

Student Name _____

MOSCOW MIDDLE SCHOOL



HOME OF THE CUBS

1410 E. "D" Street Moscow, ID 83843 | Office (208) 882-3577 | Attendance (208) 892-1177 (24 Hour)

**MOSCOW SCHOOL DISTRICT NO. 281
SCHOOL CALENDAR 2017-2018**

| | Mon | Tue | Wed | Thu | Fri |
|------|-----|-----|-----|-----|------|
| Aug | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| | 28 | 29A | 30B | 31C | |
| Sep | | | | | 1D* |
| | 4 | 5A | 6B | 7C | 8D* |
| | 11A | 12A | 13B | 14C | 15D* |
| | 18A | 19A | 20B | 21C | 22D* |
| | 25A | 26A | 27B | 28C | 29D* |
| Oct | | | | 5 | 6 |
| | 9A | 10A | 11B | 12C | 13D* |
| | 16A | 17A | 18B | 19C | 20D* |
| | 23A | 24A | 25B | 26C | 27D* |
| | 30B | 31C | | | |
| Nov | | | 1D | 2 | 3 |
| | 6A | 7A | 8B | 9C | 10D* |
| | 13A | 14A | 15B | 16C | 17D* |
| | 20 | 21 | 22 | 23 | 24 |
| | 27A | 28A | 29B | 30C | |
| Dec | | | | | 1D* |
| | 4A | 5A | 6B | 7C | 8D* |
| | 11A | 12A | 13B | 14C | 15D* |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | 29 |
| Jan | 1 | 2A | 3B | 4C | 5D* |
| | 8A | 9A | 10B | 11C | 12D* |
| | 15 | 16A | 17B | 18C | 19D* |
| | 22A | 23B | 24C | 25D | 26 |
| | 29A | 30A | 31B | | |
| Feb | | | | 1C | 2D* |
| | 5A | 6A | 7B | 8C | 9D* |
| | 12A | 13B | 14C | 15D | 16 |
| | 19 | 20A | 21B | 22C | 23D* |
| | 26A | 27A | 28B | | |
| Mar | | | | 1C | 2D* |
| | 5A | 6A | 7B | 8C | 9D* |
| | 12 | 13 | 14 | 15 | 16 |
| | 19A | 20A | 21B | 22C | 23D* |
| | 26A | 27A | 28B | 29C | 30D* |
| Apr | | | | | 6 |
| | 9A | 10A | 11B | 12C | 13D* |
| | 16A | 17A | 18A | 19A | 20A* |
| | 23A | 24A | 25A | 26A | 27A* |
| | 30A | | | | |
| May | | 1A | 2A | 3A | 4A* |
| | 7A | 8A | 9B | 10C | 11D* |
| | 14A | 15A | 16B | 17C | 18D* |
| | 21A | 22A | 23B | 24C | 25D* |
| | 28 | 29A | 30B | 31C | |
| June | | | | | 1D* |
| | 4A | 5A | 6A | 7 | 8 |

- 8/22 New Teacher Orientation
- 8/22-24 Teacher Work Days
- 8/25 Professional Development
- 8/28 All Dist. Staff Mtg. AM/Teacher Workday PM
- 8/29 First Day for Students**
- 9/4 No School - Labor Day

- 10/4 End of High School 6 Week Progress Report Period
- 10/5-6 No School - Professional Development

- 11/1 End of 1st Quarter
- 11/2-3 No School – K-12 Conferences / Teacher Work Days
- 11/17 End of High School 6 Week Progress Report Period
- 11/20-24 No School - Thanksgiving Vacation

- 12/18-1/1 No School - Winter Vacation

- 1/2 First Day Back for Students
- 1/15 No School - Martin Luther King, Jr/Idaho Human Rights Day
- 1/25 End of first semester
- 1/26 No School - Teacher Work Day / Data Analysis

- 2/16 No School – Professional Development
- 2/19 No School – Presidents’ Day

- 3/9 End of High School 6 Week Progress Report Period
- 3/12-16 Spring Vacation - No School

- 4/5 End of 3rd Quarter
- 4/6 No School - K-12 Conferences

- 4/27 End of High School 6 Week Progress Report Period

- 5/28 No School - Memorial Day

- 6/6 Last Day for Students / Paradise Creek Regional H.S.**
- 6/7 Teacher Work Day / Makeup Day (if needed)**
- 6/8 Teacher Work Day / MHS Graduation**

=School in Session

=Prof. Dev./Data/Curr./Conferences/Workdays

=Vacation

***45 minute Early Dismissal each Friday**



MOSCOW MIDDLE SCHOOL

Learners Today—Leaders Tomorrow

This agenda belongs to: _____

Mission

The mission of Moscow Middle School is to provide a safe, nurturing environment where a quality education fosters critical thinking and prepares our independent learners to be positive contributors in a constantly changing world.

Operational Philosophy

Moscow Middle School believes that all students are valued and can learn. All students are entitled to instruction in a respectful and safe environment geared to their needs. The school recognizes that the family is the child’s most significant influence. The essential elements of the educational process include high expectations and shared responsibilities by all stake holders, including students, staff, parents, and other community members.

| “A” Bell Schedule | “B” Bell Schedule | “C” Bell Schedule | “D” Bell Schedule |
|-------------------|-------------------|-------------------|-------------------|
| 1 8:15 – 9:06 | 1 8:15 – 9:22 | 2 8:15 – 9:22 | 1 8:15 – 9:22 |
| 2 9:10 – 10:01 | 5 9:26 – 10:33 | 3 9:26 – 10:33 | 2 9:26 – 10:33 |
| 3 10:05 – 10:56 | 4 10:37 – 11:44 | 4 10:37 – 11:44 | 3 10:37 – 11:44 |
| L1 10:56 – 11:27 | L1 11:44 – 12:14 | L1 11:44 – 12:14 | L1 11:44 – 12:14 |
| 4EC 11:00 – 11:51 | HR1 11:48 – 12:14 | HR1 11:48 – 12:14 | HR1 11:48 – 12:14 |
| 4LC 11:31 – 12:22 | HR2 12:18 – 12:44 | HR2 12:18 – 12:44 | HR2 12:18 – 12:44 |
| L2 11:51 – 12:22 | L2 12:14 – 12:44 | L2 12:14 – 12:44 | L2 12:14 – 12:44 |
| 5 12:26 – 1:17 | 6 12:48 – 1:55 | 6 12:48 – 1:55 | 5 12:48 – 2:15 |
| 6 1:21 – 2:12 | 7 1:59-3:06 | 7 1:59-3:06 | |
| 7 2:16 – 3:07 | | | |

STUDENT HANDBOOK AGREEMENT FORM

I have read with my parent/guardian, understand, and will follow the guidelines set forth in the Moscow Middle School Student Handbook to the best of my abilities. I also understand that as a user of school equipment and the school’s computer network, I agree to comply and do my best to care for all equipment in a reliable fashion while honoring all relevant guidelines, laws, and restrictions.

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

ZERO TOLERANCE VIOLENCE AGREEMENT

I am committed to the elimination of all forms of violence from our school. If I know of, or hear of an individual that may be involved in an unsafe activity, I will protect them and other students by reporting the situation to an adult. I will get adult help if I know of any person or group of persons using, or threatening to use violence within the school building, on school grounds, on school sponsored transportation, or school sponsored activities.

STUDENT SIGNATURE

DATE

Please see www.ms281.org to view additional information and the on-line version of the handbook.

ACTIVITIES EVENTS CALENDAR 2017-18

| | |
|----------------|---|
| AUG. 10 | MMS FALL SPORTS MEETING |
| AUG. 25 | NEW STUDENT ORIENTATION |
| SEPT. 14 | BACK TO SCHOOL NIGHT – 6-8 PM |
| SEPT. 18 | MMS SCHOOL PHOTOS - ALL DAY IN P.E. CLASSES |
| SEPT. 19 | 7 TH GRADE R&R |
| OCT. 7 | UNIVERSITY OF IDAHO HOMECOMING PARADE |
| OCT. 4 | MMS FUN RUN |
| OCT. 9 | RETAKE SCHOOL PHOTOS AND SPORTS PHOTOS |
| OCT. 9-10 | 8 th GRADE I2I |
| OCT. 9-13 | 6 TH ASB ELECTION PETITIONS OUT |
| OCT. 11 | MMS MASSED BAND FESTIVAL @ GENESSE |
| OCT. 16-20 | 6 TH ASB GRADE ELECTION CAMPAIGN/ELECTIONS |
| NOV. 2-3 | 6-8 GRADE STUDENT CONFERENCES |
| NOV. 6-17 | STUDENT COUNCIL ALL-SCHOOL CANNED FOOD DRIVE |
| NOV. 7 | FALL MUSIC CONCERT: BAND & CHOIR – 7 PM, MPR |
| DEC. 5 | MMS AND MHS HOLIDAY ORCHESTRA CONCERT – 7PM, MPR |
| DEC. 6 | WINTER SPORTS PHOTOS |
| DEC. 8 | CHOIR HOLIDAY CONCERT - 7 PM, UI KIBBIE DOME |
| DEC. 11 | EAGLE TRIP |
| DEC. 12 | GEOGRAPHY BEE |
| DEC. 13 | MSD HOLIDAY CONCERT – 7 PM, MHS AUD. |
| JAN. 12 | DRAMA DRESS REHEARSAL 3:00-5:30 PM |
| JAN. 18 | EVENING DRAMA PERFORMANCE - 7PM, MPR |
| JAN. 25 | MMS DRAMA PERFORMANCE |
| JAN. 25 | 2 ND SEMESTER SCHEDULES OUT |
| JAN. 30 | SPELLING BEE |
| FEB. 15 | THURSDAY ‘D’ DAY ASSEMBLY |
| FEB. 20 | BAND/CHOIR JAZZ CONCERT – 6 PM, MHS AUD. |
| FEB. 22 | LIONEL HAMPTON JAZZ FESTIVAL @ UI |
| FEB. 27 | BAND/ORCHESTRA SHOWCASE – 7 PM, MHS AUDITORIUM |
| MAR. 7 | DISTRICT II SOLO/ENSEMBLE FESTIVAL |
| MAR. 19-30 | LEUKEMIA AND LYMPHOMA SOCIETY PENNY DRIVE |
| MAR. 19 – 5/18 | SBAC TESTING WINDOW – SPECIFIC CLASSES AND DATES T.B.A. |
| MAR. 20 | 5 TH GRADE PARENT NIGHT - 6:00 MPR |
| APR. 3 | SPRING SPORTS PHOTOS |
| APR. 5 | THURSDAY ‘D’ DAY ASSEMBLY |
| APR. 25 | DISTRICT II LARGE GROUP MUSIC FESTIVAL |
| MAY 10 | SPRING MUSIC CONCERT – 7 PM, MMS FIELDHOUSE |
| MAY 11 | CHOIR MOTHER’S DAY TEA – WEST PARK ELEMENTARY |
| MAY 11 | DRAMA DRESS REHEARSAL – 3:00-5:30 PM |
| MAY 14-18 | ASB ELECTION PETITIONS |
| MAY 15 | MMS AND MHS SPRING ORCHESTRA CONCERT – 7PM, MPR |
| MAY 18 | DRAMA DRESS REHEARSAL – 3:00-5:30 PM |
| MAY 21-25 | ASB ELECTION CAMPAIGN W/ELECTIONS |
| MAY 22 | EVENING DRAMA PERFORMANCE |
| MAY 24 | MOSCOW MIDDLE SCHOOL EXPO - 5:30-7:00 PM |
| MAY 28 | COMMUNITY MEMORIAL DAY MUSIC PERFORMANCE 11AM, FAIRGROUNDS |
| MAY 31 | YEARBOOK SIGNING PARTY – 3PM-3:30PM @ FH |
| JUNE 5 | ACADEMIC AWARDS ASSEM. @ FH |
| JUNE 6 | 8 TH GRADE SILVERWOOD TRIP AND FUN DAY FOR 6 TH AND 7 TH GRADERS |

TABLE OF CONTENTS

| Topic | Page |
|--|-------|
| Middle Level Credit Policy | 1 |
| School Attendance | 1 |
| Dress and Appearance | 2 |
| Emergency Closure, Drills, and Evacuations | 2-3 |
| Purchases (ASB, Yearbook, etc.) | 3 |
| MMS Meals | 3 |
| General Student Information | 3-5 |
| Activities | 5 |
| Student Rights and Responsibilities | 6-7 |
| Student Behavior Expectations | 7 |
| Behavior Violations and Steps | 7-8 |
| Student Harassment Policy | 9 |
| Student Behavior at Special Events | 9 |
| Research Model | 9-10 |
| Health | 10-11 |

MIDDLE LEVEL CREDIT POLICY

Beginning with the 2010-11 school year all Idaho schools were required to adopt a middle level policy whereby all students in middle school will earn one middle level credit per semester for each passed course with a grade of D or above. Students in grades six, seven, and eight must pass 80% of their classes each year to progress to the next grade level. In addition, if a student fails two semesters of the same course in Math, Science, Social Studies, or English, the course will need to be repeated.

ARRIVING ON TIME

You must be in your classroom, ready to learn by 8:15 a.m. each school day. It is your responsibility that you arrive at school on time each day, not your parent's responsibility. You should plan to be in the building by the 8:10 a.m. warning bell. Being on time is going to help convince others that you are able to care for yourself and meet your obligations.

If you are late for school, you must report to the office before going to class. Frequent tardiness to classes will result in consequences that could lead to detention or suspension from school. Arrival to class ten (10) minutes late or later will be marked as an "unexcused absence" unless a legitimate note is received from a parent/guardian.

ATTENDANCE – 892-1177 -- 24-hour

Students must attend school each day of the school district calendar unless they have a school approved reason for being absent. (Idaho Code Section 33-202)

Unexcused absences are truancies and are illegal. All absences are recorded as unexcused until the school receives, from the parent/guardian, a report explaining the reason for the student not attending. Parents/guardians may call the attendance line 24 hours a day (**892-1177**) or a written explanation can be delivered by the student for pre-excused conditions.

Any student leaving school during the day must first check out at the office; students returning to school during the day are to check in at the office. The school must have permission from the parent before allowing a student to check out. Absences that may be excused by the Principal are those that are caused by:

1. Illness/injury that reasonably could be expected to require absence (Frequent or extended absences may require that a physician's recommendation be submitted before absences are excused.)
2. Death in family.
3. Academic related activities, e.g. field trips
4. In-building pullout, e.g. conferences
5. Community or school competitions that result in extended absences

Such absences should be brought to the attention of the Principal and teachers well before the trip, so that decisions regarding credit, make-up work and grades can be reached before your travel plans are finalized. Students are required to make up all missed assignments because of absence. You should ask each teacher for the assignments and make a plan for the completion of the expectations. You may want to ask

a friend in each class to collect assignments and worksheets.

Moscow School District Attendance Policy (5000.01)

Truancy. Absence without a legitimate excuse shall be deemed truancy. A habitual truant is any pupil who repeatedly has violated the attendance regulations established by the Board of Trustees or other governing body operating the school attended. A child of compulsory school age may also be considered an habitual truant if the child's parents or guardians, or any of them, have failed or refused to cause such a child to be instructed as provided in Idaho Code 33-202.

- A. All absences are subject to review. Patterns of excessive absences, unexcused absences, and/or truanancies may result in denial of credit in the related class or classes as well as being subject to appropriate disciplinary action.
- B. Students with ongoing attendance problems will be referred to the principal to determine action to be taken.
- C. After six (6) absences in a quarter, or if lack of attendance is negatively affecting the pupil's academic success, the building administrator is hereby authorized by the Board of Trustees to refer students to Attendance Court.
- D. After four (4) unexcused absences, the building administrator is hereby authorized by the Board of Trustees to refer pupils to the Prosecutor's Office as habitually truant.

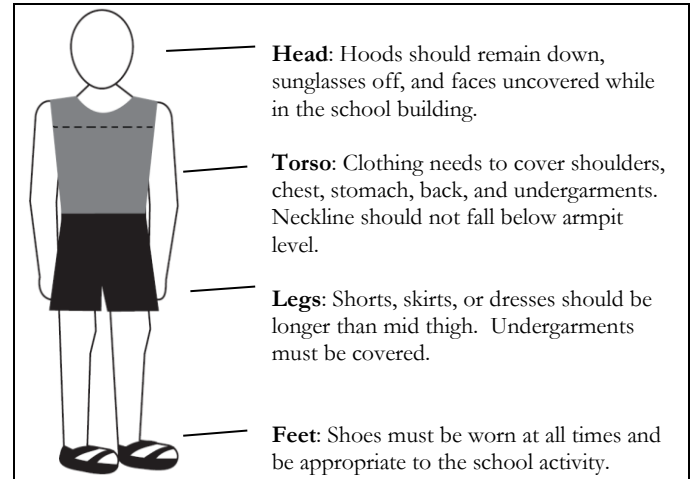
*Students who reach his/her **9th** absence in any class during a semester may lose credit for that class. The causes listed above are excusable and are not included in the count if approved by the Principal.

HOMEWORK DURING ABSENCES

Upon request to the office, teachers will provide homework and/or makeup assignments for students who miss three or more days. The parent should make the request to the office staff early on day three and the assignments can be picked up between 3 p.m. and 4 p.m. Students who are absent fewer than three days should personally ask each of their teachers for make-up work and the period of time they will be allowed to complete the lessons. The following site provides information on grades and assignments <http://ps.sd281.k12.id.us/public/>. You will need to refer to your username and login that was provided at the beginning of the school year to access your information.

DRESS AND APPEARANCE

The school recognizes that student dress and appearance is the primary responsibility of the parents. However, dress and appearance must not present health and safety problems or cause disruption or create an immediate or substantial risk of disruption at school or school sponsored activities. Furthermore, dress/attire may not be lewd, obscene, contain information depicting alcohol, drugs, or tobacco, nor use sexual innuendo. Students who wear inappropriate attire will be asked to change.



EMERGENCY CLOSURE

Adverse conditions may cause the school to be closed. Past closures have been caused by heavy snowfall, high winds, extreme cold, and volcanic eruption. The primary method of notifying families of school closures is through our automated calling service called School Messenger and a posting on the district website. Closure announcements are usually made shortly after 6:30 a.m. though parents may want to monitor reports throughout the day. Bus riders, in particular, need to plan an alternative destination in town for when emergencies close the schools and disrupt the normal way you would get home. It would also be wise to tune your radio or TV to a local station coming to school on days when the weather is extreme or extraordinary events are occurring.

EMERGENCY DRILLS AND EVACUATION

Fire Bell: Evacuate the building. 5 short bells in a row will tell you it is safe to return.

Lock Down: One long bell of at least 15 seconds. Enter the nearest occupied room and follow staff directions.

COUNSELORS

A counselor, assigned by grade, is available to assist with academic, social, or career concerns. For example, the counselors will be assisting you with your schedule, study habits, standardized tests, classroom functioning, sexual harassment issues, career interests, and academic progress. They can also refer you to other professional helpers for long term counseling, support groups, testing, or protective services.

The counseling center is located next to the office. Each counselor has a sign up sheet. For most concerns write your name on the sheet and your counselor will respond by sending a pass to see you. If there is an emergency, go directly to the counseling office. Parents are welcome to contact the counselors regarding issues of academic success, progress reports, parent-teacher meetings, and/or the student's social adjustment in school.

PURCHASES

The following are the costs of optional items or services available to the student through the MMS office:

- \$26 Student Body Card -- Provides admission to Moscow athletic events and is required for all participating athletes.
- \$22 Student yearbook –The Cub Tracks must be purchased by the end of first semester.
- \$8 Student Literary Magazine – Ursa Major is published in May each year

BREAKFAST AND LUNCH

Breakfast and lunch are available each school day in the multipurpose room/cafeteria. Breakfast is served from 7:45 to 8:10 a.m. and lunch is served during your assigned lunch period. All money for meal purchases should be given to the Student Nutrition Staff in the cafeteria before school begins. Each student has a Power School meal account which is used for breakfast, lunch or milk purchases. For your convenience, you can deposit any amount into your account. In the meal line, students access their account using their ASB card, or by saying their last name. Please help us to speed up the meal service by bringing your card. The cashier will tell you when your account is running low of funds or when you are charging. Two meal charges per quarter will be allowed in emergencies, and notes will be sent to parents. Funds may also be added to student lunch accounts through a link on the district website for a small fee. Students bringing lunch from home may purchase milk and/or juice during the lunch period.

Meal prices are \$1.85 – Breakfast, \$2.65 – Lunch, \$.35 – Milk, \$1.00 - Juice (coin operated machine)

Breakfast and Lunchroom Procedures

Students are expected to follow lunchroom procedures during their lunch period. Unless otherwise assigned, the MPR has an open seating arrangement during meal times. Students need to keep their voices at a conversational level. After receiving their lunch, students are expected to remain seated until they are done eating. Once they finish their lunch students need to raise their hand to be excused. After an adult checks to make sure the student cleaned up their area, they will be directed outside for the remainder of the period. Students will not be allowed to go to their lockers until after the lunch period is over, so it is important that they bring appropriate clothing, jackets, etc. at the beginning of the period. Unless weather poses an immediate risk to student safety, all students will be directed to go outside after finishing their lunch. In instances when temperatures drop below 20 degrees, we experience regional thunder and lightening, or we have severe precipitation, students will stay inside.

Free and Reduced Lunch

Application forms for the Free and Reduced Meal Program will be sent home with all students or are available in the school office throughout the school year. This confidential program is based on household size and income.

ALTERNATE TRANSPORTATION

All students are encouraged to walk or ride their bikes and scooters to school. If you choose to ride, please remember to walk your bike or scooter when you are on the school grounds. For those students who opt to walk to school, a Safe Routes to School map and information is available at <http://www.webpages.uidaho.edu/~mlowry/gis/sr2s.htm>

CLOSED CAMPUS

Students are expected to remain on campus from the time they arrive in the morning until they depart at the end of the school day. Leaving with a parent/guardian is usually the only variation that would be allowed. Students may not leave the campus in the morning after coming to the school grounds. Bus students may not leave campus and return to catch their bus, nor may others return to the bus loading area after leaving the campus after school. All students, unless under the direct supervision of an

adult must leave campus by 3:20 p.m. each day. Students loitering on campus after 3:20 p.m. are subject to disciplinary action.

VISITORS

Students from other schools and adults, without good reason to be present, are not permitted to visit the building while school is in session. Parents and interested patrons are welcome in the school any day and we will do our best to provide you an opportunity to view any program. We do require all visitors to check in at the office and prearrange, through the administration, any visitations which could occur in the school. Guests are welcome during the lunch period as long as it has been prearranged and approved by the administration. All visitors and staff wear I.D. tags. Please report individuals not wearing such identification to an adult.

BUILDING ACCESS

The office is open each school day from 7:30 a.m. to 4:00 p.m. Students may enter the multipurpose room at 7:30 a.m. and remain there until the 8:05 a.m. bell. Teachers are available between 3:06 p.m. and 3:45 p.m. and during their particular preparation periods. Students must leave the building and campus by 3:20 p.m. unless working under the direct supervision of a staff member.

HOMEWORK and AGENDA

The classes you take require more study time than your time at school permits. You should expect to work for one and one-half hours, five nights each week in order that you do your best. It is important that you are prepared each day for class, for your teachers will hold you accountable for the learning. Be certain to write down your assignments in your Agenda and take home those materials you will need. The Student Agenda/assignment book is provided free of to all MMS students and is required for hallway privileges (pass pages must be attached). It is treated as a school text book, which becomes the property of the student at the end of the year and must be replaced, if lost. Replacements cost \$5.00.

LOCKERS AND BACKPACKS

A locker will be assigned to you at the beginning of the school year and that particular locker is the one you need to use. The school has a need to know where to find your belongings if you are leaving because of illness or injury. **Students are not allowed to change or share lockers. Any locker change is made by the office.** Any item stored in a

student's locker is considered to be in their personal possession. Do not store anything in your locker you do not want to be personally responsible for.

Only school locks may be used on the lockers and the lockers are subject to administrative access and/or search when necessary. **It is important to keep your locker locked at all times and keep your combination to yourself.** All lockers must be kept closed and reasonably clean or access will be denied.

LOST AND FOUND

If you lose anything at school, do not assume that it was stolen. Go directly to the office and ask if the item has been turned in to "lost and found". Also, if you find something that has no apparent owner, take it to the office. Lost and found is located in a cabinet by the east entry to the building.

SCHOOL TELEPHONES

Students may use the office telephone only when there is a legitimate need to contact a parent for an unforeseeable reason (illness, missed bus, extracurricular activity change, etc.). Calls are limited to three (3) minutes.

PERSONAL ELECTRONIC DEVICES

(Cell phones, I Pods, MP3 players, video games, cameras, etc.) Students are not to use personal electronic devices on school property, during the school day (8:10a.m.– 3:06p.m.). All such devices must remain in the off position during the school day. Electronic devices that are seen or heard during the school day will be confiscated and must be picked up by a parent.

There may be times when teachers plan specific lessons or projects that incorporate personal technology devices. When this is the case, the teacher will request parental permission and provide specific procedures for utilizing them in the classroom. In these circumstances, personal devices may be permitted in that class only and need to remain powered off and out of sight during the rest of the school day.

Regardless of the context, pictures taken at school are for use in school district publications and projects only and may not be distributed or published without permission from the proper school authority.

ELEVATOR

The elevator is for the sole use of those who have a handicap or injury that prohibits the use of the stairway. A book carrier may accompany the user. When you have a need for the elevator, report to the

office to receive instructions and review expectations.

HALLWAYS

Before school, after school, and during passing periods hallways can become congested. Be courteous to others, do not stand in groups that block the flow of traffic, and use appropriate language and voice level. Please move along the right hand side of the hall. When classes are in session students are required to be quiet in the hallway and have their agenda with the hall pass filled out correctly. Students in the building between 7:30 a.m. and 8:10 a.m. need to enter through the MPR and have the appropriate pass.

IDENTITY

All persons must, upon request, identify themselves to any school district personnel in the school building, on the school grounds, at school sponsored events, and on school buses.

ACTIVITIES

Academic Eligibility -- To participate in any school activity, a student must have passed five classes the previous semester. This rule applies not only to athletics, but also to academic extracurricular activities, e.g. jazz band. Academic ineligibility may be appealed, to the principal. Please see the Principal for additional information.

Attendance -- A student who is absent at any time during the day may not participate in an activity that same day, unless the absence was due to a medical appointment or emergency that does not reflect illness.

Behavioral Eligibility -- To participate in school activities, students must be in good standing within the MMS disciplinary system.

Physical Exam -- All athletes and cheerleaders must have a physical exam form on file in the training room prior to the first practice of the season. Students in grades 6, 7, 9 and 11 need to have a new physical form, where students in grades 8, 10 and 12 can use their form from the previous year. Forms are available in the school office, in the training room and at your doctor's office.

Interim Questionnaire -- This form is needed each year to provide updated information, consent and emergency phone numbers.

Evidence of Insurance -- This form is on the back side of the Interim Questionnaire and is needed to clarify the student's insurance coverage and consent for medical treatment. Individuals

interested in supplemental insurance coverage can pick up information in the office.

Substance Abuse Policy -- Both the student and parent need to sign and return this form to the coach/advisor verifying that they have read and understand the rules pertaining to alcohol, tobacco and other drugs.

ASB Card -- An ASB card, which allows the student to attend Moscow home athletic events, is required to be purchased (\$26) for student participation in extracurricular activities. These funds are used to support all student activities.

Participation Fees -- In addition to the ASB card, a fee will be collected by each coach/advisor prior to the student's competing in each interscholastic activity. These funds are used to support the individual activity programs. Checks should be made payable to Moscow School District.

\$35 6th/7th/8th grade teams per season

Athletics -- Many programs exist for all grade levels throughout the year. Preseason meetings, announced in the daily bulletin, will supply you with detailed information on practices, the competitive schedule, eligibility and program goals. All programs are "no cut" and all students are encouraged to participate. The following programs are offered:

| | | | |
|-----------------|-------|------------------|-------|
| Cross Country | 6,7,8 | Girls Basketball | 6,7,8 |
| Football | 7,8 | Wrestling | 7,8 |
| Volleyball | 6,7,8 | Track & Field | 7,8 |
| Boys Basketball | 6,7,8 | Cheerleaders | 6,7,8 |

Groups/Clubs -- The following are some of the groups offered:

Ambassadors, Club Sawdust, Environmental Action Club, Math Counts, Knowledge Masters, Future Problem Solvers - The first meeting of these groups will be announced in the bulletin. New clubs may be formed when sufficient student interest is evident.

SUPPLEMENTS AND ENERGY DRINKS

The Moscow School District strongly discourages the use of any "nutritional supplement" or ergogenic aids by students unless use is expressly approved by the Moscow School District Athletic Medical Staff. Moscow Middle School also discourages the use of energy drinks in a middle school setting. Students will not be allowed to bring energy drinks or supplements to MMS. Such items will be confiscated and returned to parents upon request. Any drink that exceeds

60mg per 12oz (higher end for traditional soda) will be considered an energy drink.

STUDENT COUNCIL

The student council is composed of class officers who work cooperatively to plan activities for the school. They report the actions of each meeting to their classmates and enlist others to help plan, organize, and facilitate such activities as assemblies, community service activities, and dances. Money raised by the student body is deposited in the Student Activities Account. The expenditure of student activity funds is for the benefit of the student body and the activity fund accounts are annually audited by an outside agent.

STUDENT FRIENDSHIPS

Having boyfriends and/or girlfriends are not unusual in middle school. You need to talk with your parents about their expectations in this regard, but you also need to be aware that kissing, petting, etc. are embarrassing to others and inappropriate when done in a public place, such as school. Please limit your display of affection to holding hands. Supportive gestures such as hugs, pats on the back, etc., should last about five seconds or less to be socially appropriate in a school setting.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to behave in a manner appropriate for a school setting. This includes following local codes and laws, show respect to staff, students, and property. Always stay where you are supposed to be under staff supervision. Show up to classes on time. Always follow reasonable requests made by staff members.

STUDENT RIGHTS AND RESPONSIBILITIES

Students enjoy rights within the school and also must accept the responsibilities of citizenship. These responsibilities require that student behavior contributes to a positive, safe, and orderly educational experience. Infringements on the rights of others and failure to meet responsibilities will subject the student to corrective action. The following are the rights and responsibilities of each student. Violation of student responsibilities constitutes grounds for discipline, suspension, and/or expulsion.

- **VIOLENCE** - Violence will not be tolerated at Moscow Middle School. *Violence is any word, look, act, or gesture that is intended to offend, or to hurt a person's body, feelings, or things.* The signed

agreement at the front of this handbook gives you the right and the responsibility to intervene and get help when you know of an unsafe situation in our school. If you know of, or hear of an individual that may be involved in an unsafe activity, protect them, others, and yourself by reporting the situation to any adult.

- **HARASSMENT** - The school will not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status, or sex.
- **BULLYING** - Students should be free from mistreatment by others. Verbal, physical, and written forms of harassment will not be tolerated. If you are the subject of such action, it is important to tell the other individual that they should stop. If the harassment continues, report it to the appropriate teacher, your counselor or an administrator. It is important to remember that what is intended as friendly teasing or flirting may have a negative impact on the other person
- **FREEDOM OF EXPRESSION** - Freedom of expression is part of the school's instructional program, but may not be used to disrupt the educational process or interfere with the rights of others.
 - a. The written or spoken views must be free from character assassination, obscenities, or the encouragement of unlawful or disruptive acts.
 - b. Students have the freedom to assemble peacefully. Actions that interfere with the operation of the school or classroom, and therefore the rights of others, are prohibited.
- **NETWORKS & COMPUTER USE** - The District provides access to the Internet and the Moscow School District computer network system. The use of MSD computer networks is a privilege, not a right. Permission from Parents or guardians to use the networks is granted on a yearly basis upon receipt of a signed Acceptable Use Contract and the signed Agreement Statement.
- **COOPERATION** - Students need to comply with reasonable requests from school employees and treat them with respect deserved by all people.

- **HONESTY** - It is expected that all work submitted for credit will be on your own, that you will respect the property of others, and that your representation of facts to the staff will be accurate.

SCHOOLS TO BE FREE OF WEAPONS (BOARD POLICY #5053.08)

After immediate suspension ... the Board of Trustees shall expel from school for a period of not less than one (1) year ... a student who has been found to have carried a weapon or firearm on school property. ... The superintendent shall report such student and incident to the appropriate law enforcement agency. The complete policy is available in the school office

ALCOHOL AND CONTROLLED SUBSTANCES (DRUGS)

Students who are under the influence of alcohol or controlled substances will be turned over to the Moscow Police Department and a suspension hearing will be held. The School District prohibits the possession, manufacture, distribution, use or sale of drugs or alcoholic beverages by suspension or expulsion, and may require that the student and his/her parent/guardian consent to have substance abuse evaluation and counseling, at the student's expense, by an agreed upon agency before re-entry is granted.

Students who possess alcohol or controlled substances and/or drug paraphernalia will be suspended from school for five days. A second offense will result in suspension to the Superintendent for consideration of whether the student should return to school or appear before the Board of Trustees for an expulsion hearing. All incidents of possession will be reported to the Moscow Police Department. Prescription drugs are treated as controlled substances and can not be used by anyone other than the person named on the prescription.

ACADEMIC DISHONESTY

Academic dishonesty (cheating, use of non-authorized electronic devices, stealing, copying or sharing work, working together without specific permission from teacher/s, not giving appropriate credit to authors, plagiarizing inappropriate use of Internet, forgery, etc.) in any form cannot be tolerated in the school environment. If academic dishonesty is detected, the teacher/s will confiscate the evidence and submit a report to the administrator that will be kept in the disciplinary file.

STUDENT BEHAVIOR VIOLATIONS

As students break school rules, they will incur consequences appropriate to the action and severity of the offense. If students repeat rules violations, they will progress through an escalating progression of behavioral intervention. This progression could include a teacher conference, office referral, detention, Saturday School, suspension, and/or possible expulsion.

When any of the following acts is committed or suspected, and it is determined that a student may be suspended from school attendance, and/or participation in district activities, the student's parent will be notified and the student will be given an informal hearing. The hearing may precede or follow the notification of parents (Board Policy 5053.02). At the hearing, the reasons for possible suspension will be stated and the student will be given an opportunity to refute those reasons. (Board Policy 5053.03)

- Disruption of the educational process
- Harassment of any nature
- Violence or the threat of violence to any person
- Defiance of the school authority – insubordination
- Endangerment of others
- Vandalism and/or the theft of property
- Being under the influence, and/or possession of alcohol or controlled substances
- Possession of a weapon
- Dishonesty and/or cheating
- Misconduct on buses operated, chartered or leases by the District.

Progression through the sequence is a product of the frequency and severity of inappropriate behavior. Conversely, periods of appropriate behavior, may hold the student at a given step or reverse the sequence. This is often the result of a specific contract with the student.

Step 1: Teacher-Student Conference

The teacher will meet with the student in a private, but informal setting to discuss the student's behavior and the teacher's expectations. Appropriate classroom management strategies will be incorporated to attempt to correct the problem.

Step 2: Teacher Assigned Detention

The student will be assigned detention time to be served with the teacher. The amount of time and structure of detention will be consistent with the teacher's classroom management plan. Alternate classroom consequences may be utilized at this step.

Step 3: Teacher-Parent Contact/Conference

In addition to classroom consequences for misbehavior, the teacher will make a parent contact to discuss the recurring infractions, strategies used and parental assistance.

Step 4: Office Referral -- Teacher or Incident

The student will be referred to the assistant principal for administrative action. For continuing behavior problems, the teacher will provide a referral form with documentation of previous misbehavior, consequence and contacts. Major offenses will be described on an incident report form and will enter the sequence at step 4 or higher. Administrative action may include, but not be limited to, parent contact, detention, work details, isolation and/or suspension from school.

Step 5: Office Referral -- Parent Conference

In addition to administrative action assigned, a formal parent conference will be scheduled to discuss the misbehavior, expectations, parental assistance and future consequences.

Step 6: Office Referral -- Suspension Alternatives

As discussed in the parent conference, consequences will be incorporated that might include loss of privileges, in-school suspension, Saturday program, restitution, etc.

Step 7: Suspension from School -- 1 or 2 Days

The parent will be contacted regarding the suspension. A parent conference may be required prior to the student's re-entry. The student is eligible to make up all work missed for credit. The student is responsible for making arrangements with the teacher immediately upon re-entry to school. The suspended student may not come onto the school grounds or participate in any school activity during the suspension period.

Step 8: Suspension from School -- 3 Days

The parent will be contacted regarding the suspension. A parent conference may be required prior to the student's re-entry.

Step 9: Suspension from School -- 4 or 5 Days

The parent will be contacted regarding the suspension. Parents are encouraged to make arrangements for school work prior to the student's re-entry.

Step 10: Recommendation to School Board for Expulsion

If the student's behavior is incorrigible or if the nature of an incident is sufficiently severe, the student may be recommended for expulsion.

SEARCH AND SEIZURE

Students shall have the right to be secure in their person, papers, and personal effects against unreasonable search and seizure.

- a. A general search of school property may be conducted by the school authorities when they have reasonable cause to believe that lives, individual health, safety, and/or property are in danger, or when the school premises are being used for purposes seriously inconsistent with school policy and/or regulations.
- b. Student lockers remain the property of the school, and school officials retain the authority to inspect lockers. However, school authorities shall inspect student lockers in the absence of the student only when:
 1. It occurs as part of a general inspection of all lockers for the purpose of returning school property such as library books; or
 2. School authorities have reasonable cause to believe that conditions or circumstances exist which threaten the immediate health and safety of those in the school.
- c. Prohibited material or other items reasonably determined to be a threat to the security and safety of the student or others may be removed from the student's possession.
- d. Items which are, or reasonably may be, used to interrupt or interfere with the educational process can be temporarily removed from student possession.

STUDENT HARASSMENT

Basic Policy #5060.01. It is the policy of this District to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, intimidating, bullying, cyber bullying, coercive, or disruptive.

- A. Students attending district schools are:
 1. Prohibited from engaging in any conduct that could reasonably be construed as constituting harassment on the basis of sex, age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.
 2. Prohibited from bullying, cyber bullying, or sexually harassing other students; and
 3. Required to report, to the school principal or designee, harassment, intimidation, or

bullying of which the student becomes aware. (6-27-06)

- B. This policy applies to all conduct on the District’s premises and at school-sponsored events and to conduct off the District’s premises that has an adverse affect upon a student’s educational environment.

STUDENT BEHAVIOR AT SPECIAL EVENTS -

Students attending athletic events or other extra-curricular activities need to comply with the following:

1. Students attending activity events are expected to remain on site, watching the event, until the event is completed. Once you leave, you won’t be allowed to re-enter. Students need to arrange for rides in advance, and are expected to head home promptly.
2. No one is to behave in such a manner as to disrupt the normal progress of the event or to endanger themselves or others.
3. Misconduct may lead to expulsion from the event without the possibility of readmission.
4. Once dismissed, the student must leave school grounds and go home.
5. Loitering on school grounds during events is not permitted.
6. During athletic events, students are to stay off the playing area during the game and any intermissions.
7. Students at school sponsored, off campus events shall be governed by school rules and regulations and are subject to the authority of school district personnel.

USING THE LIBRARY MEDIA CENTER

Accessing the Library – Students come to the library individually or with their classes throughout the day, or on their own before school, during lunch, and after school. Usual hours are 7:45 a.m. - 3:45 p.m. The MMS Library website can be access through the Moscow Middle School website or directly at <http://msd281.org/mmslibrary/> . The MMS Library website is an excellent starting point for class research and individual study with helpful tips and tutorials on accessing resources to creating citations. It also includes links to the MMS Library Catalog, online resources, and databases.

Login Information for Using Library Resources

| Resource | Username | Password |
|------------------------------------|--|----------|
| EBSCO | mjhcubs | mjhcubs |
| Gale Virtual Reference Library | mjhcubs | mjhcubs |
| Gale Opposing Viewpoint in Context | mjhcubs | mjhcubs |
| Lewiston Tribune | mjhcubs | mjhcubs |
| Daily News | mjhcubs | mjhcubs |
| MMS Library Catalog | Your school computer username and password | |
| Follett Shelf | Your school computer username and password | |

**Research Model
Moscow School District, Grades 6-12**

Step One – Discovery

- Teachers and/or teacher-librarians identify initial sources
- Students generate keywords, Boolean operators, phrases, search techniques
- Students locate and evaluate sources
- Students begin with encyclopedias, books, periodicals; then they continue using Websites, indexes, databases
- Students read, print, take notes, refine keywords, search techniques

Step Two – Essential Questions

- Students develop main research question(s) to guide research: Why? How? Which is best?
- Students develop subtopic questions
- Students continue locating and evaluating information and sources

Step Three – Refining Research

- Teachers and/or teacher-librarians lead students in use of MLA format, including page numbers, parenthetical documentation, quotes
- Students record sources/citations
- Students record note facts
- Students identify validity and reliability of sources: Currency, Relevance, Authority, Accuracy, Purpose
- Students review essential question(s)
- Students identify gaps in research (return to sources/add to sources)

Step Four – Organize – Sort – Evaluate Information

- Students synthesize information
- Students organize (and reorganize) notes into categories
- Students structure or outline the information
- Teachers select product/presentation formats

Step Five – Product/Presentation

- Students write, edit, and finish their work
- Students present their product/presentation
- Students conduct peer review/response
- Teachers give final evaluation

Step Six – Self-Reflection

- Students consider their process and their product
 - What went well?
 - What would ‘I’ have done differently?
 - How has my understanding of the topic changed?

HEALTH

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

Good attendance at school is important in order for your child to do well. However, there will be times when it is best they stay at home. For instance, when they are contagious or when they feel so poorly they would not gain anything by attending class. The following is a guideline to help you determine if your child could benefit from extra rest at home.

FEVER

An oral temperature of 100 degrees or higher is considered a fever. Any fever within the past 24 hour indicates the need for your child to stay home. Be sure your child is fever free for 24 hours without the use of fever reducers before allowing them to return to school.

VOMITING/DIARRHEA

Vomiting and/or diarrhea, with or without a fever, within the past 24 hours could indicate your child should stay home. Accompanying abdominal discomfort can make it difficult for your child to concentrate. Your child could benefit from the additional rest at home.

PAIN

Moderate to severe pain that requires pain medication every few hours indicates your child should stay home. Pain that requires the regular use of medication can hinder your child’s ability to concentrate in class. Resting at home until the pain is manageable can be beneficial.

MODERATE AND SEVERE COLD SYMPTOMS

Children will get colds throughout the school year. Having mild congestion or stuffiness is normal, and usually children are able to attend class without difficulty. However, if your child has severe nasal congestion, a persistent cough, and generally does not feel well, staying at home could be the best course of action. Additional rest could make them feel better quicker.

DRAINING, INFLAMED EYES

If your child wakes up with his/her eyes stuck together, or they are red, itchy, or painful, they should remain at home until they can be evaluated by a physician. It is possible they could have a highly contagious infection. If your child comes to school with eyes that are inflamed, itching, or draining, the school nurse will evaluate your student for infection. If it is believed an infection is possible, your child will be sent home.

LICE/NITS

If you suspect your child could have lice or nits (eggs), please notify the school. The school nurse would be happy to help you determine if your child has lice/nits, dry scalp, or another dermatological issue. The school nurse will also be able to provide you with multiple ways on how to best rid your family and home of this pest.

WHAT IF MY CHILD'S HEALTH INFORMATION CHANGES OR HE/SHE HAS SPECIAL HEALTH CONCERNS?

Notify the school office so the permanent record may be changed. Bee stings, allergies, epilepsy, asthma, heart problems, and diabetes are examples of the types of conditions that we need to know about so we can provide proper care.

WHAT IF MY CHILD NEEDS TO TAKE MEDICATION?

Medication should be administered at home whenever possible. If your child brings ANY medication to school, he/she must bring it to the school office. In order for school personnel to administer over-the-counter medication, the office must have a permission form or note stating the dosage, the specific reason for the medication, and the time the medication should be administered. This note must be signed and dated by the parent or guardian.

If the medication is prescribed, the school requires a statement by your physician indicating the name of the medication, the dosage, and the time of administration or the original prescription container along with a note signed and dated by the parent or guardian identifying the name of the medication, the dosage, and time of administration.

If it is necessary to administer ANY medicine during school time, please call the office at 882-0228.

CAN MY CHILD BE EXCUSED FROM OUTDOOR RECESS?

Except in very unusual circumstances, we ask that children participate in all aspects of the school program, including outdoor play. Keeping the child in a warm, well-contaminated indoor environment during recovery from a cold would not be as health-promoting as fresh air and moderate exercise.

