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[Tyler Telford, who is the superintendent of the West Side School District, is responsible for carrying out responsibilities under Section 504, Title II and Title IX. He can be reached by phone at 208.747.3502 or letters are accepted at PO Box 39, Dayton, ID 83232.](#)

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# BMS 6-8 Student Handbook

## Beutler Middle School

626 North West Side Hwy.  
Dayton, Idaho 83232  
(208)747-3303  
(208)747-3705 FAX



### Faculty

Brent Adams - Science  
Tyler Brown - Math, PE, Health  
Janis Buttars - SPED  
LaWrell Cook - Math, PE, Health  
Coby Crozier - PE, Health  
Mandi Moser - ELA  
Tristan Geddes - Yearbook, Spanish  
Joseph Grimm - Math, Computer Science  
Jennifer Housley - ELA, Science  
Kyle Jensen - ELA  
Trevor Jensen - BMS Principal  
Jessey Jones - Math  
Edward Kimpel - History, Careers  
Britta Hansen - Choir, Band  
Daran Smart - Social Studies  
Penny Tolman - Art  
Shari Turnbow - ELA  
Ashley White - Publishing

### Administration

|               |                |
|---------------|----------------|
| Tyler Telford | Superintendent |
| Trevor Jensen | BMS Principal  |
| Susan Doney   | Secretary      |
| Cami Fellows  | Counselor      |

### Trustees

John Jensen, Chairman  
Logan Checketts  
Chris Robinson  
Sharon Kropf  
Solomon Nielsen  
Lorena England, Clerk

### Student Body Officers

Porter Wilde  
Cambrea Boucher  
Amanda Beckstead  
Paisley Johnson  
Tavyn Christensen

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**Discrimination:**

The West Side School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Tyler Telford, Superintendent 626 N Westside Hwy Dayton, ID 83232

A district counselor will be available to counsel students as needs arise.

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**MIDDLE SCHOOL CREDIT SYSTEM**

At Beutler Middle School, promotion of students is based on the premise that students must possess minimal competencies at each instructional level in order to be promoted. Therefore students should be placed in the class to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with students spending one year in each grade. The middle school's credit system is as follows:

| Classes                     | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|-----------------------------|-----------|-----------|-----------|-----------|-------|
| Reading                     | 1         | 1         | 1         | 1         | 4     |
| Language                    | 1         | 1         | 1         | 1         | 4     |
| Social Studies              | 1         | 1         | 1         | 1         | 4     |
| Mathematics                 | 1         | 1         | 1         | 1         | 4     |
| Physical Education/Health   | 1         | 1         | 1         | 1         | 4     |
| Science                     | 1         | 1         | 1         | 1         | 4     |
| Electives-Choir, Art, Band, |           |           |           |           |       |
| Careers, Coding             | 1         | 1         | 1         | 1         | 4     |
| Total credits               | 7         | 7         | 7         | 7         | 28    |

Credits will be awarded using the quarter system. In order to be promoted to the next grade, students must pass twenty-four out of twenty-eight quarters (86%) with a D- or higher. In addition to this, students must pass three out of four quarters in an individual subject with a D- or higher area in order to be promoted in this subject.

Students who are not successful in meeting criteria during the school year may be required to attend the after school program, summer school, a credit recovery class, or other methods as deemed appropriate by district administration and teachers. This will provide the students with a second opportunity to prepare

them for the rigors of the next level. It is important to remember that progressing to the next grade level and/or high school is not automatic. Students must earn the right through successful completion of the middle school program.

## Secondary School Policies and Procedures

### Academic Achievement

#### Honor Roll

3.5-3.74 High Honor Roll

3.5-3.74 Honor Roll

### Activities and Trips

While on any school trip, the student must abide by all school rules.

Personal contact or a handwritten note is required from the parent/guardian for the student to travel home other than in the District vehicle.

1.1.1. Personal contact must be with the coach or supervisor.

1.1.2. Students can only return with a parent approved adult.

1.1.3. No middle school students will attend overnight events.

### Activity Cards

Activity cards cost \$30 and will provide admission to regular season home games. Replacement cards can be purchased at the high school for \$5.

### Attendance

**Absences:** Students are allotted 7 absences per semester in addition to absences for school sanctioned activities.

1.1.3.1. West Side School District will excuse absences for extracurricular activities which are state-sanctioned activities through the Idaho Middle School Activities Association or are West Side Middle School sponsored activities.

1.1.3.2. When students exceed the allotted number of absences, a committee composed of the student's teachers, the middle school counselor, and the MS administration will meet to determine credit status.

1.1.3.3. The committee's decisions may include but are not limited to the following:

1. Withhold credits.
2. Issue credits depending on extenuating circumstances.
3. Require additional work in order to obtain credits.

- 1.1.3.4. Extenuating circumstances will be taken into consideration by the committee. Students and parents are highly encouraged to make arrangements with the school office as well as the individual teachers previous to being absent consecutive days. Prior notification and doctor notes are not required, but will be helpful to the committee in arriving at a decision.

**1.1.4. Verifying absences from school**

- 1.1.4.1. Call, send a written note, or email the school within three days of the absence.
- 1.1.4.2. If an absence is not verified within 3 (three) days, it will be classified as truant.
- 1.1.4.3. West Side is a closed campus. Students are not allowed to leave school without parental permission. This permission must be received by office staff prior to leaving.
- 1.1.4.4. Students checked out by a parent/guardian during the school day must leave campus during the time he/she is checked out.
- 1.1.4.5. It is the student's responsibility to contact the teacher(s) for classwork or homework missed due to absence.

**Suspensions**

**1.1.5. Out of School Suspension (OSS)**

- 1.1.5.1. Any missed class work can be made up and qualify for credit.
- 1.1.5.2. These days count toward the student's 8 days allotment of absences.

**Tardies**

- 1.1.6. A student is absent if he/she is more than 15 minutes late to class.
- 1.1.7. For every tardy after 5 total (not per class), a student will be required to work diligently
- 1.1.8. Tardy detentions that go unserved will result in a 2% grade deduction (This will appear in PowerSchool as a T2) for each unserved detention in the class where the tardy occurred.

**Expulsion (Idaho Code Section 33-205)**

- 1.1.9. Only the School Board has the authority to expel.
- 1.1.10. Administration can suspend and recommend expulsion.
- 1.1.11. Prior to expulsion the student has a right to a hearing with the school board.
- 1.1.12. The school board will decide to expel or take other action.

**Parental notification of absences and tardies**

- 1.1.13. Students and parents are responsible to monitor their own absences and tardies. These are available on the internet or by phone to the middle school. Usernames and passwords are available by contacting the middle school office.

**Conflict Resolution:**

When problems arise in any situation related to district activities, academic classes, related to an advisor, teacher, coach, etc., the proper chain of command needs to be followed in order to effectively resolve conflicts. The participant, parent, advisor, teacher, or coach will meet with these people in the order listed below in an effort to resolve the conflict at the lowest possible level. Once the problem is resolved there is not a need to involve people at the next level.

1. Head Coach/Teacher
  2. Athletic Director/ School Principal
  3. Superintendent
  4. School Board Member
- 1.11 When students or parents report an issue, they will be asked to complete a form in writing detailing offenses they perceive have happened. This will become a record of the school discipline notes. Link to form:  
<https://docs.google.com/document/d/1afb9u-Mh8fhFiRnOqdtGthSTuD0o-kt2/edit?usp=sharing&ouid=114082543237691384420&rtpof=true&sd=true>

## **2. Evacuation and Safety Drills**

Regularly scheduled evacuation drills will be held throughout the year. Additionally, school safety drills will also be held on a regular basis.

## **3. School Rules and School Discipline**

- 1.1.1. Show respect for others at all times including their property and school property.
- 1.1.2. Listen to and follow directions the first time they are given.
- 1.1.3. Accept responsibility for your own actions.
- 1.1.4. Keep hands, feet and other objects to yourself at all times.
- 1.1.5. Vulgar/profane/obscene/lewd/offensive/abusive/indecent language will not be tolerated.
- 1.1.6. Dress code will be observed at all times, including PE.
- 1.1.7. Extreme caution is to be used when crossing the Highway.
- 1.1.8. Designated crosswalks must be used.
- 1.1.9. Failure to cross in the Crosswalk could result in a penalty, such as a \$10 fine.

### **School Discipline: The following offenses and others not listed are unacceptable:**

Cheating, disruptive behavior, insubordination, fighting, verbal or physical threats or abuse, harassment, inappropriate public display of affection, inappropriate language, use or possession of illegal substances or items, theft, truancy, and misuse of computers. Some offenses may warrant notification of law enforcement officials, whereby police/court action may be taken. Depending on the severity and circumstances of the incident, the principal and teacher(s) will choose the appropriate consequence.

Harassment, Intimidation, and Bullying will be disciplined as follows:

#### **First offense:**

Contact parents, visit with administrator and counselor, and complete educational requirements on effects of the offense as outlined by counselor.

**Second offense:**

Contact parents, visit with administrator and counselor, and in school suspension of a minimum one day.

**Third offense:**

Contact parents, visit with administrator and counselor, and in or out of school suspension of a minimum one day, possible referral to law enforcement, and refer to the school board for possible expulsion.

Depending on the severity of the incident, school administration may require additional consequences not listed. Law enforcement may be contacted earlier than the third offense.

#### **4. Cell phones**

Unless otherwise authorized by the classroom teacher or designated district employee, no student cell phones, music playing devices or headphones will be seen, heard or in use during class time, assemblies, or other educational periods. In MS, cell phones may not be seen in hallways. Phones may be used during lunch hour.

**Disciplinary Measures**

Failure to adhere to the guidelines above may result in disciplinary measures such as:

1. Device will be taken away until the end of the day. Offense may be logged in PowerSchool.
2. Devices will be taken away from the student and must be picked up by the student's parents during school hours or after school, after consultation with a school administrator. Offense may be logged in PowerSchool.
3. Students will lose the privilege to use devices on district property. Offense may be logged in PowerSchool.

**Use of Cellular Devices on Buses or During School Activities**

- 1.1.14. Cellular device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver and/or the student advisor/supervisor.
- 1.1.15. Distracting behavior which creates an unsafe environment will not be tolerated.
- 1.1.16. Cellular cameras and audio recorders may not be used on the bus.
- 1.1.17. The District Appropriate Use Policy applies to use on buses or during school activities.

**Privacy in Bathrooms, Locker Rooms and/or Dressing Areas**

- 1.1.18. Individuals who use school district bathrooms, locker rooms and/or dressing areas have a right to a safe environment, which includes a reasonable assurance that the District will not tolerate the use of audio or visual recording devices, including a cell phone, in changing areas, rest rooms or locker rooms to record or transfer images or recordings from these areas. In order to ensure that the privacy of all individuals is protected, the District has adopted these regulations to ensure that this right of privacy is not violated.
- 1.1.19. When the District has reason to believe that any person has violated this prohibition regarding the transmission of pictures of persons from the bathroom, locker room and/or dressing area, or has, in any other way, violated the right of privacy within these areas, the building principal shall contact local law enforcement representatives and make the appropriate reports.
- 1.1.20. Any person violating this policy may be subject to prosecution and face suspension and/or recommendation for expulsion.
- 1.1.21. School officials have the right to confiscate any cellular or recording device if there is a reasonable suspicion that the cellular or recording device has been used in violation of this policy. School administrators may search the contents of that device to ensure that images have not been taken or transmitted from within the locker room and/or dressing area.

## **5. Drugs, Alcohol, Tobacco and other illegal items**

- 1.1. The use, possession, distribution or sale of all forms of alcohol, tobacco, and/or controlled substances while in school, or at school-sponsored activities is expressly forbidden.
- 1.2. **Philosophy:**

The West Side School District recognizes the health risks involved with the illegal use of tobacco, alcohol, drugs and other controlled substances. We are aware of the research that shows a direct correlation between early use of tobacco and early use of drugs and alcohol. Along with parent(s) and guardians(s) and the community, the school has a role to play in helping students understand the health risks associated with the use of these substances. Therefore, we will cooperate with parent(s) and guardian(s) and the community by acting as an educator, resource, and referral agent. Our intent is to promote the health and well-being of the students.

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each district's policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.
- 1.3. **Definitions**
  - 1.3.1. Use: Whenever a student has consumed, taken, or is under the influence of drugs, alcohol, or tobacco (including vaping) on or near district property any time during school hours or at a school sponsored activity.

- 1.3.2. Possession: To have drugs, drug paraphernalia, alcohol, or tobacco on one's person or within an area of one's control including, but not limited to, car, locker, books, and clothes, on or near district property any time during school hours or at a school sponsored activity.
- 1.3.3. Distribution/Sale: To share and/or sell alcohol, tobacco, or other controlled substances to other students or persons on or near district property during school hours or at a school sponsored event.
- 1.3.4. Controlled Substance: Any drug, medication or substance available with or without a prescription, which can be used in a manner dangerous to the health of the user. This includes, but is not limited to marijuana, amphetamines, (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens.
- 1.3.5. Alcoholic Beverage: Any beverage that contains alcohol including, but not limited to, beer, wine, wine coolers, and liquor.
- 1.3.6. School Sponsored Activity: Any school sponsored event that takes place outside the regular school day and/or where a school letter can be earned; i.e., dances, band choir, debate, drama, school clubs, sports, etc.
- 1.3.7. "Course of conduct" is a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.
- 1.3.8. "Drug" is any alcohol or malt beverage, any tobacco product, nicotine product, electronic cigarette, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.
- 1.3.9. "Reasonable suspicion" is an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the "use" or "under the influence" provisions of Idaho Code Section 37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.
- 1.3.10. "School premises" includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

**1.4. Disciplinary action if a student is caught during school hours or at school sponsored event with an illegal substance:**

**1.4.1. First Offense:**

- 1.4.1.1. Parent(s) or guardian(s) will be contacted upon verification of the violation. Law enforcement will also be contacted.
- 1.4.1.2. Student will serve in school suspension.
- 1.4.1.3. Student must submit a report addressing at least 7 of the topics below. The report must follow APA guidelines and be at least 1000 words in length. Papers will be monitored for possible plagiarism. The report will utilize at least 5 credible sources:
  - Reasons young adults begin using drugs, alcohol, or tobacco.
  - Signs and symptoms of drug and alcohol abuse

- What should you do if you know a teenager that is using drugs and/or alcohol
- Myths about drug, alcohol, and tobacco use
- Why do some individuals become addicted while others do not?
- Short term effects on the body, particularly the brain, when using drugs and when using alcohol and when using tobacco.
- Long term effects on the body when using drugs, alcohol and tobacco.
- Effects on friends and family of drug, alcohol, and tobacco users.
- Impact on society of drug and alcohol abuse
- How to prevent drug, alcohol, and tobacco use
- The road to recovery from use of drugs, alcohol, or tobacco
- What local group help is available for users (include local class time, dates, and locations)?
- What local individual counseling and help is available for users (be local specific)

1.4.2. **Second Offense:** Parent(s) or guardian(s) and law enforcement officials will be contacted upon verification of the violation. Student may serve in school suspension. Student may be required to attend an open meeting of Alcohol Anonymous, Narcotic Anonymous, or similar meeting that shall be approved by a school administrator one time per week for 6 weeks.

1.4.3. **Additional Offenses:** Student will be referred to the school board for punishment, which may include expulsion.

#### 1.5. Procedure for student involved in Extracurricular activities in grades 8 -12 (vape only for grade 8)

1.5.1. In addition to discipline steps outlined previously, students involved in extracurricular activities that violate this section will also be subject to the following consequences:

| Substance                                                                                                                                                                 | First Offense | Second Offense | Third Offense                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|---------------------------------------|
| Nicotine/Vape                                                                                                                                                             | one week      | two weeks      | Subject to decision by 5 person panel |
| Alcohol                                                                                                                                                                   | one week      | two weeks      |                                       |
| Controlled Substances                                                                                                                                                     | two weeks     | four weeks     |                                       |
| Illegal Drugs                                                                                                                                                             | two weeks     | four weeks     |                                       |
| Leave after test was announced                                                                                                                                            | four weeks    | six weeks      |                                       |
| The time frame in this chart refers to the time period when students are not able to participate in games, competitions, events, etc. Students may still attend practice. |               |                |                                       |

- 1.5.2. Student will not miss participation in extracurricular events (unless coaching staff or teams rules specify differently) if voluntary confessions are made prior to the announcement of the nicotine/alcohol test by a designated school official.
- 1.5.3. The following week the student will need to produce a negative test in order to continue participation. Additional tests may be given weekly.
- 1.5.4. A student is allowed one voluntary confession exemption per school year.
- 1.5.5. Any positive test of an illegal substance will result in a minimum of a one event suspension.
- 1.5.6. Student may return to participation in extracurricular events after a negative nicotine/alcohol test and previously mentioned requirements are completed.
- 1.5.7. Any student that has failed any illegal substance test will be subject to drug tests at any time during the high school career.
- 1.5.8. A student that tests positive will remain in the high school office until parents are notified by a high school administrator or athletic director.
- 1.5.9. Any student that tests positive, will need to complete a Life Skills course with a mentor that is mutually agreed upon by student, parents, and student athlete.
- 1.5.10. Repeated offenders are subjected to sanctions as decided by a 5-person panel that would include district superintendent, high school principal, athletic director/ high school teacher, head coach (of sport/activity in which the student athlete was suspended), and counselor. The superintendent will serve as chairman of the panel. If any of the appointed panel members are unable to attend, the superintendent will appoint someone to fill the vacancy and choose the teacher to serve on the panel.
- 1.5.11. Sanctions will be determined by the panel which may include but are not limited to community service, partial or permanent termination from participation in school sanctioned activities, mandatory attendance at approved chemical or treatment programs at no cost to the school district.
- 1.5.12. The panel will take into consideration all factors including, but not limited to, the severity of the violation, if the student self-reported, recurrence of incidents, student's attitude and willingness to comply. The committee strongly encourages students to self report to school officials. Self reporting may result in less stringent consequences.
- 1.5.13. The school board will be notified electronically when students have violated this policy.
- 1.5.14. If the student feels the decision by the panel is unjust, the student may appeal to the School Board. The student shall submit a written request for an appeal to the Principal who will pass this information onto the Superintendent, who will then notify the School Board. If the School Board decides to accept the appeal, it will be discussed at the next regularly scheduled board meeting in executive session. The School Board has complete discretion and authority in deciding whom to invite and/or allow to participate in the Appeals Meeting.

**This policy was adopted by the board of trustees on July 18, 2022 board meeting.**

## 5. Eligibility

- 1.1. For students participating in school sanctioned activities, PowerSchool grades will be checked Monday around midday to determine eligibility for the following week. Grade checks for eligibility will begin after two full weeks of school for middle school (each quarter).
- 1.2. Students desiring to be eligible for participation in school sanctioned activities must have a 2.0 grade point average. In addition to this, students are not allowed to have any grades that are below a D.
- 1.3. In order to give teachers a reasonable amount of time to update grades, all work must be submitted by Thursday at midnight. It is the student's responsibility to verify that work turned in has been graded and input into Powerschool prior to the start of school on Monday.
- 1.4. A summary of eligibility is as follows:
  - 1.4.1 No grades below a D and <2.0 gpa.
  - 1.4.1. Students caught cheating in class will be immediately ineligible for a time that will be determined by the student's teacher, coach and principal.
  - 1.4.2. On game day the student is not allowed to be absent in any class unless it has been cleared with the school administration.
  - 1.4.3. A committee will be appointed by the school administration to determine the eligibility of students as the need arises on an individual basis. This need will be determined by the student's teacher(s) and school administration.
  - 1.4.4. Eligibility for activities that occur less frequently will also be determined by the school administration and teachers.
  - 1.4.5. Students who repetitively violate school rules or are belligerent to school officials may be ineligible to participate in activities.
  - 1.4.6. Students will not be allowed to participate in activities if they still owe fees from the previous school year.

## 6. Dress Code

Student dress should be clean, neat and modest.  
Gang related attire is not acceptable.  
Extremely baggy, low riding pants and chains are not acceptable.  
Clothing with sexual innuendo, reference to drugs or inappropriate messages is not acceptable.  
Sleeveless shirts are unacceptable.  
At no time shall a student's midriff, shoulders, cleavage, or back be exposed.  
Skirts, dresses, or other similar attire must extend no higher than 2" above the kneecap.  
Shorts must have hemlines no higher than 2" above the kneecap.  
Any clothing that by its nature reveals undergarments or is low cut is not acceptable, including sheer clothing. This includes holes in clothing above the knee cap.  
Hairstyles that are disruptive to the learning environment, create health problems, obstruct vision, interfere with learning, or draw undue attention to the student are unacceptable.  
If a student is inappropriately dressed, he/she will be required to call home to arrange for appropriate clothing, or the school will provide clothing to be worn that day.  
PE clothing will follow the school dress code.

## **7. Miscellaneous School Rules**

Do not leave money in lockers, locker rooms, bathrooms, classrooms etc. unattended. The school is not responsible for loss or theft of these items.

No snowballing.

Students are to go home after school unless they are involved in a supervised organized activity.

A student may be searched if there is reasonable suspicion for possession of illegal or unauthorized materials. Only authorized district personnel may conduct random student searches when there is reasonable suspicion.

School lockers are the property of the BMS. Students are allowed to use a locker during the year. Lockers may be searched by a school official at any time without notice. Students may not switch lockers.

Students are not allowed to bring drinks to school, except water.

## **8. School Lunch**

No charging of school lunch is allowed.

Misbehavior in the lunchroom towards lunch personnel or other students will result in loss of cafeteria privilege and/or cleaning of the cafeteria.

Food and/or drinks other than water are to remain in the Cafeteria. Absolutely no red drinks of any kind are allowed on Campus.

## **9. Medications**

The parent/guardian must complete an "authorization for medication" form if school personnel are being asked to administer medication.

The medication must be in its original container.

The student's name, prescription number, doctor and directions must be clearly stated on the container.

It is the student's responsibility to come to the office at the appropriate time to take his/her medication.

Ibuprofen and Acetaminophen are available in the Office, with Authorization for Medication form, signed and on file.

## **10 Public Display of Affection**

Expressions of affection are limited to holding hands while on school property or at school functions.

## **11. Weapons**

West Side School has a zero tolerance policy concerning weapons on campus.

If a student comes to school with any item(s) that can be deemed a weapon, it could result in the student being expelled for not less than one (1) year.

Students who are found to have any such item(s) will be sent to the principal and the item(s) will be confiscated. Consequences will be based on the merits of each case.

## **12. District-Provided Access to Electronic Information, Services, and Networks**

### **General**

- 1.1.22. Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.
- 1.1.23. In order for the District to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

### **Curriculum**

- 1.1.24. The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the student, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.
- 1.1.25. The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Uses**

- 1.1.25.1. Educational Purposes Only. All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

**Unacceptable Uses of Network:** The following are considered unacceptable uses and constitute a violation of this policy:

- 1.1.25.2. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- 1.1.25.3. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her

- access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.
- 1.1.25.4. Uses that jeopardize the security of student access, the network, or other networks on the Internet, including connecting personal electronic devices (such as home computers/PDA’s) to the wired or wireless network.
- 1.1.25.5. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- 1.1.25.6. Computer gaming is prohibited and there will be no Gaming Club.
- 1.1.25.7. Students will be allowed to bring electronic devices to school if the administration and teachers feel it will enhance the student’s learning environment. This permission will be granted on a case by case basis according to the situation. A list of approved situations will be maintained by the middle school principal.

#### **Internet Safety**

- 1.1.25.8. Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- 1.1.25.9. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.
- 1.1.25.10. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:
  - 1.1.25.10.1. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:
    - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    - ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
    - iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- 1.1.25.11. Filtering should only be viewed as one of a number of techniques used to manage student’s access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:
  - 1.1.25.11.1. Educating students to be “Net-smart;”
  - 1.1.25.11.2. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
  - 1.1.25.11.3. Using “Acceptable Use Agreements;”
  - 1.1.25.11.4. Using behavior management practices for which Internet access privileges can be earned or lost; and

- 1.1.25.11.5. Appropriate supervision, either in person and/or electronically.
- i. The system administrator and/or building principal shall monitor student Internet access.

**Internet Access Conduct Agreements**

- 1.1.26. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

**Warranties/Indemnification**

- 1.1.27. The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user and the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

**Violations**

- 1.1.28. If any user violates this policy the student's access will be denied, if not already provided or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

**Electronic Communications Devices**

- 1.1.29. Students who have an extenuating and special circumstance, such as, but not limited to, personal or family health related situations, may, upon the parent(s)/guardian(s) request, or request of the building principal, be in possession of emergency electronic communications device. Students are NOT allowed to connect any personal electronic device to the network for any reason. IN NO CASE WILL ANY PERSONAL COMMUNICATIONS DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.
- 1.1.30. "Walkie Talkies," either long or short range, portable CB radios, portable "HAM" radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building principal.
- 1.1.31. Students found to be using any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating, or connecting personal electronic devices to the network, shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.
- 1.1.32. Students who violate the provisions of these rules are subject to disciplinary action under the Student Code of Conduct including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

## **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

## **Photo Release Form**

Dear Parents,

As you know, when your children work on lessons or participate in special events, we often have many great photo opportunities. We would like your permission to use photographs taken during class time, field trips, special events, ball games or celebrations.

The school also uses photographs of children for publicity purposes. We promote our school using color brochures, our website, social media and other types of promotional materials. When photographs are used for publicity purposes, children are never identified by name. All photos used for publicity will be available for the child's parents to review upon request. In addition, parents reserve the right to request that any photograph not be used for publicity.

**I DO / DO NOT (PLEASE CIRCLE)** give West Side School District permission to use photographs of my child, taken during class time, school functions, and field trips.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

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

## **Field Trip Permission**

In connection with the educational program of West Side School District, we are asking for your written consent to take your child on educational field trips while he/she is enrolled during the current school year. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in such excursions.

In return, we will assure you that each field trip will be properly planned with an emphasis on adequate supervision and educational value.

I give my child permission to go on school or classroom trips.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

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

## **Beutler Middle School Student Body Constitution**

### **PREAMBLE**

We, the students of Beutler Middle School, in order to further educational growth, to foster high ideals of conduct, to insure cooperative development, to broaden the field of our service, to govern ourselves more wisely, and to establish worthy traditions for us and all that may follow, we do ordain and establish this constitution for the Beutler Middle School Student Body.

### **Article I - Name and Purpose**

#### Section 1

This organization shall be known as Beutler Middle School Student Body.

#### Section 2

The purpose of this organization shall be to govern designated student activities, to develop the spirit of unity and loyalty among the students of the school, and to further the social and intellectual interests of the students.

### **Article II — Membership and Eligibility**

#### Section 1

All students registered in BMS shall be eligible for membership in the student association.

#### ~~Section 2~~

~~An optional student activity card can be purchased which shall entitle the student to admission to events to be determined by the student body council.~~

Only bonafide members of the student body may represent the student body in any manner whatsoever.

### **Article III — Qualification and Election of Student Body Officers**

#### Section 1

The general officers of this organization shall consist of the following:

President  
Vice-President  
Secretary/Historian  
Reporter  
Other positions deemed as necessary

## Section 2

Only bonafide members of the student body shall vote and hold office.

All members of the current 6th and 7th grade classes will vote for the following year's student council members. Current 8th grade students will vote for 9th grade class officers.

## Section 3

All general officers shall be elected annually by the Australian ballot method as far as it is practical. The BMS principal or his/her designee and student council shall handle all details of these elections

## Section 4

All students who wish to run for an office the following year should attend at least 1/2 of the official meetings held between August and May of the current school year as recorded by the secretary. Extenuating circumstances will be considered by the student council advisor and administration. Eighth grade students desiring to run for HS office will follow the requirements of the high school elections. All students desiring to run for office in any student elected position shall file a petition, which shall be signed by five (5) fellow students and- two (2) staff members. Petitions shall be turned into the office by 3:00 pm the Thursday before the election which will be held on the following Thursday. If the petition is not in on time the student will have to run as a write in candidate. The principal and faculty will then screen candidates to determine academic and citizenship eligibility. Candidates may be denied the opportunity to run for office if determined necessary by faculty and administration based upon reasonable findings and facts. Write-in candidates must meet the same screening requirements as declared candidates. Only declared candidates and their campaign managers will be allowed to participate in the election assembly.

All officers must be bonafide members of the student body and must maintain minimum of 2.5 cumulative GPA. Candidates must be academically eligible before the election and at the time of the election. Officers must maintain academic and citizenship standards throughout the term of office.

The president, vice-president and secretary must be in 8th at the time they hold office.

## Section 5

The time and duration of all elections and campaigns will be decided by the school principal and executive council.

If a primary election is needed, All members of the current 6th and 7th grade classes will vote for the following year's student council members. Current 8th grade students will vote for 9th grade class officers.

The votes shall be counted by the members of the executive council and middle school principal or his/her designee. In case of a tie in determining the top two (2) candidates, a re-vote shall be conducted involving the tied candidates.

The candidate having the most votes shall be declared the elected official. In case of a tie, a re-vote shall be conducted involving the tied candidates.

## **Article IV — Duties of the Student Body Officers**

### **Section 1**

The president shall preside at all meetings of the student body and shall act as chairperson of the student council. It shall be his/her duty to supervise the work of the various officers of the organization. The president shall appoint all standing committees and may call for their reports at any meeting unless otherwise provided.

### **Section 2**

The vice-president shall assist the president and, in his/her absence, act officially as the president. He/she shall oversee all materials and equipment owned by the student council and see to its use and maintenance (records of all this to be kept by the secretary).

### **Section 3**

The secretary shall keep a record of all proceedings of the student body meetings and of the student council and shall take custody of all papers of the organization not in charge of the other officers. The Secretary shall also be in charge of distributing agendas, and minutes at each student council meeting. A record of these things shall be kept and turned over to the next year's student council. It shall be his/her duty to keep track of keeping the financial records of the student body.

### **Section 4**

The principal, secretary, and student council advisor of the school shall be the overseer of the student body treasury.

### **Section 5**

The duty of the reporter shall be to submit to the local newspaper editor (in writing) all student body activities and write articles regarding student activities. He/She is to publicize achievements and activities of BMS through newspaper articles, public service announcements, radio spots, interviews and other such promotions available. He/She will also be in charge of compiling and distributing a monthly West Side newsletter/newspaper to all members of the student body.

### **Section 6**

In the absence of the president, the vice-president shall take charge of the student body, and in the absence of both the president and the vice-president, the secretary shall take charge. If the three (3) named above are absent, the next in order as listed in article III, section I of the constitution shall act.

## **Article V — Student Council Members Duties and Powers**

### **Section 1**

The student council shall consist of the following:

- Student body president
- Student Body Vice-president
- Secretary/Historian
- School Reporter
- Other offices as deemed appropriate

Student Council Advisor

### **Section 2**

It shall be the duty of the student council to consider all matters pertaining to the student organization, to fill all vacancies in office according to the constitution, and to perform all duties in connection with student affairs.

Section 3

The meetings of the student council shall be by permission of the Principal or advisor.

Section 4

These meetings shall be conducted according to parliamentary procedure. The secretary shall call the roll and keep minutes of each meeting; such records shall be kept in a permanent file in the principal's office.

Section 5

As soon as possible after election to student offices, the new student body officers shall meet with the outgoing student council to have their respective duties read to them.

**Article VI — Automatic Removal**

Section 1

Any illegal activity is grounds for removal from office, except of a traffic violation.

**Article VII — Impeachment**

Section 1

Impeachment may be initiated by the principal for nonperformance of duties or behavior unbecoming of student body officers. Executive council members can also recommend impeachment to the building principal. If the student feels the decision by the principal is unjust, the student may appeal to a board composed of middle school teachers on the PBIS team. The student shall submit a written request for an appeal to the Principal who will pass this information onto the PBIS team and it will be discussed at the next regularly scheduled PBIS meeting.

**Article IX — Vacancies**

Section 1

The vice-president will fill a vacancy left by the president.

Section 2

All other vacancies are to be filled by the appointment of the student council. The student council may call a special student body election to fill the vacancy if a majority of the council so desires.

Section 3

All classes and clubs will fill their own vacancies as they see fit.

**Article X — Resolutions, Standing Rules, Ratifying and Amending the Constitution**

Section 1

Whenever there is a need for any change to be made to the constitution, it will be drafted by the Executive Council and school principal or his/her designee and then proposed to the school board for final approval.

