

RIVER CITY MIDDLE SCHOOL

STUDENT HANDBOOK 2018-2019

This handbook is to serve as a general guide to school rules and policies. This handbook provides a summarized version of the disciplinary policy and rules adopted by the Board of Trustees of the Post Falls School District. Statements made in this handbook are derived from school district policy and state and federal law. More complete information, rules and policies are set forth in the Post Falls School District policy manual. Students have the responsibility to know, respect, and abide by the rules, policies, and regulations of the school district. The manual is available online at <http://www.pfsd.com/Board%20Documentation>. Please see Series 500 – Student Personnel.

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STATEMENT OF NONDISCRIMINATION

The Post Falls School District #273 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title I Office and/or Section 504 Coordinator.

SCHOOL SPIRIT

Take pride in your school. Show spirit by: promoting good feeling among fellow students; being friendly, cooperative, and loyal; maintaining good conduct; being sportsmanlike; participating in activities.

STUDENT SUCCESS PLAN

1. Show respect to all people.
2. Follow a staff member's directions when given.
3. Be prepared for class, complete assignments, and bring all required materials to class.
4. Receive permission to touch/use other people's possessions.
5. Be in the correct place at the correct time.

INSURANCE

Insurance forms will be provided for each student the first week of school. Parents may purchase coverage for an accident during school time that will also cover the student for school sports. Full time coverage is also available.

LOCKERS AND LOCKS

The school retains control over lockers, as well as desks, and reserves the right of inspection without prior notice or consent. It is the responsibility of the student to keep the locker clean and locked. Lockers are assigned by the office or designee.

ABSENCES

A note from a parent or guardian or notification by phone is required for each absence. The note must contain the student's name, dates of absence, reason for absence, and the parent's signature. The note is to be presented to the office prior to reporting to class on the student's first returning day. Failure to bring such a note may result in the absence being classified as unexcused. Students will be allowed one day per day of absence to complete any work missed.

TARDINESS

A student will be considered tardy if he/she is not in his/her seat when class is scheduled to begin. Tardy students may be required to serve detention with the teacher in whose class he/she was tardy. If the situation becomes chronic, the student will be referred to the office.

LATE ARRIVALS TO SCHOOL

If a student arrives at school after classes have begun, she/he should report directly to the office. If the student has a note from parent excusing them for being late bring it to the office and a pass will be written. All students returning during the day should report directly to the office. Students report directly to class in the case of a tardy between periods.

ILLNESS AT SCHOOL

If a student becomes ill during school, he/she should check with the office immediately. Students will be allowed to go home only if parents are contacted and agree.

MEDICATIONS

All medications (over-the-counter or prescription) must be kept in the office with a written note from the parent, guardian, or physician indicating who is to receive the medication, appropriate dosage, and frequency. All students will take any medication under direct supervision of an office staff member.

APPOINTMENTS DURING SCHOOL

If a student has a doctor, dental, or similar type of appointment scheduled during school, he or she must report to the office before leaving with a note from the parent stating the type and time of the appointment.

VISITORS

Any visitor to the school or school grounds must report to the office; visitor's passes will be issued when appropriate. **Student age visitors or students from other schools will not be allowed.**

TRANSFERS OR WITHDRAWALS

When withdrawing from school, notify the office in advance. Obtain a check-out sheet on your last day and present it to each of your teachers. They will record the appropriate information and sign it. Return this form to the office for final check out.

HALLWAYS

No running, loud talking or boisterous behavior in the hallways. Four-minute passing periods are allowed between each class. Students are expected to use the restroom, get a drink of water, or go to their lockers during this time. Students in the halls during class periods must be accompanied by a teacher or have a hall pass.

STUDENT CONDUCT

Students are responsible for behaving in a manner that permits learning to take place. **Disruptive conduct which interferes with the educational process or the order of instructional effectiveness of the school is prohibited.** Some examples of prohibited conduct are: insubordination, fighting, harassment, theft, offensive language or acts regarding *illegal substances and weapons, *vandalism, engaging in inappropriate displays of affection, or engaging in illegal behavior. *These offenses are referred to the legal authorities for processing.

Harassment/Bullying: Harassment –whether sexual, ethnic, racial, age, religious or handicap-related – will not be tolerated at River City Middle School. Bullying will not be tolerated. Students subjected to bullying need to report incidents to the office. Students who observe bullying should report it to the office immediately. Bullying can be defined as on-going, one-sided harassment targeting an individual or group.

Weapons Policy: Students who, without authorization, bring guns, knives, or objects constructed as weapons on school provided transportation, or to school-sponsored activities will be subject to expulsion. (District Policy 504.13, IC 18-330D, Gun Free Schools Act, 1994)

Written and/or verbal threats of bodily harm to students or staff will be taken very seriously. Any student making a threat regardless of the intent **may be** subject to an out of school suspension. Depending on the severity of the incident, further disciplinary action may be taken according to district policy.

DISCIPLINARY ACTION

Students violating the policies and rules of the school may be subject to disciplinary action including, but not limited to, detention, suspension, and/or expulsion. A student who violates drug, alcohol, and weapons policies or whose conduct is continuously disruptive of the school environment or to the instructional effectiveness of the school or whose presence in a public school is detrimental to the health and safety of other students may be expelled from school and/or subjected to other disciplinary action.

SCHOOL DRESS

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

- Skirts, shorts, and “skorts” should cover a student down to the mid-thigh (Generally, the student’s fingertip length meets this requirement.)
- Sleeveless tops for boys & girls must have 2 ½ inch straps and not be low cut on the sides.
- Shirt/top necklines that expose cleavage are inappropriate for school and are not acceptable.
- All clothing must remain in place to cover the belly and the buttocks during normal activity.*
- No male or female undergarments should show during normal activity.*
**Normal activity consists of walking, sitting, standing, bending, and/or stretching.*
- Hats, caps, visors, hoods, bandanas, sweatbands, and other such items are not to be worn in the building.
- Face paint/face masks are prohibited.
- Clothing and jewelry bearing drawings or words related to violence, drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn.

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

PERSONAL PROPERTY

Scooters, skateboards, and roller blades are allowed on school grounds for the purpose of transportation to school. Students should not bring cameras, jewelry, watches, or large sums of money. Cell phones, and electronic devices may be used before school (8:00), after school (2:35) and during lunch. These devices may be used for educational purposes at the teacher’s discretion. These items may be confiscated when they are heard or seen.

1ST Offense: Item confiscated, taken to the office, and returned at the end of the day from the office.

Any Subsequent Offense: Item confiscated and parent picks up from the school.

Personal items brought to school are at the risk of the student; the school will not be responsible for lost, stolen, or damaged items.

BACKPACKS/BAGS

In the interest of student and teacher safety, backpacks and bags are to remain in student lockers during the school day.

GRADING SYSTEM

Letter grades are used: “A” excellent, “B” above average, “C” average, “D” below average, and “F” failing. Plus and minus marks are used at the option of teacher.

GUIDANCE & COUNSELING SERVICES

You and your parents are encouraged to seek the services of the school counselor at R.C.M.S. during school hours.

STUDENT SCHEDULES

Student schedule changes may be honored within the first week of the first semester and only when it is in the student’s best interest and does not cause the overloading of a class.

REPORT CARDS

Report cards with individual subject grades will be mailed home the week following the end of each semester. Skyward - parents and students are able to access current grades and attendance on the internet. Please call the office to obtain further information. www.sd273.com

TELEPHONE

A student phone is available at the office window for routine student use between classes, at break, and after school.

SCHOOL DANCES

River City Middle School will schedule two school dances (fall and spring). Only River City Middle School students may attend.

EIGHTH GRADE CELEBRATION

Any eighth grade student that has no out-of-school suspensions in the second semester, is not a repeated disciplinary issue, does not have two or more failing grades, and has not built up an excessive amount of tardies will have the opportunity to attend an end of year celebration. The location of this celebration is to be determined.

INTERSCHOLASTIC ACTIVITIES

Participation and good sportsmanship are the basic goals of the interscholastic program. One regulation requires medical coverage and examination prior to participation in athletics. Building regulations require an adequate level of academic achievement and school citizenship to participate in student body activities. Students failing to meet these building regulations are placed on athletic/activity probation for one week; students on probation may continue to practice with the team at this time. Students on interscholastic probation whose weekly grade check shows them not passing a subject (class) are ineligible to participate in interscholastic activities until the weekly grade check shows them passing the subject (class) and they are required to attend the after school homework program for 30 minutes. Students on suspension cannot participate in interscholastic student body activities. To participate in athletics, a student must be present in class on the day of the activity or the day before if the activity is on Saturday. If a student has D grade, they may be required to attend the first half hour of the after school program.

PARTICIPATION FEE

With rising costs in transportation and energy, it will be necessary to place a participation fee for students who wish to participate on athletic teams for the 2017-18 school year. For each sport a student turns out for, \$15.00 will be charged for that participation. A cap of \$30 will be in place, so if a student turns out for more than 2 sports, no extra fee will be assessed beyond the \$30.

STUDENT ACTIVITY CARDS

Student activity cards are given out after school pictures are taken. Any student participating in an extra-curricular activity must purchase a valid student activity sticker. The cost of the sticker is \$10.00; this can mean a real savings to the student. The following activities are covered by the activity card at a free or reduced rate:

- *All Middle School Athletic Events at RCMS
- *High School Athletic Events -\$3.00
- *ASB Dances (discounted)

Funds from these cards are dispersed to student activities. All accounts are reported monthly and audited annually.

FIRE AND EMERGENCY DRILL

Unannounced fire and emergency drills will be held during the school year. Instruction on procedures to follow in the event of a fire or an emergency situation will be provided. Maps depicting fire exits will be posted in each room.

BUS CONDUCT

Students are reminded that riding the bus is a privilege that could be lost. School bus infractions are handled by the transportation department.

RIVER CITY MIDDLE SCHOOL ATTENDANCE AND DISCIPLINE POLICY

Under Idaho Law, the basic responsibility for the school attendance of students rests with the parents/guardians of the student. The parents/guardians are required to make certain their student (child) abides by the attendance regulations of the school and state.

ABSENCES AND EXCUSES

A student must be in attendance 90% of the school year (9 days absence allowed per semester). Violation of this rule will cause the student's attendance record to be reviewed.

EXCUSED ABSENCES

All absences to include: Illness, doctor/dentist appointments that cannot be scheduled after hours, death in the immediate family, serious family emergency and other activities approved by the parent and principal on an individual basis, will count toward the 9-day total. Pre-arranged parent approved absences count toward the 9-day total.

EXPECTED BEHAVIOR

Hallway Behavior

1. Be to class on time.
2. Stay to the right side of the hallway.
3. Do not loiter or block traffic.
4. Talk quietly.
5. Carry a hall pass during class time.
6. No running, yelling, and rough-housing.
7. Do not litter halls or write on walls or lockers.
8. No holding hands or other signs of physical affection.

Breakfast/Lunchtime Behavior

1. Talk quietly, no yelling.
2. Students are not allowed to run, push or cut in line.
3. Throw litter in the trash receptacle. Food and drinks are not to be taken out of the commons area.
4. No contact games. They may result in injury.
5. Stay in the designated outside area once you leave the commons.

FORMS OF DISCIPLINE USED AT RIVER CITY MIDDLE SCHOOL**Teacher Initiated Action:**

Discipline initiated by a teacher is to be assigned and monitored by the assigning teacher.

Confiscation:

Items inappropriate for school, i.e. tobacco products, illegal substances, skateboards, lighters, electronic devices, knives, noise makers, etc., will be confiscated. Confiscated items may be returned by the principal after conference with student or parent. Some items will not be returned, i.e. tobacco products, drug paraphernalia, illegal items, etc. or in cases of repeated offenses.

Suspension:

Suspensions will be administered by the principal or assistant principal. The student will be sent home for a maximum of five days; the district administrator(s) may grant and impose additional days of suspension. Parents will be contacted prior to dismissal, if possible. Students on suspension will be given an opportunity to make up their work within designated days upon returning.

Corrective Action:**Purpose:**

To allow students to make decisions about their behavior in light of the consequences and to protect the rights of everyone.

Method:

A series of increasingly serious corrective measures will be taken in response to increasingly serious disciplinary problems.

Application:

On the school grounds during and immediately before and after school hours; on the school grounds at any other time when the school is being used by a school function or group; off the school grounds when the student is in route between school on lawful school days when deemed necessary by school official; on the school bus when the student is being transported to or from school or any school activity, or when a student is in route to or waiting for the bus.

Corrective Action Procedure:

Problems that cannot be handled by the classroom teacher should be referred to the principal or assistant principal for entry into corrective action at the appropriate step. Every effort will be made to keep parents informed when a student enters the corrective action procedure.

Step 1: Disciplinary Action

Actions include: parent conference, special service evaluation, referral to other agencies, work detail, detention, and other appropriate actions.

Step 2: Suspension

Suspension is the denial of attendance to school and participation in other school activities for a limited period of time. It may also include a denial of admission to or entry upon the property of the school district. A suspension is for a period of up to 5 days. Additional days of suspension may be assigned by district level administrators. Any student suspended has the opportunity to make up assignments.

Step 3: Expulsion

Expulsion means a denial of attendance to school or other activities of a school district for a period of time. An expulsion also may include a denial of admission to or entry upon property that is owned, leased, rented or controlled by a school district. The Board of Trustees is responsible for implementing this action.

MIDDLE LEVEL CREDITS

In pursuant to Idaho State School Board rules, a middle level credit system has been implemented for students in grades seven (7) and eight (8).

Students will receive one (1) credit per course per semester upon successful completion of the course. Students receiving more than two (2) failing grades in core classes per year will be placed in an alternate route to grade promotion.

Students who fail core classes will be placed in a program for credit recovery in order to advance to the next grade.

If applicable an alternative route to grade promotion exists that requires the student to meet three of four possible requirements in order to advance to the next grade:

1. A 2.0 GPA or higher in all classes
2. Finishing the school year with a 2.5 GPA in core classes
3. Earning proficient scores on the ISAT in reading and math
4. Missing no more than 12 days total per school year

Alternative requirements will be established for special education students and limited English proficient students when deemed necessary.

Reference: Post Falls School District Policy No. 503.8: Middle Level Credits

Legal References: State Board of Education Rules 08.02.03

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