

Warren E. McCain Middle School

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Payette, ID 83661
Student Handbook 2024-25

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MCCAIN MIDDLE SCHOOL - STUDENT HANDBOOK

A Message from Administration

Welcome to Warren E. McCain Middle School. It is our goal that every student 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 ensure your success throughout the school year.

Make it a great year, or not. The choice is yours!

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.

Students are expected to:

- Respect all members of the McCain Middle School (MMS) team.
- Be on time for every class, every day.
- Be prepared for class by having the supplies needed for success.
- 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 VAPE PRODUCTS, 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. 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, posting, encouraging, escalating, or cheering on fighters/fighting will be found as guilty as the combatants.

ACADEMIC DISHONESTY

All schoolwork must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty may include, but not limited to plagiarism, cheating, and copying another's work. Information regarding these definitions is available in Payette School District policy 3335 *Academic Dishonesty*.

The use of AI tools, such as ChatGPT, is allowed for the purpose of self-learning, ideation, and inspiration. However, direct plagiarism or copying and pasting of AI-generated work as student-generated work will be treated as plagiarism. Students are expected to use the tool in accordance with academic integrity guidelines and cite any text generated by the tool.

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 for the majority of the day of an activity in order to participate.

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.

ATHLETICS

Student participants must have a current physical exam and proper immunization records on file. Student participants must purchase a student activity card, sign an MMS Code of Conduct policy, and must conform to policies and rules of individual coaches. All students are eligible to join the sports available in their grade level. Student athletes and participants must have earned passing grades in math, language arts, science, and social studies in the previous middle school semester. Any student with a grade of "D or F" in any subject will be placed on academic probation for one week. A student on academic probation may practice, perform, and compete with the team. At the end of that week if the student is still failing that class they will be placed on academic suspension until they are passing the class or have completed all assignments to the teacher's satisfaction. Teachers will post grades for the week by 8:00 A.M. Monday. A student on academic suspension cannot participate in any competitions or performances but may practice with the team. To be eligible to compete on a school day, participants must be in attendance for the majority of the school day.

ATTENDANCE

MMS attendance policy is governed by Payette School District Policy 3050. Regular attendance is critical to student success. Students should miss no more than 3 days per quarter for any reason. Missing more than 3 school days in a quarter may result in referral to the District Office. 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. Non-compliance will result in a truancy. A truancy is any absence unknown to the parent. Including individual class absences or tardies after the first 5 minutes of class have passed. Students may be considered habitually truant if they accrue at least 3 truanancies in any school year. Habitual truants are prosecutable under Idaho Code 33-206.

Truancy Discipline steps

- **FIRST OFFENSE:** Warning, lunch detention, parents notified, and a conference arranged by the principal or counselor.
- **SECOND OFFENSE:** 1-3 days of suspension and a conference will be arranged with parents/guardians.
- **FUTURE OFFENSE:** Subsequent offenses will be reviewed by the principal for additional disciplinary consequences.

TARDIES

Students are expected to be in class, in their seat, on time to every period every day. If students are not in their assigned seats and ready to begin when the teacher begins the class, they are tardy. The teacher determines if the student is tardy or not. 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.
- 4th and all subsequent tardies: Student will be referred to administration for single or multiple lunch detentions, after-school detentions, Friday schools, and suspensions.

BACKPACKS

Backpacks, gym bags, or purses are not allowed in classrooms and must be securely stored in the student's own locker.

BICYCLE/BIKE RACK

Bicycles are to be parked in the front of the building in racks provided and locked securely. 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

Policy 3295P defines Payette School District's procedures for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyberbullying. All complaints will be investigated in accordance with the policy and documentation will be maintained as appropriate.

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 cell phone, smart watch, gaming device, or computer.

- 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 Superintendent's office School Board for review, with the possible recommendation of 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, and 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. 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. Menus and special notices are available on the school district website. Students not adhering to the cafeteria expectations will be referred to administration for disciplinary action.

EQUAL EDUCATION, NON-DISCRIMINATION, & SEX-EQUITY

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap, or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. The Payette School District's Title IX coordinator is Greg Hale (208-642-4122). Parents/guardians who would like more information may reference in policy 3280 *Equal Education, Nondiscrimination, and Sex Equity*.

EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION

The Payette School District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories. The Payette School District's Title IX coordinator is Greg Hale (208-642-4122). Individuals who would like more information may reference in policy 5120 *Equal Employment Opportunity and Non-Discrimination*.

EMPLOYEE RESPONSIBILITIES REGARDING STUDENT HARASSMENT, INTIMIDATION, & BULLYING

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the Payette School District. Payette School District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation,

and bullying. The Payette School District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying. Any Payette School District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with Payette School District policy and procedure 3295 and 3295P. Individuals who would like more information may reference policy 5265 *Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying*.

FOOD AND DRINK

Students are not to have food or drinks in the building except in the cafeteria during school hours. Gum may be allowed at administration's 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 below on energy drinks for more information).

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, etc.. Coffee based drinks are those beverages that contain coffee, whether in a can, bottle or cup.

GIFT ITEMS

The office does not accept deliveries of gift items as this is disruptive to the learning process. This rule applies to birthday as well as holiday gifts of all kinds.

CELL PHONES/ ELECTRONIC DEVICES

Cell phones, smart watches and other electronic devices including earbuds and headphones will remain off and stored in student lockers. 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. 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 other electronic devices.

Electronic Device Discipline steps

- **FIRST OFFENSE:** Warning and problem corrected.
- **SECOND OFFENSE:** Problem corrected. 1 day of lunch detention. Parent/guardian will be notified.
- **THIRD OFFENSE:** Problem corrected. 3 days of lunch detention. Parent/guardian pick up.
- **FOURTH OFFENSE:** The student is assigned in-school suspension. Parent/guardian pick up. A parent conference will be scheduled.
- **FIFTH OFFENSE:** The student will sign a contract stating an understanding of the cell phone policy and further compliance.
- **SIXTH OFFENSE:** The student is suspended for a minimum of one (1) school day and may appear for a hearing before the school district administrative review board to determine further disciplinary action.

CLOSED CAMPUS

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

COUNSELING AND ACADEMIC PLANNING

The counselor is available as needed daily and works with students in making plans and helps students to evaluate study time and techniques. The counselor will try to help students realize a solution to problems and 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 the lives of others are in danger.
- All school personnel are under legal obligation to report child or sexual abuse to the authorities.

DANCES

Non-MMS students may not attend dances. Students must be present at school on the day of the dance for the full school day 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 dancing and music must be appropriate and not of a lewd or suggestive nature. Students must remain for the entire dance period unless picked up by their parent/guardian. Students who are on Level 2 or higher of the Discipline Offense Levels will not be able to attend dances. Students who have received referrals in the acaquarter prior demic to the dance may not be able to attend dances at the discretion of the administration.

PATHWAYS TO PROMOTION

Main Pathway to Promotion	Alternate Pathway to Promotion
<p>Students can receive no more than one failing grade (D or F) per year in Core classes. Core classes include:</p> <ul style="list-style-type: none"> ● Math ● Language Arts ● Science ● Social Studies 	<p>Students must complete a credit recovery course if they have failed Core Classes. Students must complete two of the three listed below.</p> <p>To promote to the next grade students must:</p> <ol style="list-style-type: none"> 1. Show growth on SPRING to SPRING ISAT Assessment 2. Demonstrate growth between 2nd and 3rd diagnostic assessments 3. Complete credit recovery. Credit recovery can take place: <ul style="list-style-type: none"> ● During after-school classes ● During before-school study hall ● During summer school ● Credit completion through IDLA (family responsible for tuition)

DETENTION

Students may be assigned to the reflection room or to after school or Friday school 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 or are in the reflection room are not allowed to attend field trips during the school day or after-school events on that day. Teachers may assign students to after-school detention in their rooms with parental notification. Extended stays in detention or the reflection room must be assigned by the administration.

DISCIPLINE

Disciplinary action may be taken against any student guilty of disobedience or misconduct. Payette School District policy 3330 outlines the transgressions, disciplinary measures, and consequences for students. Payette Schools are gun-free and students who use, possess, control, or transfer a firearm or any object that can reasonably be or look like a firearm, shall be expelled for a definite period of time of at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school. Additional information regarding these procedures is available in Payette School District policy 3330 *Student Discipline*

DISCIPLINE OFFENSE LEVELS

<u>Level 1:</u>	<u>Level 2:</u>	<u>Level 3:</u>	<u>Level 4:</u>
<u>Behaviors that impact the learning of the student</u>	<u>Behaviors that impact the learning of others</u>	<u>Behaviors that impact an orderly environment</u>	<u>Harmful/Illegal behaviors</u>
<ul style="list-style-type: none"> · Unprepared · Distracted · No pencil or breaking pencil · Out of seat · Out of line · Not following directions-minor · Off Task-minor · Sleeping · Leaning in chair · No Homework · Not doing classwork · Whining 	<ul style="list-style-type: none"> · Talking/Visiting out of turn · Making Noises · tantrum · Tattling · Inappropriate touching · Interfering with learning · Not following directions-Major · Off Task- Major · Work Refusal · Dress Code-minor · Repeated level 1 behaviors 	<ul style="list-style-type: none"> · Talking back to staff · Lying · Cheating · Inappropriate Language · Misuse of property · Minor Tech Violations · Physical Aggression · Disrespect · Vandalism-Minor · Harassment- Minor · Leaving room without permission · Dress Code-major · Hallway Behaviors · Bathroom Behaviors · Repeated Level 2 behaviors (3) · Tardies 	<ul style="list-style-type: none"> · Fighting/injury · Weapons · Drugs/Alcohol · Stealing · Vandalism- Major · Gang Affiliation · Serious Threats · Bullying · Sexual Harassment · Sexual Assault · Lude Behavior · Serious Technology Violations · Insubordination with staff · Repeated Dress Code Violations · Repeated Tardies 3+ · Truancy · Elopement

<p align="center"><u>Possible Actions</u></p> <ul style="list-style-type: none"> · Classroom Management-Continuum of Responses · PBIS Tier 1 interventions 	<p align="center"><u>Possible Actions</u></p> <ul style="list-style-type: none"> · Classroom management-Continuum of Responses · Conference with student · Parent contact · PBIS Tier 2 <u>interventions</u> 	<p align="center"><u>Actions</u></p> <ul style="list-style-type: none"> · Staff member Enter Referral in SWIS · Text or Email Support Staff · Documented Parent Phone Call <p align="center">Possible Actions</p> <ul style="list-style-type: none"> · Referral to MTSS · Referral to Counselor 	<p align="center"><u>Administrative Actions</u></p> <ul style="list-style-type: none"> · Turn in referral to Administration · Administration enters referral in SWIS · Administration calls or conferences with parents
<p align="center"><u>Consequences:</u></p> <ul style="list-style-type: none"> · Time-out/isolation · Loss of Privilege · Seating Change 	<p align="center"><u>Consequences:</u></p> <ul style="list-style-type: none"> · Parent Contact · Referral to Counselor 	<p align="center"><u>Consequences:</u></p> <ul style="list-style-type: none"> · Parent phone call · Reflection Room/office 	<p align="center"><u>Consequences</u></p> <ul style="list-style-type: none"> · Detention · In/out school suspension · Behavior Plan Tier 3 PBIS · Expulsion

DRESS

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 their parents/guardians. When a student is dressed appropriately they are 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 administration or designee has the responsibility to take action.

Pants/shorts/skirts/dresses

- Students may wear dresses, skirts, non-athletic shorts, jeans, or khakis.
- Hemlines on shorts, skirts, and dresses are to be no higher than six inches from the center of the knee—or must have material beyond extended fingers while standing straight.
- Pants with holes at or below skirt, dress, or shorts level are acceptable.
- Pants must fit and be worn properly or be worn at the waist.
- A long shirt covering to mid thigh must be worn if leggings are worn.
- Pajamas, sweats, or boxers will not be worn.

Shirts/tops/dresses

- All tops must have sleeves.
- Shirts/dresses must have necklines higher than the straight line from top of underarm across to the opposite underarm.
- Students must have their midriff, shoulders, back, and cleavage always covered.

Shoes

- Students must wear shoes at all times. Shoes include tennis, casual, dress, boots, sandals & flip flops.
- Slippers and wheeled shoes are not appropriate for school.

Athletic Attire

- Athletic attire (yoga pants/sweats) are only allowed in physical education classes.

Coats/Jackets

- Outerwear worn to school must be hung in lockers, closets, on hooks, or on chairs during instructional hours.
- Students will not be allowed to wear blankets at school.

Prohibited Clothing or Items

- Clothing or accessories associated with gangs, drugs, sexuality, profanity, or violence of any kind is prohibited.
- Items such as dog collars, chains, wallet chains, spikes, safety pins, fishhooks, or other dangerous items are prohibited.
- Students will not wear bandanas, hats, visors, or hoods.
- Inappropriate words, graphics, pictures are not permitted on any area of clothing.
- Politically divisive content, political groups, political messages are prohibited.
- Any other questionable clothing, wording, pictures, graphics, etc. determined by administration to be disruptive to the educational environment is prohibited.

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

GENERAL 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 responsibility for their actions. The following actions may result in referral to McCain Middle School Administration or Payette Superintendent's office for disciplinary consequences, up to and including referral for expulsion:

- Use of vulgar language, gestures, written vulgarity, and other demeaning verbal/visual comments.
- Conduct that is suggestive and/or lewd. This includes accessing lewd internet sites.
- Vandalism: In addition, persons caught destroying school property or property of others may pay for damages or replacement. This may include intentional or excessive damage to Chromebooks. 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.

FIELD TRIPS

Field trips are a privilege, not a right. Eligibility to attend field trips requires adequate grades, regular school attendance and routinely following behavior expectations. Students who fail to meet these expectations may be ineligible to attend. At the discretion of administration, the following criteria may prohibit attendance in school field trips:

- Students with Ds and Fs
- Students who have served in-school or out-of-school suspension the previous or current quarter.
- Students with less than 90% attendance

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
- Suspected ring worm
- 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 grades K-12 must show proof of immunization status at the time of registration for school. A copy of the student's immunization record will be kept on file.

Minimum Immunization Requirements For School Entry	
Immunization Requirement by Age	Doses of Vaccines Required
Children born on or before September 1, 1999 must have a minimum of:	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 2005¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A

1. Pre-School children need only be age-appropriately immunized with required vaccines
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older
3. Polio: The 4th dose is not necessary if the 3rd 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.

7th Grade Immunization Requirements	
Immunization Requirement by Grade	Doses of Vaccines Required
Children admitted to 7th 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. Exemptions can be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare Immunization Program or by a statement signed by a parent/guardian. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition that 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.

INSTRUCTION

Payette School District Board of Trustees encourages parents/guardians to be involved in school activities and their student's academic progress. The Payette School District has an approved curriculum and assessment program. Parents who have concerns about their students participating in the approved curriculum/program may seek more information in policy *2425 Instruction Parental Rights*.

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 or be responsible for replacement costs. Computer use is governed by and may be subject to Idaho Statute 18-2202 COMPUTER CRIME. A violation of the provision of this section may be prosecuted.

LOCKERS

Each student may 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 the 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.

LOCAL SCHOOL WELLNESS

Payette School District policy *8200* addresses local school wellness, primarily the school food service program. The Healthy, Hunger-Free Kids Act of 2010 requires that the parents, students, Payette School District staff, administrators, Trustees, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy. Such information may be provided on the Payette School District website, through the dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

LUNCHTIME/OUTDOOR PLAY

NO tackle football or other rough game play is allowed. (Example: Tackle-type games). All gameplay will take place in designated areas. The blacktop area is designated for basketball and other games suitable for the surface. The grassy area beyond the blacktop area is for ALL other games. The areas beyond the practice football field are out of bounds.

MEDICATIONS

When possible, all medications should be administered at home. If a student requires medication to be administered during regular school hours, the following guidelines will be adhered to.

- 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 Consent 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 their child's education by attending conferences, meetings, and school functions, or by 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 the 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 or scan their ID if asked, and abide by all court orders or custody agreements that are on file and are current. Furthermore, parents must complete a background check before they can volunteer. 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.

PARENTS RIGHT-TO-KNOW NOTICES

Payette Schools employs teachers and paraprofessionals that meet the highly qualified requirements under the Elementary and Secondary Education Act (ESEA), as well as state certification requirements. All required documents of certification, degrees earned, and qualifications are held at the Payette School District 371 Office, located at 1312 1st Ave N, Payette. Payette Schools is a schoolwide Title I school, thus all students are considered Title I. Title I schools require that all parents have the right to request information regarding the qualifications of their child's classroom teacher.

The Payette School District must provide parents/guardians with information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law. Parents/guardians will also receive information if a student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been placed.

Information regarding Parents' Right-to-Know Notices is available in Payette School District policy 4160. Additional notices covered in this policy include our Testing Transparency requirements, English Learner Program notices, Family Engagement policy, Homeless Children/Youth notice, and procedure for Persistently Dangerous Schools.

PAYETTE SCHOOL DISTRICT NUTRITION COMMITTEE

With the purposes of monitoring the implementation of the Payette School District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a

Payette School District-wide nutrition committee will be established to develop, implement, monitor, and review Payette School District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies. A report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the Payette School District. Details about the committee are available in Payette School District policy 8210. Individuals wishing to provide feedback or participate in the committee should contact the Payette School District office at 208-642-9366.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate and will result in referral to parents and/or to our counseling program and disciplinary action. 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 for disciplinary action.

REGISTRATION FEES

- Activity Card \$25.00
 - Family Pass Activity Card \$35.00
 - Athletic Fee \$35.00/ sport with a maximum cost of \$70.00/year
 - Assignment Notebook Replacement \$10.00 for each lost Assignment Notebook
 - Annual/Yearbook \$ Varies based upon the actual cost of the product
-
- Lost activity/ID cards should be reported immediately to the office for a replacement.

STUDENT DATA PRIVACY & SECURITY

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. The privacy of students and the use of confidential student information is protected by federal and State laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act). The Payette School District shall follow applicable State and federal laws related to student privacy in the collection of student data. The Payette School District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records annually.

STUDENT HEALTH/PHYSICAL SCREENINGS/EXAMINATIONS

The Board may arrange each year for health services to be provided to all students. Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. In general, the Payette School District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the Payette School District is conducted which is:

1. Required as a condition of attendance
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination, or screening. *Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable Payette School District policies, rules, and regulations.* More information regarding this process is available in Payette School District policy 3500.

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 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. Parents will be contacted by the school anytime their student is injured at school requiring medical attention.

STUDENT OR EMPLOYEE SEXUAL HARASSMENT

Complete policy and regulation can be obtained from Payette School District Policy 3085. The Payette School District Title IX Coordinator is Dr. Glen Croft 208-642-9366. It is the policy of McCain Middle School and the Payette School District 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.

No student or employee shall attempt to influence, control or otherwise affect the educational or extracurricular status of a student or the career status of an employee through sexual harassment. Nor should any student or employee willfully and intentionally make or engage in any verbal comments, gestures or physical contact of a sexual nature that 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 refrains 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 the employee. Refer to District Policy 3085.

Any student or employee may be subject to sanctions ranging from a reprimand to expulsion for a student, and a reprimand to termination for an employee. Retaliation or discrimination against a student or employee for a sexual harassment complaint or for assisting such a 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 RECORDS

The Payette School District will maintain a record for each student containing educational, demographic, and personal information. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights include:

1. The right to inspect and copy the student's education records within a reasonable time of the day the Payette School District receives a request for access.
2. The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's

- child.
6. The right to request that that information not be released to military recruiters and/or institutions of higher education.
 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Payette School District to comply with the requirements of FERPA.

Most information can be obtained regarding these procedures in Payette School District policy 3570F1 *Student Records*.

SUBSTANCE & ALCOHOL ABUSE

The Board recognizes that the use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the Payette School District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the Payette School District. Students may face possible suspension, possible expulsion, or criminal penalties. Additional information regarding the Payette School's Substance and Alcohol Abuse procedures is in Payette School District policy 3320.

SURVEYS - GENERAL

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the Payette School District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Personally identifiable information from student education records may be disclosed to an educational agency or institution to:

1. Develop, validate, or administer predictive tests
2. Administer student aid programs; or
3. Improve instruction.

In such cases, the school or Payette School District shall enter into a written agreement with the receiving organization. The study must not allow the identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

The Superintendent or designee shall notify students' parents/guardians of the following third-party survey information:

1. How to opt their child out of participation in activities as provided in this policy
2. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled, or expected to be scheduled.
3. How to request access to any survey or other material described in this policy.

More information regarding the procedures surrounding this process is available in Payette School policy 2140 *Surveys- General*.

THERE IS A CONSENT FORM - 2140F - we are supposed to use if a student is opting out.

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 I-A

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested. As a parent of a student attending a school receiving federal program funds, you have the right to know: Is my child's teacher licensed to teach the grades and subject(s) assigned? Is my child's teacher teaching with a provisional license, meaning the state has

waived the requirements for my child's teacher? What is the college major of my child's teacher? What degree or degrees does my child's teacher hold? To request the state qualifications for your child's teacher or instructional aide, please contact 208-642-4122. If you would like more information about McCain Middle School, please feel free to call 208-642-4122.

TOBACCO / ALCOHOL / DRUGS

Complete policy and regulation can be obtained from Payette School District Policies 3305 and 3320. The use of tobacco, alcohol, drugs, vapes, or vape juice is not permitted in school buildings or on school property at any time, or at any school-sponsored activity.

UNPAID SCHOOL MEAL CHARGES

The Payette School District adopts the following policy to ensure Payette School District employees, families, and students have a shared understanding of expectations regarding food service meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students with insufficient funds to pay for school meals and maintain the financial integrity of the school nutrition program. Make sure to fill out the Free and Reduced Lunch Form to see if your students qualify for free or reduced lunch rates.

The Payette School District will make reasonable efforts to notify families when meal account balances are low. The Payette School District will make reasonable efforts to collect unpaid meal charges. No child will be denied lunch based on inability to pay. More information regarding the procedures surrounding this process is available in Payette School policy *8245 Unpaid Meal Charges*.

2024-25 full price meals: Student Breakfast \$2.50, Student Lunch \$3.50, Extra Milk \$.50

WATER CONSUMPTION/WATER BOTTLE POLICY

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Even during periods of moderate temperature, staff members should remind students of the value of consuming water. More information about the Payette Schools' outlook on water consumption can be found by viewing Payette School District policy *8235 Water Consumption/Water Bottle Policy*.

McCain Middle School encourages regular water consumption. As such, there are multiple drink and refill sources available on camps. Students may bring clear water bottles with tightly sealing lids to school and class.

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 the student being referred to the Superintendent's office for disciplinary review, up to and including possible referral for 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 forms and textbooks must be presented to each teacher. 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.

THE FINAL WORD

This student handbook supplements the Payette School District Policy Manual available at the Payette School District Office and on the Payette School District Website. For additional details regarding the policies found in this handbook, consult the PSD Policy Manual. 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 support and nurture the growth and development of students who represent our community well and demonstrate they are PROUD TO BE A PIRATE.

MMS Handbook Acknowledgement

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

Student Signature

Date: ___/___/___

Parent/Guardian Signature

Date: ___/___/___

Return this portion during the first week of school