



# Emmett Middle

# School

2025- 2026

Student/Parent Handbook

## **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

Dear student and parent/guardian,

On behalf of our dedicated Emmett Middle School staff, we welcome you to the 2025-2026 school year. Each new year presents opportunities to achieve academic growth through positive interactions with peers, teachers, support staff, and administrators in our school community. We strive to offer an inclusive environment where each student may find purpose and fulfillment.

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, please reach out to a staff member for assistance. We look forward to a great school year. Go Huskies!

Travis Gray

Principal

Dana Williams

Assistant Principal

## **EMMETT MIDDLE SCHOOL WEBSITE**

[emmettschools.org/Domain/10](https://emmettschools.org/Domain/10)

## EMMETT MIDDLE SCHOOL RESPONSIBILITIES

### **Students**

For your success you are encouraged to:

- Attend school regularly.
- Do your best.
- Understand and follow school rules.
- Be prepared.
- Accept responsibility for your behavior and actions.

### **Parents**

For your child's success you are encouraged to:

- Promote high expectations for your child's behavior, school achievement, and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Ensure that your child comes to school prepared to learn.
- Participate in school activities including parent-teacher conferences.
- Regularly discuss schoolwork with your child.
- See that your child attends school regularly.
- Assist your child in being responsible for his/her behavior and actions.

### **School Personnel**

For your child's success we will:

- Provide a safe and effective learning environment.
- Establish and maintain open lines of communication between school and home.
- Comply with district and state policies and regulations.
- Promote high expectations for student behavior and academic achievement.
- Provide opportunities for every student to be successful. Promote student responsibility for behavior and actions.

## SCHOOL HOURS

**Regular school day: 7:55 a.m–3:32 p.m.**

First bell rings at 7:48 a.m.

Tardy bell rings at 7:55 a.m.

### BELL SCHEDULE

6th Grade			7th-8th Grade		
Period	Begin	End	Period	Begin	End
1st	7:55 AM	9:05 AM	1st	7:55 AM	9:05 AM
2nd	9:09 AM	10:04 AM	2nd	9:09 AM	10:04 AM
Nutrition	10:04 AM	10:12 AM	Nutrition	10:04 AM	10:12 AM
3rd	10:12 AM	11:07 AM	3rd	10:12 AM	11:07 AM
A Lunch	11:07 AM	11:37 AM	4th	11:11 AM	12:06 PM
4th	11:41 AM	12:36 PM	B Lunch	12:06 AM	12:36 PM
5th	12:40 PM	1:35 PM	5th	12:40 PM	1:35 PM
6th	1:39 PM	2:34 PM	6th	1:39 PM	2:34 PM
7th	2:38 PM	3:32 PM	7th	2:38 PM	3:32 PM

### SCHOOL CALENDAR

# 2025-2026 School Calendar



Emmett School District 221

[www.emmettschools.org](http://www.emmettschools.org)

208-365-6301

DATE	EVENT/HOLIDAY	August 2025	February 2026
August 13	Open House - Secondary 4-7 pm	Su M Tu W Th F Sa 1 2	Su M Tu W Th F Sa 1 2 3 4 5 6 7
August 14	Open House - Elementary 4-7 pm	3 4 5 6 7 8 9	8 9 10 11 12 13 14
August 18	1-12 First Day	10 11 12 13 14 15 16	15 16 17 18 19 20 21
August 19	KNDR Orientation First Day	17 18 19 20 21 22 23	22 23 24 25 26 27 28
September 1	Labor Day	24 25 26 27 28 29 30	
September 19	Homecoming (In Session)	31	
October 15	Parent Teacher Conf.		
October 16	Parent Teacher Conf. (No School)		
October 16	Parent Teacher Conf. (No School)		
Nov 24 - 27	Thanksgiving Break		
Dec 22 - 31	Christmas Break		
January 1-5	Christmas Break		
March 16-19	Spring Break		
April 1	Parent Teachers Conf.		
April 2	Parent Teachers Conf. (No School)		
May 25	Memorial Day		
June 4	Last Day for students K-12		

## SCHOOL INFORMATION

- Emmett High School - 208-365-6323
- Black Canyon Senior and Junior High School - 208-365-5552
- Emmett Middle School - 208-365-2921
- Butte View Elementary - 208-365-4691
- Kenneth J Carberry Elementary School - 208-365-0839
- Shadow Butte Elementary School - 208-365-0877
- Sweet Montour Elementary School - 208-584-3378
- Ola Elementary School - 208-584-3589



- BLUE = Open House
- RED = NO SCHOOL
- YELLOW = First and Last Day of School
- GREEN = Parent Teacher Conference

September 2025	March 2026	October 2025	April 2026	November 2025	May 2026	December 2025	June 2026	January 2026	July 2026
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## 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. Due to time constraints of the bus system. Bus riding students are allowed to take their backpacks to 7th period only.

**Bikes, scooters, etc.** Bicycles, scooters, skateboards, longboards, and so on are not to be ridden on campus from 7:15 a.m. to 3:50 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 12<sup>th</sup> 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. Students are responsible for their Chromebook and a loss of or damage to the Chromebook or charger will incur fees as follows: Chromebook replacement \$230-\$250, screen repair \$25-\$50, charger replacement \$15, keyboard \$15-\$60, hinges \$12.50, top covers \$15, and cases \$25..

**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 to demonstrate respect to others, themselves, and all property.

**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 7:48 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 4:00 p.m., as there will be no supervision available. Instead, they must leave campus and return at the time the activity begins.

**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.

**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, 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 not allowed in the hallways prior to the first-morning bell, during lunch, or during class time without 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, he or she 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 students during breakfast, nutrition break, or 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.

**Medications.** Students are not allowed to carry or store any medications in lockers, 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.

**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. Loss of or damage to the book will result in a fee.

**Vending machines.** These are only to be used after school, during lunch, and nutrition break. 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.

**Visitors.** All visitors must enter through the main front doors and check in at the main office. Students from other schools or homeschooled students 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. Please see the District Discipline Document for additional 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. 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:

**1st Offense-** Student device is confiscated and taken to the office. Student may retrieve phone at the end of the day. Parent is contacted by administration. Coaches and advisors are contacted.

**2nd Offense-** Student device is confiscated and must be picked up by a parent. Student will be placed in ISS for 1 day and ineligible to practice or participate in afterschool activities or athletics the day of ISS. Parents, advisors, and coaches are contacted.

**3rd Offense-** Student device is confiscated and may only be picked up by parent or legal guardian. Student is assigned out of school suspension and ineligible to practice or participate in afterschool activities or athletics during OSS dates

**4th Offense-** Student is referred to disciplinary review team for possible alternative placement. Student is not eligible to practice or participate in athletics or activities until the review hearing is complete. Discipline and consequences are throughout the school year and do not reset at the end of the semester at all grade levels.

## 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).. 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 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. 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. Please no pajamas or blankets.

**PE uniforms.** All 7<sup>th</sup> and 8<sup>th</sup> 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.**

### **SCHOOL SAFETY**

Responsible students are a critical component to healthy schools. We need help from responsible students to ensure the safety of all 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. Please 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 seven and 1/2 (7.5) school days can be missed per semester, per class period. 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 excused 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.

#### **TYPES OF ABSENCES**

Emmett Middle School recognizes the four types of absences listed below. **Please note that all categories except “excused” or “independent study” count toward the limit of seven ½ (7.5) absences per semester, per class period, when eligibility for credit and promotion is being considered.**

**Excused 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 seven and ½ (7.5) absences per semester.

**Independent Study** is when a student knows that they are going to have a prearranged absence from school for a family vacation or sports. A student or parent will be required to get an Independent Study Form from the counseling office, take it to all of their teachers, get all of their work, and turn the form into the counseling office. Students will be required to complete all of their work within two days of returning to school to have their absences not count towards their limit.

**Verified 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 verified absences will be allowed the number of days absent plus one day to complete and turn in missed work. **Verified absences do count toward the limit of seven ½ (7.5) 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 truancies will be left to the school administration’s discretion. Truancies greater than four (4 consecutive) may be referred to the superintendent for review.

## **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 a 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:

**Verified Tardy:** 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.

**Unverified Tardy:** 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 the attendance secretary notifies the parent of the student tardy warning of the next steps.
- Fourth or additional occurrence: Teacher records the tardy, attendance secretary notifies the parent, and student will be assigned lunch detention. Students will receive lunch detention for each tardy after four tardies per period.. Each time a student completes a lunch detention, one tardy will be erased. If a student does not complete their lunch detention further consequences will occur.

## **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, parents will be notified via automated message. Patterns of truancy will result in contact

from administration and consequences may be assigned. Habitual truancy may result in referral to a truancy officer or the Board of Trustees.

**ATTENDANCE APPEAL/PETITIONING PROCESS**

If a student incurs eight (8) 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.

**ACADEMIC POLICIES**

**6TH GRADE REQUIREMENTS**

6th Grade Requirements	Credits
<b>Required Classes:</b>	
Math	2
English Language Arts	2
General Science	2
Social Studies/ History	2
IDLA Keyboarding/ IDLA Academic Success Topics	2
<b>Electives:</b>	
Choice Electives	4
(Skills Labs may be required for some students; taking up elective choices)	
<b>Total Credits per year</b>	<b>14</b>

**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 7<sup>th</sup> and 8<sup>th</sup> 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 <sup>TH</sup> -GRADE CREDITS	8 <sup>TH</sup> -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, IDLA)	4-Other credits (electives, intervention, IDLA)

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.  
Incoming at-risk students may be assigned intervention, skills labs, or alternative placement to ensure a successful start to middle school.
5. 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.
6. 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.
7. 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.
8. Students in 7<sup>th</sup> and 8<sup>th</sup> grade who do not meet the middle-level promotion requirements may be enrolled in an alternative placement to complete requirements.
9. 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 Virtual Prep Academy 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 fill out an independent study form and meet with their teachers in advance for assignments and, if possible, stay in touch with teachers via email. Please allow teachers two school days to compile work for an extended absence.

## **ELIGIBILITY FOR ASSEMBLIES**

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

## **BEFORE-SCHOOL OPTIONS**

Before-school homework help and academic support is available to all EMS students from 7:00am-7:45am Monday through Thursday in the library. Before-school physical activities are available to all EMS students from 7:00am-7:45am in the gymnasium. These opportunities are provided to support a variety of needs. Before school academic support before school may also be assigned by our teaching teams (RTI) to provide further support for students. For more information, please contact Shannon Anderson, [sanderson@isd221.net](mailto:sanderson@isd221.net).

## **AFTER-SCHOOL OPTIONS**

After-school enrichment opportunities are available to all EMS students from after school (3:32pm) until 5:00pm Monday through Thursday when school is in session (non school days are excluded). Students who wish to participate must complete a registration form to join these activities; the registration form and class options can be accessed by emailing the program director, Shannon Anderson at [sanderson@isd221.net](mailto:sanderson@isd221.net).

Enrichment opportunities are outlined in detail on the registration form and are free of charge. For more information, please contact Shannon Anderson at the above email address.

## **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.

## **ADVANCED LEARNING OPPORTUNITIES**

**Advanced coursework.** Advanced-level classes are available in English, Math, Science, and Social Studies for 7<sup>th</sup>- and 8<sup>th</sup>-grade students. Math 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 Math 1, HS Health, and IDLA courses taken in middle school may be added to the student's high school transcript at the beginning of his or her 9<sup>th</sup>-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 9<sup>th</sup>-grade year, they cannot be applied to high school graduation requirements; therefore, required high school courses such as Math I and HS Health would need 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**

### **STUDENT REFERRAL**

**Level 1 & 2 (Minor):** 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 (Major):** -All level 3 and 4 major behaviors are documented in Milepost 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](#))

Progression of Discipline and referral to Navigation Point::

- 1st Major Discipline Referral student must participate in a meeting with the appropriate school staff and administrator. Guardians are called and may be required to attend depending on the context of the disciplinary referral.
- 2nd Major Discipline Referral student goes to Navigation Point for a minimum of 2 weeks.

- 3rd Major Discipline Referral student goes to Navigation Point for a minimum of 2 weeks.
- 4th Major Discipline Referral the student will be enrolled in Emmett School District online program Idaho Virtual Prep Academy for the rest of the school year or referred to the Superintendent for expulsion.

### **NAVIGATION POINT**

The purpose of Navigation Point is to provide a short-term individualized intervention period to support students in meeting behavioral improvement goals. Each student referred to Navigation Point will receive a customized intervention plan developed with the students, the guardian, and based on the nature of the infractions. A district discipline review team will determine placement to Navigation Point. Students sent to Navigation Point will be expected to complete discipline specific assignments to learn behavioral strategies, stay current with academic work from their home school, and maintain adequate attendance. The minimum stay at Navigation Point is two weeks.

## **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, and socially. Whether you need guidance on course selection, enrollment, or dealing with personal challenges, our counselors are always available.

### **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 four (4) 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 four (4) 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

**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](http://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 8<sup>th</sup>-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 Intervally 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. To request the state qualifications of your child's teacher or instructional aide, please contact the Director of Federal Programs at (208) 365-6301.

#### **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.

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

#### **TO FILE A COMPLAINT, CONTACT THE TITLE IX COORDINATOR:**

Cynthia Mecham, Title IX Coordinator

Independent School District #221

119 N. Wardwell Ave.

Emmett, ID 83617

(208) 365-6301

cmecham@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 Angela Ramos, 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 Angela Ramos 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. Please contact Program Coordinator Angela Ramos at 208-365-6301 for additional information.

## **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 3300: DRUG FREE SCHOOL**

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.

### **POLICY 3370: SEARCHES AND SEIZURE**

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**

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.

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

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**

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 Policies, [emmettschools.org/domain/876](http://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.

## **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**

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 the State Department of Education.

For additional information on policies, please visit [emmettschools.org](http://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 Homeroom teacher by Monday, August 25th, 2025.**

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 signature

---

Parent name – print

---

Parent phone / email

---

Date