

**Warren E. McCain Middle School  
400 N. Iowa  
Payette, ID 83661  
Student Handbook 2018 – 2019**

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

**Web Page:** [www.payetteschools.org](http://www.payetteschools.org)

**Name:** \_\_\_\_\_

## **An Important Note for Parents**

To improve student learning, the Payette School District will be implementing weekly collaboration for all staff at each of the four schools. Students will be released one hour early each Wednesday during the 2018-2019 school-year.

Administrators, teachers and staff will use the time to analyze data to make informed decisions about instruction and learning.

Evidence of research shows the greatest effects on student learning occur when teachers become learners of their own teaching. Regularly scheduled professional collaboration will center on teachers as learners of learning. District and school improvement plans include the use of data teams to frame this work. The end goal is to improve teacher effectiveness and therefore student achievement. Thank you for your support as we learn and strive to do the best for all our students. If you have any questions, please feel free to contact your building administrator.

# **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**

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.
  - ACCESSORY TO FIGHTING – Because it is our responsibility to create and maintain an educational environment where students feel safe; any student promoting, recording, encouraging, escalating, or cheering on fighters/fighting will be found as guilty as the combatants.

## **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; this includes transporting a student home from an "away" sporting event.
- 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 unless 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.
- All students are eligible to join the sports available in their grade level.
- Students must maintain passing grades (D or above) during a season. Failing grades may result in loss of practice or playing time. Coaches will conduct weekly grade checks to determine eligibility.

### **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.
  - If a student is found to be excessively absent by the Payette School District board of trustees, the case will be passed onto the prosecuting attorney.
- 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 truanies 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**

No student or minor present on school property or at school activities shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential. It is the policy of this district to maintain a safe school environment for all students while on school grounds; riding the school bus; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, and bullying are disruptive to a safe school environment and will not be tolerated.

DEFINITION “Harassment, intimidation, or bullying” means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student that:

1. A reasonable person under the circumstances should know will have the effect of
  - a. Harming a student.
  - b. Damaging a student’s property.
  - c. Placing a student in reasonable fear of harm to his or her person.
  - d. Placing a student in reasonable fear of damage to his or her property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a landline, car phone, or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

- 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.
- Gum is not allowed in the cafeteria.
- Students are to come in and sit down while eating in the lunchroom and remain seated until the bell rings or until they are allowed to go outside.
- Lunch is free for all students.
  - Menus and special notices are available on the school web site

### **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.
- Teachers may request the use of student cell phones or other electronic devices for educational use in the classroom by obtaining administrative approval.
- 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**

- The counselor is available as needed daily.
- The counselor works with students in making plans.
- The counselor helps students to evaluate study time and techniques.
- The counselor will try to help students realize a solution to problems.
- Students are free to discuss any problem with the counselor.
- 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 in their rooms 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 Counselor 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.

- Counselor goes through the discipline policy with the student, and then the student initials the policy.
- Documentation is passed on to the principal 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 2<sup>nd</sup> 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 the 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**

**Dress for Success**

# Payette School District Dress Code

The purpose of the dress code is to maintain a non-disruptive atmosphere which creates an environment conducive to learning without the distractions caused by sexually suggestive, indecent, gang related or other inappropriate attire. Student dress and grooming are the responsibility of the student and his/her parents/guardians. When a student is dressed appropriately he/she is demonstrating a respect of self and others, as well as contributing to a safe and orderly learning environment. Students shall maintain a clean, well-groomed appearance at all times. Dress that is acceptable for some social settings may not be acceptable for school. When a student's dress or grooming disrupts the learning environment or otherwise does not adhere to the dress code, the principal or designee has the responsibility to take action.

## Administrative Rights

- Teachers and administrators may deny class entrance to students who are in violation of the dress code until arrangements are made for their proper attire.
- All time missed from class for failure to adhere to this policy will be unexcused absences.
- Parents or guardians will be notified per disciplinary action below.
- Students who are insubordinate or refuse to change improper attire or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion.

## Disciplinary Action

- 1<sup>st</sup> Offense – Problem corrected.
- 2<sup>nd</sup> Offense – Problem corrected, parent notification, and lunch detention for one day.
- 3<sup>rd</sup> Offense – Problem corrected, parent notification and lunch detention for five days.
- 4<sup>th</sup> Offense – Disciplinary action up to and including, loss of student activity privileges, and/or suspension/expulsion from school.

Note: If a principal desires to amend the disciplinary action for a particular school, a written proposal must be presented to the Board for adoption prior to being published in the Student/Parent Handbook.

## Clothing/Accessories Associated With Gangs, Drugs, Sexuality, Profanity, Violence

- Wearing, using, or the displaying of any gang clothing or attire, jewelry, emblem, badge, symbol, sign, or any other items which evidence membership or affiliation in any gang is prohibited on school property or at any school sponsored event.
- Any clothing, accessory, or visible tattoo that depicts or represents by picture, symbol, or words drugs including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent or offensive material; or illegal acts are prohibited.

## Shirts/Tops/Dresses

- **All tops will have sleeves.**

- **No midriff, shoulders, back, or cleavage exposed at any time.**
- **Necklines will not be lower than the straight line from top of underarm across to opposite underarm.**
- Tank tops, muscle shirts, tube tops, mesh tops, sheer tops, sleeveless top, halter, or bare midriff tops are prohibited unless worn over another item of clothing that adheres to the dress code.
- Clothing will cover undergarments at all times.

#### **Pants/Shorts/Skirts/Dresses**

- Dresses, skirts, shorts and skorts will be no shorter than the width of a dollar bill above the kneecap.
- Leggings will be worn only with a long shirt or sweater that is no shorter than the length of a dollar bill above the kneecap, including slits.
- Pants/shorts will have no holes or tears above the knee.
- **Pants will fit properly, be worn at the waist, and will not extend past the sole of the shoe. Pants will cover undergarments at all times.**
- **No athletic or lounge wear of any kind with the exception attire for physical education classes. Examples include but are not limited to basketball shorts, yoga pants, sweats, & pajamas.**

**Note: Physical education attire will meet other dress code criteria including length of athletic wear.**

#### **Shoes**

- **Shoes will be worn at all times including tennis shoes, casual shoes, dress shoes, boots, sandals & flip flops.**
- Slippers & wheeled shoes are not allowed.

#### **Jewelry/Accessories/Head Coverings**

- **Dog collars, chains, wallet chains, spikes, safety pins, fishhooks or other dangerous items are prohibited.**
- **Belts will be worn through loops and will not hang down.**
- **Hats or head coverings of any kind in the building (except for religious or medical reasons) are prohibited except during special occasions.**
- **Bandanas will not be worn anywhere on one's person.**
- **Special effect contact lenses are not allowed**

**Note: It is suggested that students not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost. Schools are not responsible for replacing lost or stolen property.**

#### **Extracurricular Activities**

- **Team uniforms will be exempt from the dress code policy.**
- **Coaches will be responsible for selecting team uniforms that are appropriate for the specific sport, taking into consideration the district's dress code policy to insure uniforms are as modest and school appropriate as possible.**

- **Prior to purchase of any team uniform, the coach or adult sponsor will be responsible for having the uniforms reviewed and approved by the school's administration. If there is any disagreement between the Coach and the administration with regard to the appropriateness of proposed uniforms, such disagreement shall be brought before the board for a final decision.**
- **Coaches shall be responsible for defining and upholding the attire worn during practices, consistent with the general philosophy of this dress code and in recognition of the activities being performed. Appropriate shorts and shirts will be worn and undergarments will be covered at all times.**
- **Coaches are responsible for dressing professionally and having their team dress in conformity with this dress code on game days.**

#### **Dress Guidelines for All School Related Activities**

- Students attending school sponsored extracurricular activities outside of the regular school day are expected to dress and act appropriately. Students attending extracurricular activities are representing their school and their appearance should reflect the highest character and ideals.

#### **Dress Guidelines for Formal/Semi-Formal School Dance**

- Dresses will not be cut below the bust line.
- Dresses will be no shorter than five (5) inches from the middle of the knee.
- Backless dresses dropping no lower than the natural waistline will be acceptable.
- Midriffs will not be exposed. This includes both front and side.
- Dresses will not have a slit that exceeds mid-thigh.
- Slacks, dress pants, and/or jeans may be worn.
- Dress shirts, button up shirts, ties, and optional suit jackets may be worn.

MMS: Sleeveless attire will not be allowed at McCain Middle School dances.

Note: Students will not be permitted to attend the dance if dressed inappropriately.

# Payette School District Dress Code

Dress Code violations are subject to administrator discretion.  
For the complete dress code please refer to the student handbook, or district website.

## PANTS/SHORTS/SKIRTS/DRESSES

- All shorts, skirts, and dresses must be no shorter width of a dollar bill (2 1/2 inches) above the kneecap.
- Pants must fit properly, be worn at the waist, and have no holes above the knee.
- Leggings are allowed ONLY under a long shirt or sweater that is no shorter than a dollar bills length (6 inches) above the kneecap, including slits.



## SHIRTS/TOPS/DRESSES

- All tops must have sleeves.
- Shirts/dresses cannot have necklines lower than the straight line from top of underarm across to opposite underarm.
- No midriff, shoulders, back or cleavage exposed at any time.



## NOT ALLOWED • NOT ALLOWED • NOT ALLOWED • NOT ALLOWED

- No clothing or accessories associated with gangs, drugs, sexuality, profanity, or violence of any kind.
- No dog collars, chains, wallet chains, spikes, safety pins, fishhooks or other dangerous items.



Sleeveless Shirts/Dresses • Tank Tops • Bandanas • Hats • Slippers • Loungewear/Pajamas  
Athletic Shorts/Pants • Sweatpants • Low Cut Tops

### **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 except in the cafeteria.
- 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.

### **Illness at school**

If in the past 24 hours, your child has had a fever over 100.0 F, has vomited or had diarrhea, uncontrolled coughing or an undiagnosed rash, please keep them home and notify the school. Your child will need the rest to recover and this will help minimize the spread of illness. Your child may be sent home from school for the symptoms above or any of the following:

- Symptoms of a communicable disease
- Serious accident or injury
- Suspected pink eye
- Disease symptoms not responding to treatment or if no medication is at school
- Live head lice infestation
- Any symptom that prevents the student from remaining in the classroom for the wellness of themselves or others

It is important to keep phone numbers updated with the school in case of an emergency or illness happens while your student is at school. In the event of a medical emergency, 911 may be called and the student transported by ambulance to a medical facility, at the expense of the parent or guardian.

### **Immunizations**

According to IDAPA 16.02.15, all children in preschool and grade K-12 must show proof of immunization at the time of registration for school. A copy of the student's immunization record will be kept on file. Students will not be enrolled without proof of immunization status.

<b>Minimum Immunization Requirements For School Entry</b>	
<b>Immunization Requirement by Age</b>	<b>Doses of Vaccines Required</b>
<b>Children born on or before September 1, 1999</b> must have a minimum of:	(4)Diphtheria, Tetanus, Pertussis (DTaP) (1)Measles, Mumps, Rubella (MMR) (3)Polio (3)Hepatitis B
<b>Children born after September 1, 1999 through September 1, 2005</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2)Measles, Mumps, Rubella (MMR) (3)Polio (3)Hepatitis B
<b>Children born after September 1, 2005<sup>1</sup></b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2)Measles, Mumps, Rubella (MMR) (4)Polio <sup>3</sup> (3)Hepatitis B (2)Varicella (Chickenpox) <sup>4</sup> (2)Hepatitis A

1. Pre-School children need only be age-appropriately immunized with required vaccines

2. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older

3. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose. For children born after 9/1/05, at least one dose should be given at age 4 years or older.

4. Varicella: History of Chicken pox disease documented by a physician or licensed healthcare provider meets the requirement.



7 <sup>th</sup> Grade Immunization Requirements	
Immunization Requirement by Grade	Doses of Vaccines Required
Children admitted to 7 <sup>th</sup> Grade must meet the following minimum immunization requirements in addition to school entry requirements:	(1) Tetanus, Diphtheria, Pertussis (TdaP) (1) Meningococcal

**EXEMPTIONS:** Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare Immunization Program. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete.

**CONDITIONAL ADMISSION:** The Schedule of Intended Immunizations Form is required to document the intended immunization schedule of a child who has not received all required immunizations for school admission. To be eligible for conditional admission, a child must have received at least one dose of each required vaccine.

### **INSUBORDINATION**

- 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 discipline policy.

### **INTERNET/TECHNOLOGY**

- Students must sign a MMS Internet Use Policy upon registration.
- Any misuse of MMS computers will 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. The areas beyond the practice football field are out of bounds.
- Students will be provided game type equipment by MMS during lunch time.

## **Medications**

- When possible, all medications should be administered at home. If a student requires medication to be administered during regular school hours, please adhere to these guidelines.
  - The first doses of any new medication should be given at home so parents can monitor for any adverse effects of allergic reactions before the medicine is given at school.
  - The parent or guardian must bring the medication to school. It is not safe for a student to do so because of concerns such as the medicine being lost or stolen, students sharing medicine and students taking medicine their parents did not intend for them to take.
  - A Medication Permission Form must be completed by a parent or guardian before the medicine will be administered at school.
  - All medications need to be provided to the school in their original container. Prescription medications must have a clearly marked, up-to-date prescription label on the container.
  - Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school by a student, with the exception of life-saving medications as described below.
  - All medications will be kept in a secure cabinet, with the exception of life-saving medications that a student has permission to self-carry. Students are not allowed to carry over-the-counter medications at school.
  - Life-saving medications, such as asthma inhalers, insulin, glucagon and epinephrine, can be self-carried and self-administered as agreed upon by the parent, prescriber and school nurse. This requires a special permission form and will be considered on an individual basis.
  - When a medication is discontinued or unfinished at the end of the school year, it will be disposed of after 3 days if not taken home by a parent or guardian.
  - In the absence of the school nurse, an unlicensed, trained school personnel may administer medications as necessary.

## **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 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.

### **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 hands, 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 \$25. Fee is charged per sport.
- Annual/Yearbook \$31.80—\$36.50 after 10/31/2017
- Lost activity/ID cards should be reported immediately to the office for replacement. There is no cost for replacement cards.

### **School Reach/ ICU**

- 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.
- An ICU text will be sent to parents in the event that a student does not turn in an assignment. Students may also be assigned to ICU lunch if the assignment is still not turned in by 11:00 a.m. the next day. Removal from ICU lunch due to misbehavior or refusal to work will result in a referral to administration.

### **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.

- 4<sup>th</sup> 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.

### **TOBACCO / ALCOHOL / DRUGS**

- Complete policy and regulation can be obtained from Payette School District Policy Manual, Section 506
- Use of tobacco, alcohol, drugs, vapes or vape juice 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.

# PAYETTE SCHOOL DISTRICT

## 2018-2019 CALENDAR

August 15	Teacher/Staff first day welcome back
August 16-17	Teacher Collaboration – No School
August 20	School Starts - K-6 & 9-12
August 21	School Starts - Grades 7-8 (all grades)
September 3	Labor Day - No School
October 4-5	Teacher In-service - No School
November 1	No School
November 2	No School
November 21-23	Thanksgiving Break - No School
December 24-January 4	Christmas Break – No School
January 7	Teacher Collaboration – No School
January 21	Martin Luther King Jr. Day - No School
February 15	Teacher In-service – No School
February 18	Presidents' Day - No School
March 22	No School
March 25-29	Spring Break - No School
April 1	Teacher Collaboration - No School
April 19	No School
April 26	Kindergarten Roundup - No Kindergarten
May 17	Teacher Collaboration - No School
May 22	8 <sup>th</sup> Grade Farewell
May 23	Senior Graduation
May 23	Last Day of School for Students

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### Reporting Periods

1 <sup>st</sup> Quarter (Fall Midterm)	October 19 (44 days)	
2 <sup>nd</sup> Quarter (1 <sup>st</sup> Semester)	December 21 (40 days)	
3 <sup>rd</sup> Quarter (Spring Midterm)	March 8 (42days)	<b>STAFF IN-SERVICE</b> Oct 4-5, Feb 15 No School
4 <sup>th</sup> Quarter (2 <sup>nd</sup> Semester)	May 23 (45 days)	<b>COLLABORATION</b> Jan 7, April 1 No School

## 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**