

# West Minico Middle School Student Handbook 2026-2027



## **MISSION STATEMENT**

At West Minico, we are Warriors—committed to working hard, supporting one another, and creating a school where everyone feels safe, valued, and connected. Together, we grow, lead, and learn with purpose and pride.

|                                                                     |    |
|---------------------------------------------------------------------|----|
| Principal's Message .....                                           | 1  |
| Contact Information .....                                           | 2  |
| ATTENDANCE.....                                                     | 3  |
| BACKPACKS .....                                                     | 4  |
| BEHAVIOR ON SCHOOL BUSES .....                                      | 4  |
| BULLYING/HARASSMENT/INTIMIDATION/ AGGRESSIVE BEHAVIOR/FIGHTING..... | 4  |
| BELL SCHEDULE .....                                                 | 5  |
| BUILDING HOURS .....                                                | 5  |
| CHEATING .....                                                      | 5  |
| CREDIT REQUIREMENTS (School District Policy 2605.00) .....          | 5  |
| DETENTION/LOSS OF PRIVILEGE.....                                    | 6  |
| DRESS CODE (School District Policy 3255.00).....                    | 6  |
| ELECTRONIC DEVICES .....                                            | 7  |
| EXTRA CURRICULAR ACTIVITIES.....                                    | 7  |
| FEES.....                                                           | 7  |
| FIRE AND EVACUATION DRILLS.....                                     | 8  |
| GRADING .....                                                       | 8  |
| HALL PASS SYSTEM– SECURLY.....                                      | 8  |
| LOCKERS.....                                                        | 9  |
| PROFANITY.....                                                      | 9  |
| SCENTS AND FRAGRANCES.....                                          | 9  |
| SCHEDULING POLICY .....                                             | 9  |
| SCHOOL CAFETERIA .....                                              | 9  |
| STUDENT DISPLAYS OF AFFECTION.....                                  | 10 |
| STUDENT RECORDS .....                                               | 10 |
| SUPERVISION OF STUDENTS.....                                        | 10 |
| TARDIES .....                                                       | 10 |
| TEXTBOOKS/LIBRARY BOOKS.....                                        | 10 |
| VANDALISM .....                                                     | 11 |
| ZERO TOLERANCE OFFENSES .....                                       | 11 |

## Principal's Message

Dear Students and Families,

Welcome to a new school year at West Minico Middle School! I am honored to serve as your principal and excited for the journey ahead. At West Minico, we believe that every student belongs, every student can grow, and every student matters. Together, we are building a culture of respect, responsibility, readiness, and safety — we call it *The Warrior Way*.

This handbook is a resource to help you understand our expectations, our supports, and the values that shape our school community. You'll find important information, but more importantly, I hope you feel our shared commitment to creating a school where students feel proud to be Warriors.

### **The Warrior Way:**

- **Be Respectful** – Treat others with kindness and dignity.
- **Be Responsible** – Own your actions and choices.
- **Be Ready** – Come prepared to learn and participate.
- **Be Safe** – Make choices that protect yourself and others.

These values are woven into everything we do—from classrooms to hallways, online spaces to school events. Students are recognized for showing The Warrior Way through positive acknowledgments, including Warrior Way tickets and schoolwide celebrations.

We are here to support each other, celebrate growth, and make this a place where learning is meaningful and relationships are strong. Thank you for being part of our school family. Let's make it a great year — together.

Ashley Johnson  
Principal

## Contact Information

|                              |                             |                        |
|------------------------------|-----------------------------|------------------------|
| Principal                    | Ashley Johnson              | 208-438-5018 ext. 4505 |
| School Counselor             | Tyna Reed                   | 208-438-5018 ext. 4507 |
| Athletic Director            | David Repke                 |                        |
| Athletic Director            | Stafford Gillette           |                        |
| Secretary                    | Cristina Garduno            | 208-438-5018 ext. 4501 |
| Financial Secretary          | Michelle Killoy             | 208-438-5018 ext. 4506 |
| School Resource Officer      | Bob Higen, Trajan Rodriguez |                        |
| Community School Coordinator | Karlene Ashcraft            | 208-438-5018 ext. 4107 |

## ATTENDANCE

### Attendance Policy – 3050.00

At West Minico, we know that every day a student is present is a chance to grow. Consistent attendance builds academic success, strong relationships, and confidence. Students should be in attendance whenever school is in session, unless they are sick or have a family emergency.

If your student will be absent, please call the school office each day of the absence. Students arriving late must check in at the office before going to class. If a student needs to leave during the day, a parent or guardian must sign them out through the office.

All Minidoka County School District (MCSD) students are expected to maintain a 90% or better attendance rate each quarter or semester.

### Attendance Codes

#### Excused Absences

Absences that will not be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed below. They will include the following:

- funerals
- an absence verified by a doctor's note upon return to school
- court/counseling verified by a note from the court/counselor upon return to school
- incarceration (i.e. Juvenile Detention Center)
- in-school suspension
- school activities

#### Unexcused Absences

Absences that will be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed above. They will include the following:

- illness/sickness without a doctor's note
- doctor, court or counseling absences with a note received more than 30 school days after returning to school
- vacations
- out-of-school suspensions
- unrelated school activities

#### Parent Confirmed Absences

These are absences a parent approves but that do not meet excused absence criteria. They will count against the 90% requirement. Please contact the school in advance to discuss whether an absence can be excused. The principal will consider student academic progress and the nature of the absence when making decisions.

We are here to support families. If attendance becomes a concern, we will work together to identify solutions. Our goal is to help students be present, engaged, and successful.

Let's work together to make attendance a strength—because every day matters.

#### Chronic Absenteeism and Truancy

If attendance falls below 90% or if unexcused absences become a pattern, the school will reach out to families to offer support and develop a plan for improvement. Our goal is to partner with you early to prevent long-term issues.

However, in cases where chronic absenteeism or habitual truancy continues without improvement, the school may take further action. In accordance with Idaho Code 33-206 and MCSD Policy 3050.00, students who violate attendance expectations may be referred to Juvenile Court. Habitual truancy may also impact a student's promotion to the next grade level.

**Attendance Appeals:** If a student does not meet the District's attendance requirements, families may request an attendance appeal when documented extenuating circumstances exist as defined in District Policy 320.00. Appeals must follow the established school process and timelines.

## BACKPACKS

Students are welcome to bring backpacks or bookbags to and from school. To help keep our hallways clear and our classrooms safe, students must store their backpacks in lockers or in the classroom ~~with teacher permission during the school day~~. Backpacks are not allowed in the bathrooms or in the commons area during lunchtime.

## BEHAVIOR ON SCHOOL BUSES

Riding the school bus is an extension of the school day, and students are expected to follow the same behavioral expectations they would in the classroom. Safe and respectful conduct is essential for everyone's safety.

Students who do not follow bus rules may be subject to disciplinary action from the transportation director, school administration, or both.

## BULLYING/HARASSMENT/INTIMIDATION/ AGGRESSIVE BEHAVIOR/FIGHTING

West Minico Middle School is committed to providing a safe and respectful learning environment for all students. Behaviors such as bullying, harassment, intimidation, aggressive behavior, fighting, coercion, hazing, cyberbullying, gang activity, and discrimination are prohibited and will not be tolerated.

**Bullying** is defined by three key characteristics:

- Intent to cause harm
- An imbalance of power
- Repetition over time

Students who experience or witness these behaviors should report them to a staff member immediately. All reports will be taken seriously and addressed by building administration according to MCSD Policy 3295.00.

**Fighting** is defined as mutual physical conflict between two or more individuals. Students involved in fighting may be suspended for up to 5 days. The severity of the incident may result in a referral to law enforcement and/or the District Discipline Referral Committee.

## BELL SCHEDULE

|                       |               |
|-----------------------|---------------|
| First Bell            | 7:45          |
| 1 <sup>st</sup> Hour  | 7:50 - 9:02   |
| 2 <sup>nd</sup> Hour  | 9:05 - 10:11  |
| 3 <sup>rd</sup> Hour  | 10:14 - 11:20 |
| 1 <sup>st</sup> lunch | 11:20 - 11:53 |
| 4 <sup>th</sup> Hour  | 11:56 - 1:02  |
| 4 <sup>th</sup> Hour  | 11:23 - 12:29 |
| 2 <sup>nd</sup> Lunch | 12:29 - 1:02  |
| 5 <sup>th</sup> Hour  | 1:05 - 2:11   |
| 6 <sup>th</sup> Hour  | 2:14 - 3:20   |
| Advisory              | 3:23 - 3:45   |

## BUILDING HOURS

The school's main entrance opens at 7:20 AM, aligning with the arrival of buses. Students should not be on campus before that time unless they are part of a supervised school activity.

Students participating in after-school activities must have transportation arranged in advance. Students not involved in an activity must leave school grounds by 4:10 PM.

For safety and supervision purposes, hallways are closed during lunchtime.

## CHEATING

Students are expected to demonstrate academic honesty and complete their own work. Cheating includes copying another student's work, using unauthorized resources, or allowing someone else to copy your work.

Students who are found cheating may receive a zero on the assignment or test and may not be eligible for a retake. A detention may also be assigned. Repeated incidents will be referred to the building administration for further action.

## CREDIT REQUIREMENTS (School District Policy **2605.00**)

To be promoted to the next grade level, MCSD middle school students must earn at least 80% of the total available credits for the year (10 out of 12).

Students must earn:

- 2 credits in Math
- 2 credits in English Language Arts (ELA)
- **1.5 credit in Science, earned through successful completion of Life Science, Earth Science, and Physical Science.**
- 1 credit in Social Studies

A passing grade of 60% or higher (D- or better) is required to earn credit in each class.

### Credit Recovery

Students who do not meet the minimum credit requirements will be given the opportunity to recover credits or complete an alternate mechanism to become eligible for promotion to the next grade level. Credit recovery options include, but are not limited to; forfeiting an elective, summer school, online or correspondence course. ~~retake exit exam, ISAT proficiency.~~

## DETENTION/LOSS OF PRIVILEGE

Students may receive consequences such as lunch detention, before- or after-school detention, or temporary loss of privileges when behavioral expectations are not met. These responses are determined at the discretion of the teacher or administrator. If a student is assigned a consequence, communication will be made with the parent or guardian to explain the reason and next steps. The details will be arranged between the student, staff member, and/or administration as appropriate. Ongoing behavioral concerns may result in the loss of certain school privileges, including participation in special events or extracurricular activities.

## DRESS CODE (School District Policy 3255.00)

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledge students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students.

The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rest primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited.

A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in the student handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



**CONSEQUENCES:** Students who are in violation of dress code will be given the choice to call home and have someone bring them appropriate clothing, or wear school issued clothing for the day.



## ELECTRONIC DEVICES

Students will receive school-issued Chromebooks at the beginning of the school year. These devices are an essential learning tool, and students are expected to bring them to school each day, charged and ready to use. Damage caused by misuse may result in disciplinary action.

The school is not responsible for any personal or school-issued electronic devices if they are lost, stolen, or broken.

### Personal Electronic Devices

To support a focused and productive learning environment, the use of cell phones and other personal electronic devices (PEDs) is restricted during instructional time. Cell phones and earbuds are not allowed from the beginning of school (when the student enters the school building) to the end of the day.

### Consequences for Violating the Cell Phone Policy:

- **First Offense:** The cell phone will be taken to the office, where the student may pick it up at the end of the school day.
- **Second Offense:** The cell phone will be taken to the office, and the student's parent or guardian will be required to pick it up at the end of the school day.

This policy is designed to minimize distractions and promote an environment conducive to learning. We appreciate the cooperation of students and parents in upholding these guidelines.

Students are expected to follow Minidoka School Board Policy **3265.00** and **3275.00**.

## EXTRA CURRICULAR ACTIVITIES

To participate in extracurricular activities, students must attend at least three full class periods during the school day.

For athletics, students must:

- Maintain a minimum 2.0 GPA
- Have no more than one failing grade (Fs) from the previous semester

Any student who is on academic probation will not be allowed to wear their sports uniform or go on away trips until academically cleared by the Athletic Director. Student-athletes are expected to always represent West Minico with integrity and respect. This includes showing good sportsmanship, respecting coaches, teammates, officials, and opponents.

Student behavior must reflect the highest standards of The Warrior Way. Athletes and participants are expected to be respectful to coaches, teammates, officials, opponents, spectators, and staff always. They must demonstrate appropriate, safe, and respectful behavior throughout the school day and during all extracurricular events. Violations of behavior expectations may result in disciplinary action, including suspension or removal from the activity. School-day behavior concerns will be addressed by administration, while issues occurring during extracurricular events will be handled by the Athletic Director and may be referred to administration if necessary.

## FEES

Fees may be charged for special projects made in elective classes based on the student's choice of project and supplies needed.

## FIRE AND EVACUATION DRILLS

West Minico conducts regular safety drills to ensure students and staff are prepared in the event of an emergency. These include monthly fire drills, at least one evacuation drill, one lockdown drill, and periodic hall check drills.

During any safety drill, students are expected to remain with their assigned teacher, follow directions promptly, and behave in a calm and respectful manner. These routines are essential for maintaining safety and order throughout the school year.

## GRADING

The following grading scale is used:

|           |    |                       |    |
|-----------|----|-----------------------|----|
| 97-100    | A+ | 73-76                 | C  |
| 93-96     | A  | 70-72                 | C- |
| 90-92     | A- | 67-69                 | D+ |
| 87-89     | B+ | 63-66                 | D  |
| 83-86     | B  | 60-62                 | D- |
| 80-82     | B- | Below 60              | F  |
| 77-79     | C+ |                       |    |
| Pass/Fail |    | Non- Academic Classes |    |

## HALL PASS SYSTEM– SECURLY

West Minico uses an electronic hall pass system called **Securly Pass** to help maintain a safe and accountable learning environment.

Students must use the Securly system to request and receive permission to leave class during instructional time (e.g., for the restroom, office, or locker). Teachers will approve passes electronically, and staff throughout the building can monitor active passes in real time.

### Key Expectations:

- Students must have an active electronic pass while in the hallways during class time.
- Only one student is permitted out of a classroom at a time unless otherwise approved.
- Students are expected to go directly to and from their approved destination without lingering or visiting other locations.
- Abuse of the pass system (excessive requests, off-route behavior, etc.) may result in a loss of hallway privileges.

This system helps us support student safety, minimize disruptions, and ensure learning time is used effectively.

## **LOCKERS**

Lockers are the property of the school and are provided for student use during the year. Students are expected to keep their lockers clean, organized, and always locked. Each student should only use the locker assigned to them and should not share their combination with others.

Food that spoils or open drink containers should not be kept in lockers. School staff may inspect lockers periodically to ensure they are being used appropriately and safely.

## **PROFANITY**

Students are expected to always use respectful and appropriate language. Language that is vulgar, profane, threatening, harassing, abusive, discriminatory, or disruptive is not acceptable on school grounds or at school-sponsored events.

Use of inappropriate language may result in disciplinary action by an administrator or staff member.

## **SCENTS AND FRAGRANCES**

West Minico recognizes that some students and staff have sensitivities to strong scents. To promote a safe and comfortable environment for all, students are not allowed to carry or use perfumes, aerosols, scented lotions, or other scented products at school.

Teachers and staff may regulate fragrance use in their classrooms or work areas. If a student is found with prohibited scented products, the item may be held by administration and returned to a parent or guardian upon request.

## **SCHEDULING POLICY**

Students requesting a schedule change must either complete the schedule change request form available on the West Minico website under School Counselor or email the school counselor with their request, including the reason. Schedule change requests will be considered but are not guaranteed. Schedule changes after the fourth day of the semester will only be made if recommended by administration.

## **SCHOOL CAFETERIA**

West Minico participates in the school breakfast and lunch program, which supports student wellness and learning. Students are expected to follow cafeteria expectations and help maintain a clean and respectful environment in the commons area.

Energy drinks or energy shots are not allowed at school. Food and drinks should only be consumed in designated areas. Eating in hallways or classrooms is not permitted unless part of a special activity planned by the teacher.

To minimize disruptions and ensure student safety, food deliveries from outside vendors (such as DoorDash, Uber Eats, or other services) are not allowed during the school day. Parents or guardians may only bring outside food for their own child. Food for groups of students will not be accepted.

If a parent brings food for their child, it may only be picked up during the student's scheduled lunchtime. Deliveries made outside of lunch hours will be held in the office until the end of the school day.

## STUDENT DISPLAYS OF AFFECTION

Public displays of affection such as handholding, kissing, prolonged hugging, and cuddling are not considered appropriate in the school setting or at school-sponsored events. Students are expected to maintain respectful and professional behavior during the school day. Violations of this expectation may result in disciplinary action.

## STUDENT RECORDS

The Minidoka County School District maintains educational records for every student in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents/guardians and eligible students have important rights regarding these records, including the right to:

- Inspect and review student education records.
- Request correction of records believed to be inaccurate or misleading.
- Control the disclosure of personally identifiable information except where disclosure is permitted by law.
- Request that certain directory information not be released.
- File a complaint with the U.S. Department of Education regarding alleged violations of FERPA.

The District protects the confidentiality of student records and only releases information as permitted by federal and state law. Parents who have questions regarding student records or FERPA rights should contact the school office.

For complete information, please refer to MCSD Policy 3570.00 – Student Records.

## SUPERVISION OF STUDENTS

Students must be supervised by a staff member when in any area of the school building, including the gym, locker rooms, or other non-classroom spaces. Students should remain in designated areas during recess or free periods. Locker rooms are only to be accessed with staff permission.

## TARDIES

Being on time is part of being **Ready**, one of the expectations of The Warrior Way. Students are expected to be in the classroom before the tardy bell rings. Frequent tardies disrupt learning for both the student and the class.

The following interventions will be used to help students improve attendance to class:

- **Tardies 1–3:** Teacher intervention and communication with the student.
- **4th Tardy:** Lunch detention, parent/guardian notification, and student reflection.

Additional tardies may result in further interventions, including parent meetings or administrative consequences.

Students who arrive late to school must check in through the office before reporting to class.

## TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are loaned to students for the school year. Students are expected to treat books with care and keep them clean and in good condition. A fine may be assessed for damaged or misused books. If a book is lost or excessively damaged, the full replacement cost will be charged to the student.

## VANDALISM

Students are expected to respect school property and the belongings of others. Any student who steals, damages, or defaces school property—including posters and decorations—or enters unauthorized or locked areas, will face disciplinary action. Law enforcement may be notified when appropriate.

## ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary consideration following district policy.

- Possession, use or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (firecrackers are explosives)
- Assault or battery of a sexual nature
- Assault or battery on any school employee or other students
- Threats of violence toward administrators, teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

## GANG ACTIVITY

Gang-related activity is not permitted at school or at any school-sponsored event, regardless of location. This includes, but is not limited to:

- Creating intimidation or fear
- Graffiti or tagging
- Wearing, displaying, or distributing clothing, symbols, jewelry, or gestures associated with gangs
- Flashing gang signs in photos or on campus

Violations of this policy will result in disciplinary action and may involve notification of law enforcement.

## DRUGS, ALCOHOL, TOBACCO, AND VAPING

West Minico is a drug-, alcohol-, tobacco-, and vape-free campus. Students may not use, possess, distribute, buy, or sell any of these substances—including related paraphernalia—on school grounds or at school events.

If a school official has reasonable suspicion that a student may be in possession of a prohibited substance, the student's personal items (e.g., backpack or purse) may be searched.

Upon verification of a violation:

- **First Offense:** The student may be suspended for up to 5 days. Additional consequences may be recommended by the Superintendent or Board of Trustees.
- The student may face disciplinary consequences for participation in school-sponsored activities (e.g., athletics, clubs).
- **Repeated violations** will result in further disciplinary action.

Parents/guardians and law enforcement will be contacted in any confirmed case.

