dawson

Kelli Hudson

Principal

Assistant Principal

IMPORTANT: The last page must be signed by both the student and the parent/guardian and returned to the student's first-period teacher.

EMMETT SCHOOL DISTRICT VISION STATEMENT

Emmett School District implements innovative and best educational practices utilizing cutting edge technology and rigorous curriculum. Passionate, visionary professionals guarantee high level learning across all grades. Our district works collaboratively in state of the art facilities to ensure all students are empowered to succeed in life beyond high school.

EMMETT SCHOOL DISTRICT MISSION STATEMENT

Emmett School District will prepare all students for individual success.

EMMETT SCHOOL DISTRICT'S MOTTO

Emmett Ensures Educational Excellence.

EMMETT MIDDLE SCHOOL VISION STATEMENT

Inspiring excellence through a positive culture, academic rigor and connected community.

EMMETT MIDDLE SCHOOL MISSION STATEMENT

Our EMS mission is to foster a welcoming community where students and staff feel safe and valued. We strive to provide rigorous academic programs that challenge and inspire students while also celebrating diverse cultures and promoting the development of the whole child. Our goal is to prepare students to become responsible and compassionate members of society who are committed to making a positive impact on their communities.

EMMETT MIDDLE SCHOOL MOTTO

B>B4

#BeGreater

EMMETT MIDDLE SCHOOL WEBSITE

emmettschools.org/Domain/10

SCHOOL HOURS

Regular school day: 7:30 a.m–3:09 p.m.

First bell rings at 7:23 a.m.

Tardy bell rings at 7:30 a.m.

Emmett Middle School Bell Schedule		
All Grades		
1st	7:30 AM	8:26 AM
2nd	8:30 AM	9:23 AM
Nutrition Break	9:23 AM	9:27 AM
WIN	9:27 AM	9:54 AM
3rd	9:58 AM	10:51 AM
6th grade		
Lunch	10:51 AM	11:21 AM
4th	11:25 AM	12:18 PM
7th and 8th grade		
4th	10:55 AM	11:48 AM
Lunch	11:48 AM	12:18 PM
All Grades		
5th	12:22 PM	1:15 PM
6th	1:19 PM	2:12 PM
7th	2:16 PM	3:09 PM

5/14/2024
Updated
Board approved
5/6/2024

Emmett School District #221 Calendar
2024- 2025 School Calendar

		4 Day Calendar					Description
Month	M	T	W	T	F		
July 2024	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
August 2024				1	2	August 5th-7th Bark Week @ EMS	
	5	6	7	8	9	6th-7th- NEW Certified STAFF	
	12	13	14	15	16	8th-9th- All Certified Staff	
	19	20	21	22	23	12th-15th- ALL Staff Work/PD	
10	26	27	28	29	30	14th- Secondary Open House (5pm-7pm)	
	2	3	4	5	6	15th- Elementry Open House (5pm-7pm)	
September 2024	9	10	11	12	13	19th- 1st Day 1st-12th - 1/2 Day Kinder and Home Visits	
	16	17	18	19	20	20th- Kinder 1st Day ALL Schools	
	23	24	25	26	27	2nd- Labor Day NO SCHOOL	
	30					13th- PD Staff NO SCHOOL	
October 2024	7	8	9	10	11	10th- P/T Conferences No School K-12	
35	14	15	16	17	18	11th- P/T Conferences No School K-12	
10	21	22	23	24	25	15th- End of 1st Quarter 35 Days	
	28	29	30	31		28th- PD SECONDARY ONLY No School 9th-12th	
November 2024	4	5	6	7	8	8th - PD Staff NO SCHOOL	
	11	12	13	14	15		
	18	19	20	21	22		
12	25	26	27	28	29	25th - 29 Thanksgiving Break	
December 2024	2	3	4	5	6		
	9	10	11	12	13	19th- End of 2nd Semester 34 Days (69)	
34	16	17	18	19	20	20th- Work Day Grades NO SCHOOL	
Total 69	23	24	25	26	27	23rd-31st Christmas Break	
	30	31					
January 2025	6	7	8	9	10	1st-3rd- Christmas Break	
	13	14	15	16	17	6th- PD Staff NO SCHOOL	
	20	21	22	23	24	7th- Second Semester Begins	
15	27	28	29	30	31		
February 2025	3	4	5	6	7	7th- PD Staff No School	
	10	11	12	13	14		
	17	18	19	20	21		
16	24	25	26	27	28	24th- PD SECONDARY ONLY No School 9th-12th	
March 2025	3	4	5	6	7	17th-20th Spring Break	
	10	11	12	13	14	25th- End of the Quarter 41 Days	
	17	18	19	20	21	27th- No School for K-12	
41	24	25	26	27	28	27th- P/T Conferences Elementary	
10	31					28th 7hr P/T Conferences	
2		1	2	3	4		
April 2025	7	8	9	10	11	17th- No Kindergarten (K-Registration)	
	14	15	16	17	18	18th- PD Staff NO SCHOOL	
	21	22	23	24	25		
18	28	29	30				
May 2025	5	6	7	8	9	9th - PD Staff NO SCHOOL	
	12	13	14	15	16		
	19	20	21	22	23	26th-Memorial Day NO SCHOOL	
16	26	27	28	29	30	29th- EHS Seniors Last Day	
40	2	3	4	5	6	5th- Last Day For Students K-12th	
4	9	10	11	12	13	5th- End of 2nd Semester 40 Days (81)	
	16	17	18	19	20	6th- NO SCHOOL Staff Work Day	
Total 81	23	24	25	26	27	6th- EHS Graduation	
	30						

			Total Days
35	1st Quarter	Beige New Staff	
34	2nd Quarter	Yellow Parent Teacher Conferences	
69	Total 1st Semester	Blue Professional Development - No Students	
41	3rd Quarter	Red No students or Staff	
40	4th Quarter	Green End of Quarter	
81	Total 2nd Semester	Pink Holiday	
150	Total Contact Days	Purple 1st Day of School	
		Grey PD Secondary Only - No School for 6th-12th	
		Bronze Staff Grading Day	

Schedules To Be Determined Not Confirmed Yet.
Schedules:
High School
HS Class Schedule: 7 periods
Middle School
Elementary
Teacher Day =
PD/Prep Days =

PARENT VOLUNTEERS

We need YOU and your ideas!

There are various opportunities for volunteering at our school. Some volunteers come in to read with students or assist with math facts, while others lend a hand during special events such as book fairs, the Honor Roll trip, student reward days, and after-school activities. We truly appreciate the time and effort our volunteers contribute to make these experiences memorable and beneficial for our students.

In addition, we have an incredible Parent Group that meets on a monthly basis to brainstorm and plan exciting activities. This group provides additional volunteer opportunities and helps create a vibrant school community. If you are interested in joining this amazing group, please reach out to our office at 208-365-2921.

We are grateful for the support of our parent volunteers and the positive impact they have on our school. Your dedication and involvement make a difference in the lives of our students, and we look forward to working together to create an enriching and inclusive learning environment at Emmett Middle School.

SCHOOL RULES AND POLICIES

Backpacks. Backpacks and large purses must be left in the student's locker at all times; cinch sacks no larger than 14x 18 inches or other small Chromebook-carrying cases are permitted. Students with written doctor's notes due to medical issues may be allowed to carry a backpack with administrative approval.

Bikes, scooters, etc. Bicycles, scooters, skateboards, longboards, and so on are not to be ridden on campus from 7:30 a.m. to 3:30 p.m. during the school year. Once on school walkways, students must walk or carry these to the bike rack at the front of the school. EMS is not responsible for lost or stolen property.

Chromebooks. Each student will be issued a Chromebook and charger to be used through 12th grade if he or she continues to be enrolled in Emmett School District. Students who withdraw from ESD will be required to return these items. Loss of or damage to the Chromebook or charger will incur fees as follows: Chromebook replacement \$230, screen repair \$50, charger replacement \$15.

Classroom. Students are to be in class and ready to work when the bell rings and to bring all required materials to class. Students are expected always to respect others, themselves, and all property. See “Tardy Policy” for more information.

Closed campus. Students are not allowed to leave the campus from the time they arrive in the morning until they are dismissed in the afternoon unless signed in/out through the office by a parent or guardian. Students who walk to school should arrive just prior to the 7:30 a.m. bell and leave the school grounds within 15 minutes of the end of the school day. Students participating in after-school activities must be with a school-approved supervisor when on campus.

Loitering or trespassing. Students are not to remain on school grounds waiting for school activities that begin after 3:30 p.m., as there will be no supervision available. Instead, they must leave campus and return at the time the activity begins. On early-release Fridays, study hall will be available for students who need to stay for sports practice or other school-sponsored activities.

Dances. School dances are **for EMS students only**. Students must be in attendance at school on the day of the dance in order to participate. Students must adhere to the school dress code. Students who leave the dance may not reenter.

Dress code. See “Dress Code” section.

Drugs, alcohol, vaping, and tobacco. These substances are prohibited. This includes smokeless tobacco in any form, smoking products such as electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices. Any student who gets involved with illegal drugs, alcohol, vaping, or tobacco will be suspended from school, and law enforcement will be contacted and the student cited. See the District Discipline Document for more information. ([Click here](#))

Food and drink. Open beverage containers and food are only allowed in the cafeteria and in the classroom at the teacher's discretion. Energy drinks are not allowed under any circumstances.

Halls. Students are only allowed in the hallways prior to the first-morning bell, during lunch, or during class time with a pass from a staff member. Hall passes are given at the teacher's discretion. Students who abuse hallway privileges will be placed on Hall Freeze. When a student is on hall freeze, they may not leave the classroom for any reason without a staff escort during class time.

Lockers. Students are only to use the locker assigned to them and are not allowed to share lockers. All backpacks, personal items, and books are to be kept in the locker when not in use, and the locker is to be kept locked. Emmett Middle School is not responsible for lost or stolen property. EMS rents locks to students for \$5 for the school year, or students may use their own locks. Students should never share their locker combinations with other students. Periodic locker inspections are carried out to ensure that lockers are kept neat and orderly. A student having a problem with his or her locker should go to the next class and check in with the teacher. Students should not be late for class because of locker issues.

Lunchroom. The lunchroom is available to those students eating breakfast or hot or cold lunch. Good manners and polite behavior are expected in the lunchroom; rowdy behavior will not be tolerated. Parents are welcome to eat lunch with their child but must check in at the office first. Students whose behavior is inappropriate may be removed from the lunchroom. Because teachers often have assigned duties and/or need to return to the classroom, please respect their need to go to the front of the lunch line.

Medications. Students are not allowed to carry or store in lockers any medications, whether prescription or over-the-counter (except cough drops), without prior authorization from the school nurse. Tylenol, ibuprofen, and Tums are available in the nurse's office. Other medications can be administered by office staff if prearranged. Please see "Nurse Services" in this document.

PDA. Public displays of affection are not permitted on the school grounds or at school activities.

Profane/vulgar/inappropriate language. Swearing, curse words, putdowns, racial slurs, and sexual comments are not permitted. This includes written, spoken, or digitally transmitted language. Please

note Idaho Statute 18-916: Abuse of School Teacher in Chapter 9: Assault and Battery; it states, “Every parent, guardian or other person who upbraids, insults or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor.” See the District Discipline Document for more information. ([Click here](#))

Textbooks. All textbooks are the property of the Emmett School District. As soon as a textbook is issued to the student, the responsibility for it becomes the student’s. Students are asked to cover textbooks to prevent damage. Loss of or damage to the book will result in a fee.

Vending machines. These are only to be used after school and during lunch. EMS does not own the vending machines and cannot help with problems with the machines or reimburse lost money.

Violence/harassment/bullying. These behaviors are not tolerated. Violence is any behavior involving physical force intended to hurt someone or damage something. Harassment is aggressive pressure or intimidation. Bullying is unwanted, aggressive, physical, or verbal behavior that involves a real or perceived power imbalance and is repeated. [See Idaho Statute 18-917A](#) See the District Discipline Document for more information. ([Click here](#))

Visitors. All visitors must enter through the main front doors and check in at the main office. Students from other schools are not permitted to visit during the school day.

Weapons/dangerous items. No weapons of any kind, including replicas, are allowed on campus. No fireworks, explosives, or lighters. Emmett School District has a no-tolerance policy concerning dangerous items. Expulsion may result. See the District Discipline Document for more information. ([Click here](#))

ELECTRONICS

EMS has a no cell phone/smartwatch policy. We believe that our cell phone & smartwatch policy will have a positive impact on our students as it will encourage them to engage in face-to-face conversations, build friendships, and develop communication skills but also allow them to contact someone during an emergency. We understand that mobile phones are an integral part of our lives, but we also recognize the need for balance. Therefore, we ask for your support in enforcing this policy and encourage you to discuss the benefits of this initiative with your child.

The following are the rules around cell phones & smartwatches:

1. *Cell phones/smartwatches may be used on school grounds before school and after school.*
2. *Cell phone/smartwatch use is prohibited in classrooms, restrooms, school offices, and **during lunch** unless otherwise stated by a teacher for academic purposes.*
3. *During the instructional day, cell phones/smartwatches must be set to silent mode and placed in a locker or an area designated by their class period teacher if the student chooses to bring it from their locker.*
4. *If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.*
5. *The school and its staff are not responsible for any damage to or theft of a student's cell phone, smartwatch, airpods/earbuds or any other type of device. **Students must properly secure and take care of their own devices.***

If a student is caught using a phone or smartwatch inappropriately or without permission during the school day, the following will result:

First offense: The device will be confiscated and kept by the teacher for the remainder of the day. The student is responsible for picking up the device in the teacher's room after school.

Second offense: The device will be confiscated and sent to the office for the remainder of the day. The student is responsible for picking up the device in the office after school.

Third or more offense: The device will be confiscated, sent to the office, and must be picked up by a parent. In addition, the student may be given another consequence, such as having to turn in their phone to the office at the start of each day, detention, or other consequences deemed appropriate by the administrative team.

DRESS CODE

We believe that dressing appropriately for school contributes to a sense of pride and professionalism among our students. We encourage students to dress in a manner that is neat, clean, and suitable for a school setting. This includes wearing clothing that is modest, covers essential areas, and is free from

offensive language or imagery. By adhering to these guidelines, students can focus on their education and feel confident in their appearance, fostering a positive atmosphere for everyone in our school community.

Tops. Shoulder straps must be at least three fingers width; no spaghetti straps or strapless tops. No bare midriffs or low necklines; no skin showing below the armpit. Undergarments should not be visible.

Pants/leggings. Shorts must be at least mid-thigh (halfway between the knee and hip joint) or fingertip length. Rips in pants or shorts that show skin in the area above mid-thigh are not allowed. (Leggings may be worn underneath ripped jeans.)

Skirts/dresses. Must be at least fingertip/mid-thigh length.

Headwear. Hoods and hats are not to be worn in the building.

Footwear. Students should wear shoes that are appropriate and safe for school activities and weather. No slippers.

Makeup/piercings. Face paint must not be any larger than a dime, or distracting makeup and/or piercings are not allowed.

General. Any clothing that displays offensive language or inappropriate graphics of a sexual or violent nature, references illegal substances, or advocates violence or discrimination is not allowed. Wallet chains and gang attire are prohibited.

PE uniforms. All 7th and 8th grade students enrolled in PE or weights classes will be required to wear a uniform consisting of a plain gray T-shirt and royal blue shorts. These can be brought from home or purchased from EMS, via the Parent Portal or in the office (shirts \$7.50, shorts \$12.50).

Students wearing clothing that does not adhere to the EMS dress code will be sent to the office and will be asked to utilize the counseling office clothes closet or call parents for different attire. If parents cannot be reached, the student will have access to the school closet or attend in-school suspension until a change of clothes is received. See the District Discipline Document for more information. ([Click here](#))

SCHOOL SAFETY

Responsible students are a critical component. We need help from responsible students to ensure the safety of all of our students. Students are asked to report to a staff member anyone who brings a knife, gun, lighter, or any dangerous item to school or participates in any unsafe activity during the school day.

Visitors. Whether family members or friends, all visitors must enter through the main front doors and check in at the office. Do not take a student from school without checking him or her out in the office.

Emergency drills. Fire, lockdown, and other emergency drills are conducted unannounced several times during the school year. Students exit the building through specific routes depending on which room they are in at the time. Students are to walk out in an orderly fashion and remain quiet throughout the drill, including the return to classrooms. Teachers have detailed instructions and will cover them with each of their classes.

ATTENDANCE

DISTRICT POLICY

The local trustees agree that being present at school is extremely important. Students are required to be in attendance at school at least ninety (90) percent of the time that school is in session during each school term. No more than nine (9) school days can be missed per semester. The board may deny a promotion to the next grade or deny credit to any student who does not meet these criteria. With the exception of exempt absences (see below), absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in extraordinary cases, students are expected to be present at school and in their assigned classes. See District Attendance Policy on page 26.

TYPES OF ABSENCES

Emmett Middle School recognizes the four types of absences listed below. **Please note that all categories except “exempt” count toward the limit of nine (9) absences per semester when eligibility for credit and promotion is being considered.**

Excused absences occur when a student is absent from school with the parent/guardian’s knowledge and consent. Whenever possible, the school should be notified in advance of the absence. Students with excused absences will be allowed the number of days absent plus one day to complete and turn in missed work. **Excused absences DO count toward the limit of nine (9) absences per semester.**

Exempt absences occur when a student is absent from school to attend an appointment with professional personnel (doctor, dentist, counselor, attorney, etc.), and the appointment is confirmed with documentation from the professional. Absences due to school-sponsored activities, such as field trips and sporting events, are also exempt. Exempt absences **do not** count toward the limit of nine (9) absences per semester.

Truancy will result when a student is absent from school or class(es) without the knowledge and permission of the parent/guardian or school authorities. Makeup privileges are allowed at the principal’s discretion. Discipline for continued truanancies will be left to the school administration’s discretion. Truanancies greater than ten (10) may be referred to the superintendent for review. See “Truancy” below.

Extraordinary absences may result in some circumstances. Extraordinary absences may include but are not limited to verified long-term illness, medical treatment/hospitalization, and death of a family member or a close friend. Those students who have valid reasons to believe that all or some of their absences are the result of extraordinary circumstances may request a review of their case.

ATTENDANCE PROCEDURE – EMS OFFICE (208) 365-2921

In order to facilitate accurate attendance reporting, parents are asked to call the EMS office staff or leave a voicemail message when their child is absent or late or send a note in with their child when he or she returns to school.

Absence. If your child will be absent for any reason, please call the office or send a note with your child when he or she returns to school.

Late arrival at school. A student arriving late at school must check in at the office and get a pass to class. The student will only be excused if a parent/guardian has excused him or her or the student's bus is late.

Leaving school early. If a student must leave school during the day due to illness, appointment, or other reasons, a parent/guardian must check the student out in the office. When the student returns, he or she should check back in at the office prior to going to class.

Appointments. If your child's absence or tardiness is related to a professional appointment (doctor, dentist, counselor, etc.), obtaining a note from the professional will exempt the absence or tardiness.

Late to class. If the student is late to class because the teacher of the previous class detained him or her, the student must secure a pass from that teacher.

TARDY POLICY

At our school, we value punctuality and strive to create an environment where students can maximize their learning opportunities. Our Tardy Policy aims to support students in developing a strong sense of responsibility and time management skills. Tardies are categorized and recorded in the student's attendance record as follows:

Excused: The office has been notified by a parent/guardian via phone call or note of the student's late arrival. **Please note this will still count toward consequences.**

Exempt: The office has received documentation from a professional practitioner such as a dentist, doctor, counselor, or attorney or has been informed by the bus garage of a bus arriving late.

Unexcused: The office has not received any of the above communications.

Unexcused tardies will be addressed according to the following:

To promote a positive learning environment, we approach tardiness with clear consequences:

- First occurrence (per class): The teacher records the tardy and notifies the student of their late arrival.
- Second occurrence (per class): The teacher records the tardy, informs the student of their late arrival, and highlights that the next tardy will result in a phone call home.
- Third occurrence (per class): The teacher records the tardy and notifies the parent the student will receive a lunch detention and will receive a lunch detention for each tardy received for the remainder of the semester.
- Seventh or additional occurrence: Further actions will be determined at the discretion of the administrator.

We want to emphasize that our Tardy Policy is designed to support students in developing habits of punctuality and responsibility. It is an essential component of our attendance appeals/petitioning process, which offers students an opportunity to address any extenuating circumstances. We believe that by adhering to these guidelines, we can cultivate a positive and focused learning environment for all students.

See the District Discipline Document for more information. ([Click here](#))

TRUANCY

Truancy absences will result when a student is absent from school or class(es) without the knowledge and permission of his or her parent/guardian and school administration. In all truancy cases of which the school administration is aware, the parent or guardian will be notified.

First truancy: Parent contact will be made by the principal or counselor, and the student will be assigned to detention.

Second truancy: Parent contact will be arranged by the administration, and the student may be assigned in-school suspension.

Third or continued trancies: Handled at the discretion of the school administration.

Habitual truancy: Greater than ten (10) occurrences of truancy will be referred to the superintendent for review.

Makeup privileges are allowed at the administration's discretion.

See the District Discipline Document for more information. ([Click here](#))

ATTENDANCE APPEAL/PETITIONING PROCESS

If a student incurs ten (10) or more absences in a single semester, he or she will be required to complete a petition for review by the attendance committee. Each secondary building will have an attendance committee composed of a building teacher, administrator, and attendance secretary.

Step 1: The attendance committee will review the records and circumstances and determine whether or not the student will receive credit.

Step 2: The decision of the committee may be appealed to the building principal. The appeal must be submitted to the building principal within ten (10) work days after receiving it from the attendance committee.

Step 3: The decision of the building principal may be appealed to the superintendent. The appeal must be submitted to the superintendent within ten (10) work days after receiving it from the building principal.

Step 4: The decision of the superintendent may be appealed to the school board for a final decision. The appeal must be filed with the superintendent's office within ten (10) work days after the superintendent notifies the parent/guardian of his decision. The board will address the appeal in executive session. The board's decision will be final.

ACADEMIC POLICIES

6TH GRADE REQUIREMENTS

6th Grade Requirements	Credits
Required Core:	
Math	2
English Comp	2
English Lit	2
General Science	2
Social Studies/ History	2
Electives:	
Choice Electives	4
WIN class (required)	1
Total Credits per year	15

MIDDLE-LEVEL PROMOTION (7TH AND 8TH)

It is the goal of the Emmett School District for all students to be successful. Middle school is a transition time for students, and many habits are formed and reinforced during these years. To ensure student success in their current and future education, the state of Idaho has devised the Middle-Level Credit System (detailed below), which requires each district to implement a credit system no later than grade seven.

1. Students in 7th and 8th grade must pass at least 12 of 14 possible semester credits.
2. Students may not fail more than two (2) classes per year (core or elective courses).
3. Students may not fail two (2) semesters of Math, English, Social Studies, or Science in a single year.

7 TH -GRADE CREDITS	8 TH -GRADE CREDITS
2-Math	2 Math
2-English	2-English
2-Science	2-Science
2-Social studies	2-Social studies
1- PE	2- *Health & 1-Career Pathways
5- Other credits (electives, intervention)	4-Other credits (electives, intervention)
1 credit/year- WIN	1 credit/year- WIN

4. By signing the student receipt of the information page, students and parents/guardians acknowledge the expectations, possible consequences, and built-in opportunities for help and/or credit recovery.
5. Incoming at-risk students may be assigned intervention, skills labs, or placement at the alternative school to ensure a successful start to middle school.
6. Parents of students having missing assignments and/or low scores on assessments will be contacted to partner with the school regarding required school-based interventions for their children. These interventions may include alternative placement and/or summer school.
7. Students who fail to meet school credit requirements will be required to attend summer school. Contact the counseling office for summer school locations, dates, and times.
8. If necessary, the school intervention team will review any extenuating circumstances that should be considered prior to a student's placement in summer school or in an alternative setting.

9. Students in 7th and 8th grade who do not meet the middle-level promotion requirements will be enrolled at Black Canyon School to complete their requirements.
10. A review meeting will be held at the end of each school year to determine the most appropriate placement for each student. EMS, EHS, and BCJH will be represented on the review team.

GRADING SCALE

90–100%	A
80–89%	B
70–79%	C
60–69%	D
59% or below	F

HONOR ROLL

Academic achievement is recognized as follows:

- Exemplary Honors: 3.75 GPA and above
- Merit Honor Roll: 3.50–3.74 GPA
- Honor Roll: 3.25–3.49 GPA

LATE WORK

Students who have missing work will be encouraged to attend after-school tutoring to make up missing work.

MAKEUP WORK

Upon return from an absence, students will be allowed the number of days absent plus one day to complete and turn in makeup work. It is the student's responsibility to collect missing work resulting from an absence.

For planned absences, such as travel, students should meet with their teachers in advance for assignments and, if possible, stay in touch with teachers via email. Please allow teachers 24 hours to compile work for an extended absence.

ELIGIBILITY FOR ASSEMBLIES

Students with missing assignments may lose the privilege of attending school assemblies. Students not participating in an assembly will attend a study hall during that time.

AFTER-SCHOOL TUTORING

After-school tutoring is available Monday through Thursday to all EMS students. This service is provided to support a variety of learning needs. Tutoring may also be assigned through our teaching teams (RTI) to provide further support for students. Busing will be provided by the After-School Program. For more information, please contact Shannon Anderson, sanderson@isd221.net.

SKILLS LABS

Intervention classes called Skills Labs may be available to students who are struggling in math, reading, or language usage. Students who score below proficient in any of these areas on his or her ISAT may be required to enroll in a Skills Lab. The Skills Lab will replace one elective class.

WIN PERIOD (WHAT I NEED)

All students will be enrolled in a WIN class period. WIN stands for "What I Need," which is a targeted instructional time in a middle school setting. It is designed to provide students with personalized support and intervention based on their individual needs. Students will also complete Core Project lessons where students are developing citizenship skills. Students have the opportunity to earn 1 credit over the course of the school year.

ADVANCED LEARNING OPPORTUNITIES

Advanced coursework. Advanced-level classes are available in English, Math, Science, and Social Studies for 7th- and 8th-grade students. Algebra 1 taken at EMS is eligible for high school credit.

Idaho Digital Learning Academy (IDLA). IDLA is an online platform that provides students with access to a diverse assortment of high school courses, both core classes and electives. Students do not receive credit for simply taking IDLA—they must successfully complete the course(s).

Administrative approval is required prior to registering for IDLA, and parents are responsible for the fees for these courses.

Credits for Algebra 1 and IDLA courses taken in middle school may be added to the student’s high school transcript at the beginning of his or her 9th-grade year. Once on the high school transcript, these course(s) and grade(s) cannot be removed from it. If the parent/guardian chooses not to have these courses and credits placed on the transcript at the start of the 9th-grade year, then they cannot be applied to high school graduation requirements, and required high school courses such as Algebra 1 would have to be retaken during high school.

PARENT ONLINE ACCESS: Infinite Campus Parent Portal

Parents/guardians are able to view student assignments, grades, attendance, lunch balances, and other information, as well as pay fees, through the Infinite Campus Parent Portal. Parents/guardians are strongly encouraged to make use of this tool. Account setup is available through the counseling office.

PROGRESS REPORTS

Progress reports will be available on the Infinite Campus Parent Portal at mid-semester during the school year. Parents with concerns or questions can contact the counseling office.

TECHNOLOGY

STUDENT COMPUTER USE

Emmett School District policy #698: Computer and network service. An account on the Emmett School District computer network and, subsequently, access to the internet is provided for all students unless otherwise requested by parents or guardians. Computers and computer networks, including internet access, provide valuable tools that support the education of students in Emmett School District #221. Network users are expected to use all network resources for purposes appropriate

to the education environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of Emmett School District #221.

On the school network and on the internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, you might encounter information that may not be appropriate. The Emmett School District has taken measures to prevent access to inappropriate information, but internet filtering software is not infallible. The school is not responsible for other people's actions or the quality and content of information available. We trust our students and staff to know what is appropriate.

DISCIPLINE POLICY

All staff are trained in Positive Behavior Interventions and Supports (PBIS). PBIS is the application of evidence-based strategies and systems to assist schools in increasing academic performance, increasing safety, decreasing problem behaviors, and establishing positive school cultures. The PBIS committee has created an [EMS School Behavior Flow Chart](#) and [Behavior Matrix](#) to guide behavior expectations, interventions, and consequences.

All students are expected to know the school rules regarding conduct and discipline. Discipline problems in the classroom are handled by the teacher. If a student repeatedly violates rules, the teacher will then notify the parents. If the behavior does not improve, the school administration will be notified. The administration will determine where the student is placed on the discipline step procedure.

Electronic surveillance may be used to monitor student activities on school grounds and on school buses. Video and audio evidence may be used to determine disciplinary actions.

See the District Discipline Document for more information. ([Click here](#))

STUDENT REFERRAL

Level 1 & 2: The teacher documents student behavior and conferences with the student. The teacher decides on any needed consequence and contacts the parents/guardians. (See EMS School Behavior Flow Chart)

Level 3 & 4: -All level 3 and 4 major behaviors are documented in Infinite Campus and responded to by the administration. An appropriate consequence based on the district's behavioral flow chart is given, and parents/guardians are notified.

See the District Discipline Document for more information. ([Click here](#))

LUNCH DETENTION

Students who are assigned lunch detention must be on time and well-behaved at lunch detention to be given credit for that day's lunch detention attendance. Students who do not complete their required lunch detention time will be assigned to after-school detention.

IN-SCHOOL SUSPENSION (ISS)

Administration may assign ISS to a student for flagrant misconduct, repeated violations of school rules, or health and safety reasons. (Any major level 3 or 4 behavior.)

1. Parents/guardians will be notified of in-school suspension.
2. During ISS, the student will not attend his or her regular classes but will do school work in the ISS room with a staff person.

SUSPENSION (OSS)

Administration may suspend students from school for flagrant misconduct, repeated violations of school rules, or health and safety reasons. (Any major level 3 or 4 behavior.)

1. Parents/guardians will be notified of the suspension.
2. During suspension, the student will be in the custody of a parent or guardian and will not be permitted on school grounds and/or any school-sponsored activities.

3. A conference with the parents may be required before a student is reinstated in school.
4. Any imposed suspension does not preclude a student's being subject to expulsion under later review of his or her case by the board of trustees.

REBOUND

Any student who is chronically being referred to the office for behavioral issues and is not responding to traditional consequences may be assigned to the Rebound program at Emmett Middle School. During their time in Rebound, the students will be placed in a self-contained classroom where they will be responsible for completing their classwork and a variety of activities designed to intervene with the students' maladaptive behaviors. If the misbehaviors continue after their time in the Rebound program, the building administration will refer the student to an expulsion hearing for incorrigible behavior.

EXPULSION

The board of trustees may expel any student who is a habitual truant, is incorrigible, whose conduct is continuously disruptive of school discipline or the instructional effectiveness of the school, or whose presence in school is detrimental to the health and safety of others.

No pupil shall be expelled without the board of trustees, through the superintendent or his/her designee, having first given written notice to the student's parent/guardian stating the grounds for the proposed expulsion and the time and place where the parent/guardian may appear to contest the action of the board. This notice shall also state the rights of the student to be represented by counsel, to produce witnesses, to submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her.

Within a reasonable period of time following parent/guardian notification, the board of trustees shall grant the student and his or her parent/guardian a full and fair hearing on the proposed expulsion. The board of trustees shall allow a reasonable period of time between notification and hearing to allow the student and parent/guardian to prepare their response to the charge(s).

A student who has been expelled may be readmitted to the school by the board of trustees upon reasonable conditions as may be prescribed by the board, but readmission shall not prevent the board from again expelling the pupil for cause.

COUNSELING DEPARTMENT

The counseling department at Emmett Middle School is here to support you every step of the way. Our dedicated counselors provide a wide range of services to help you succeed academically, personally, socially, and in your career journey. Whether you need guidance on course selection, enrollment, or dealing with personal challenges, our counselors are always available. Don't hesitate to reach out to our caring counseling team. We are here to empower you and help you thrive at EMS!

CONFIDENTIALITY

Confidentiality is a primary obligation of the school counselor. To create a safe, trusting environment, the counselor will explain the meaning and limits of confidentiality to each student. Except for instances in which the student expresses intent to harm him/herself or others, the confidentiality of the relationship between counselor and student will be maintained. However, our counselors have an understanding of the legal and inherent rights of parents/guardians to be the guiding voices in their children's lives and, when appropriate and consistent with the ethical responsibilities to the student, reasonable effort will be made to honor the wishes of parents/guardians concerning information regarding their child.

SCHEDULE CHANGES

All students will have five (5) school days after the beginning of each semester to request a schedule change. Students must complete a change form from the counseling office and must indicate the reason for the change before consideration for approval. Students requesting a schedule change after five (5) days will need administrative approval.

WITHDRAWING FROM SCHOOL

If you need to withdraw your student from Emmett Middle School, please contact the registrar in the counseling office. We will guide you through the process and make it as smooth as possible for you and your child. As part of the withdrawal process, it is important to return any school materials or borrowed items. This includes textbooks, Chromebooks, chargers, musical instruments, library books, and any other items issued by EMS. Additionally, we request that all outstanding fees be paid. To facilitate a seamless transition and ensure that your student's records are transferred promptly, we kindly ask that families complete the withdrawal process before checking out of the school. This will help us maintain accurate records and assist in the enrollment process at your new school,

NURSE SERVICES

The school nurse is available for a limited number of hours each day to help students with acute health situations that arise during the school day. Please do not use the school nurse in place of a regular family healthcare provider. Please inform the nurse of any medical problems your child may have.

Students with fever, vomiting, or diarrhea should be kept home from school. Additional symptoms and conditions that warrant keeping your child home are explained in detail in the document “Guidelines for Keeping Sick Children Home,” which can be found on the EMS home page.

Unless otherwise directed by a parent, the nurse may dispense acetaminophen (Tylenol), ibuprofen, antacid tablets (Tums), and lozenges/cough drops as needed. For all other medications, whether over-the-counter or prescription, including inhalers, please note the following procedure:

- The parent/guardian must fill out and sign the Authorization for Medication Administration form, available in the nurse's office.
- The medication must be in its original packaging. For prescription drugs, the student's name, prescription number, doctor, and instructions must be clearly printed on the container.
- The medication will remain in the nurse's office. Students are not allowed to carry medication or store it in their lockers unless previously arranged with the school nurse.

- It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless the student has a disability and is unable to do so.

LIBRARY

Hours: Mon–Fri 7:45 a.m.–3:00 p.m.

Checkout limit: 2 items per student

Checkout period: 2 weeks

Overdue items. Items returned late will incur a fee of \$.05 per school day. No books will be checked out to students with overdue books and/or unpaid fees.

Lost or damaged materials. Students are responsible for paying replacement value for any lost or damaged book. If the book is later found and returned undamaged before the end of the current school year, the fee will be refunded.

Printing. Class assignments typed by the student are printed at no charge. All other printing is \$.10 per page.

Library materials selection

- Books included in our collection are reviewed and selected by our building's library media specialist. Curriculum needs, quality of the work as a whole, appropriateness to the various ages and maturity levels of our students, and the recommendations of professional reviewing sources are all taken into account in the selection process.
- A detailed materials selection policy is on file, and copies can be requested by contacting the school library.
- The EMS library adheres to District Policy #652, "Library and Resource Center Materials," which details the process should a patron wish to challenge school library materials. This document is available at emmettschools.org under School Board/Board Policy or by contacting the school library.

Special Collections

Red dot. Books identified with a red dot on the cover are “quick reads” at level 3.5 and below.

Blue dot. Books for intermediate readers are marked with a blue sticker on the cover. These books can only be checked out by 7th and 8th graders. Intermediate books are carefully reviewed and may include mild language/swearing, some violence, and teenage themes or situations.

Yellow dot. Books for mature readers are marked with a yellow sticker on the cover, and include a Reader’s Advisory label inside the back cover identifying the reason for the mature rating. These carefully reviewed books may include complex or difficult subject matter, indiscreet language, abuse, mature themes, conflict, or violence and are included only when they lead readers to develop skills in dealing with the inevitable difficulties of life. These titles are only checked out to 8th-grade students; however, parents may request that yellow-dot books not be checked out to their 8th-graders. Parents are always encouraged to contact our library staff with questions, concerns, and suggestions.

ACTIVITIES

STUDENT GOVERNMENT

Students who are interested in being involved in student government will need to run for Student Council. Student Council elections take place in the spring of the following school year, and grade-level representatives are selected in the fall. Student Council members represent the student body in advocating for their fellow classmates, voicing concerns to the school’s administration. They also organize activities, promote the school's common good, give students a share in the school's management, demonstrate high ideals of personal conduct, and help solve problems that may arise.

EXTRACURRICULAR

Students at Emmett Middle School have the opportunity to get involved in a variety of extracurricular and co-curricular activities. Band and drama can be taken as electives during the school day but involve after-school hours for productions and events. EMS also has after-school clubs in areas of student interest, such as Robotics. Some after-school clubs often participate in outside events.

EMS is a member of the Intervalley League. We have the following teams:

6th Grade Students	7th-8th Grade Students
Cross-country	Cross-country
Wrestling	Wrestling
Track and Field	Track and Field
Tennis	Football
Academic Team	Volleyball
	Basketball
	Tennis
	Academic Team

Please see the EMS Athletic Handbook (available on the EMS home page and in the EMS office) for details and policies regarding sports.

ACTIVITY CARDS

Students will receive an Emmett Middle School photo ID card free of charge on picture day. Additionally, students have the option of purchasing a high school activity card for \$25. The high school card provides free admission to all home sporting events at Emmett High School, discounted admission to away events for EHS, and a \$1 discount to EMS dances. Note there is no admission fee for regular-season middle school sporting events. Replacement ID cards and activity cards are \$5.

ADDITIONAL BOARD POLICY AND RELEVANT SCHOOL INFORMATION:

TITLE 1 INFORMATION

Right to receive teacher information. Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child’s classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grade(s) and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child will be taught for four or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications of your child's teacher or instructional aide, please contact the Director of Federal Programs at (208) 365-6301.

SCHOOLWIDE TITLE 1 PROGRAM AT EMMETT INDEPENDENT SCHOOL DISTRICT:

A PROGRAM TO HELP STUDENTS LEARN!

What is Schoolwide? A Title 1 Schoolwide program allows funds from Title I, Part A of the Elementary and Secondary Education Act (ESEA), along with other federal and nonfederal program funds and resources, to upgrade, reform, or improve teaching and learning in schools with the highest levels of poverty.

How was this school chosen to participate? This school provides Title 1 assistance to all students, based on overall economic need.

Which students in the school participate in the Title 1 Schoolwide program? In a Schoolwide program, identification of specific children is not required. Instead, at-risk groups within the whole

school are identified for intervention. A school is ultimately responsible for the academic success of every member of its population.

How is a student chosen to participate? All students may participate. Student need is based on a variety of assessments, including the Idaho State Assessment Test (ISAT) and the Idaho Reading Indicator (IRI), to determine their level of proficiency.

How does the program work? Title 1 reading specialists and paraprofessionals provide reading and/or math assistance. Paraprofessionals work in the classrooms with small groups of students under the classroom teacher's direction. Some students may work in the Title 1 room with a Title 1 teacher or paraprofessional on skills needed to bring them to grade level.

How does this benefit my student? All students benefit from increased teaching manpower and small group instruction. Through the use of certified teachers and paraprofessionals, every student is targeted for Title 1 assistance and has the opportunity to receive intensive instruction. Students are accelerated so that they will be able to meet or exceed district and state standards.

How can parents get involved? Under Title 1 federal law, parent involvement is very important. If you have any questions or comments, please contact the school. You can also contact the Director of Federal Programs at the Emmett Independent School District office by calling (208) 365-6301.

The existence of the Title 1 Schoolwide program in our schools provides valuable opportunities for our students. Because it is a federally funded program, there is a need for local oversight and parental input into how the program should operate. Please let the building principal know if you are interested in providing input or volunteering in our schools. You are urged to find out more about Title 1 and to become involved in the education of your student.

If you do not want your child to participate in Title 1 services you may opt out by calling the building principal at the school your child attends.

TITLE IX INFORMATION

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex, including sexual harassment and sexual assault, in education programs or activities that receive Federal financial assistance.

Title IX states, *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

WHAT IS SEXUAL HARASSMENT?

- Quid pro quo by an employee;
- Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a school's education program or activity; and/or
- Sexual assault as defined by the Clery Act, and dating violence, domestic violence, and stalking as defined by the Violence Against Women Act.

[Read Emmett School District's Title IX Policy Title IX Sexual Grievance Process](#)

[Harassment](#)

TO FILE A COMPLAINT, CONTACT THE TITLE IX COORDINATOR:

Isa DeArmas, Title IX Coordinator
Independent School District #221
119 N. Wardwell Ave.
Emmett, ID 83617
(208) 365-6301
idearmas@isd221.net



MCKINNEY-VENTO (HOMELESS) INFORMATION

If your family (or a family you know) lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you/they cannot find or afford housing, your/their preschool and school-aged children have certain rights or protections under the McKinney-Vento (Homeless) Education Assistance Act. Students who live in the situations identified above automatically qualify for free and reduced lunch. For more information contact Amy Burr, the Emmett School District's liaison for McKinney-Vento (Homeless) Education, at the District Office, 208-365-6301.

MIGRANT EDUCATION PROGRAM

The Migrant Education Program supports educational programs for migratory children to reduce the impact of academic disruptions from repeated moves so that each child receives the same opportunity to meet academic content standards and can overcome barriers to transition successfully into postsecondary education and employment. Contact Program Coordinator Elsa Johnson at 208-365-6301.

ENGLISH LEARNER (EL) PROGRAM (TITLE III-A)

The Title III/Idaho Program's mission is to help ensure that English learners (ELs) attain English language proficiency and meet state academic standards, as defined by the Every Student Succeeds Act (ESSA). The District provides instruction that is designed to teach EL students English language skills in all four domains; listening, speaking, reading and writing. Our goal is for all students to become proficient English speakers, listeners, readers, and writers. Contact Program Coordinator Elsa Johnson at 208-365-6301.

Note: The following policy only applies to Districts receiving federal funds for the education of migratory children.

POLICY 2390: EDUCATION OF MIGRATORY CHILDREN

Adopted on: 11/08/2021

Purpose

In accordance with the Board’s philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for all students who qualify as Migratory Children under applicable provisions of state and federal law and/or this Policy. The purposes of the program are:

1. To implement a high-quality and comprehensive educational program and to provide educational services during the school year and, as applicable, during summer or intersession periods, that address the unique educational needs of migratory children.
2. To ensure that migratory children who move around the United States are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and challenging state academic standards.
3. To ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.
4. To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit their ability to succeed in school.

Eligibility

Children are eligible to receive District services if they fall within the definitions below:

- **Migratory child:** The term “migratory child” means a child or youth who made a qualifying move in the preceding 36 months:
 - A. As a migratory agricultural worker or a migratory fisher; or
 - B. With, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

- **Migratory fisher:** The term “migratory fisher” means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, then the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.

Qualifying move: The term “qualifying move” means a move due to economic necessity:

- A. From one residence to another residence; and
 - i. From one school district to another school district, except:
In the case of a state that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or
 - ii. In the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.
- B. The term “in order to obtain”, when used to describe why a worker moved, means that one of the purposes of the move is to seek or obtain qualifying temporary employment or seasonal employment in agricultural work or fishing work.
- C. If a worker states that a purpose of the move was to seek any type of employment, i.e., the worker moved with no specific intent to find work in a particular job, the worker is deemed to have moved with a purpose of obtaining qualifying work if the worker obtains qualifying work soon after the move.
- D. Notwithstanding item D above, a worker who did not obtain qualifying work soon after a move may be considered to have moved in order to obtain qualifying work only if the worker states that at least one purpose of the move was specifically to seek the qualifying work, and:
 - i. The worker is found to have a prior history of moves to obtain qualifying work; or

- ii. There is other credible evidence that the worker actively sought qualifying work soon after the move but, for reasons beyond the worker's control, the work was not available.

Plan Requirements

The District's Plan shall, at a minimum, include provisions to accomplish the following goals and directives:

1. **Performance targets:** The plan must specify:
 - A. Performance targets that the State has adopted for all children in reading and mathematics achievement, high school graduation, and the number of school dropouts, as well as the State's performance targets, if any, for school readiness; and
 - B. Any other performance targets that the State or District has identified for migratory children.
2. **Needs assessment:** The plan must include an identification and assessment of:
 - A. The unique educational needs of migratory children that result from the children's migratory lifestyle; and
 - B. Other needs of migratory students that must be met in order for migratory children to participate effectively in school.
3. **Measurable program outcomes:** The plan must include the measurable program outcomes (i.e., objectives) that a State's migrant education program will produce to meet the identified unique needs of migratory children and help migratory children achieve the State's performance targets identified in paragraph (1)(A) of this section.
4. **Service delivery:** The plan must describe the strategies that the State Board will pursue on a statewide basis to achieve the measurable program outcomes in paragraph (3)(A) of this section by addressing:
 - A. The unique educational needs of migratory children; and
 - B. Other needs of migratory children.

5. **Evaluation:** The plan must describe how the District will evaluate the effectiveness of its program.

Record Keeping

District records for migratory children should include the following:

1. Immunization records and other health information;
2. Elementary and secondary academic history (including partial credit), credit accrual, and results from State assessments;
3. Other academic information essential to ensuring that migratory children achieve to the challenging State academic standards; and
4. Eligibility for services under the Individuals with Disabilities Education Act.

The District is required to keep financial records to demonstrate:

1. The amount of funds under the grant or sub-grant;
2. How the District uses the funds;
3. The total cost of the program;
4. The share of the cost provided from other sources; and
5. Other records as needed to facilitate an effective audit.

The District must maintain migrant child records for three years after the date the District submits its last expenditure for the time period. If any litigation, claim, negotiation, audit, or other action involving the migrant child records is taken, the records must be retained until the completion of the action and resolution of all issues or until the end of the regular three year period, whichever is later.

For an employee who has both migrant child and non- migrant child responsibilities, the District must maintain appropriate time distribution records. Actual costs charged to each program must be based on the employee's time distribution records. For instructional staff, including teachers and instructional aides, class schedules that specify the time that such staff members devote to migrant child activities may be used to demonstrate compliance with the requirement for time distribution

records so long as there is corroborating evidence that the staff members actually carried out the schedules.

Emmett School District
Regarding Right to Receive Teacher Information

Dear parent,

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact Superintendent Craig Woods at 208-365-6301.

If you would like more information about Emmett Middle School, please feel free to call Principal NAME at (208) 365-2921.

Emmett School District
Home and School Compact

What is a School-Parent Compact?

A School-Parent Compact is a jointly developed document created by our Parent Involvement Committee and school staff. This document, which is required for our Title 1 Parent Involvement Plan, outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement at this school. This compact also describes how parents and our school should build and develop a partnership to help children achieve Idaho’s high standards.

Mission Statement

Emmett School District will prepare all students for individual success.

Vision Statement

The Emmett School District implements innovative and best educational practices utilizing cutting edge technology and rigorous curriculum. Passionate, visionary professionals guarantee high level learning across all grades. Our district works collaboratively in state of the art facilities to ensure all students are empowered to succeed in life beyond high school.

Goals for Student Achievement

By May 2025 Emmett Middle School will increase the number of students scoring proficient on the Math ISAT test by 6 percentage points. *

By March 2025 Emmett Middle School will increase student behavioral commitment to 55% as evidenced in the Cognia Student Survey results *

*Subject to change based on current data.

Activities to Build Partnerships

- Parent-teacher conferences
- Literacy & STEAM Night
- School newsletter

- Christmas music program
- Robotics
- Drama performances

Teachers, Parents, and Students - Together for Success

Teacher Responsibilities

I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:

- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach basic concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences annually.
- Deliver high quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

School Principal Responsibilities

I support and encourage student/parent/teacher compacts and partnerships. I will:

- Provide an environment that permits positive communication between the student, parent and teacher
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
- Provide equal and fair opportunities to access staff and the opportunity to volunteer.

Student Responsibilities

Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:

- Believe that I can and will learn.

- Be responsible for my behavior.
- Give work and school papers to my parents/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

Family Responsibilities

Parent/Caregiver: I want my child to succeed. I will encourage him/her by doing the following:

- Encourage positive attitudes about school.
- Support the school discipline policy and school policies.
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish with my child a place and time to study and a daily reading time.

POLICY 3050: DISTRICT ATTENDANCE POLICY

Adopted on: 12/31/2021

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding excellence in education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and

dependability as they are about academic record. School success, scholarship, and job opportunities are greatly affected by a good attendance record.

90% Attendance

The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine days per semester or six days per trimester, whichever is applicable. The administration shall adjudicate absences where the total number of days is brought below nine days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular;
2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Board;
3. Subpoenas to appear in court or court-ordered, out-of-District placements for special services; and
4. Illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 90% limit will include such areas as: family trips; work days; vacations; visiting friends or relatives; suspension in and out of school; watching tournaments when

not an actual participant; hair, medical, dental, or photography appointments; skiing; hunting; court appearances; attending concerts; shopping; or any others not mentioned which are unacceptable to the Board.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two school days following return to school; otherwise, the absence is classified as unexcused. Parents/guardians, doctors, or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the principal.

Any student who is a truant for the first time will have their parents contacted and serve one Friday night school. The second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension. Four truanies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a

complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such a petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

90% Attendance Appeal Process

If a student has lost credit due to excessive absences and the parent/guardian feels there is an extenuating circumstance, they may appeal to the Board of Trustees.

In reviewing written documentation during the appeal hearing, the Board of Trustees will consider the following:

1. Attendance for the preceding semester and/or year;
2. Grade(s) earned in the class(es) where credit was lost and other grades;
3. Makeup work completed and the student's attitude toward school; and
4. Extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

Elementary Attendance Plan - Minimum Required Steps

The following procedures will be followed with some flexibility available to the principal if extenuating circumstances exist.

1. Elementary School Sends out an "Attendance Meeting" email to parents and students starting with 3 absences (per semester).
2. Elementary School sends a letter home after 6 absences (per semester), requesting a parent conference explaining attendance policy and procedure.

3. Elementary School will email “Attendance Notice” form to parents when student absences reach number 9 (per semester).
4. Going beyond these absences (10 or more per semester) school will mail a letter home informing parents and student of a request for a Student Attendance Review Board meeting.
5. Accurate reporting of attendance is essential. In order to facilitate communication between home and school regarding student absences, parents are asked to contact the office or leave a message on the school’s answering machine when their student will not be in attendance. The number is 208-365----. The maximum allowable absences are 18 days per year.

TARDY, LATE ARRIVAL, EARLY DEPARTURE DEFINITIONS

See Attendance Policy above.

Attendance for Infinite Campus is based on minutes. There are 370 minutes in a whole school day and 300 minutes for the Early Release Friday’s. If a student must leave school during the day due to illness, doctor or dentist appointment, or other reasons, check out through the office. When the student returns, check back in through the office.

1. The tardy bell rings at 9:00. Students may be considered tardy if he/she is not in class and prepared by the tardy bell.
2. Student will be considered absent for at least a half day if he/she misses more than 2.5 hours of the school day.
3. Students who leave early, but miss less than 60 minutes of attendance for the day, will be issued an Early Departure.

EXCUSED ABSENCES

If doctor or dental appointments must be made during school hours, parents should prearrange the absence. A doctor should verify any prolonged illness. Excessive absences without a doctor’s note verifying illness could result in the student being declared habitually truant.

CLASSIFICATION OF ABSENCES

See the full Attendance Policy. Excused absences occur when a student is absent from school with the parent/guardian's knowledge and consent.

- A. Excused absences may include, but are not limited to: student illness, medical or dental appointments, illness of a family member, family conveniences, or pre-arranged absences.
- B. Excused absences will be counted when computing the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.

Exempt excused absences occur when a student is absent from school to attend an appointment with professional personnel and the appointment is confirmed with documentation from the professional.

- A. Professional appointments include medical doctors, dentists, counselors, attorneys.
- B. Exempt excused absences will not be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.

School release absences occur when the student misses class(es) due to school-approved activities.

- A. School release absences may include, but are not limited to: class field trips, meeting sessions with school personnel, approved sports events, etc.
- B. School release will not be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.

Truancy absences will result when any student is absent from school or class(es) without the knowledge and permission of his/her parent/guardian or school authorities.

- A. Truancy will be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.

Extraordinary absences may result in some circumstances.

- A. Extraordinary absences may include, but are not limited to: long-term, verified illness or medical treatment, and death of a family member or a close friend.
- B. Extraordinary absences will be counted when the percentage of attendance (90%) and consequent eligibility for promotion or credit is being considered.

MAKEUP WORK

Students will be allowed one day for each day that they are absent from school to turn in their assignments. It is the responsibility of the student to collect all missing work resulting from an excused absence. Students are engaged in direct instruction for most of the school day, so our teachers prefer to meet with your child individually and catch him/her up that way in the event of a short absence. Students who are absent should still read for 20 minutes a day.

HOMEWORK POLICY

Research recommends that all students have quality time for doing homework. Your child may be required to do homework several times a week. Each grade level will have specific homework requirements. Please check with your child's teacher.

DISMISSAL

School administrators must be able to account for all students during school hours.

The following dismissal procedures must be adhered to:

- No elementary school child shall be permitted to leave school prior to the regular dismissal time except by permission of the Principal. All children are required to sign out through the office for any early dismissal.
- No pupil will be permitted to leave the school at the request of, or in the company of, anyone other than a school employee, police officer, the parent or the parent designee, and then only with the Principal and parent(s) knowledge and consent.

- School hours will be maintained unless decreed otherwise by the Superintendent. Teachers shall not dismiss any class from school attendance prior to scheduled dismissal time.

STATE ASSESSMENTS

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Emmett School District #221 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments. Idaho Law requires schools to administer state assessments to all students annually.

POLICY 3350: DETENTION

Adopted on: 12/31/2021

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify their actions to the staff member. Parents must be notified prior to a student serving after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

POLICY 3300: DRUG FREE SCHOOL

Adopted on: 12/13/2021

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, “Drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Idaho law;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Tobacco products;
5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
6. “Look-alikes”;
7. Anabolic steroids;
8. Any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual 18 years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit,

at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use, or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

The Board shall review this policy annually.

POLICY 3340: ACTIONS AND PUNISHMENT

Adopted on: 12/13/2021

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five school days.

The Superintendent or the principal of any school may temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation, or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school. Prior to suspending any student, the Superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to the school by the Superintendent or principal who suspended him or her on reasonable conditions prescribed by the Superintendent or principal. The Board of Trustees shall be notified of any temporary suspensions, the reasons for them, and the response to them.

2. “Extended Temporary Suspension” is the exclusion from school or individual classes for an additional ten school days. Only the Superintendent or the Board can extend an initial temporary suspension.
3. “Prolonged Temporary Suspension” is the exclusion from school or individual classes for an additional five school days. Only the Board can extend a temporary suspension for an additional five days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils’ health, welfare, or safety.
4. “Expulsion” is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five days of the Board’s actions.

No pupil shall be expelled nor denied enrollment without the Board having first given written notice to the parent/guardian of the pupil stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the Board. The notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his own behalf, and to cross-examine any adult witnesses who may appear against him. Within a reasonable period of time following such notification, the Board shall grant the pupil and their parents/guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable period of time between notification and the hearing to allow the pupil and their parents/guardian to prepare their response to the charge.

5. “Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect

specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten or more days' suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that they pose a danger to himself or herself or to another student or property, or substantially disrupts their educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten school days. The principal shall convene the Team to review the student's record before the student is readmitted to school and no later than the tenth day of the suspension.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or State authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

POLICY 3370: SEARCHES AND SEIZURE

Adopted on: 12/13/2021

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as Well as Personal Effects Left There by Students

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. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of their vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

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 that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct 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.

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy 3335: ACADEMIC HONESTY

Adopted on: 12/13/2021

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for

violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
3. Obtaining test questions and/or copies of tests outside the classroom test setting;
4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
6. Allowing another student to copy answers during a test situation;
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

POLICY 3270: DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Adopted on: 12/13/2021

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation

in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board’s philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District’s regular instructional program. In compliance with the Children’s Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the District’s electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District’s educational goals, use the internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

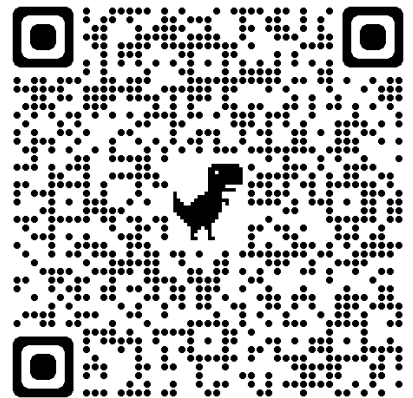
Acceptable Use: Access to the District’s electronic networks must be:

1. For the purpose of education or research and consistent with the educational objectives of the District; or
2. For legitimate business use.

PROCEDURE 3270: UNACCEPTABLE USES OF NETWORK

Adopted on: 12/13/21

The unacceptable uses described in Policy 3270 are considered examples of unacceptable uses and constitute violations of this policy. Additional uses may also be unacceptable. Find **Procedure 3270: District Provided Access to Electronic Information, Services and Networks under School District**



EMS Student Handbook
Revised June 2024

Policies, emmettschools.org/domain/876 or ask for a copy at your school office.

Internet Safety

Each District computer with internet access shall have a filtering device that blocks access to visual depictions that are obscene, pornographic, harmful, or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The filter may also block other materials students are prohibited from accessing by District policy or procedure. The Superintendent or designee shall enforce the use of such filtering devices.

The District shall require that any vendor, person, or entity providing digital or online library resources to the District for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with: Educating students on appropriate online behavior;

1. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
2. Using behavior management practices for which internet access privileges can be earned or lost; and
3. Appropriate supervision, either in person and/or electronically.

The system administrator and/or Internet Safety Coordinator and/or building principal shall monitor student internet access.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The Internet Safety Coordinator shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or internet service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as “Internet Safety Coordinator” with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District’s curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District’s procedures regarding enforcement of this policy and make them available for review at the District office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or

grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced

institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

**POLICY 3295: HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER
BULLYING**

Adopted on: 12/13/2021

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

CURIOUS ABOUT SCHOOL DISTRICT POLICIES?

Find all of the Emmett School District policies online here, starting with emmettschools.org and then click on the Simbli Board Minutes/Policies link as noted below in the image.

RECEIPT OF INFORMATION

This page must be signed and returned to the student's WIN teacher by September 2, 2024.

Student, please sign:

I have received and read the EMS handbook and will abide by its policies.

Student name – print

Student signature

Grade

Date

Parent/guardian, please initial the following:

_____ I have received and read the EMS handbook and discussed it with my child.

_____ I have received and read the Title 1 Information.

_____ I have received and read the FERPA Information.

_____ I have received and read the Title IX Information.

Parent signature

Parent name – print

Parent phone / email

Date