

**Warren E. McCain Middle School
400 N. Iowa
Payette, ID 83661
Student Handbook 2014 – 2015**

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Telephones: **642-4122 (Main Office)**
 642-4122 (Attendance)
 642-2171 (Fax)
 642-4990 (Bus Information)

Web Page: www.payetteschools.org

Name: _____

MCCAIN MIDDLE SCHOOL STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

Welcome to Warren E. McCain Middle School. It is our hope that you will have a positive educational and social experience this school year. We encourage hard work, effort, and dedication. We expect responsibility, honesty, and integrity. It is important that you read and understand the contents of this handbook in order to help you during the school year. **Have an outstanding school year!**

GENERAL INFORMATION (ADDED FROM PHS BOOK)

Welcome to McCain Middle School, **Home of the Pirates.**

- This manual applies to all students in attendance at McCain Middle School (MMS).
- It is the right of every student to obtain the best education possible without disruption from other students.
- The rights of one student end when they become disruptive or detrimental to the learning of the class.
- Respect all members of the McCain Middle School (MMS) team.
- Be on time to class.
- Be prepared.
- Keep a positive attitude.
- Students need to be aware that flagrant violations, such as those listed below could lead to immediate placement into detention, suspension from school, disciplinary contracts, and/or expulsion:
 - CHRONIC DISRUPTIVE CONDUCT.
 - WILLFUL DISOBEDIENCE.
 - THE POSSESSION, SALE OR USE OF TOBACCO, ALCOHOL OR OTHER DRUGS.
 - POSSESSION OF DANGEROUS PLAYTHINGS OR WEAPONS.
 - STEALING OR THEFT.
 - HABITUAL IRREGULAR ATTENDANCE – TRUANCY.
 - SWEARING AND VULGARITY.
 - REPEATED OR FLAGRANT VIOLATION OF DRESS CODE.
 - DESTRUCTION OF SCHOOL PROPERTY.
 - IMMORAL CONDUCT.
 - FIGHTING – Combatants will be sent home for a cooling off period for the rest of the day. Upon return, each must present the administration with a written explanation of their actions. The administration may then suspend or return students to classes and/or refer students to the proper law enforcement officials.

ABSENCE PROCEDURE

- Parent/guardian should call the office when a student is absent for any part of a school day.
- Call the office at 642-4122.
- A written note from parent/guardian can be accepted for an excused absence.

ACTIVITIES

- The student handbook applies to all activities sponsored by McCain Middle School (MMS).
- Sporting events, music concerts, dances, and special programs are a few of these activities.
- Students participating in school sponsored events are the responsibility of the staff member in charge.
- Students may be released ONLY to the student's parent/guardian unless other arrangements have been made in writing.
- A parent or guardian must sign a student out with the staff member upon picking up a child in advance from an event.

- A student must be in attendance at school the day of an activity in order to participate.

ANNOUNCEMENTS

- Daily announcements will be presented at the beginning of the day.
- No announcement will be made if it is not signed or approved by the administration.
- All other announcements must be made during the last 3 minutes of class time.

ASBESTOS NOTICE

- In compliance with the AHERA regulations our school facilities were inspected by an EPA accredited building inspector.
- The Management Plan includes the inspection and physical assessment reports, the training program for our custodial personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.
- Every three years, a re-inspection by an accredited inspector is conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendation on managing or removing the ACBM.
- There are no plans to remove any asbestos at this time.
- For further details on the location of the remaining ACBM, or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative offices, during regular office hours.
- The Asbestos Management Specialist for Payette School District is Mr. Alvin Hall 642-4746.

ASSEMBLIES

- Students will be dismissed to an assembly by the intercom system and dismissed at the end of the assembly by an administrator.
- Show your appreciation and enjoyment of a program by applause.
- Whistling, stamping of feet and shouting are often not appropriate.
- Being discourteous not only discredits you but the middle school.
- Accord all performers every respect and courtesy possible.
- Refrain from talking while any program is being given.
- Students will be removed from assemblies for improper behavior.

ATHLETIC POLICY

- Student participants must have current physical exam and proper immunization records on file.
- Student participants must purchase a student activity card.
- Student participants must sign an MMS Code of Conduct policy.
- Student participants must conform to policies and rules of individual coaches.
- Advisory class does not count toward classes passed for eligibility.
- All students are eligible to join the sports available in their grade level.
- Students must maintain passing grades during a season. If an athlete receives failing grades during a season, the athlete will be required to enroll in the before or after school program. The parent or guardian will be notified by the coach. The athlete must attend a minimum of 30 minutes per day until the grade is deemed satisfactory by the coach and teacher. Failing grades may result in loss of practice or playing time.

ATTENDANCE POLICY

- MMS attendance policy is governed by Payette School District Policy #502.1
- Attendance policy is on a per semester basis.
- Prearranged absence forms will be completed through the attendance office.

- School Absence (SA): An absence in which the student is actively participating in a school activity.
- Administrative Absence (AA): An absence in which the student has been granted excuse by an administrator due to extenuating circumstances.
- Medical Absence (ME): An absence due to medical or dental reasons. Requires student to provide attendance office with a signed medical excuse showing date and time of absence.
- Judicial Absence (JA): An absence due to a court order or legal action required to be attended by the student. Proof must be provided by the court.
- Juvenile Detention (JD): An absence due to a court order or legal action that places the student in juvenile detention.
- Excused Absence (EA): An absence that has been verified by a parent or legal guardian of a student.
- Unexcused Absence (UA): An absence that has not been verified by a parent or legal guardian.
- Truancy (KT): An absence by a student without parental/guardian knowledge.
- Six (6) absences in any class that are excused (EA), unexcused (UA), or truant (KT): Contact parent/guardian.
- Ten (10) absences in any class that are excused (EA), unexcused (UA), or truant (KT):
 - Student and parent/guardian notified of attendance
 - Student and parent/guardian must meet with administration.
 - Student will lose credit.
 - Student must petition to have credit reinstated
- Eighteen (18) absences in any class during a school year that are excused (EA), unexcused (UA), or truant (KT):
 - Student will be referred to Payette School Board.
 - Parent/Guardian may be referred to the Prosecuting Attorney for failure to comply with Idaho Codes #33-202, 206 and 207.
- School work missed as a result of an absence is the responsibility of the student and must be made up within 2 days of each day absent.
- Any student leaving campus during their scheduled school hours must be checked out through the office.
 - A phone conversation is required with parent or legal guardian.
 - Non-compliance may result in truancy.
- An unexcused absence may be considered truant.
- Students may be considered habitually truant if they accrue at least 3 trancies in any school year.
- Habitual truants are prosecutable under Idaho Code 33-206.
- Truancy procedures:
 - **FIRST TRUANCY** = Parent/Guardian notified and a meeting with administration will be arranged. Student will be assigned to detention for one school day.
 - **SECOND TRUANCY** = Student will be assigned to detention for up to three (3) days or until a parent conference is held (whichever is least). Student will be referred to TAT for intervention.
 - **THIRD TRUANCY (OR MORE)**
 - Student may be considered a habitual truant.
 - Student will be referred to the Payette School Board for further legal action under Idaho Code 33-206.

BACKPACKS

- Backpacks, gym bags, or oversized purses are not allowed in classrooms.

BICYCLE/BIKE RACK

- Bicycles are to be parked in the front of the building in racks provided.
- The bike rack area is off-limits during school hours, including lunch.
- Bicycles are the sole responsibility of their owner and MMS assumes no responsibility for damage or

theft.

BULLYING/HAZING/HARASSMENT/INSUBORDINATION

- Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or;
- Cyber Bullying involves improper use of school computers or personal electronic devices to intimidate, humiliate, or harass others.
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
- Bullying may be physical, verbal, or indirect, as in: spreading nasty rumors, writing notes, or intentional exclusion.
- Bullying will be entered into the guidance module and referred to the McCain Middle School Administration.
- Any offense of continued bullying may result in student being referred to the School Board for possible expulsion.
- Hazing are actions that may cause severe mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity.
- Hazing becomes harassment if the actions are directed at an individual or group on the basis of race, national origin, religion, color, disability, or sex, or the unwelcome behavior of a sexual nature.
 - Harassment includes conduct whether verbal, written, graphic, or physical relating to student's race, national origin, color, disability or sex that is sufficiently severe, pervasive or persistent.
 - A student who personally violates any provision of Idaho Code 18-917 (hazing) may be prosecuted.
- Insubordination includes verbal abuse, failure to follow verbal instructions and/or requests.

BUS TRANSPORTATION

- Bus information can be obtained by calling 642-4990.
- Bus transportation is a privilege and not a right.
- Students must be registered to ride the bus.
- Rules for the buses are provided to each registered student and the parent or guardian.
- Failure to observe bus rules may result in denial of transportation.

CAFETERIA/COMMONS

- Breakfast is served each morning before school and is free of charge.
- Food and drink is to be consumed in the cafeteria, except when approved for special occasions.
- Students may bring lunches and place them in lockers but must be consumed in the cafeteria area.
- Lunch cost is \$1.75 per day.
 - Lunch payments may be made on line, there is a link is on the school website.
 - If a student is behind on lunch payments, parent or guardian shall be notified by the school.
 - NO charging is allowed after April 15th
 - Menus and special notices will be on the school web site
- Free and reduced meals are available for those who qualify. (See office for forms)

CELL PHONES/ ELECTRONIC DEVICES

- Cell phones will remain off and put away inside the building.
- Other devices such as i-pods, mp3 players and ear buds or headphones are not allowed to be out in the building.
- Staff members may confiscate a student's cell phone or device for violations. Cell phones and devices will be sent to the office and a parent/guardian will be contacted.
- A parent or guardian must pick-up the confiscated cell phone or device in the office. Arrangements can be made to return a cell phone to a student if the phone is the only contact available with parents.
- MMS assumes no responsibility for loss, damage or theft of cell phones or devices.

- A three time violator will be considered in violation of the school discipline policy and placed on the appropriate step.

CLOSED CAMPUS

- MMS is a closed campus.
- Students are required to remain on school grounds, under school authority.

COMMON AREA BEHAVIOR/PROCEDURES

- Cafeteria/Commons
 - Walk and no cutting in line.
 - Be responsible for yourself and your tray.
 - Clean up after yourself.
- Hallways
 - Students need to stay to the right when traveling the hallways.
 - No running.
 - Keep hands and feet to yourself.
 - Students in hallway during classes must have a hall pass.

COUNSELING AND ACADEMIC PLANNING

- Counselors are shared with the high school and are available as needed daily.
- The Dean of Students is available 9:00 a.m. to 3:30 p.m. daily.
- The Dean of Students works with students in making plans.
- The Dean of Students helps students to evaluate study time and techniques.
- Counselors and the Dean of Students will try to help students realize a solution to problems.
- Students are free to discuss any problem with the counselor or Dean of Students.
- Student-Counselor conferences will be held strictly in confidence except as follows:
 - Counselors are required to report any physical abuse.
 - Counselors are required to report any sexual abuse.
 - Counselors are required to report any suicide threats or attempts.
 - Counselors are required to report any illegal drugs including alcohol, cigarettes, and/or marijuana.
 - Counselors are required to report felony crimes.
 - Counselors are required to report if they feel your life or lives of others are in danger.
- All school personnel are under legal obligation to report child or sexual abuse to the authorities.

Credits

- Semester credits are awarded in core subjects.
 - Core subjects include:
 - Language Arts, Math, Science and Social Studies

Credit System at McCain Middle School

Main pathway to Promotion

Grades

Students can receive no more than one failing grade per year in Core classes total.

Core classes include:

- Math
- Language Arts
- Science
- Social Studies

Alternate Pathway to Promotion

Required

Students must complete a credit recovery course if they have failed Math or Language Arts.

Credit recovery can take place:

- During after school classes
- During before school study hall
- During summer school

Additional requirement

Students must also fulfill two of the following three items:

- 2.0 cumulative GPA
- 2.5 Core GPA
- No suspensions during the semester in question.

DANCES

- School dances will be held immediately after school or in the evening between 6:00 – 8:00 pm.
- School dances will not last more than 2 hours.
- Non MMS students may not attend dances.
- Students must be present at school on the day of the dance in order to attend the dance.
- Students may be required to show their student ID to get into the dance.
- Dress code will be enforced for dances unless otherwise stated.
- All music and DJ's must be approved prior to the dance.
- All dancing and music must be appropriate and not of a lewd or suggestive nature.
- Organizations and clubs that sponsor the dance MUST clean the facility.
- Students must remain for the entire dance period unless picked up by their parent/guardian.

Detention

- Students may be assigned to detention for violations of the attendance policy, tardy policy, or discipline policy.
- Students are not allowed to sleep, eat, or listen to headphones.
- Students in detention are not allowed to attend field trips during the school day.
- Teachers may assign students to after school detention with parental notification.
- Extended stays in detention must be assigned by the administration.

DISCIPLINE OFFENSE LEVELS

Classroom Incident #1 Teacher-Student conference

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

Classroom Incident #2 Natural Consequence: Teacher Discretion.

- The teacher will meet with the student in a private, but informal setting to discuss the student's behavior and the teacher's expectations. Consequences may include: lunch, after school, or before school detention with the teacher, "The Letter", write sentences, sitting in another teacher's classroom, community services with-in the school.
- Parent Contact by phone attempted and documented.
- Teacher will send out post card with explanation of guidance.

Level 1 Dean of Students Referral

Starting at level #1, all write-ups become cumulative.

- **Send student immediately to the office.**
- Student is not to return back to that class on that day.
- Dean goes through the discipline policy with the student, and then the student initials the policy.
- Documentation is passed on to the discipline committee to be filed as part of the due-process.
- Office will send out a letter with a copy of guidance.
- Optional referral to the Principal's office.

Level 2 Administrative Referral

- **Send student immediately to the office.**
- Student will stay in detention for the remainder of that period, and will stay until they visit with an administrator.
- Administrator will contact parents.
- Administrator will make a notation into guidance.
- Student will have one full day of detention.
- No extracurricular activities, or field trips, for five consecutive school days; that will include any Saturday events.

Level 3 2nd Administrative referral

- **Send student immediately to the office.**
- Student will stay in detention for the remainder of that period, and will stay until they visit with an administrator.
- Administrator will contact parents to set up contract meeting with student, parents, administration, counselor, and teachers, at which time the parents are notified that the student will have three consecutive school days of detention.
- Actions by the administration may also include but are not limited to any of the following:
 - Detention, single or multiple days
 - Lunch detention
 - Alternative placement (placement in different grade level classroom)
 - Loss of privileges
 - Work detail
 - Suspension
 - Referral to SRO
 - Referral to School board
- Administrator will make a notation into Schoolmaster guidance database.

Level 4 Administrative Referral

- Student behavior will be reviewed in next scheduled Response to Intervention meeting.
- Suspension for 3 school days.

Level 5 Administrative Referral

- Possible referral to the School Board.
- Suspension for 5 school days.

DRESS

- Student attire impacts the teaching and learning environment.
- Dress shall not disrupt or distract from the educational process.
- Student attire that is acceptable for some social settings may not be acceptable for school.
- Student dress and grooming significantly affects the way others respond to them.
- Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halters, or bare midriff tops are prohibited.
- Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm.
- Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times.
- Sagging pants, pants worn low on the hip so as to reveal underwear or skin are prohibited. Pants must be worn with both legs down (not one leg rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
- Dresses, skirts, shorts and skorts that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides are prohibited.
- Leggings can only be worn with a long shirt or sweater that extends to the thigh.
- Pants or shorts may not have holes or tears above the extended tip of the longest finger with arms hanging at sides.
- Pajamas, loungewear, and dorm pants are prohibited.
- Bedroom slippers, roller sneakers, or heels higher than 3 inches are prohibited. Shoes must be worn at all times.
- Dog collars, chains, wallet chains, safety pins, spike jewelry, fishhooks or other dangerous items worn as jewelry, accessories or ornaments are prohibited.
- Head coverings of any kind in the building (except for religious or medical reasons) are prohibited except during special occasions.
- Bandanas may not be worn anywhere on one's person.
- In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry) which depict or allude to, by picture, symbol or word; drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts.
- The wearing, using, or displaying of any gang clothing or attire (based upon the administration's reasonable belief that gangs may be present in the school), jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited.
- Belts will be worn through the loops and not hang down.
- Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire.
- All time missed from classes for failure to adhere to this policy will be deemed unexcused absences.
- Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire.
- Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances.

Energy Drinks/Coffee Based Drinks

- Students are not allowed to bring Energy drinks and coffee based drinks on campus.
- Energy drinks are defined as beverages that are designed to boost one's energy with large amounts of sugar and/or caffeine.
 - Energy drinks include, but are not limited to, Red Bull, Monster, Rockstar, SoBe and many others.
- Coffee based drinks are those beverages that contain coffee, whether in a can, bottle or cup.

EXPECTATIONS OF STUDENTS

- Each student is always considered an ambassador of McCain Middle School; to the community; to other schools and communities; and to each other.
- Students are expected to bear adult responsibility for their actions.
- The following actions may result in referral to McCain Middle School Administration or Payette School Board for possible expulsion:
 - Use of vulgar language, gestures, written vulgarity, and other demeaning verbal/visual comments.
 - Conduct that is suggestive and/or lewd.
 - Vandalism: In addition, persons caught destroying school property or property of others may pay for damages or replacement. Acts of vandalism will be referred to the proper law enforcement agencies.

FAMILY ED RIGHTS AND PRIVACY ACT (FERPA)

- Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise.
- When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.
- Schools must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- Schools must provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- Schools must redact the names and other personally identifiable information about other students that may be included in the child's education records.

Fight Song

Fight, Fight for our MMS
Bring on the Red and Bring on the White
Send a rally, cheers on high,
Shake down the thunder from the sky.
Whether the odds be great or small
Our Middle School will win over all
While our Payette Pirates Fight
We'll March onto Victory – Hey!

FOOD AND DRINK

- Students are not to have food or drinks in the building except in the cafeteria during school hours.
- Gum is allowed at teacher discretion.
- Teachers may allow drinks and food in their classrooms for SPECIAL occasions ONLY after gaining permission from administration.
- Energy drinks and coffee based drinks are specifically prohibited (see the section on energy drinks for

more information).

Gift Items

The office will not make deliveries of gift items to classrooms during the school day as this is disruptive to the learning process. This rule applies to birthday as well as holiday gifts of all kinds.

Highly Qualified Teachers and Staff

McCain Middle School employs teachers and paraprofessionals that meet the highly qualified requirements under the No Child Left Behind Act, as well as State certification requirements. All required documents of certification, degrees earned, and qualifications are held at the Payette School District 371 Office. McCain Middle School is a Title I school, thus all students are considered Title I. Under the No Child Left Behind Act, all parents of Title I students have the right to request information regarding the professional qualifications of their child's classroom teacher(s) (NCLB 1111). This may be done in person, or in writing, submitted to the building administrator.

INSUBORDINATION

- Insubordination is a frequently reported discipline problem at MMS.
- Insubordination is the verbal abuse or failure to follow instructions and/or requests of a staff member.
- Insubordination becomes more severe when a student becomes defiant.
- Insubordination will be reported to the administration.
- Insubordination will be disciplined in accordance with the disciplinary policy.

INTERNET/TECHNOLOGY

- Students must sign a MMS Internet Use Policy upon registration.
- Any misuse of MMS computers may result in complete or partial loss of computer privileges.
- Computer use is governed by and may be subject to **Idaho Statute 18-2202 COMPUTER CRIME:**
 - Any person who knowingly and without authorization ALTERS, damages, or destroys any computer, computer system, or computer network, or any computer software, program, documentation or data contained in such computer, computer system, or computer network, commits computer crime.
 - Any person who knowingly and without authorization uses, accesses, or ATTEMPTS to access any computer system, or computer network, or any computer software, program, documentation or data contained in such computer, computer system, or computer network, commits computer crime.
 - A violation of the provision of this section may be prosecuted.

LOCKERS

- Each student will be assigned a specific locker by the office.
- Changes in locker assignments will not be made unless permission is received from the office.
- Lockers will not be shared by students.
- Lockers are to remain locked when not in use and are not to be "rigged".
- Personal locks are not allowed on any MMS lockers without administrative approval.
- Lockers are property of MMS and may be checked at the discretion of the administration.
- Writing or marking on the inside of lockers is prohibited.
- Lockers will be inspected by staff at the end of the school year, students who have damaged or marked inside lockers will be fined a \$10 cleaning fee.
- Failure to comply with this policy may result in loss of locker.

LUNCH TIME/OUTDOOR PLAY

- NO tackle football or other rough game play is allowed. (Example: Tackle-type games)
- All game play will take place in designated areas.

- Black top area is designated for basketball and other games suitable for surface.
- Grassy area beyond the black top area is for ALL other games.
- Students will be provided game type equipment by MMS during lunch time.

MEDICATION POLICY

- Any and all medication shall not be distributed from one student to another.
- Any and all medication shall not be carried by a student.
- Any and all medication can ONLY be disbursed by the office.
- Medication should be transported to and from the school by a parent/guardian or reported to the Principal's office that a student is currently taking a prescribed medicine at school.
- Medication permission slip must be completed and signed by parent/guardian.
- Medication distributed must be in an updated, properly labeled prescription bottle.

Parental Involvement

McCain Middle School encourages all parents to be involved with the child's education through attending conferences, meetings, school functions, or through becoming a volunteer. If you would like information on how you can volunteer contact the school's office. You may also contact your child's teacher(s) to find out how to become a classroom volunteer. Any volunteers that will be working one on one with students or helping regularly with supervision of students must have a background check on file with the Payette School District 371 office.

McCain Middle School has an open door policy for parents of students in attendance. This means that parents have the right to visit their children at school, observe classes, or check-out their child at any time. Parents are required to sign in at the office, provide identification if asked, and abide by all court orders or custody agreements that are on file and are current. Failure to abide by these rules will result in a referral to local law enforcement agencies. Parents will be asked to abide by all school rules and policies while on school district property. We ask that as a courtesy, you contact your child's teacher(s) twenty-four hours prior to visiting classrooms. Following these outlined procedures will help you maintain a mutually respectful relationship with McCain Middle School staff and administration.

PERSONAL EQUIPMENT

- The use of radios, tape, CD players, headphones, IPODS, games, or other electronic devices is prohibited anywhere inside McCain Middle School.
- Unauthorized use will result in confiscation of equipment.
- Confiscated equipment will be sent to the office for parent/guardian to pick up.
- MMS assumes no responsibility for loss, damage or theft of personal equipment.
- Skateboards are not allowed on campus.

PUBLIC DISPLAYS OF AFFECTION

- Public displays of affection are inappropriate and will result in referral to parents and/or to our counseling program.
- Affectionate displays may include but are not limited to hugging, holding, inappropriate touching or kissing.
- Students that continue to violate this policy or ignore this policy will be sent to the administration.

REGISTRATION FEES

- | | |
|-------------------------------|---------------------------------|
| ● Activity Card | \$20.00 |
| ● Athletic Transportation Fee | \$20. Fee is charged per sport. |
| ● Annual/Yearbook | \$31.80 |
| ● Art/Hobbies/Crafts | \$15.00 per semester |

- PE Lock Fee (non-refundable) \$5.00
- Lost activity/ID cards should be reported immediately to the office for replacement. There is no cost for replacement cards.

School Reach

- In an effort to improve communication between parents and school, Payette School District has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service is provided by SchoolReach, a company specializing in school-to-parent communication.
- SchoolReach is also utilized to make attendance calls. Parents will receive an automated phone call when a student is marked with an unexcused absence.
- It is the parent(s)/guardian(s) responsibility to keep the primary phone numbers current with the school. Contact cannot be made in emergencies if we do not have correct phone numbers.

STUDENT INJURIES

- The school does not provide medical insurance to automatically pay for medical expenses when students are injured at school.
- It is the parent/guardian's responsibility for expenses incurred due to student injuries.
- The school district makes student medical insurance available to families for their individual purchase.
- Brochures outlining coverage and premiums are available in the office.

STUDENT OR EMPLOYEE SEXUAL HARASSMENT

- Complete policy and regulation can be obtained from Payette School District Policy Manual, Section 507
- It is the policy of McCain Middle School to provide and maintain an educational environment free from harassment on the basis of sex.
- Sexual harassment in any form is unacceptable conduct.
- For the purpose of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature committed by any employee or student of the district.
- The following are examples of sexual harassment:
 - Verbal: Demands by employees or offers by students of sexual favors for favorable grades, assignments, other education benefits or benefits related to extracurricular activities or promises of the same, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions.
 - Non-Verbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures or posting obscene pictures.
 - Physical: Touching, pinching, brushing the body, the coercion of sexual favors or assault.
- No student or employee shall attempt to influence, control or otherwise affect educational or extracurricular status of a student or career status of an employee through sexual harassment.
- No student or employee will intentionally make or engage in any verbal comments, gestures or physical contact of a sexual nature which is unwelcome or offensive.
- If a student or employee experiences this type of conduct, the district suggests that the student or employee request that the offending individual refrain from such conduct.
- Any student or employee who believes he or she has been the subject of sexual harassment may report the incident immediately to the proper personnel, i.e., teacher, counselor, principal for students and supervisor for employee. Refer to District Policy Manual, Policy 507.
- Any student or employee may be subject to sanctions ranging from a reprimand to expulsion for a student, a reprimand to termination for an employee.

- Retaliation or discrimination against a student or employee for a sexual harassment complaint or for assisting such complaint is also prohibited.
- False accusations of sexual harassment can have serious effects on innocent students or employees. If an investigation results in a finding that a student or employee has falsely accused another of sexual harassment, knowingly or in a malicious manner, that student or employee may be subject to appropriate sanctions.

STUDENT GUESTS/VISITORS

- All visitors must report to the office.
- Student visitors are not allowed at MMS without a parent/guardian.
- Visitors with a parent are welcome for a tour of the school as long as it does not cause a disruption, nor interfere with the learning process.
- Persons who do not have permission to visit will be considered TRESPASSING and police will be called.
- Pets or animals will not be permitted in the building unless the student has been given special permission by a school official.

TARDY POLICY

The below tardy policy involves accrued tardies per class, per semester; not total tardies in all classes.

- The first three tardies for a class will be handled by that classroom teacher according to his/her own set policy. Documentation and student notification for each violation is required.
- 4th and all subsequent tardies: Student will be referred to administration for single or multiple lunch detentions.

TEACHER ABUSE

- Teacher abuse may result in charges being filed under Idaho Code 18-916.
- Every parent, guardian or other person who upbraids, insults or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, may be guilty of a misdemeanor.

TITLE IX

- Payette School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
- Alleged noncompliance with Title IX or inquiries regarding the application of Title IX may be referred to the Title IX Coordinator or Office for Civil Rights.
- Title IX Coordinator for Payette School District is Mark Heleker and may be contacted at Payette High School, 642-3327.

TOBACCO / ALCOHOL / DRUGS

- Complete policy and regulation can be obtained from Payette School District Policy Manual, Section 506
- Use of tobacco, alcohol/drugs by students is not permitted in school buildings or on school property at any time, or at any school sponsored activity. Partial extract of Payette School District Policy Section 506.5 follows:
 - **FIRST OFFENSE** within an academic calendar year: The participant will be subject to the measures of Payette School Board Policy 506.5 and may be suspended from the extra-curricular portion of his/her activities for at least three school days and one performance.
 - **SECOND OFFENSE** within an academic calendar year: The participant will be subject to the measures of the Payette School Board Policy 506.5 and may be suspended from the extra-curricular portion of his/her activities for 45 calendar days or the designated season, whichever is longer.

- THIRD OFFENSE within an academic calendar year: The participant will be subject to the measures of the Payette School Board Policy 506.5 and may be denied participation in all extra-curricular activities for the remainder of the school year.
- Transmitting, trafficking, or distribution of illegal/controlled substances on the school grounds or at any school-sponsored function will result in a request for expulsion to the Superintendent and the Board of Trustees by an administrator.
- The school resource officer or other law enforcement official shall be asked to intervene with any transmitting, trafficking, or distribution of illegal/controlled substances involving McCain Middle School students.
- Action may include enrollment in a substance abuse program.

VENDING MACHINES

- Students use these machines at their own risk.
- Machines are to be used before school, during lunch or after school.
- When machines are stocked and in use, snack and drinks available shall be healthy and in accordance with lunch room guidelines.

WEAPONS

- It is unlawful and may be a crime for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds.
- Violations of this policy will result in student being referred to the Payette School Board for possible expulsion.
- Violations of this policy may result in prosecution under Idaho Code 18-3302D.

WITHDRAWAL FROM SCHOOL

- If it is necessary for you to withdraw from school, you must obtain a withdrawal form from the office.
- Withdrawal form and textbooks must be presented to each of your teachers.
- All signatures required must be on the form and turned back into the office for administrative signature.
- Withdrawing students must not interrupt classes.
- Students who withdraw from school are not to loiter in the halls or on school grounds at any time.
- Parents must notify the office in writing that they have given permission for the student to withdraw.

THE FINAL WORD

- This student handbook supplements the Payette School District Policy Manual that is available in each school building.
- McCain Middle School's purpose is to provide the best education possible for its students.
- You are invited to take advantage of the opportunity you are offered.
- Our goal as a school is to be PROUD TO BE A PIRATE at McCain Middle School.

-----Detach Here-----

By signing below, we acknowledge that we have received, read, and understood the MMS student handbook and agree to follow the bylaws outlined therein.

Student Signature

Date: ___/___/___

Parent Signature

Date: ___/___/___

Return this portion during the first week of school

PAYETTE SCHOOL DISTRICT

2014-2015 CALENDAR

August 18	Teacher In-service
August 19	Teacher/Staff In-service (Welcome Back)
August 20	School Starts - K-6 & Freshmen only
August 21	School Starts - Grades 7-8 & 10-12
September 1	Labor Day - No School
October 2-3	Teacher In-service - No School
October 23	Teacher Collaboration - No School
October 24	No School
October 27	* No School
November 26	* No School
November 27-28	Thanksgiving Break - No School
December 22-January 2	Christmas Break (10 days)
January 19	Martin Luther King Jr. Day - No School
January 20	* No School
February 13	Teacher Collaboration - No School
February 16	Presidents' Day - No School
March 20	No School
March 23-27	Spring Break - No School
April 20	Teacher In-service - No School
May 1	Kindergarten Roundup - No Kindergarten
May 20	8 th Grade Farewell
May 21	Senior Graduation
May 22	Last Day of School - Early Release
May 25	Memorial Day
May 26	Teacher In-Service

Reporting Periods

1 st Quarter (Fall Midterm)	October 17 (41 days) Oct 24 No School	EARLY RELEASE TIMES 1:00 P.M. PPS 1:15 P.M. WES 1:30 P.M. MMS & PHS
2 nd Quarter (1 st Semester)	December 19 (39 days)	
3 rd Quarter (Spring Midterm)	March 13 (46 days) March 20 No School	STAFF IN-SERVICE Oct 2-3, Apr 20 No School
4 th Quarter (2 nd Semester)	May 22 (44 days) Early Release May 22	COLLABORATION Oct 23, Feb 13 No School

*Furlough