

**BUHL MIDDLE SCHOOL
2018-2019**

**GENERAL INFORMATION,
POLICIES AND PROCEDURES
HANDBOOK**

Motto:

“Do what’s right, because it is right, even when nobody’s watching!”

School Colors:

Black, Orange and White

Mascot:

INDIANS

Principal:

Audrey Swayze

MISSION

The Buhl Middle School in partnership with parents and the Buhl community, endeavor to provide each student with a quality education that includes the knowledge, skills, and attitudes necessary to be a responsible, contributing member of the 21st century.

PURPOSE

The purpose of Buhl Middle School is to create a safe, integrated, and diverse learning environment for all students. This environment endeavors to foster self-discipline, creativity, and life-long learning.

VISION

Our vision for each young adolescent is to help each one grow and develop an appetite for learning and service to others and to acquire the needed education, skills and knowledge to enable them to be quality citizens and contribute to their community.

This handbook is written for students, teachers, parents, and community members. Our efforts are to help you understand the expectations and procedures of conduct that are policies and procedures of Buhl Middle School. The backbone of the handbook has been derived from the policies and procedures of the Buhl School District.

ACADEMIC HONESTY

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
 2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
 3. Obtaining test questions and/or copies of tests outside the classroom test setting;
 4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
 5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
 6. Allowing another student to copy answers during a test situation;
 7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
 8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
 9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
 10. Submitting work previously presented in this course or in another course.
 11. Allowing parents or siblings to complete work for student to turn in or copy.
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
 4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
 5. Submitting papers written in whole or part by someone else, including internet sources;
 6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
 7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

ACCIDENTS, ILLNESS, AND DISCIPLINARY ISSUES AT SCHOOL

In case of an accident, illness or a disciplinary issue at school the office will make an attempt to contact the parent or guardian. If that contact is not made, the school will utilize the emergency information that was given to us to arrange for assistance. It is imperative that all family information is current and accurate in order for us to provide the necessary assistance to the student. If a parent/emergency person cannot be found, the local police will be contacted to assist the school in finding the parents.

ACTIVITIES/PARTICIPATION

Students who represent the school in any capacity are required to display a commitment regarding grades, citizenship, and care of school uniforms and equipment. No student may participate in afternoon or evening extracurricular activities, including dances, games or practices, if he or she has not been in attendance for at least one half of a school day immediately prior to the activity. This includes concerts, 8th grade recognition, dances, etc.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the internet, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;

ACTIVITIES/SPECTATORS

Spectators are an important part of the game and are expected to follow accepted standards of good sportsmanship and behavior. This includes: Respecting officials, coaches and all players and extending all courtesies to them. Enthusiastic cheering is encouraged!

Students who are at school for an activity must remain in the gym, or designated area. Students are not allowed to loiter in the foyer, halls or parking lot. Any student who leaves campus during an activity will not be allowed back into the activity.

ADVISORY

Advisory is a time designated for all students to check their grades and work on schoolwork. Every teacher has an Advisory class and becomes that student’s school advocate for the school year. Advisory can be a time for students to receive enrichment or intervention. Grade sheets are handed out weekly in advisory for students to show their parents, have parents sign and return as a weekly assignment for advisory class.

AGENDA BOOK/HALL PASS

Students must have their agenda books with them in all classes. The agenda book is to be used to write down the daily learning targets and assignments. It is also used as a hall pass to be outside of the classroom. It is the student’s responsibility to get the teachers signature of permission when wishing to be released from the classroom.

ANNOUNCEMENTS

School information is shared daily in the form of a written bulletin to the teachers and an announcement over the PA. Students are encouraged to use their calendars in their agenda books to record upcoming events or timelines of activities.

ASSEMBLIES

We like to have school assemblies at Buhl Middle School. Students are expected to act appropriately. Anyone not deemed to be acting appropriately will be asked to leave the assembly and will be disciplined accordingly.

ASSIGNMENTS

Students are responsible for writing down assignments and due dates in their agenda books daily. Weekly grade checks are given to students by their Advisory teacher. These are to

be signed and returned the next day to the Advisory teacher. Parents are encouraged to check agenda books every night and use the agenda book to communicate questions to teachers. This is a powerful tool that helps students be organized and successful.

ACTIVITIES and ATHLETICS

BMS offers students a variety of clubs, activities and athletics for students. BMS offers the following sports:

Cross Country (all grades), Football (7th & 8th), Volleyball (7th & 8th), Basketball (7th & 8th), Wrestling (all grades), Track (all grades), Spring Boys and Girls Soccer (7 & 8th), Robotics Club (Teacher Choice), Builders Club (all grades) Clubs have their own various fee structures.

ATHLETIC ELIGIBILITY

Students must be grade AND attendance eligible for a team sport by not having any F’s in any class and must meet the attendance policy outlined. If students have F’s, they will be notified by their coach to get their grade fixed or be at risk of not participating. The coach will also notify them that they will not participate in the next sports activity unless the grade is fixed before 3:00 the day before the game. Late or re-done work does not take priority for teachers because of games and will be grade as is typically done for all students. The student must bring a grade slip to the coach the day before the game to prove that the grade has been improved from failing status. If the student does not do this, they are ineligible to participate in the athletic event. Ineligible student athletes may not dress down in uniform on game day, they are not allowed to travel, but they may attend a home game in their street clothes if the coach allows. It is the student athletes’ **RESPONSIBILITY TO NOTIFY** their parents if they are **not eligible** to participate. It is not the coaches, teachers or principal’s responsibility to notify parents of ineligibility.

ATHLETIC PHYSICALS/INSURANCE

To be eligible for sports, students must provide to the school a signed emergency contact form, a current physical examination form, and documentation of health insurance. (Student insurance forms are available in the front office.) A parent may sign a waiver to insurance needs in lieu of providing documentation of insurance.

**STUDENTS MAY NOT TRY OUT WITHOUT A
CURRENT PHYSICAL ON RECORD WITH THE COACH.**

PAY TO PARTICIPATE

Students are required to pay forty dollars (\$40.00) to participate in athletics. The forty dollars (\$40.00) covers one sport or multiple sports. Students may apply for a scholarship if they cannot afford to pay. Students receiving a participation scholarship may be required to do service work at the school to offset the cost of the scholarship. If a student becomes ineligible to participate due to attendance or grades, the \$40.00 fee **will not** be reimbursed. **STUDENTS MAY ONLY PARTICIPATE/PRACTICE IF THEY HAVE PAID THE FEE OR COMPLETED A SCHOLARSHIP FORM.**

ATTIRE

We believe that what students wear to school is a direct reflection on the culture and expectations of the school. We believe that students need to dress for the job of school, not for a trip to the mall. We believe that students should be respectful of the learning environment when dressing in the morning and to realize that they are going to their job setting and should dress accordingly. This list is not all-inclusive of dress code rules. Administration reserves the right to alter or modify this dress code. Students violating dress code rules will have the opportunity to fix their violation by wearing school issued attire or by calling home for a change of clothing. All time missed from class to address the dress code issue for said student will have to be made up after school that day and personal transportation will have to be arranged by the parent and student accordingly. Students that continually violate dress code on a continual basis will be assigned a more restrictive dress code to abide by that is determined by the building principal.

Please use common sense when purchasing clothing items for school.

**EXAMPLES OF INAPPROPRIATE DRESS
MAY INCLUDE:**

1. ANY clothing garment that has pre-manufactured holes, scratches or distressed fraying is not allowed. (Even if the holes have fabric behind them, torn clothing is inappropriate for a school setting.)
2. Clothing that is deemed disruptive to classroom management or the teaching process is not allowed. For example, clothing that displays alcohol, drugs, sex, tobacco, nudity, violence, killing, gang

- association, obscene language, symbols or ethnic harassment or depicts a group that is known for hate mongering, or any of the above listed will not be allowed.
3. Ill-fitting clothing that is too tight or excessively big is not allowed.
4. Clothing deemed for sleepwear/slippers are not allowed.
5. Pants will be worn at hip level with a belt if needed to keep them in the right area. No sagging or dragging pants on the ground.
6. The length of shorts, skirts, skorts allowed is between two (2) and three (3) inches above the knee. Anything shorter will be addressed by the administrative staff. No short shorts, cut-offs, halter tops, spaghetti strapped tops, lingerie tops, tank tops, tube tops, sleeveless undershirts, sleeveless shirts with narrow shoulder straps less than 3 inches, low cut tops and see through clothing is not allowed.
7. Clothing must cover the mid-section, cleavage, buttocks and undergarments.
8. When seated pants should be fitted well enough to not see underwear or undergarment tags.
9. Belt tails must be tucked in.
10. No headgear or bandanas of any color can be worn or displayed in the school setting. An exception may be made for spirit week.
11. Shoes must be worn securely on the feet. No slippers. "UGG" like slip on slippers are highly discouraged as are flip-flops for security reasons.
12. Jewelry construed, as a safety hazard is not permitted. (E.g. chains, spiked collars, bracelets, pointed ear gauges, etc.)
13. Bracelets bearing words that could be construed in more than one connotation may not be allowed upon the discretion of the classroom teacher and principal.
14. Excessive or extreme make-up or hair color that is deemed disruptive is not allowed. Piercings worn in the nose, tongue, lips, cheeks, eyebrows etc. are not allowed. Extreme hairdos and hair color also are not allowed.
15. Clothing with or without hoodies that have ear buds built into them for mp3 listening are not allowed.
16. LEGGINGS: Excessively tight clothing is not acceptable; Leggings must be worn with long tunic-like tops that cover up the bottom torso completely at all times. Excessively tight Jeggings and pants also need to be worn with long dresses or tunics

17. that cover the bottom. See #3. (If shorts are worn over leggings/tights, etc., they must be between two (2) and three (3) inches above the knee)
18. Tutus worn for dress up days must have appropriate length shorts on underneath. This goes for kilts as well.

BACKPACKS

Backpacks are an essential tool of a student and are necessary to portage books and materials between home and school. Backpacks are not allowed in the classrooms due to a lack of space. Big packs, purses, messenger bags etc. fall into the backpack category and are not allowed in classrooms.

CELEBRATIONS

Buhl Middle School celebrates student achievement, attendance and community service in a variety of ways. We celebrate by rewarding students with social time every two weeks on Fridays if they have had only one absence during that two-week period. If a student has chronic poor grades, the grade level team and the principal may choose to hold them from a Fun Friday celebration. This would be decided on a case by case basis.

Students with perfect attendance also receive an ice cream cone. All students in attendance get popcorn. We play foosball, Wii games, dodge ball, lotteria, jeopardy, craft and enjoy an activity sponsored by different grade levels on a rotating basis. We call this activity **Fun Friday**. At semester, if a student has attended all Fun Fridays they get to go to a **Super Fun Friday**. All students must remain eligible up until the time of the Super Fun Friday event.

CELL PHONES

MUST BE REGISTERED!

Buhl Middle School realizes the connectedness that today's students have with parents via their cell phones. However, in the hands of middle school students, cell phones can become a nuisance item in the educational setting. We want to teach our students to become good technology using citizens.

REGISTERED Cell phones may be brought to school, silenced and left in their lockers.

***Cell phones are to be left in lockers during classes and turned off.**

Students are not to carry their cell phones on them to class or check them during passing

time. If students mishandle their cell phones while at school, the students will receive a warning for the first offense, the phone will be confiscated and turned in to the principal for the second offense and a parent or guardian must come and pick it up. If the student violates the usage policy a third time their phone will be confiscated and not returned until the end of the quarter and then the student will not be able to bring a cell phone for the remainder of the school year. Because of misuse of cell phones during lunch and passing periods, cell phone use is restricted to before and after school only. Non-registered cell phones are not allowed at Buhl Middle School. Students and parents need to refrain from texting one another on their cell phones. If this becomes a habitual occurrence that interferes with the school setting, ALL students may no longer be allowed to bring their cell phones to school for any reason.

We ask parents to assist us in helping our students become good digital citizens.

Phones that have been confiscated may only be picked up by a parent in person from the front office. No Exceptions!

Buhl Middle School is not responsible for lost or stolen cell phones and will not investigate their loss if that occurs.

CLOSED CAMPUS

Middle School Students are not allowed to leave the campus during school hours without consent of the school principal. Once students are on campus they are to stay on campus. If a student leaves without consent, they will be considered truant.

COMMUNICATION:

Buhl Middle School works continually to enhance communication techniques between home and school. Parents are encouraged to bring up questions about school procedures throughout the school year. BMS communicates through the local newspapers, the school website, PowerSchool, our automated messaging system, and email. It is imperative that we have an open line of communication that works both ways between school and home. It is a vital marker for student success. Parents are encouraged to communicate frequently with teams of teachers, individual teachers or administration with concerns or comments.

CREDITS

Credits are earned by 90% attendance and 80% of credits possible in a semester.

Students that are enrolled in the sixth, seventh, and eighth grades will be required to earn 80% of the possible credits each school year, which is equivalent to earning eight out of the possible ten credits offered. Students that fail a full year of semester credit for the same class may not be promoted and will be assigned mandatory summer school. ONLY ONE CREDIT CAN BE RECOVERED DURING SUMMER SCHOOL. Possible credits for all grades are Math, 1 credit/semester, Language Arts, 1 credit/semester, Science, 1 credit/semester, Social Studies, 1 credit/semester and 8th period Literacy in the Content Area, 1 credit/semester. A student may lose credit in a class when they have exceeded NINE (9) absences.

DANCES

Dances are for all students of Buhl Middle School if they are not on a restricted list that prevents them from attending. No guests other than parents of students are allowed to attend school dances. Students are not allowed to leave the school dance and return. Students that have been in school suspended or out of school suspended during the month of the school dance may not be allowed to attend the school dance at the discretion of the school administration. The BMS School dress code is enforced at every dance activity. Students must have a ride within 15 minutes of dances ending. Students without a means to get home will not be allowed to stay for the dance.

DISCIPLINE

The Buhl Middle School’s goal is to establish a positive learning environment throughout the school campus where students will feel secure, happy, treat others and their property with respect, display goodwill, cooperate with others, and accept the responsibility of obtaining an education. In order to protect the rights of all participants of the educational program, students will need guidance and correction from time to time. Discipline is necessary for the operation of a highly successful school. The classroom teacher is the authority in charge of discipline in their classroom. Teachers and staff are the adult authorities in charge to manage behavior outside of the classroom environment if needed. It is our expectation that parents work

with the teachers and the school if disciplinary actions are warranted. Teachers will keep in close contact with parents of disruptive students. Many of the rules of the school are contained in this handbook and will cover most situations that arise. The school reserves the right to amend any provisions in this handbook if and when necessary. Teachers and administrators will have the right and responsibility of enforcing rules and policies of the Buhl School District. Minor infractions may be handled in an informal manner. Severe infractions or repeated offenses may result in discipline measures as deemed necessary by the school. If your child has been suspended or referred to an outside agency, has excessive absences and or tardies, they may not be eligible to attend extra-curricular activities such as games and dances and this determination is up to the discretion of the school administrator.

The following are examples of behavior that will help your child be successful at Buhl

Middle School

1. Attend school every day and arrive to class on time.
2. Show respect to your teachers and classmates and follow your school and class guidelines.
3. Be prepared for class with all necessary materials and assignments.
4. Respect others. Do not stop teachers from teaching or others from learning.
5. Use language appropriate to the school environment. No profanity allowed.
6. Keep hands, feet and other objects to yourself.
7. Be cooperative, concerned, and caring.

GYMNASIUM

The gymnasium is used for sports and activities. For the safety of our students and those from other school teams and groups using our gymnasium, only gym shoes are allowed on the gym floor. Street shoes are not allowed on the gym floor and gym shoes should not be worn outside of the gym. Food and drink are allowed in the gymnasium during interscholastic activities. Students may not be in the gym without adult supervision. If a community member wants to rent the gym facility they must clear it with the district office.

**ELECTRONIC DEVICES/
GAMES/SKATEBOARDS/BIKES**

Students may listen to music on their electronic devices before and after school. Games are allowed to be played at teacher discretion. Skateboards, bikes and other wheeled objects are not allowed to be used on the school sidewalks or grounds between the hours of 7:45 a.m. and 3:30 p.m. If you ride a bike, you may get off before the sidewalk and push it to the bike stand. This is to ensure the safety of pedestrians. No scooters or skateboards on school sidewalks or grounds. If there is a violation, discipline will be assigned by the duty teacher for that day and the instrument will be taken and a parent will have to come to school to retrieve the property. Electronic personal devices are not the responsibility of the Buhl Middle School and no investigation into lost, stolen or damaged property will take place. Students bring these devices at their own risk and are encouraged to leave them at home.

FINES

Students will be assessed a fine for the damage of school materials, late returned library books, damage to lockers, etc. Fines will be carried forward to the next school years' registration time and registration may be denied until the fines are paid. Students losing textbooks, library books, agendas, and locks will be charged the replacement cost.

FIRE DRILLS/LOCKDOWN DRILLS

School safety is a priority so we have monthly fire drills and lock down practices regularly. We will endeavor to let students know that lockdowns are a practice when or after they occur. We utilize lockdowns when the power goes out, when the local police advise us or for any other emergency deemed appropriate by the administration. Practice is important so that all students know the safety procedures of the school.

LIBRARY

The library is a valuable resource for research and fictional reading and all students are extended the privilege of using the school library. Items may be checked out for a two (2) week period and renewed as needed. Overdue items will be assessed a fine of ten cents per school day. Registration will be denied if fines are not paid. All fines will be carried over to registration at which time they must be paid in order to complete registration.

TUTORIAL: Tutoring is provided for all students after school from 3:30 to 4:30, Monday through Thursday. This is a time for students to stay at school and get the extra help they need on their assignments.

GANGS AND HATE GROUPS

Gangs, hate groups and similar organizations that advocate discrimination or hate is inconsistent with the fundamental values and education environment of the Buhl Middle School. The activities of such groups and their members are prohibited on school property and school functions. The activities may include behavior or dress that advocate the purpose and objectives of such groups as determined by school officials. Gang signs, graffiti and tagging of personal items used at school or other property is strictly prohibited. Disciplinary actions will be given by the school principal.

GRADES/PROGRESS REPORTS/REPORT CARDS

The school sends a progress report via mail to all students' parents after the first three weeks of school. After that, students with D's and F's receive a progress report at the halfway mark of the nine weeks. Students will receive a copy of their report card at the end of each nine-week period.

HONOR ROLL

Students who achieve a 3.0 or better G.P.A. for each nine-week period will receive recognition and have their names published in the local newspaper.

INCOMPLETE WORK

At times, there is a need to assign an incomplete to a student in effort to give them time to finish. Changing of an incomplete grade may take place within seven days of the end of the grading period. Incomplete work may be made up within that time at the discretion of the teacher. If not made up, the grade will be become an "F".

INJURY

If an injury occurs, go directly to the office or to the closest teacher. If unable to do so, send someone. If you observe an injury, report it to the office or closest teacher immediately. Injuries happening at school must be reported immediately; not the next day.

HARASSMENT/BULLYING
IF A STUDENT IS BEING “BULLIED”
WE NEED TO KNOW ABOUT IT IN THE
OFFICE OR CLASSROOM SO WE CAN
STOP THE PROBLEM.

If we don't know about it, we can't help!
It is the policy of the Buhl Middle School that no employee or student shall be subjected to harassment. Types of harassment may include, but are not limited to, verbal abuse or harassment; remarks with demeaning implications; implied or explicit threats. School staff and administration will deal with violations. Harassment that occurs outside of the school day will be reported to the principal and a statement will be given to the local law enforcement agency for them to investigate. In-school bullying is a serious offense and the disciplinary actions will be established and enforced by the building administration. Continued violation of this policy may deem the student that is continuing to bully and/or harass may be considered eligible for expulsion. All reported school administrators will document threats and legal action may be taken by local law enforcement. Buhl Middle School thrives on kindness!

HOMEWORK
Teachers may give homework to students to aid in the student's educational development. The homework should be differentiated for students and align with the research on good pedagogical practices. Homework should be an application, extension or adaptation of a classroom experience, and will not be assigned for disciplinary purposes. Homework is a vital factor for student success at school. Homework may be assigned daily in any or all classes. Students are expected to complete and return the assignments on time. Not completing homework in a quality fashion will severely impact a student's classroom learning and grade. Students will have homework every night in all core classes. They should have a consistent space at home to complete their work and it should be monitored and checked by parents before returning it to school.

PARENT/STUDENT/SCHOOL COMPACT
A copy of a parent/student/school compact must be signed in the agenda book as an explanation of how we will support one another during this school year.

INSURANCE
Health and accident insurance may be obtained from a private insurance carrier through the school. Information/enrollment forms will be available during registration. Students participating in athletics must have insurance coverage or a signed waiver of insurance coverage liability by the parent. The Buhl School District does not carry accident insurance on students; this remains the parent's responsibility.

LOST AND FOUND
Lost and found is located in the office for the classrooms and halls. The P.E. Department will have a separate lost and found in the P.E. office. If items are not claimed during the school year, they will be donated to a charitable organization at various times during the school year.

FOOD/SNACKS/DRINKS
Food and drink are not allowed in the classrooms or carpeted areas of the school unless the building principal grants permission or there is a special event sponsored by the classroom teacher that has made prior arrangements for food/drink in the classroom. *Students are not allowed to have energy drinks on their persons or in their lockers. Food in lockers is also discouraged because of mice problems.* Students may keep their sack lunches in their lockers but need to make sure that there is not food trash left in the lockers. Just say no to stinky lockers!

MEALS
Breakfast and lunch are served daily, with the exception of breakfast on Late Start Mondays. Buhl Middle School students are invited to take lunch and eat it before class starts. There is no cost for anyone to eat breakfast. Lunchtime is an opportunity for students to eat, visit, meet with friends, and relax. Students will eat lunch at the cafeteria, which is located in the Buhl High School building. For lunch, all students will exit through the south and east entrances of the school and report to the high school lunchroom. Students that do not report to the lunchroom and choose to “hang out” in another area will be subject to discipline. It is important that we are able to keep track of all of our students. The general discipline rules of Buhl Middle School will apply while students are in the cafeteria.

LOCKERS

Lockers and locks are assigned to students to keep their books and supplies in a safe and central location. Locker combinations should not be shared with any other student, even friends. Care and maintenance of the locker and lock is the responsibility of the student. Replacement cost will be charged for damaged lockers, locks or lost locks at a charge of \$8.00. All lockers are property of the school district and are subject to search at any time by proper school personnel. Do not store food or drinks in your locker! Students must not change lockers or share lockers with others that were not assigned to them by their Advisory teacher.

MEDICATION

The office does not have any general medication to give to students. All over the counter or prescribed medication brought to the school for any purpose must have a doctor's note and school personnel will be notified and the medication will be placed in the school safe. Medications are not to be carried on the person or stored in lockers. Prescription drugs will be stored and given to those students with a physician's approval and dosing form on file.

PARENT CONFERENCES

Parent/Student Led conferences are held in the fall and in the spring. Students are to bring their parents and show them what they are learning in their classes. Parental support and knowledge as to the progress of your student is encouraged. You may need to schedule a parent meeting with the team of teachers. Call the office for the times that your student's teachers have prep and schedule an appointment.

PERMANENT RECORDS

A permanent record file is started when a student enrolls in the Buhl School District. It contains information pertaining to classes taken, grades earned, scores on standardized tests, immunization records, and other pertinent facts. Upon a written request with the records clerk, the parent/guardian may review these files or have copies made.

PROMOTION/RETENTION

The primary goal of the Buhl Middle School's instructional program is to prepare its students for higher education beyond High School. To meet this goal, students must fulfill the obligations of the Buhl Middle School credit system to be promoted to the next grade level. Students not passing classes may need to take

credit recovery classes online at their own expense or be in jeopardy of retention. Attendance issues also may make a student ineligible of advancing to the next grade. Summer school may be required if it is offered and only one credit may be recovered. *SEE ATTENDANCE POLICY**

QUALITY WORK IS EXPECTED
NO ZEROS

Buhl Middle School student's not completing school work on time or in quality fashion will be assigned extended learning time to complete their assigned work. If the lack of quality work production is still not being accomplished, other consequences will be employed at the discretion of the administration and classroom teachers. Examples of poor work consequences: Loss of electives, behavior contracts, school clean-up, a report to the status offense office for insubordination, classes doubled up, WISE program, expulsion, etc. are all examples of consequences levied for not doing quality school work for chronic offenders. **School work is a student's first priority and they should make every effort to avoid zeros.**

SCHOOL DAY

The school day for students begins at 7:55 with an entrance bell and ends at 3:23 for the 2015-2016 school year. During Late Start Mondays, (see calendar) students will be allowed into the building at 10:15 with school ending at the regular time. The building will be open for students at 7:30 a.m. in the morning (except late starts) and will be cleared by 3:30 each afternoon. Students may not leave the building,

or designated areas of the Buhl Middle School without permission once they have arrived on campus.

TEXTBOOKS/SCHOOL COMPUTERS

All textbooks and school computers are loaned to the students for their use during the school year. It is the student's responsibility to maintain and care for the books and to return them at the end of the year in the same condition as they were issued. Fines may be assigned for damages to materials beyond reasonable wear and tear. Students who lose a textbook will be charged the replacement cost of the textbook and/or computers.

TRADING POST WIGWAM

Students will be able to buy school supplies and other items in the Wigwam Trading Post.

SEARCH AND SEIZURE

School officials may, with reasonable suspicion, search the person and person’s personal property, including property provided by the school. Any property may be seized if deemed injurious or detrimental to the safety of the students and school personnel and if school officials have reasonable suspicion that an illegal act or violation of school rules and regulations is being committed. General searches of school property assigned to students for their use may occur at any time. Items belonging to the school, as well as illegal items (firearms, weapons, drugs, alcohol, and etc.) or other possessions reasonably determined to be a threat to the safety and security of others may be seized by school officials.

TECHNOLOGY USE

Technology is an integral part of education for students of the Buhl School District. The use of the Buhl School network, and resources it accesses, is for educational purposes. You can pick your friends. Students will be given an access password that should be kept in strict confidence. Students who use the school network improperly may have their privileges revoked and school disciplinary and/or appropriate legal action may be taken. A technology use form must be signed at registration by parents and student.

TELEPHONES IN THE OFFICE

Telephones in the school office are for business purposes only. Students may have an emergency and need to contact parents. Students may use the telephone during their lunchtime only with a signed permission from the classroom teacher. Students may not use personal cell phones to call parents. **ALL calls must be monitored from the office.**

TOBACCO/ALCOHOL/ILLEGAL SUBSTANCES

Smoking, using, or possessing tobacco, consuming or possessing alcoholic beverages, or possessing or using illegal substances on or near the school campus is in violation of school district policy and state and federal law. Students may be referred to local law enforcement, counseling, suspended or expelled for violation. Under Idaho law Vaping is considered smoking tobacco and is not allowed on campus or at extra-curricular activities.

TRANSPORTATION

Rules of conduct for students riding district school busses are covered under pupil transportation rules in the pupil transportation manual. Bus drivers are responsible for enforcement of those rules and have the same legal authority as a teacher in a classroom. Students who are consistently disruptive may lose transportation privileges.

VANDALISM/THEFT/BURGLARY

Vandalism, theft, burglary and defacing or damaging school property is strictly prohibited. Proper discipline action, including expulsion and fines for damages and time spent investigating will be assessed by the building principal.

VISITORS

Visitors are defined as anyone who is not a student or staff of Buhl Middle School. The administration reserves the right to refuse visitation to anyone. Students are not permitted to have visitors during the school day. Parents are always welcome at the school if prior arrangements with all the classroom teachers have been made in advance. ALL visitors must register at the office and receive a visitor’s pass.

WEAPONS/DANGEROUS OBJECTS

No student shall for any reason possess, handle, or transport any object that can be reasonably considered a weapon. Toy guns are not allowable and will be considered as a weapon. Thus, any dangerous object, which has no reasonable use to the pupil at school, is not allowed. Automatic suspension will occur with possible expulsion recommendation made as well.

WITHDRAWALS/TRANSFERS

If transferring or withdrawing from Buhl Middle School, please follow these steps.

1. Parents/guardians must make a request to the office.
2. Students must have a withdrawal form before the beginning of the last day.
3. Return all books and materials checked out to the student to the teacher or the school and pay all fines.
4. Have the form signed by the teachers, the librarian, and the parent/guardian.
5. Return the completed form to the office at the end of the school day so that checkout may be finalized. If not finalized, records will not be sent to another school.

WEATHER

Please dress appropriately for the weather with proper attire. You shouldn't pick your friends' nose. Students will be expected to be outside and not in the building much like you were in elementary school. Dress for the weather!

Discipline

In order for students to learn, it is necessary for them to have a learning environment which allows them to focus, process information, receive assistance and practice skills. Disruptions to this learning environment affects all students to some degree and interrupts the learning process. The following procedures are put into place to support the learning environments of Buhl Middle School and your child. It is our goal to be proactive and prevent student misbehavior and other disruptions in the learning environment for themselves and others. We believe that a healthy environment sets clear expectations and supports follow through. Having a consistent system of consequences which encourages students to improve their behavior is important for the following reasons:

- Consequences encourage personal responsibility.
- Consequences prepare students for the natural consequences that occur in everyday life.
- Consequences provide outside motivation for some students.
- Consequences help keep order.
- Consequences focus on improving behaviors not just punishing a child.

Here are the procedures that will be followed school-wide at BMS:

In one class period:

1st Time & 2nd Time – Student will be given a warning and teacher may use an intervention as indicated by behavior.

3rd Time – Student will be given detention with teacher and there will be a call to parents.

4th Time – Student will be sent to office, may receive in-school suspension and parent will be called.

Second Time Sent to the Office – Student may be out-of-school suspended and a conference with parents will be held.

More than 3 detentions in a quarter or out-of-school suspended - parents will be asked to come to school for a conference and student will be considered for a Positive Behavior Intervention Plan.

GENERAL DISCIPLINE PROCEDURES

1. The staff member involved will document the unacceptable behavior, and consequences will be assigned to the student.
2. Discipline problems will be solved at the classroom level, or with an Advisor's help, whenever possible and the parent/guardian will be notified by a note home in agenda book or a phone call.
3. Recurring discipline problems will be referred to the grade level team and the team will assign consequences.
4. Discipline problems not resolved by steps 2 & 3 will result in a parent/student/team/administration meeting. Consequences given then.
5. Administrators will be informed of hazardous actions (actual or potential) of any student who is defiant, incorrigible, and disrespectful or does not respond to classroom procedures.

The following are some of the behaviors that will result in disciplinary consequences as per classroom teacher or grade level teams:

1. Attending class unprepared
2. Use of improper language
3. Tardiness
4. Throwing objects on campus.
5. Rowdy behavior such as running, pushing, shoving, yelling, whistling.
6. Disrespect and insubordination
7. Inappropriate physical and/or public displays of affection on campus (including kissing, grabbing and excessive hugging.)
8. Disrupting the learning environment.

The following are examples of behavior that will be referred to administration:

1. Possession of weapon(s)
2. Disrespect and insubordination
3. Fighting, hitting, kicking, intimidation, bullying, harassing others.
4. Leaving class without permission.
5. Vandalizing, damaging, or stealing school or private property.
6. Being in possession of, or using illegal substances, such as drugs, alcohol, tobacco.

Detention: Detention will be served during lunch time. Students will report directly to the teacher's room and will be provided with their lunch from the lunch room. Students will reflect on their behavior while sitting quietly.

In-School Suspension: Students may be placed in an isolate area for in-school suspension as per the principal's decision. Assignments will be gathered from their teachers, if possible, and students will complete their work in the in-school suspension area. They will be monitored and expected to continue their classroom work during the assigned time and if they do not cooperate in the in-school suspension time, they may be assigned more in-school suspension or out of school suspension.

Out of School Suspension: Students may be suspended from school as a consequence of behavior against a school or district policy. The length of the suspension will be determined by the severity of the student's misconduct and prior incidences of misconduct. Administration reserves the right to determine the appropriate consequences. Behavior contracts, Status Offense referrals, referral to law enforcement and the use of the W.I.S.E. program are other options that

Administration may utilize to correct chronic behavior issues. Behavior contracts may be developed to ensure the specific expectations and to outline further disciplinary consequences. The administration may ask for students to be permanently dismissed from school if deemed a safety risk to the school.

FIGHTING
Fighting on campus at any time will result in disciplinary action from the principal. All fights are thoroughly investigated and consequences are given to fit the situation. Some fights may be turned over to the local law enforcement agency. Any student who moves toward a conflict or disturbance, that isn't directly in the fight, or adds to the escalation of the fight is subject to disciplinary consequences as well.

SUSPENSION
Any student who is suspended will not be allowed any school activity privileges. If a student is suspended out of school, he/she is not to be on the campus during the time of the suspension nor attending any extra-curricular event such as a football game. After/during the time of suspension, make-up work may be

allowed, except for truanancies. Make-up work will be counted at full value if properly done, but will be the responsibility of the student and will be due the day they come back. Most suspensions are assigned for in-school time. Some suspensions may be assigned for out of school or assigned to the Juvenile Probation program called W.I.S.E. (Work in Lieu of School Expulsion) at the discretion of the school administrator.

TRIBE PRIDE HONOR CIRCLE

We have a Tribe Pride Honor Circle that rewards students for being for good citizenship. Teachers and staff who observe students demonstrating positive citizenship behaviors that enhance the culture of our pride in our Tribe select these Honor Circle members! Their names are posted on the attribute earned and remain up for the entire school year. Students that get a feather in every area earn a special prize and recognition. Our celebrations would not be possible without great participation by our students/parents during our one and only fundraiser: Chocolate Sales!

Attendance

Buhl Middle School attendance policy enforces the *Idaho Code Chapter 33-202* that states *that the parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in*

subjects commonly and usually taught in the public schools of the state of Idaho.

Regular attendance is vital to a student's success in school. A student who is frequently tardy or absent will miss direct instruction, which diminishes the student's ability to succeed academically. Attendance is a factor for obtaining credits for classes taken at Buhl Middle School. Whenever it is determined by the Board, or the Board's designee, under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall

notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

90% Attendance

The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students

missing more than nine days per semester. The administration shall adjudicate absences where the total number of days is brought below nine days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

1. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular;
2. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
3. Subpoenas to appear in court or court-ordered, out-of-District placements for special services; and
4. Illness, medical appointments, dental appointments, or hospitalization verified by a doctor's statement.

Absences which will be counted in the 90% limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, or photography appointments,

skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.

Truancy

Attendance at school is more than a legal obligation. It is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two school days following return to school; otherwise, the absence is classified as unexcused. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the principal.

Any student who is a truant for the first time will have the parent contacted and serve detention. The second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension. Four truanancies will result in a recommendation

to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted

upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Parents and students who go over the NINE-day absence allowance per semester may be referred to truancy court and possibly be denied class credit due to failure to attend.

PARENTS OF ABSENT STUDENTS NEED TO VERIFY THEIR ABSENCES EVERY TIME THEY MISS SCHOOL.
STUDENTS WHO ARE ABSENT ARE RESPONSIBLE FOR REMINDING THEIR PARENTS OF A NOTE OF PHONE CALL NEEDED TO VERIFY THE ABSENCE.

PARENTS are to report the absence of their student before 9:00 a.m. the morning of the absence. The office phone number accepts calls beginning at 7:30 a.m.

STUDENTS are to bring a note explaining the absence signed by the parent or guardian when they return to school if a parent has not called.

STUDENTS are responsible for making up missed work. In general one day for each day of absence will be allowed for make-up work.

VACATIONS
STUDENTS must make arrangements prior to leaving on a vacation for schoolwork that will be assigned for the time that they are gone. All work must be completed and turned into the classroom teachers prior to departure. Failure to do so may result in a loss of credit for missing work not turned in to the teachers.

APPOINTMENTS
If STUDENTS need to leave during the school day, for any pre-arranged appointment, the student will need to check out through the

attendance office. Students are not permitted to leave the middle school without a parent or guardian signing them out at the front office.

Students will need to check back in through the office upon returning from an absence. If this is a doctor or dentist appointment please have the student bring a note from the doctor's office.

Excused Absence: An absence that is verified by a parent. The attendance office must be notified with a phone call or a note to verify absence. If a student goes over seven (7) days of excused absence by a parent for medical necessity, the parent will be required to get a

medical excuse to verify every medical absence after seven (7) days.

Medically Excused Absences: Medically excused absences will not count against a students' 90% attendance requirement. Medical excused absences require a medical note from the doctor with the date(s) that the doctor warrants a medically necessary absence. These notes are to be turned in to the attendance secretary within 24 hours of the absence.

Unexcused Absences: Students not providing a note or a phone call from a parent or acting guardian will be considered unexcused.

Unexcused absences are considered truancies.

Truant: A student may be considered truant if the student does not bring a note or have a parent excuse to the office within 24 hours of the absence. A student can also be considered truant if that student is missing more than ten minutes of instruction without a proper excuse and without a parent or staff member knowing of the student's whereabouts. Students that leave campus after being on the campus without permission will be considered truant. Students that leave class without permission will be considered truant as well. Truancies are considered serious because of the need to keep all students safe while at school and knowing their whereabouts at all times is necessary. Students will be referred to the office for truancy disciplinary consequences.

Buhl Middle School administrators are considered mandatory reporters and must report chronic attendance problems to local law enforcement and/or Idaho Department of Health and Welfare.

ATTENDANCE REPORTS

AS A COURTESY, the school office mails out reports to parents when their child has missed four, six, eight or ten absences. It is the student's and parent's responsibility to keep current.



Chromebooks

District Provided Mobile Computing Devices

Buhl School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

The District will provide parent orientations on the mobile computing device program. A student's parents or guardians are required to attend an orientation before the student takes a device home with them. The student may also pay an insurance fee of \$20.00, which covers 3 claims before they may take the device home. If

parents/guardians choose to opt out of the insurance they will be responsible to pay for any repairs necessary to the device.

Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Go On Bucks

Students may take the devices out of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for students to request permission to take the device with them. At the end of the school year, the school will collect all devices from students.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property;
6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with a soft, dry cloth or anti-static cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;

The Go On Bucks program was started by the 7th grade team of teachers, who wanted to develop a token economy for school like attributes. The seed money was planted by the Go On Grant. The Go On Bucks program has been utilized to help foster an understanding of money and what money + an education affords students. Students have learned how to earn money, how to save their money, and choices on how to spend their money. It has taught money skills, bookkeeping skills, planning and goal setting skills. It helps tie their education to the real world.

Unfortunately, the money for this program has run out. We are working on ways to bring it back for our students, but until that time, the Go On Bucks program will be discontinued.

POWERSCHOOL

PowerSchool is a program that students, parents and teachers can use to monitor grades and progress. At registration students and parents are given a username and password to access the PowerSchool site. We encourage all parents and students to check PowerSchool often.

Anything in blue in PowerSchool can be clicked upon with a mouse and information will pop up.

Check PowerSchool Often!

Student PowerSchool Login

Parent PowerSchool Login

**Buhl Middle School
Student/Parent/Teacher/Principal
Compact**

This school-parent compact outlines the activities that we can do together to assist students in maximizing their potential.

Student Agreement

Believe that I can and want to learn.
Get the sleep I need to be ready to learn.
Attend school regularly and be on time.
Be responsible for my behavior and obey school rules.
Listen to adults and always do my best work.

Parent / Guardian Agreement

Encourage my child to share one thing they learn each day.
Make sure my child gets enough sleep and a nutritious breakfast.
See that my child attends regularly and arrives on time.
Spend at least 15 minutes each school day reading with my child.
Review my child's homework for correctness and completion.
Support the schools discipline and school policies.

Teacher Agreement

Make learning meaningful to student's lives.
Make effective use of learning time.
Make classroom rules and consequences fair and consistent.
Contact parents as soon as possible if there is a problem, and respond quickly to parent requests for information.
Supply students and parents with a clear explanation of evaluations and progress.

School Principal

Provide an environment that permits positive communication between the student, parent and teacher.
Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
Provide equal and fair opportunities to access staff and the opportunity to volunteer



**WE ARE ONE
TRIBE WITH
A LOT OF
PRIDE!**

Parent Signature: _____
Student Signature: _____
Team Leader Signature: _____

Student System of Support

Buhl Middle School is strongly committed to educational excellence by providing quality education to all middle school students. To achieve this educational expectation, we utilize a student focused process called Multiple Tiered Systems of Support in Academics and Behavior

HOW CAN PARENTS HELP?

As educator's we know that we cannot educate students alone. We need parents as partners! The best student outcomes result in a team approach to learning. Administrators, parents, teachers and the student must all work together to make the best gains in learning.

It is important that communication between the teacher and the parent is ongoing and meaningful. When parents attend a problem solving meeting their voice is important in intervention development. The Problem Solving team will write a learning plan that acknowledges the type of intervention and each person's responsibility for implementing the plan. If you need further information about the Multiple Tiered System of Supports for your student, please contact your building principal.

MTSS COMPONENTS

MTSS has several components that make it effective. The components include:

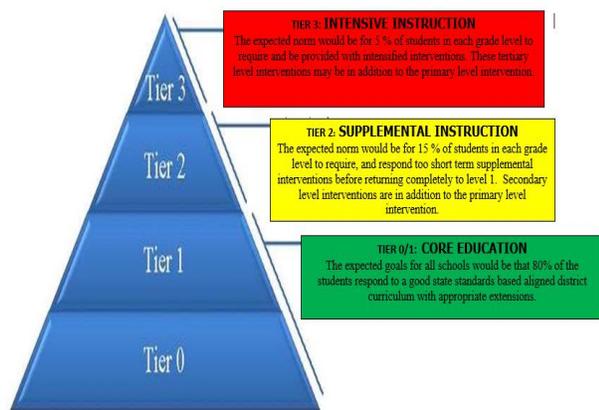
SCREENING: In Buhl School District, we administer the screeners in Math and Reading three times each year for students in grades K-9. The results of the screeners are reviewed by teachers and MTSS teams to monitor student progress.

INTERVENTIONS: If a screener indicates that a student is showing difficulty in math or reading, parents are contacted and further discussion takes place to find the "just right" intervention that will boost the student's learning.

MONITORING PROGRESS: We monitor the student's progress every 2 weeks by administering brief assessments. If the results of those brief assessments do not indicate progress, adjustments to the interventions are made.

MTSS: Multi-Tiered Instruction

The following is a visual representation of the Buhl School District Student Success Model (MTSS based). All of the above information (and Appendixes' A-C) supports level one (1) of this success model. A variety of models of this process (with levels 2 and 3 explained) are presented below.



Tier Instruction throughout the Buhl School District

What does instruction look like at?

Tier 1:

Tier 1 instruction is delivered to all students with differentiation and accommodations as needed. The delivery of instruction at tier one is focused on Idaho standards at each grade level and subject areas using best practices and strategies effective for large and small group instruction.

Tier 2:

Tier 2 instruction focuses on skill deficiencies that pose a barrier to student learning. Tier 2 instruction typically consists of additional skill focus and practice of Idaho standards, grade level and subject area curriculum. Additional instruction may be provided by the general education teacher, paraprofessional, or Title services including ESL and migrant. Student-centered data such as benchmark tests and progress monitoring are used to track student's progress at tier 2.

Tier 3:

In addition to Tier 1 and Tier 2 instruction, Tier 3 consists of intensive instruction that focuses on skills that pose the greatest barrier to student learning. Instruction may include modified or alternative curriculum, modified lessons and tests, as well as Title pull-out services such as ESL and migrant.

Tier Instruction throughout the Buhl School District

How do we differentiate at?

Tier 1:

Tier 1 differentiation consists of level 1 classroom accommodations, such as special seating, work space or adjusted assignments. It may also include additional time on Idaho standards in the classroom with small group or one-on-one pull-back, extended work time, peer teaching, and additional help by a paraprofessional, and layered curriculum that includes multiple learning styles.

Tier 2:

In addition to Tier 1, Tier 2 differentiation consists of on academic level instruction (verses grade-level) to fill in skill deficits. Tier 2 differentiation may include adjusted assignments and supplemental intervention programs such as: Khan Guided instruction and Study Island Refer to pages 14-15, for a complete list of resources available.) Instruction at tier 2 should be provided by the most qualified instructor.

Tier 3:

In addition to Tier 1 and Tier 2, Tier 3 is the most intensive instruction a building can provide. Tier 3 often includes parallel curriculum, alternative curriculum, or replacement curriculum and adjusted assignments. Instruction at tier 3 is given at academic level by the most qualified instructor.

What does assessment look like at?

Tier 1:

Assessments at tier 1 are for all students. They consist of universal screeners given three times a year (fall, winter, spring), standards based assessments, and formative and summative assessments. Assessments may occur daily, weekly, or quarterly and are used to monitor the progress of all students and evaluate the effectiveness of tier 1 instruction and supports.

Tier 2:

In addition to Tier 1, assessments at tier 2 are more individualized to specific students and skill deficiencies based on informal diagnostic testing. Tier 2 includes progress monitoring on academic level bi-weekly to monthly to assess student growth.

Tier 3:

In addition to Tier 1 and Tier 2, assessments at tier 3 are based on further informal diagnostic testing to determine skill deficiencies. Progress monitoring on academic level is performed on regular intervals to assess growth in deficit areas.

Universal Screening

Universal screening is the first step in identifying students who may be at risk for poor learning outcomes. Universal screening is a type of assessment that is characterized by the administration of brief, repeatable data collection of academic and behavioral skills of all students three times a year (fall, winter, spring). It is often followed by additional testing or short-term progress monitoring to corroborate students' risk status.

Multi-Tiered System of Support (MTSS)

Multi-tiered system of support (MTSS) is a prevention framework that organizes building-level resources to address each individual student's academic and/or behavioral needs within assessment and intervention tiers that vary in intensity. MTSS allows for the early identification of learning and

behavioral challenges and timely interventions for students who are at risk for poor learning outcomes and behavioral outcomes. The increasingly intense tiers represent a continuum of supports.

Planning/Problem Solving Process

The Planning/Problem Solving Process is a process used by teams of educators and families working together using student data to make instructional decisions in order to improve academic and behavioral outcomes for the student(s).

The process includes 4 steps answering these questions:

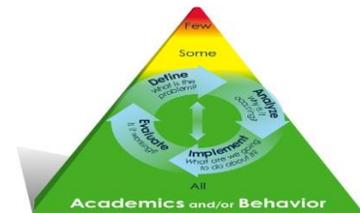
Define: *What is the problem or goal?*

Analyze: *Why is the problem happening or the goal not yet reached?*

Plan and Implement: *What are we going to do about it?*

Evaluate: *How did the student respond to the instruction/intervention/support?*

The cycle is continuous because adjustments to instruction/intervention supports are made and monitoring continues in order to ensure positive student response.



Progress Monitoring

Progress monitoring is a way for teachers to take a snapshot using brief assessments of how students are doing on specific an academic and behavioral skill. It shows how effective the intervention is. It includes observations, tests, and other formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be adjusted. Secondary instruction/interventions are monitored with probes at least monthly, while tier 2 and 3 instruction/interventions are monitored with probes at least bi-monthly. Progress monitoring can be implemented with individual students or an entire class.

Response to Intervention (RtI)

RtI is the fourth step of the problem-solving process. The first three steps are: Identifying the problem or goal, figuring out why the problem is occurring or goal not being obtained, and developing an intervention plan to support the student and address the reason the problem is occurring.

During the fourth step, teams use data to determine how the student is ‘responding’ to the intervention. You may have heard the term RtI previously used to refer to the larger framework, which is now called a Multi-tiered System of Support (MTSS).

Supports

Supports refers to activities implemented by educators to ensure that students can participate in the general curriculum to the maximum extent appropriate. These supports can include behavioral or academic interventions or strategies designed to reduce barriers to student engagement. They are determined by educators through a problem solving process.

