

EMMETT MIDDLE SCHOOL

STUDENT HANDBOOK

Dear student and parent/guardian,

This document contains important school information and policies. Please read all items carefully, and contact the school if you have any questions.

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

Rich Winegar
Principal

Stacy Kastler
Assistant principal

BELL SCHEDULES

REGULAR

SCHEDULE A		SCHEDULE B	
1 st	7:45–8:46	1 st	7:45–8:46
2 nd	8:51–9:52	2 nd	8:51–9:52
3 rd	9:57- 10:58	3 rd	9:57–10:58
4 th	10:58–11:28	4 th	11:03–12:04
Lunch	11:33- 12:34	Lunch	12:04–12:34
5 th	12:39–1:40	5 th	12:39–1:40
6 th	1:45–2:50	6 th	1:45–2:50

SHORT WEDNESDAYS (September through April)

SCHEDULE A		SCHEDULE B	
1 st	7:45–8:36	1 st	7:45–8:36
2 nd	8:41–9:32	2 nd	8:41–9:32
3 rd	9:37–10:28	3 rd	9:37–10:28
Lunch	10:28- 10:58	4 th	10:33– 11:24
4 th	11:03–11:54	Lunch	11:24–11:54
5 th	11:59–12:50	5 th	11:59–12:50
6 th	12:55–1:50	6 th	12:55–1:50

SCHOOL RULES AND POLICIES

Backpacks. Backpacks, large purses, and other types of bags are to be left in the locker at all times. Students are not allowed to bring them to class.

Bikes, scooters, etc. Bicycles, scooters, skateboards, longboards, and so on are not to be ridden on campus. 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 8th-grade 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. Loss or damage will incur a significant fee. Students who withdraw from ESD will be required to return these items.

Classroom. Students are to be in class and ready to work when the bell rings, and to bring all required materials to class, including their student handbook. Students are expected to always respect 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 7:38 a.m. bell and leave the school grounds within 15 minutes of the end of the school day. Students are not to remain on school grounds waiting for school activities that begin after 3:00 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 Wednesdays, 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 below.

Drugs, alcohol, 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, or tobacco will be will be suspended from school and law enforcement will be contacted.

Food and drink. Open beverage containers are not allowed in the hallways or lockers at any time. Gum, food, and beverages may be allowed in the classroom at the teacher's discretion. Also see "Vending machines" below.

Halls. Students are not allowed in the hallways prior to the first bell (7:38 a.m.), during lunch, or during class time without a pass from a staff member. Hall passes are given at teacher discretion.

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.

PE uniforms. All students enrolled in PE or weights classes will be required to wear a uniform consisting of a grey T-shirt and royal blue shorts. These can be purchased from the school, or comparable items can be brought from home.

Textbooks. All textbooks are the property of 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 behavior that involves a real or perceived power imbalance and is often repeated.

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.

ELECTRONICS

EMS has a no-cell phone policy. Cell phones must be turned off and out of sight during the school day, from 7:45 to the dismissal bell at 2:50. They are not to be taken out during lunch, between classes, and or when students use the restrooms. Other electronics, including headphones and earbuds of all types, are only to be used for instructional purposes with teacher permission. Cameras are never to be used in locker rooms or restrooms.

Items of value should be kept locked in the student's locker. Emmett Middle School is not responsible for lost or stolen items.

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

First offense: The device will be confiscated for the remainder of the day.

Second offense: The device will be confiscated for 24 hours.

Third offense: The device will be confiscated and must be picked up by a parent. In addition, the student will be given a one-day in-school suspension.

DRESS CODE

Clothing and appearance should be appropriate to the school environment and not a distraction.

Tops. Shoulder straps must be at least one hand 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 fingertip length. No rips that show skin in the area above fingertip length. (Leggings may be worn underneath ripped jeans.) No swim shorts, boxer shorts, or pajama pants.

Skirts/dresses. Must be at least fingertip length.

Headwear. Hats and hoods are not to be worn in the building before, during, or after school. Hats should be kept in the student's locker during the school day.

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

Makeup/piercings. No writing or artwork on skin; no face paint or distracting makeup or piercings.

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

Students wearing clothing that does not adhere to EMS dress code will be sent to the office and may be asked to call parents for different attire.

SCHOOL SAFETY

Responsible students are a critical component. We need help from responsible students to ensure safety for 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 who takes part 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 have determined 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 six (6) school days can be missed per trimester. 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.

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 six (6) absences per trimester 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.

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 six (6) absences per trimester.

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 circumstance 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 voice mail message when their child will be 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 if the student’s bus is late.

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.

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 tardy.

TARDY POLICY

A student who is not in class when the bell rings for that class period is considered tardy. Tardies are entered into the computer system and become part of the student’s attendance record. Tardies fall into three categories:

Excused: The office has been notified by a parent/guardian, via phone call or note, of the student’s late arrival.

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:

Third occurrence (per class): Two days of lunch detention.

Fourth occurrence: Friday-afternoon school.

Fifth occurrence: One day of in-school suspension.

Frequent tardiness will be taken into consideration in the attendance appeals/petitioning process (described under "Attendance appeal/petitioning process" below).

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 cases of truancy of which school administration is aware, the parent or guardian will be notified.

First truancy: A parent conference will be arranged by the principal or counselor, and student will be assigned to Friday-afternoon school.

Second truancy: A parent conference will be arranged by the administration, and student may be assigned in-school suspension.

Third truancy: Student will be given at least two days of in-school suspension.

Continued truancies: Handled at the discretion of the school administration.

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

Makeup privileges are allowed at the principal's discretion.

ATTENDANCE APPEAL/PETITIONING PROCESS

If a student incurs seven (7) or more absences in a single trimester, 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 parent, a board member, a building teacher, and the building assistant principal.

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

MIDDLE-LEVEL PROMOTION

It is the goal of 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 15 of 18 possible trimester credits.
2. Students may not fail more than three (3) classes per year (core or elective courses).
3. Students may not fail two (2) trimesters of math, English, social studies, or science in a single year.

7 TH -GRADE CREDITS	8 TH -GRADE CREDITS
3-Math	3 Math
3-English	3-English
2-Science	2-Science
2-Social studies/history	2-Social studies/history
8-Other credits (electives, intervention)	8-Other credits (electives, intervention)
6 credits/trimester, 18 credits/year	6 credits/trimester, 18 credits/year

4. By signing the student receipt of 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 location, 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 the following year.
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 BCBS 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

YES, THERE IS HOMEWORK

At Emmett Middle School we consider homework to be an important component of a good education. Homework is assigned on a regular basis throughout each grading period. If you have questions about homework or class assignments, contact your student's teacher via email.

LATE WORK

Zeros are not permitted at Emmett Middle School. Students who have missing work may be required to attend after-school tutoring or Friday-afternoon school to make up missing work. They may also be required to work on these assignments during assemblies.

MAKEUP WORK

After 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 ask 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.

Makeup privileges for trancies will be at teacher discretion.

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 Friday to all EMS students. This service is provided to support a variety of learning needs. Please contact the counselor or classroom teacher for more information.

SKILLS LABS

Skills labs are available to assist any students who are struggling in math, reading, or language usage. Any student who scores below proficient in any of these areas on his or her ISAT will 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 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 a 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 to not 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.

PROGRESS REPORTS

Progress reports will be sent home with students and available on Infinite Campus approximately every three (3) weeks throughout the school year. Parents with concerns or questions can contact the counseling office.

PARENT PORTAL

The Parent Portal through Infinite Campus allows parents/guardians to view student assignments, grades, and other information online or via mobile app at any time. Parents/guardians are strongly encouraged to make use of this tool to monitor their child's progress. If you do not have a log-in, contact the counseling office.

STUDENT AGENDAS

Students are encouraged to use their student agendas to stay organized. Students may receive a grade for recording all daily/weekly assignments and due dates in their agendas. The student is responsible for asking teachers to initial assignments and write brief comments on behavior and

attitude. Parents may also wish to utilize the agenda to keep track of their child's progress and to supplement communication with classroom teachers.

Replacement cost for a lost or damaged student agenda is \$5.

TECHNOLOGY

ELECTRONICS

Students are not allowed to use cell phones during the school day. Please see the Electronics section.

PARENT ONLINE ACCESS

Parents/guardians are able to view student assignments, grades, attendance, lunch balances, and other information 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.

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 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, 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.

STUDENT REFERRAL

Step 1: The teacher documents student behavior and conferences with the student.

Step 2: Documentation is shared with the parent. The administrator is contacted if deemed appropriate.

Step 3: Teacher sends the student to the office.

A referral can result in the following:

- A. Consequences deemed appropriate will be assigned by the administration (e.g., lunch detention, work detail, Friday-afternoon school, suspension).
- B. Administrator will contact parent.
- C. Behavioral contract may be implemented.

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 Friday-afternoon school.

FRIDAY-AFTERNOON SCHOOL

Friday-afternoon school is a consequence for students who (1) have not responded to regular disciplinary procedures, (2) have excessive tardies, (3) have truancies, (4) have not attended lunch detention, or (5) have missing assignments. These students are assigned to school on Friday afternoon from 3:00 until 5:00. Students must bring homework or a book to read.

IN-SCHOOL SUSPENSION

The administration may suspend students from school for flagrant misconduct, repeated violations of school rules, or health and safety reasons.

1. Parents will be notified of in-school suspension (ISS).
2. The student shall be assured due process. He or she will have an opportunity for a hearing with the administration.
3. 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.
4. At teacher or administration discretion, tests and assignments missed during ISS may not be made up for credit.
5. A conference with the parents may be required before a student is reinstated in school.

SUSPENSION

The administration may suspend students from school for flagrant misconduct, repeated violations of school rules, or health and safety reasons.

1. Parents will be notified of in-school suspension (ISS).
2. The student shall be assured due process. He or she will have an opportunity for a hearing with the administration.
3. During suspension, the student will be in the custody of a parent or guardian and will remain completely away from the school grounds and any school-sponsored activities.
4. At teacher or administration discretion, tests and assignments missed during suspension may not be made up for credit.
5. A conference with the parents may be required before a student is reinstated in school.
6. 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.

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, and 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 provides both personal counseling for academic, personal, social, and career guidance issues, as well as services related to enrollment, scheduling, and special situations. EMS counselors are available to every student and his or her parents/guardians.

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 with each student. Except for instances in which the student expresses intent to harm him/herself or others, the confidential nature 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 trimester to request a schedule change. Students requesting a schedule change after the five (5) days will need contact the counseling office.

WITHDRAWING FROM SCHOOL

If it is necessary for a student to withdraw from Emmett Middle School, a withdrawal form must be obtained from the counselor's office and signed off by each of the student's teachers, the library, the office, and the kitchen. All textbooks, Chromebooks, chargers, musical instruments, library books, and other borrowed items must be returned to EMS and fees paid. The student's locker must be cleared of all items. To ensure a smooth and timely transition of student records, we ask that all students complete this withdrawal process before checking out of the 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.

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.

The nurse may dispense acetaminophen (Tylenol), ibuprofen, and antacid tablets (Tums) 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.

Please inform the nurse of any medical problems your child may have.

LIBRARY

Hours: Mon–Thu 7:40 a.m.–3:05 p.m., Fri 7:40 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 to pay 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.

Library computer use. Student use of library computers is limited to class assignments and research during the school day. Recreational computer use is limited to after school.

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 skill 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 are encouraged to run for Student Council. Student Council elections take place in the spring for the following school year, and grade representatives and advisory representatives are selected in the fall. Student Council members represent the student body in voicing concerns to the school's administration. They also organize activities, promote the common good of the school, give students a share in the management of the school, 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 Tech Club. The Tech Club often participates in outside events.

EMS fields teams in seven sports and academic bowl as part of the Intervalley League. 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.

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 I PROGRAM AT EMMETT INDEPENDENT SCHOOL DISTRICT:

A PROGRAM TO HELP STUDENTS LEARN!

What is Title I Schoolwide? A Title I 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 I assistance to all students, based on overall economic need.

Which students in the school participate in the Title I 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 I 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 I room with a Title I 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 I 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 I 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 I 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 I and to become involved in the education of your student.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Notice of Directory Information. The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Emmett Independent School District #221, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures (*see Policy No. 681, Student Records, and Policy No. 681F3, FERPA Directory Information Opt-Out Form*). The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as a wrestling roster showing weight and height of each team member

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information—names, addresses, and telephone listings—unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

If you do not want Emmett Independent School District #221 to disclose directory information from your child’s education records, you must notify the district in writing within thirty (30) calendar days after receiving notice that directory information may be disclosed. This district has designated the following information as directory information: (NOTE: The district may, but does not have to, include all the information listed below.)

Student’s name	Photograph
Address	Date
Telephone number	Grade level
E-mail address	Participation in officially recognized activities and sports
Major field of study	The most recent educational agency or institution attended
Dates of attendance	
Degrees, honors, and awards received	
Weight and height of members of athletic teams	

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) 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.
2. 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 district to amend a record should submit a written request to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him or her of the 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.
3. The right to privacy of personally identifiable information (PII) in 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 district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 district 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.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202

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, including, but not limited to, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

- 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.
- To authorized representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or state and local educational authorities, such as the Idaho State Department of Education. Disclosures under this provision may be made 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.
- 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.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- 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.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."

RECEIPT OF INFORMATION

This page must be signed and returned to the student's advisory first-period teacher.

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.

Parent name – print

Parent phone number

Parent email

Date