

# VERA C. O'LEARY MIDDLE SCHOOL

-

## Our Motto

*EXCELLENCE: EVERYBODY,  
EVERY DAY, EVERY MINUTE ~  
NO EXCEPTIONS*

*O'Leary Cubs show excellence through their  
PAWS!*

*Pride*

*Attitude*

*Wise Choices*

*Safety*



## **CONDUCT EXPECTATIONS**

### **BE RESPECTFUL**

### **OWN YOUR EDUCATION**

### **BE ACCOUNTABLE**

### **BE RESPONSIBLE**

### **BE READY TO LEARN**

O'Leary Middle School holds the following expectations of students, staff and parents/guardians in order to provide for a learning climate that holds the maximum possibility for student achievement:

#### Students:

- Demonstrate respect for all persons in the school community—staff, parents, and other students.
- Come to school/class every day, on time, prepared to learn and achieve at the highest levels.
- Learn what you are expected to know and do.
- Do your best work at all times and ask for help when you need it.
- Read, understand, and commit to following the O'Leary Middle School Student Handbook.

#### Staff:

- Demonstrate respect for all persons in the school community—students, parents, and other staff.
- Begin school/class on time every day with purposeful activities.
- Set clear expectations for student achievement and behavior.
- Teach what students are expected to know and do.
- Develop a partnership with parents and the student to support the student's education.
- Communicate regularly with each student and parent regarding student progress and achievement, especially as this relates to graduation requirements and State standards.
- Read and understand the O'Leary Middle School Student Handbook and apply the policies and rules

#### Parents/Guardians:

- Demonstrate respect for all persons in the school community—students, staff, and other parents.
- Send your student to school/class every day on time and prepared to learn.
- Oversee your student's work and always expect his/her best.
- Develop a partnership with the teacher to support your student's education. Know that your student is on course for graduation.
- Communicate regularly with the teacher regarding your student's progress and achievement.
- Read and understand the O'Leary Middle School Student Handbook. Require your student to abide by these rules and regulations.

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# RECEIPT OF STUDENT – PARENT HANDBOOK

~I have received the Student-Parent Handbook and accept the responsibility to review and discuss it with my parent/guardian.

\_\_\_\_\_

(Print Student Name)

\_\_\_\_\_

(Student Signature)

~I have received the Student-Parent Handbook and accept the responsibility to review and discuss it with my child.

\_\_\_\_\_

(Print Parent/Guardian Name)

\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_

(Student Grade Level)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Prime Time Teacher Signature)

**Please return this form  
to your Prime Time Teacher**



**Excellence: Everybody, Every Day, Every Minute ~ No Exceptions**

Vera C. O'Leary Middle School

2350 Elizabeth Blvd.

Twin Falls, ID 83301

(208) 733-2155

Website: [ol.tfsd.org](http://ol.tfsd.org)

This agenda belongs to:

Name: \_\_\_\_\_ Locker # \_\_\_\_\_

Class Schedule 2017-2018

Period	Time	Class	Teacher	Room #
Prime Time				
1				
2				
3				
Lunch		Varies by grade level		
4		Varies by grade level		
5				
6				
7				

## Section I Mission/Motto

### Welcome!

Welcome to O'Leary Middle School where we strive for Excellence! This Student Handbook is designed to provide you and your parents with helpful information about our guidelines, policies, activities, and schedules. We recommend that you review this agenda book together. We believe that educational success is dependent upon good teamwork among teachers, parents, and students. We are very proud of our students, staff, and school. Our goal is to provide your child with an education that best meets his or her needs. If there is anything we can do to help with your child's educational experience at O'Leary, we encourage you to contact us. Thank you for giving us the opportunity to serve and work with you.

### Mission Statement

The mission of Vera C. O'Leary Middle School is to partner with parents and the community to empower students by cultivating lifelong learners and positive individuals.

### Motto

***EXCELLENCE: EVERYBODY,  
EVERY DAY, EVERY MINUTE ~  
NO EXCEPTIONS***

### Policy Statement (TFSD Policy #3280 & 5120)

Twin Falls School District does not discriminate on the basis of race, color, religion, sex, national origin, age or handicap. All interested persons, including those with impaired vision or hearing, may obtain information concerning the existence and location of Twin Falls School District services including, Section 504, special education, activities and facilities that are accessible to and usable by persons with disabilities by contacting the director of Support Services, 733-4861, ext. 3753, 201 Main Avenue West. To access TDD/TTY RELAY CALL 733-8456 ask for TDD/TTY phone number and state approximate time message will be sent or call 733-6900 and ask for the ADA Coordinator.

## Section II Faculty

### OMS Staff Members

**Teacher**                      **Ext**                      **Email Address**

#### **6th Grade Team**

Ms. Gibson      3524      gibsonho@tfsd.org  
Ms. Breland      3551      brelandmo@tfsd.org  
Mr. Breland      3536      brelandbr@tfsd.org  
Ms. Johnston      3564      johnsonma@tfsd.org  
Mrs. Hoy      3539      hoype@tfsd.org  
Ms. Chadaz      3547      chadazta@tfsd.org  
Ms. Montoya      3562      montoyade@tfsd.org  
Mrs. Padilha      3537      padilhama@tfsd.org  
Mrs. Schwabedissen      3525      schwabedissenka@tfsd.org  
Mrs. Christensen      3540      christensenli@tfsd.org  
Ms. Goodson      3558      goodsonan@tfsd.org

#### **7th Grade Team**

Mr. Dahle      3537      dahleti@tfsd.org  
Mrs. Frost      3550      frosthi@tfsd.org  
Mrs. Mauch      3545      mauchsa@tfsd.org  
Mr. Jayo      3534      jayojo@tfsd.org  
Ms. Lemus      3546      lemusle@tfsd.org  
Mrs. Mason      3531      masonde@tfsd.org  
Mr. McFarlin      3574      mcfarlinsk@tfsd.org  
Mr. Nelson      3573      nelsonph@tfsd.org

#### **8th Grade Team**

Mr. Bartley      3538      bartleyjo@tfsd.org  
Mrs. Corder      3549      corderla@tfsd.org  
Mr. Doyle      3542      doylebr@tfsd.org  
Ms. Ellis      3536      ellisre@tfsd.org  
Mr. Fistolera      3533      fistolerach@tfsd.org  
Mr. Hilles      3554      hillesca@tfsd.org  
Mrs. Robbins      3553      robbinsre@tfsd.org  
Mrs. Smith      3566      smithch@tfsd.org

**Teacher**                      **Ext.**                      **Email Address**

#### **Special Education Team**

Mrs. Gartner      3528      gartnerma@tfsd.org  
Ms. McCauley      3578      mccauleyre@tfsd.org  
Ms. Packham      3557      packhamam@tfsd.org  
Ms. Steffen      3570      steffenca@tfsd.org

#### **Elective Team**

Ms. Johnston      3552      johnstonma@tfsd.org  
Ms. Taylor      3543      taylorch@tfsd.org  
Ms. Carter      3559      cartersh@tfsd.org  
Mr. Casperson      3568      caspersonjo@tfsd.org  
Mrs. Gumeson      3530      gumesonab@tfsd.org  
Mr. Howard      3543      howardke@tfsd.org  
Mrs. Leishman      3532      leishmanhe@tfsd.org  
Mrs. McFarlin      3563      mcfarlinan@tfsd.org  
Mrs. Palmer      3568      palmerka@tfsd.org  
Ms. Parker      3530      parkerem@tfsd.org  
Mrs. Ramirez      3556      ramirezke@tfsd.org  
Mr. Reynolds      3561      reynoldsad@tfsd.org  
Mr. Stewart      3529      stewartku@tfsd.org  
Ms. Tuma      3580      tumaem@tfsd.org  
IDLA      3526      idla@tfsd.org (8th Grade)  
Mrs. Zemke      3541      zemkede@tfsd.org

#### **Counselors and Student Support Team**

Mr. Eller      3560      ellerro@tfsd.org  
Mrs. Frantz      3507      frantzab@tfsd.org  
Mrs. Gaxiola      3513      gaxiolasi@tfsd.org  
Mrs. Gallentine      3511      gallentinehe@tfsd.org  
Mrs. Hall      3569      hallju@tfsd.org  
Mrs. Mahlke      3569      mahlketa@tfsd.org  
SRO Rodriguez      3515      rodriguezsi@tfsd.org 7

**O’Leary Administrative Staff**

Vera C. O’Leary Middle School Office	(208) 733-2155
Keelie Campbell—Principal	<a href="mailto:campbellke@tfsd.org">campbellke@tfsd.org</a>
Rebecca Wills—Associate Principal	<a href="mailto:willsre@tfsd.org">willsre@tfsd.org</a>
Jerold Guthrie—Associate Principal	<a href="mailto:guthrieje@tfsd.org">guthrieje@tfsd.org</a>
Rocky Eller—Athletic Director	<a href="mailto:ellerro@tfsd.org">ellerro@tfsd.org</a>

***Secretarial Staff***

Julie Anderson—Bookkeeping	<a href="mailto:andersonju@tfsd.org">andersonju@tfsd.org</a>
Lisa Harmison—Registrar	<a href="mailto:harmisonli@tfsd.org">harmisonli@tfsd.org</a>
Lynn Harmison—Attendance	<a href="mailto:harmison@tfsd.org">harmison@tfsd.org</a>
Cynthia Marsh—Counseling Office	<a href="mailto:marshcy@tfsd.org">marshcy@tfsd.org</a>



## Section III Schedule

OMS Bell Schedule 2016-17

Normal Day					
				Minutes	
Time	6th Grade	7th Grade	8th Grade	Class	Passing
7:30					4
7:34-8:04	PrimeTime	PrimeTime	PrimeTime	30	
8:04-8:08					4
8:08-8:56	1st	1st	1st	48	
8:56-9:00					4
9:00-9:48	2nd	2nd	2nd	48	
9:48-9:52					4
9:52-10:40	3rd	3rd	3rd	48	
10:40-10:44					4
<b>6th Grade Lunch</b>		6th grade teacher			
10:44-11:14	Lunch				30
11:14-11:18					4
11:18-12:07	4th			49	
12:07-12:11					4
12:11-1:00	5th			49	
<b>7th Grade Lunch</b>		7th grade teacher			
10:44-11:33		4th		49	
11:33-11:37					4
11:37-12:07		Lunch			30
12:07-12:11					4
12:11-1:00		5th		49	
<b>8th Grade Lunch</b>		8th grade teacher			
10:44-11:33			4th	49	
11:33-11:37					4
11:37-12:26			5th	49	
12:26-12:30					4
12:30-1:00			Lunch		30
1:00-1:04					4
1:04-1:52	6th	6th	6th	48	
1:52-1:56					4
1:56-2:44	7th	7th	7th	48	

## Section IV Student Conduct Code



Pride

Attitude

Wise Choices

Safety

O'Leary Middle School recognizes all of the positive behaviors our students demonstrate and to support appropriate behavior, we have created a reward system. This reward is based off of our Paw of Power. We focus on: Pride, Attitude, Wise Choices, and Safety.

**P**ride – Leadership, Honesty, Care, Grit, Teamwork

**A**ttitude – Courtesy, Respect, Kindness, Gratitude,  
Positive

**W**ise **C**hoices – Responsible, Good Decisions, Follow  
Expectations

**S**afety – Aware, Conscientious, Observant, Self-Control

# Behavior Matrix

	SCHOOL WIDE	CLASSROOM	HALLWAY	LUNCHROOM	OUTSIDE	LOCKER ROOM	BATHROOM
		VOICE – 0-3	VOICE–0-3	VOICE – 0-3	VOICE – 0-4	VOICE – 0-2	VOICE – 0-2
<b>P</b> PRIDE Leadership Honesty Care Grit Teamwork	Appropriate language - Keep your school clean -Be an example for others -Tell the truth	-Take care of belongings -Be a leader -Best Effort -Keep Trying -Work Together	-Take care of belongings -Pick up garbage	-Get what you need the 1 <sup>st</sup> time -Food stays in cafeteria -Clean your area	-Careful use of school property -Be a peacemaker	-Care for property -Clean up	-Flush when done -Keep it clean -Report inappropriate behaviors
<b>A</b> TTITUDE Courtesy Respect Kindness Gratitude Positive	-Use Manners -Respect people, property, & self -Get along with others -Speak Kindly -Stop, Walk, Tell -Say please and thank you	-Stay on task -Participate -Allow others to work -Believe in yourself -Allow teacher to teach -Allow others to learn	-Move aside for others	-Include others -Keep your place in line -Say please and thank you -Use kind words -Keep hands and feet to yourself	-Include others -Follow directions	-Display good sportsmanship -Support all others -Keep hands and feet to yourself -Leave other’s property alone	-Maintain privacy
<b>W</b> ISE CHOICES Responsible Good Decisions Follow Expectations	- Use time wisely - Be responsible for yourself	-Arrive on time -Be prepared -Be honest -stay on task -Cell phone is off and put away	-Keep moving -Get to class on time -Enter learning area quiet & prepared	- Eat 1 <sup>st</sup> , visit later -Food stays on the tray	-Stay in designated areas -Leave school grounds promptly after school	-Lock all items in personal locker -Keep your combination private	-Get in, get out -Use bathroom during breaks -Use water & supplies with care
<b>S</b> AFETY Aware Conscientious Observant Self-Control	-Respect personal space	-Keep walkways clear -Use supplies appropriately -Walk	-Travel on the right -Walk -Wait against the wall before entering class -Keep body to yourself	-Walk to the line -Line up single file -Wait patiently -Stay seated until dismissed -Keep body to yourself	-Walk bikes & carry skateboards -Watch out for others -Walk while in picnic area	-Walk -Use supplies appropriately -Keep walkways clear	-Wash hands -Report problems immediately

# Voice Levels

Voice level	Description	Operational Definition
0	Silent	No noise
1	Partner voice	Talking/whispering so cannot be heard by others nearby
2	Small group voice	Talking quietly with a partner, cannot be understood by other groups nearby
3	Class voice	Talking to be heard by your class
4	Loud voice	Talking to be heard from a distance larger than a classroom
5	Pep Assembly voice	Raising voice to be heard from a far reaching distance

## DRESS CODE

### (TFSD Policy No. 3260)

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. The Dress for Success code supports workplace norms for appropriate attire. It is our belief that schools are in the business of learning which necessitates discipline by the individual student in all areas such as language, behavior, attendance, and dress.

### Students are to observe the following guidelines regarding student attire:

1. Shirts must have a modest neckline (no cleavage) and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube, off-the-shoulder, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.
2. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see-through, excessively tight or torn, or revealing attire is permitted.
3. Shorts and skirts must be just above (no more than 3 inches) the knee at the secondary level (6-12).
4. Pants must be worn at hip-level or higher (no excessive bagging or sagging).
5. No pajamas, slippers, or sleepwear of any kind is allowed.
6. Hats or head coverings (including sunglasses) of any kind are not allowed.
7. Shoes must be worn at all times.

Students are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following:

1. Drug usage, including alcohol and tobacco;
2. Controlled substances of any kind;
3. Drug paraphernalia;
4. Gangs;
5. Violence, hate groups, racial separation;
6. Sexually explicit, lewd, indecent, or offensive material; or
7. Illegal acts.
8. Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet is prohibited. **Earrings and nose studs are allowed.** Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.
9. Excessive or extreme make-up is not allowed.

There may be exclusions to the dress code policy for religious or health reasons.

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

The building administrator or designee may determine appropriate attire options for special activity days.

### *Consequences of Dress Code Violations*

1<sup>st</sup> Offense: Warning, Entered in MilePosts, Parent Notification by note from administration, and student must change.

2<sup>nd</sup> Offense: Detention 1 day, Entered in MilePosts, Parent Notification by note from administration, and student must change.

3<sup>rd</sup> Offense: Detention 3 days, Entered in MilePosts, Parent Notification by note from administration, and student must change.

4<sup>th</sup> Offense: P.A.S.S. Room, Entered in Mileposts, Parent Notification by administration, and student must change.

\*\*O'Leary is aware that all parents are not available to bring a change of clothing to school in these circumstances. To better assist in the process with the least amount of educational time being disrupted, the front office has t-shirts, PE shorts, and sweats available for students to change into upon verification of Dress Code violation.

## Section V Discipline Procedures

<b>Teacher Managed – Minor Discipline Record</b>					
<b>Level 1 – Minor behaviors that only affect student with minimal classroom interference</b>			<b>Level 2 – behavior interferes with learning of others</b>		
<b>*Mileposts Log Required*</b>					
<b>Behavior Examples</b>	<ul style="list-style-type: none"> <li>• Whining</li> <li>• Food/drink in class</li> <li>• Unprepared</li> <li>• Missing/incomplete /late work</li> <li>• Tardy</li> <li>• Interrupting</li> <li>• Speaking without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping in class</li> <li>• Lying</li> <li>• Cell phone</li> <li>• Technology</li> <li>• Off task</li> <li>• Arguing</li> <li>• Distracting others</li> <li>• Talking out of turn</li> <li>• Note passing</li> <li>• Yelling</li> <li>• Tattling</li> </ul>	<b>Behavior Examples</b>	<ul style="list-style-type: none"> <li>• <b>Chronic Level 1 Behaviors</b></li> <li>• <b>Defiance/Non-compliance</b></li> <li>• <b>Disrespect</b> (cutting in line, racial slurs, profanity, gossip</li> <li>• <b>Discrimination</b> (Inappropriate comments)</li> <li>• <b>Property Misuse</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inappropriate display of affection</b></li> <li>• <b>Harassment</b></li> <li>• <b>Disruptive</b> (running in hallways, behavior that interrupts class)</li> <li>• <b>Inappropriate physical contact</b> (tripping, shoving, pushing)</li> <li>• <b>Dress Code</b> <i>*(does NOT require clothing change)</i></li> </ul>
<b>Consequence Menu</b>	<ul style="list-style-type: none"> <li>• Eye contact</li> <li>• Proximity</li> <li>• Verbal warning</li> <li>• Cuing</li> <li>• Pre-teaching</li> <li>• Pre-correcting</li> </ul>	<ul style="list-style-type: none"> <li>• Re-Teach</li> <li>• Redirect</li> <li>• Strong Voice</li> <li>• Practice correct behavior</li> <li>• What to Do</li> </ul>	<b>Consequence Menu</b>	<ul style="list-style-type: none"> <li>• Seat change</li> <li>• Loss of privileges</li> <li>• Detention</li> <li>• Redirection</li> <li>• Parent contact</li> <li>• Meeting with teacher(s)</li> </ul>	
<b>Office Managed – Office Discipline Referral **Mileposts Log Required**</b>					
<b>Level 3 – Behavior affects teaching environment</b>			<b>Level 4 – Harmful/Illegal or Chronic</b>		
<b>Behavior Examples</b>	<ul style="list-style-type: none"> <li>• <b>Chronic Level 1,2 behavior</b></li> <li>• <b>Academic Misconduct</b> (computer, test, plagiarism, cheating)</li> <li>• <b>Serious Misbehavior</b> (PDA, insubordination, throwing food, bullying, harassment, discrimination, racial slurs)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dangerous Use of tools or supplies</b></li> <li>• <b>Truancy</b></li> <li>• <b>Dress Code</b> <i>*(DOES require clothing change)</i></li> </ul>	<b>Behavior Examples</b>	<ul style="list-style-type: none"> <li>• <b>Chronic Level 1, 2, 3 behaviors</b></li> <li>• <b>Harmful Behavior</b> (harassment, bullying, de-pantsing, sexting, threatening, fighting, hurting others)</li> <li>• <b>Drug (including</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tobacco</b> possession, use, distribution, sale</li> <li>• <b>Illegal Behaviors</b> (vandalism, weapon possession/use, theft, property destruction, arson, battery, burglary, disorderly, threatening)</li> </ul>

			alcohol) possession, use, distribution, sale
<b>Consequence Menu</b>	<ul style="list-style-type: none"> <li>• Conversation with admin</li> <li>• Detention</li> <li>• In-School Suspension/OSS</li> <li>• WISE Program</li> <li>• Team, parent, admin meeting</li> <li>• Behavior contract</li> <li>• Restricted travel</li> <li>• SRO referral</li> </ul>	<b>Consequence Menu</b>	<ul style="list-style-type: none"> <li>• P.A.S.S. Room</li> <li>• OSS</li> <li>• WISE program</li> <li>• Arrest</li> <li>• Expulsion</li> </ul>

**\*\*\*Fighting will result in Out-of-School Suspension\*\*\***

### **Classroom Discipline/Redirection**

An intervention in which students are referred to an alternate environment for the remainder of the class period in order to allow the teacher to continue instruction. Students referred to the redirection room will be required to complete a redirection packet. Students are responsible for any instruction and work missed during that class period. Chronic disruptive behavior may lead to consequences, to be determined by the teacher(s) and/or administration.

### **P.A.S.S. Room (in-school suspension)**

Students who receive in-school suspension will be assigned to the P.A.S.S. Room (Positive Alternative to School Suspension). Students are given their regular assignments under the supervision of our P.A.S.S. Room supervisor and are not allowed to socialize or eat lunch with the other students during their P.A.S.S. Room day. Students will complete all assigned work and eat their lunch in the P.A.S.S. Room. P.A.S.S. will be assigned in one-day increments unless consequences require more.

**Activities:** If a student receives P.A.S.S. Room, he/she **may** not be allowed to attend upcoming activities such as dances, assemblies, field trips, etc.

Disruptive or insubordinate behavior in the P.A.S.S. Room will result in Out-of-School Suspension and the privilege of the P.A.S.S. Room **may** no longer be an option for that student if behavior issues continue.

Insubordination Definition: Unwilling to submit to authority.

Students, who have more than five days of in-school suspension in a semester, **may** then be scheduled for Out-of-School Suspension. If the P.A.S.S. Room is not effective in changing a student's behavior, then a student **may** be suspended. If students with continual behavior issues continue after P.A.S.S. Room and Out-of-School Suspension, then the school will move forward with the possibility of incorrigibility charges being filed.

### **Suspension (Out-of-School)**

Parents will be notified of suspension by phone, mail, and/or in person. Students receiving Out-of-School Suspension will refrain from attending school for the specified time and will not be allowed on campus for the duration of suspension.

### **Expulsion (TFSD Policy No. 3740)**

Expulsion is defined as the removal of a student from the institution for violating rules and/or policies. Expulsions are reviewed and handled by the Twin Falls School Board of Trustees. Students with severe and/or multiple discipline issues may be referred to the Board of Trustees with the recommendation for expulsion by the school administration.

No student will be expelled or denied enrollment without first receiving the due process rights as outlined in TFSD Policy No. 3740.

### **WISE Program**

If a student has been suspended or expelled from school, he/she may be assigned to the Work In Lieu of Suspension or Expulsion (WISE) program by the School Administrator and/or School Resource Officer. The WISE program is run by the Twin Falls County Juvenile Probation Center. Students who are assigned to this program participate in a community service project for the day.

### **Incorrigibility**

Along with truancy, incorrigibility is a status offense that students can be charged with by a Police Officer. Incorporrigibility means that a student's behavior is beyond the control of the school and that normal consequences (P.A.S.S. & O.S.S.) are not effective in stopping the disruptive or insubordinate behavior.

## **Section VI Attendance/Academics**

**Twin Falls School District Policy 3041 states:**

**The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least **ninety percent (90%)** of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or un-enroll the student.**

**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.**

**Students not meeting the ninety percent (90%) attendance requirements may not receive credit or may not be promoted even though they may have passing grades. The parent/guardian who has valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file**



a written request for review by the building attendance committee. Such request must be made within five (5) days of receiving notice of the denial. The building attendance committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted. The attendance committee will consist of the building principal, school counselor, and three (3) teachers designated by the principal.

**O'Leary Middle School Attendance Procedures are as follows:**

- 90% attendance means that a student may miss no more than **9 days per semester** in a class. Once a student misses the 10<sup>th</sup> day in a class, credit will not be received.
- All absences with the exception of those coded as school activities, medical/dental, or court will count toward the 90% attendance requirement.
- Attendance letters will be sent out to parents/guardians of students once they reach 5 absences during each semester. After the 8<sup>th</sup> absence an attempt will be made to schedule a parent/guardian meeting.
- If credit is not received in a class, an attendance appeal must be completed by the parent/guardian within 5 days of receiving notice of denial of credit. A committee will review the appeal and determine whether or not the appeal will be granted.
- If an appeal is not completed, or if credit is denied, the following options are available:
  - An attendance contract may be issued under certain circumstances.
  - Credit may be recovered through after-school credit recovery or during summer school.
- Additional consequences for failure to meet the 90% attendance requirement may include referral to truancy court or the status offender program.

**Reporting an absence** – If a student misses school, a parent/guardian must contact the school to excuse the absence. Parents may call the school at 208-733-2155 and ask for the Attendance Secretary. If a call is not possible a written note will be accepted. All absences must be verified within 48 hours or the absence may be counted as a truancy.

**Students leaving or late more than 10 minutes will be marked absent.**

**Make-up Work** - Upon returning after an absence, it is the student's responsibility to see the teacher immediately about missed assignments. Students should see teachers before, after school, or during Prime Time for assistance with missing assignments. Teachers will only be able to provide limited assistance during class for make-up assignments. A student is allowed two days for every day absent to complete make-up regular classroom assignments. After two days, the work is late. If the student is absent more than two days, the arrangements should be made to get assignments by contacting the O'Leary Middle School Office.

**TARDIES**

A tardy is defined as not being in class and ready to work at the designated time. Students, who enter the classroom after the tardy bell has rung, will be considered tardy for that period. Each teacher will have the discretion to further define a tardy within his/her classroom.

**Consequences:**

Every 3 tardies in one class period will count as 1 absence. The attendance policy as described above will apply.

Tardies will be handled at the classroom level by teachers. Consequences may include detention. The teacher assigning detention will notify parents. Students who are habitually tardy may be referred to administration and receive P.A.S.S. Room. Students who do not serve detentions as assigned by the classroom teacher will be referred to administration and assigned P.A.S.S.Room.

**TRUANCY (TFSD Policy No. 3041)**

Truancy is defined as a student being absent from class or school without the expressed consent or knowledge of the parent/guardian and the school. This includes students who are absent from class anytime during the school day (after arriving at school), without the permission of school officials. This also includes students who are wandering the halls during class time without a hall pass. Truancies will accumulate and can be carried through grades 6-7-8.

**The truancy policy is:**

**First truancy:** The parents are notified and student is assigned one day in-school suspension (P.A.S.S. Room). Zero credit for period(s)/day(s). Students can be referred to the Twin Falls County Status Offenders Program.

**Second truancy:** The parents are notified and student is assigned two days in-school suspension. (P.A.S.S. Room) Student is referred to Twin Falls County Status Offenders program.

**Third truancy:** The parents are notified, the Resource Officer will be involved, and student will be assigned two days Out-of-School Suspension (OSS) doing community service. Student is formally charged with Truancy.

**Fourth truancy:** The parents are notified and expulsion proceedings may be initiated, student is assigned three days OSS doing community service. Student is formally charged with Truancy.

***Zero credit is given on period(s)/date(s) of truancy.***

Suspension and additional disciplinary action can be utilized at any point when a student is truant.

**ACADEMIC HONESTY & TEST MISCONDUCT  
(TFSD Policy No. 3335)**

**Academic Honesty:** Cheating is considered to be a serious offense at O'Leary. It is dishonest, it inhibits learning, and it helps foster poor character. Cheating can take many forms. Examples: 1) Plagiarism is using someone else's work and passing it off as one's own. For example, copying a term paper off the

Internet and handing it in for a grade. 2) Copying another person's homework or test answers is another form of cheating. 3) Allowing someone to copy an assignment or test answers is also considered to be cheating at O'Leary.

**Test misconduct** includes any behavior in which a student communicates, either verbally or non-verbally, with another student from the time the first test copy is distributed until the last test copy is collected; such misconduct undermines the testing atmosphere.

### **CONSEQUENCES**

When a student has been dishonest or cheated at school, the teacher will enter the concern in MilePosts, discuss the concern with the student and their parents, and then the following consequences will apply:

**First Offense:** Zero credit on assignment, one day P.A.S.S.Room (in-school suspension) and teacher will need to work with student on completing an alternative assignment or test to redeem and demonstrate mastery of assignment and earn credit.

**Subsequent Offenses:** Zero credit, one day P.A.S.S.Room or Out-of-School Suspension as issue warrants, and parents will be contacted by teacher and administrator. Teacher will need to work with student on completing an alternative assignment or test to redeem and demonstrate mastery of assignment and earn credit.

### **ACADEMIC SUCCESS**

OMS takes pride in student success. To promote this, we utilize a schedule in which each school day Prime Time is set aside for students to meet with an advisory teacher. Prime Time is a student's homeroom, or main contact teacher. This teacher strives to build a relationship with the student and parents to promote academic success and character development.

Students are expected to complete their work and get extra help from their teachers as needed. To support this, each student's Prime Time teacher monitors their grades and lets them know what work they are missing, can improve on, or other areas of concerns. They also keep students informed of upcoming school events, community outreach, and other school news.

If parents would like to volunteer in the classroom, or have any questions how to best help their student be successful navigating the middle level environment, they are encouraged to contact their child's Prime Time teacher to set up a meeting to make a plan for success.

Your child's Prime Time teacher will also be your first contact on Student-Led Parent-Teacher Conferences.

### *Report Cards (TFSD Policy No. 2620 & 2950)*

Students will receive a copy of their grade report at the end of each quarter. The following value system

is used:

“A” = 90-100%

“B” = 80-89%

“C” = 70-79%

“D” = 60-69%

“F” = 0-59%

“I” or “Inc” = Incomplete (Work not completed)

### ***Academic Awards***

Students making the Principal’s List (all A’s for one full year) will receive a bronze scholastic lamp. Two full years on the Principal’s List earns a silver scholastic lamp and three full years earns a gold scholastic lamp. New students who enroll at O’Leary after the first semester of their 6th grade year are asked to notify the front office if they are coming in with all “A’s” on their report card(s). They will be given the lamp award credit for academic excellence (i.e. new 8th grade student would receive all “A’s” every semester at their old school.) To receive a lamp award, a student must receive all “A’s” for all quarters and semesters.

### **PARENTAL HELP**

1. Encourage your child to be in school on time.
2. Please do not take your child out of school unless it is an emergency.
3. Review school expectations as outlined in this student handbook with your child.
4. Encourage your child to be responsible for his/her own belongings and school supplies.
5. Be supportive and positive with your child, teachers, and the school staff.
6. Contact the school if you have a concern or a question.
7. Join and be active in the PTSO and Booster Club.
8. Notify school on the day your child is absent from school.
9. Encourage your child to get involved in activities and clubs.
10. Ask to see your child’s homework each night.

## **MIDDLE SCHOOL CREDIT SYSTEM (TFSD POLICY #2860 & 2860P)**

Credit System: The following classes and credits are required for each grade level.

### **6th Grade**

Social Studies:	2 Credits
English:	2 Credits
Reading:	2 Credits
Science:	2 Credits
Math:	2 Credits
PE:	2 Credits
Electives:	2 Credits

\*\*\*Students must receive 11 of the 14 possible credits and may not fail both semesters of English, Reading, or Math. Students must be in attendance 90% of the time each semester.

### **7th Grade**

Social Studies:	2 Credits
English/Reading:	2 Credits
Science:	2 Credits
Math:	2 Credits
PE:	1 Credit
Online Learning:	1 Credit
Elective:	4 Credits

\*\*\*Students must receive 11 of the 14 possible credits and may not fail both semesters of English, Reading, or Math. Students must be in attendance 90% of the time each semester.

### **8th Grade**

Social Studies:	2 Credits
English/Reading:	2 Credits
Science:	2 Credits
Math:	2 Credits
Online Learning:	1 Credit
Health :	1 Credit
Electives:	4 Credits

\*\*\*Students must receive 11 of the 14 possible credits and may not fail both semesters of English, Reading, or Math. Students must be in attendance 90% of the time each semester.

### Credit Recovery

- Students who are failing a class may be placed into an alternative credit recovery program.
- When appropriate, students who have failed a class will lose an elective in order to complete an alternative program.
- Students with failing grades, who do not meet the 80% threshold, will be required to attend summer school as per district procedures.

### Matriculation

Students who do not meet the requirements to move on to the next grade and fail to recover credits may be retained, referred to the Bridge Academy, or required to complete other steps. The teacher, counselor and administrative staff will meet with the student's parent/guardian to determine the most appropriate action.

## Section VII Harassment/Intimidation/Bullying

### HARASSMENT/INTIMIDATION & BULLYING

(TFSD Policy No. 3290 & 3295)

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Harassment, intimidation, and bullying, regardless of the specific nature of the students' behavior, are disruptive to a safe school environment and will not be tolerated.

**Definition: (TFSD Policy No. 3295P)**

Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim. Harassment, intimidation, and/or bullying is generally characterized by aggressive or intentionally harmful behavior, which is carried out repeatedly over time.

**R – Repeating**

**I - Imbalance of Power**

**D- Demeaning**

**Prohibitive Behavior:**

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student--including, but not limited to; hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student--including, but not limited to--name calling, threatening, sexual

misconduct, taunting, and malicious teasing.

3. Psychological abuse against a student--including, but not limited to--spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, intentionally excluding another from groups, and/or similar activities.

4. Cyberbullying--including, but not limited to--using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.

5. Harassment, intimidation, and/or bullying--including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student that:

a. A reasonable person under the circumstances should know will have the effect of: (1) Harming a student; or (2) Damaging a student's property; or (3) Placing a student in reasonable fear of harm to his or her person; or (4) Placing a student in reasonable fear of damage to his or her property; or

b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

6. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student.

**Investigation:**

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal, associate principal, and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

**Disciplinary Action:**

Students who engage in harassment, intimidation, or bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion. Possible consequences include:

- P.A.S.S. Room
- Out-of-School Suspension
- Behavior Contract with restricted travel
- Apology letter
- Performing acts of kindness
- Bullying/harassment/peer conflict education
- Mediation
- Check in check out
- Weekly behavior reports
- Bullying/harassment presentations to Prime Time class
- Creative writing, art work, research about stopping bullying and the effects of bullying

### **Reporting Procedures:**

- Any student, and/or parents of a student, who believe the student is being harassed should immediately report the situation to school personnel. A harassment, intimidation, bullying complaint form will be completed by the person reporting the incident.
- Any district employee who receives a report of harassment from a student becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to building administration immediately.
- Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
- Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or administrator.

### **Report to Law Enforcement:**

The school administrator will refer allegations of bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct, including harassment, intimidation, and/or bullying, in violation of Idaho Code Section 18-917A.

## **Section VIII        Drugs/Illegal Substances/Weapons**

### **DRUGS/ILLEGAL SUBSTANCES**

#### **(TFSD Policy No. 3321)**

Possession of, or use of, illegal drugs or controlled substances is a violation of school policy and state law. Any student who is in violation will be disciplined according to school district policy and the laws of the State of Idaho. In all cases, law enforcement officials will be notified.

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

### ***Disciplinary Procedure for Substance Abuse:***

**First offense** – If a student is under the influence and/or in possession of alcohol, tobacco products or controlled or dangerous substances while on or near district property during school hours or at a school-sponsored activity:

- A referral will be made to a law enforcement official.
- Parents/guardians will be notified by phone or in writing.



- The student will receive a minimum 3 day suspension. If unable to provide in-school suspension, other appropriate disciplinary action may be taken as per suspension policy.
- The student's name will be referred to the building Student Assistance Specialist or intervention trained professional who is responsible for implementing a plan to offer assistance to the student.
- Student will be referred to appropriate personnel for intervention and education.
- Student may be put on a behavior contract.

**Second Offense** - Repeat Procedures above with a minimum 5 day suspension. If it is determined by building administration or law enforcement that the presence of said student is a detriment to the safety of the student body or self, the administrator has the option of suspending out of school and/or referring the student to the Board of Trustees for expulsion.

**Third and Subsequent Offenses** - Repeat Procedures above. Upon the third citation being issued (accumulative over grades 6-8 and again over grades 9-12) by a school administrator/official or law enforcement official or witnessed and served by a law enforcement official, the student may be referred by the school administrator to the Superintendent and the Board of Trustees for expulsion.

**Distribution of Controlled Substances** - If a student is involved in transmitting, trafficking in or distributing alcohol or controlled or dangerous substances on school grounds or at any school sponsored function, law enforcement official(s) will be asked to intervene. If it is determined that the presence of said student is a detriment to the safety of the student body or self, there will be a mandatory recommendation made by the school administrator to the Superintendent and the Board of Trustees for expulsion.

## **FIREWORKS, WEAPONS, AND DANGEROUS INSTRUMENTS - Prohibition of Weapons**

### **(TFSD Policy No. 3730)**

The district is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The district's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process.

### **PROHIBITIONS**

Students attending district schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity

A student will be determined to possess a weapon when the item is found to be in any of the following

locations:

1. On a student's person;
2. In the student's personal property--including, but not limited to--the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
4. The student's locker; or
5. Any other school-related or school-sponsored event, regardless of location.

A student caught at school with a weapon falls under the zero tolerance policy and will be recommended for expulsion.

**Disciplinary Actions** - Any student found to be in violation of this policy will be subject to disciplinary action--including, but not limited to--**expulsion, suspension, or other appropriate penalties**. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors--including, but not limited to; the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the likelihood of recurring violation; and the student's prior conduct. See Twin Falls School District Policy 3730.

## **Section IX Cell Phones/Technology Use**

### **CELL PHONES**

Cell phones in classrooms must be turned off and out of sight. Students may use them before or after school, in the hallway, or during their lunch time.

Cell phones must be left in the classroom with the teacher when a student leaves to use the restroom.

***Students bring cell phones and other electronics to school at their own risk. Students and parents are advised to keep student electronics at home to limit the possibility of theft, damage, misuse, and cyberbullying.***

### **HEADPHONES**

Headphones may be used for academic purposes only. Students may not use headphones or earbuds in classrooms unless specifically directed by teacher.

### **ELECTRONIC EXPECTATIONS**

Other electronic devices are not to be used at OMS during the school day. Such devices include, but are not limited to, CD players, iPods, mp3 players, video games, laser pointers, etc. Any inappropriate use or disruption of cell phones or electronics during the learning day will result in the following:

**The consequences for misusing cell phones/electronic devices on campus will be as follows:**

### **First Offense:**

Teacher will confiscate the student's device and send it to the office for safeguarding, and record it as their first offense. Student can pick up the phone at the end of the day.

### **Second Offense:**

Teacher will confiscate the student's device and send it to the office for safeguarding, and record it as their second offense. Parent must come in to pick up the phone after school hours.

### **Third Offense:**

Teacher will confiscate the student's device and send it to the office for safeguarding, and record it as their third offense. Student will serve 30 minute after-school office detention. Parent must come in to pick up the phone after school hours.

### **Subsequent Offenses:**

Teacher will confiscate the student's device and send it to the office for safeguarding, and record it in their discipline log. Student will serve P.A.S.S. Room and could possibly lose the privilege of having a cell phone at school. Parent must come in to pick up the phone after school hours.

## **ELECTRONIC USE**

All students must sign a computer use agreement before they will be allowed to use the district network (including Internet). All users will be issued an account (name and password) which will allow access to the network (see form on our website). Computer misuse or abuse may result in loss of school computer use for one calendar year, removal from computer classes, expulsion from school, and even criminal prosecution.

**\*\*All computer violations need to be reported to the parents and office!**

### **Electronic Network Use Rules (TFSD Policy No. 2960)**

Using the network is a privilege, not a right, and a privilege may be revoked at any time for unacceptable conduct. Unacceptable conduct includes the following:

- Using the computing devices or network for any illegal activity, including violation of copyright or other contracts.
- Using the computing devices or network for financial or commercial gain, including the development of Intellectual Property owned by the user.
- Attempting to circumvent any security, content filtering, or traffic management measures implemented by the school district.
- Using the computing devices or network while access privileges are revoked or suspended.
- Gaining unauthorized access to resources or invading the privacy of an individual or organization.
- Vandalizing the data of an individual or organization.
- Misappropriating or plagiarizing data.

- Unauthorized downloading of software or media.
- Willfully and knowingly sending, accessing, or attempting to access obscene or other inappropriate material.
- Using an account owned by another user without authorization.
- Publicly posting personal communications without the author's consent.
- Placing unlawful or unlicensed information on a system.
- Using abusive, vulgar, or otherwise objectionable language in either public or private messages.
- Using the network, any Internet site, network service, or messaging system to harass, threaten, intimidate, or otherwise bully another individual.
- Using the network wastefully in a manner that would cause degradation or disruption of system performance, waste resources, or otherwise interfere with the productivity of others.

## **Technology**

TFSD shall uphold laws pertaining to the use of technology equipment and the information contained therein and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecution by TFSD to the full extent of the law.

It is possible for all users of the World Wide Internet (including your child) to access information that is intended for adults. Although TFSD has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the district or the school cannot prevent the availability of – nor even begin to identify inappropriate material elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student could make use of computer resources for inappropriate purposes.

There is a need for full disclosure and understanding for the partnership between parents, children and the school district in regard to technology and its use. An Electronic Network Use Agreement has been created to inform and provide knowledge of Internet access and to ensure that all parties understand the areas of responsibility identified. Each child will need to have an agreement form signed and on file for use of the Internet.

## **POWERSCHOOL**

The Twin Falls School District uses PowerSchool as an easy way for students and parents to keep up-to-date online. Once you have activated your account and your school has posted information, you can use PowerSchool to check grades, see homework, verify attendance, view teams and activities, and more. Contact your student's Prime Time teacher for your activation code.

## **MEDIA RELEASE**

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories.

The TFSD Student Opt-Out Form is located on the TFSD website at [tfsd.org](http://tfsd.org) under the Parents tab, Enrolling your Student.

***In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.***

## **Section X Athletic and Extracurricular Eligibility (TFSD Policy No. 3381)**

All students who participate in the athletic program at O'Leary must maintain passing grades and adhere to the two-week grade-check procedure. For additional information please refer to the TFSD Athletic Program Manual. To participate in the athletic program, students must have a current physical on file signed by a licensed physician. All student athletes must also sign and adhere to the athletic code. A student must be in attendance at least one-half day the day of a contest to participate.

**However, any student who has been truant or suspended will not be allowed to participate in any contest on those days.**

### **Grade checks and Academic Probation:**

Student athlete's grades will be checked by the Athletic Director every two weeks. If a student has a D or an F in any class, he/she shall be placed on Academic Probation. During the probation period the student will still be able to practice and participate in the chosen activity. While on probation, the student will be required to attend tutoring until there is verification from the teacher that the grade is above a D. If the student fails to attend tutoring or still has a D or an F for two consecutive grading periods, he/she shall become academically ineligible.

**\*Students failing two classes will be placed on academic suspension. They will be allowed to practice, but not to participate in any athletic contest until the next grade check.\***

**Attendance:** Student athletes must have a 90% attendance rate for all classes in order to remain eligible to participate in middle school athletics. A student must also be in school at least one-half (1/2) day in order to participate in an activity that day.

**The Twin Falls School District has adopted the following Sportsmanship Resolutions:**

### **The Spectator. . .**

1. Never boos a player or official.

2. Appreciates a good play, no matter who makes it.
3. Exercises self-control and displays good judgment in every action.
4. Gains an understanding and appreciation for the rules of the contest.
5. Respects officials and accepts their decisions without question.

#### **The Player/Student. . .**

1. Lives clean and plays hard. Plays for the love of the game.
2. Wins without boasting, loses without excuses and never quits.
3. Respects officials and accepts their decisions without question.
4. Never forgets that they represent their school.
5. Excused for school activities must get their class work ahead of time and hand it in when or before it is due.

#### **The Coach. . .**

1. Inspires in athletes a love for the game and the desire to do their best.
2. Teaches them that it is better to lose fairly than to win unfairly.
3. Leads players and spectators to respect officials by setting a good example.
4. Demonstrates the principles of integrity and dignity of the sport at all times.

## **Section XI General School Policies**

### **BACKPACKS**

Students are encouraged to store bags in their lockers due to limited room and storage in classrooms. However, students are allowed to carry bags into classrooms. Bags must be stored as directed by the classroom teacher or hanging on the back of the student's chair or stored under the student's chair. Walking isles must remain clear of student bags and belongings at all times.

### **BICYCLES/SKATEBOARDS**

All bicycles are to be parked in the front of the building in the racks provided. The area is off limits to students during the school day, including lunch. Bicycles and skateboards are not to be ridden on school property. They are to be walked on and off the school grounds. Bikes must be locked! Skateboards can be kept in the front office

### **BUS TRANSPORTATION**

Bus transportation is provided to the school district by a private contractor. Students must be registered to ride the bus on the regular routes. Students are under the same conduct expectations on the bus as at school. Rules for the bus are provided to each registered student. Failure to observe bus rules may result in both school and bus company discipline as well as possible denial of transportation. **Busing will be provided for students who reside within the O'Leary school boundaries only.** Students who attend

O'Leary on an approved transfer request are required to provide their own transportation to and from school. For information on bus routes or concerns call Western States Bus at 733-8003.

#### **CLOSED CAMPUS**

O'Leary operates as a "closed campus." A closed campus means that students are required to remain in designated areas on the school grounds from the time of arrival until school is dismissed. **A parent/guardian must come into the front office to check a student out of school.** Any student who finds it necessary to leave school during the school day must be excused by the **attendance secretary** in the front office.

A student may only leave for lunch if they are **accompanied by their parent** and must only be gone during their scheduled lunch time to avoid missing class. Students missing more than 10 minutes of any period will be marked absent in that class.

In order to properly supervise students and meet the guidelines of the district liability policy, we ask that all students stay in the area between the three buildings (commonly called "the triangle") or in the commons before and after school. B Building will be open for our students before school during inclement weather.

#### **DANCES (TFSD Policy No. 3410)**

There will be some dances held during the school year. They will last two hours and will be held after school hours. Students from O'Leary are allowed to attend, provided they are not on the dance-to-dance disciplinary list, (OSS and P.A.S.S. Room) which will exclude them from attending the upcoming dance, or if they were absent on the day of the dance. ***\*\*Students are required to have their activity card with them for identification.***

#### *Requesting Dance Guests*

- A Dance Guest Request form must be completed and given to the office no later than the Wednesday before the dance.
- The guest must be a sixth, seventh or eighth grade student.
- The principal or assistant principal will call the home school of the guest to check on their citizenship and academic standing.
- The request form will be returned to the sponsor with the dance attendance decision.
- Approved request forms must be brought to the dance, along with a picture ID, in order for the guest to be admitted.

#### *Dance Guidelines*

- Students, who are suspended, in or out of school, will lose the privilege of attending the dance that follows their suspension.

- Dress must be appropriate for school; following the TFSD Dress Code.
- No head coverings unless they are appropriate for the theme of the dance and have been approved by the administration.
- Once you have entered the dance you must remain inside, unless we obtain parental permission for you to leave.
- If you leave for any reason, you may not return.

No one will be allowed to loiter on the campus following the dances. Students who are not picked up 20 minutes after the ending of the dance, risk losing dance privileges for the remainder of the semester, year, and/or following term.

**FEES (TFSD Policy No. 3440)**

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible. A student may be charged a reasonable fee for activities not reasonably related to a recognized academic and educational goal of the District.

Fees	
Activity Card—required for all Athletes (optional for other students)	\$20.00
PBIS (Optional)	\$5.00
PE Uniforms (optional) (\$16.50 with tax)	\$15.00
Replacement activity card	\$10.00
Replacement lock	\$10.00

\*\*Students will be charged for lost or damaged library/textbooks/equipment checked out to them.

**FOOD**

No food or drink will be allowed out of the commons area unless special permission has been obtained. Food deliveries from local restaurants will not be accepted at O’Leary. Parents may bring food to students and drop it off at the front office.

**GYM CLOTHES**

Students will be required to wear PE clothes for physical education. Students will be asked to provide gym shoes (a non-marking lace-up athletic shoe), shorts, and a t-shirt to be used for PE only.



As an option, O'Leary Middle School offers a PE uniform for your convenience. These are available to purchase at registration for \$15.00 plus sales tax. Students who are not dressed in proper attire will not be allowed to participate and, in return, their grade will be affected by losing points each day they do not dress down.

All PE clothing must meet OMS dress code requirements.

### **HALL PASS**

Students must have a pass to be out of any class at any time. Students must use the hall pass provided by their teacher.

### **LOCKERS**

Student lockers are school district property and, as such, are subject to periodic inspections without permission and without notice by school officials. All students will be assigned a locker. Locks will be issued to each student at the beginning of the year and are to be returned at the end of the year. It is the student's responsibility to keep the locker orderly and clean. No writing or stickers on the lockers are allowed. **Students are not to trade or share lockers. Under no circumstances should a student give his/her combination to anyone else.** The school is not responsible for lost or stolen items. A lock that is lost or damaged will cost \$10.00.

### **LUNCHROOM**

The commons/lunchroom area is used as a dining hall as well as a classroom and place for general meetings. Help keep this area clean for all to use.

School breakfast will be served before school. The lunch periods are divided into three periods of 30 minutes each. All food and drink must be consumed in the lunchroom except when approved for special occasions. Students may bring lunches, but they are to be eaten in this area.

Each student is expected to follow the basic rules of good manners which are:

- Enter and exit the lunchroom in an orderly manner – single file line with no pushing, shoving, or cutting
- Observe good dining habits at the tables – throwing food or flipping bottles is not allowed
- Clean your area
- Use appropriate language and voice level
- Return your tray to the proper area and put trash into containers
- Remain seated during lunch time - no wandering around lunchroom or switching tables
- Students will be released by lunchroom monitors

Violation of these rules may result in students being assigned various clean-up duties, detention, or P.A.S.S. Room.

### **MEDICATION (TFSD Policy No. 3510 & 34510P)**

The office **does not** administer aspirin, Tylenol or any other OTC (over the counter) medication. No medications, prescription or non-prescription, will be dispensed to a student by a teacher, secretary or

other personnel without written permission from parent/guardian. Prescription medications **will not** be dispensed to students without a physician's approval form on file. Prescription medications must be left in the office in the original container.

### **STUDENT COUNCIL (TFSD Policy No. 3230)**

O'Leary has a representative form of student government. Each grade level will elect a representative who shall work on student government business. The student body officers, president and vice-president, will be elected by the students in a school-wide election each year; and secretary, treasurer, and activity director will be elected by the students in a school-wide election each semester. The Student Council Retreats will be held at the beginning of the semester for the representatives in the student council.

### **VISITORS (TFSD Policy No. 4140)**

All visitors to school must check-in at the administrative office and get a visitor's pass. Students are not permitted to have guests during school. Visitors include all parents, volunteers, invited speakers, maintenance persons, news media, former students, and other visitors. Parents wishing to visit are required to check-in at the main office and obtain a visitor's pass.

### **FERPA - TWIN FALLS SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER FERPA**

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 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 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 of 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***

**FERPA Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Twin Falls School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Twin Falls School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Twin Falls School 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; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 LEA that they do not want their student's information disclosed without their prior written consent.

Twin Falls School District – Title 1– Vera C. O’Leary Middle School



**Parent/Student/School Compact**

*We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort. Please read and sign this agreement, signifying your support.*

**Student Responsibility**

❖ **Responsibilities**

- ✓ I will strive for 100% attendance, including no tardies or early pick-ups.
- ✓ I will treat all school staff with respect.
- ✓ I will treat my fellow students with respect.
- ✓ I will follow all school rules and procedures responsibly.
- ✓ I will give my best effort at schoolwork, even when it seems difficult.
- ✓ I will pay attention in my classes, and participate in class activities.
- ✓ I will ask for help when I need it.
- ✓ I will complete all homework assignments.

**Parent Responsibility**

❖ **Communication**

- ✓ Attend scheduled conferences and meetings with staff.
- ✓ Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- ✓ Read notes and respond in a timely manner.
- ✓ When you have a concern or problem, contact the persons involved and discuss the matter.

❖ **Support Learning**

- ✓ Check for homework and progress reports on a regular basis.
- ✓ Provide a time and place to do homework, and check to see that it is being done.
- ✓ Guide and encourage your child to do well.
- ✓ Strive for your child to have 100% attendance, including no tardies or early pick-ups.

❖ **Provide Mutual Support**

- ✓ Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- ✓ Attend organized events.
- ✓ Speak positively about the school and staff.
- ✓ Parents will be invited to attend curriculum training.

**School Responsibility**

❖ **Communication**

- ✓ Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- ✓ Academic progress reported regularly—formal reports at midterm and the end of the quarter.
- ✓ Phone calls and emails returned in a timely manner. (The same day if possible.)
- ✓ Correspondence sent home in parents’ home language if necessary and when possible.

❖ **Support Learning**

- ✓ Teachers will teach the district curriculum as has been developed, and will provide a progressive and quality education with technology integration.
- ✓ Provide a safe, respectful, and responsive school environment.
- ✓ Teacher will use effective instructional strategies.
- ✓ When needed and when possible, students will have additional instructional time in the form of summer school and Title One teachers.

❖ **Provide Mutual Support**

- ✓ Survey parents for volunteering interests.
- ✓ Make phone calls when there is a problem or concern.
- ✓ Provide programs, activities, and events that encourage learning that are an interest to students and families.
- ✓ Parents will be provided training on the classroom subjects when requested.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Очень важно. Пожалуйста, найдите переводчика.

Hii ni muhimu sar Tafadhali tafuta m wa kutafsiri.

Esto es muy importante. Por favor encuentre a alguien que lo traduzca.

Ovo je vrlo važno. Molimo vas, nađite nekoga da vam ovo prevede.

C'est important. Si vous plaît,

這非常重要

이 것을 매우 중요한 것으로 생각하며, 양친을 찾거나 친에게 찾거나 도움을 부탁드립니다.

請找人翻譯

هذا هام جدا. من فضلك ابحث عن شخص لترجمه لك.

By requeste Kerasanaka suramaso piroberzane romane.

این خیلی مهم است. لطفاً یک نفر را پیدا کنید ترجمه کند.

## PARENT INVOLVEMENT PLAN

### PARTNERING FOR SUCCESS THROUGH TITLE IA

**Dear Parent(s)/Guardian(s),**

The Twin Falls School District and O'Leary Middle School urges all parents to partner with their child's teacher and school to ensure that each child has every opportunity for a positive school experience and high achievement. Our district Parent Involvement Policy for Title IA schools outlines the actions and activities we offer to enhance this partnership. Parents may access the full policy through the link on the Twin Falls School District web page: see Policy # 677.10 and 677.10P or via the District Policy Manual located in each school.

As stated in the policy:

1. OMS is a diverse school that aims to include all parents as representatives in: Building Leadership, W. I. S. E., and Title II committees. Parents may contact the principal for further information or to volunteer to serve on these committees.
2. OMS encourages the participation of parents in the PTSA and OMS Booster Clubs.
3. OMS holds Student-Led Parent/Teacher Conferences each semester regarding student's academic progress, including progress on the Idaho State Achievement Test and other federal and state assessments.
4. OMS hosts an annual fall Back-to-School Night.
5. OMS keeps a Parent/School Compact on file which defines the expectations of parents, teachers, and students to ensure a productive, positive school year. This will be reviewed at the annual fall Back-to-School Night.
6. OMS makes this Parent Involvement Plan available to all parents.
7. OMS provides a parent survey that allows parents to share ideas and provide input on areas of strength and need at both Student-Led Parent/Teacher Conferences.
8. OMS informs parents about the district and school websites and Power School at registration, Back-to-School Night, and Student-Led Parent/Teacher Conferences.
9. OMS hosts one Academic Involvement Event for parents each semester.  
Reading Night (semester one)  
Math Night (semester two)
10. OMS works to provide translation and communication home in the students' home language.

To je velmi důležitá. Najděte prosím někoho, kdo to přeloží.

これは大変重要なものです。どなたかに翻訳して頂いて下さい。

Tài liệu này rất quan trọng. Xin tìm người thông dịch dùm.