

PAYETTE LAKES MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

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ATTENDANCE POLICY

Idaho law requires any person between the ages of seven and sixteen years of age regularly attend school. State law also specifies that parents have the primary responsibility of ensuring the attendance of their children at school. Because attendance is an indicator of success in school and is necessary for maximum student learning, the McCall-Donnelly School District establishes the following policy:

1) Attendance Policy

All students are expected to be in class and on time every school day. **Effective July 1, 2010, the State of Idaho required that attendance be an element in the middle school credit system. Payette Lakes Middle School attendance is defined as missing not more than 9 days per semester or 90 percent attendance. Credit may be lost on the 10th absence each semester. Students not meeting the ninety percent (90%) attendance requirements may not receive credit or be promoted even though they may have passing grades.**

Notice will be sent home when the 5th day of absence for each semester and is recorded in the attendance files. If a student is absent 10 or more days in a semester, excluding medically documented and previously approved extraordinary absences, the student will lose credit and be referred to an attendance committee consisting of the principal, the counselor, and two staff members. Loss of credit related to attendance may be reviewed by the building attendance committee through a petition process. A petition is a written letter stating why the student should be granted credit and should be directed to the principal, or designee in writing prior to the end of the semester grading period. The decision of the attendance committee may be appealed to the superintendent and Board within ten (10) days after the attendance committee submits its decision. The decision of the Board is final.

2) Notes/Phone Verification of Absences

Students who are absent are required to have telephone or written verification from the parent or guardian upon return to school. This note or phone call must be no later than 48 hours after the student returns to school. Please call 634-5994 between 7:30 and 8:30 a.m. Written excuses should be in the main office before school starts for the day. The note should state the student's name, reason for the absence, the date(s) missed, and be signed by the parent/guardian. Failure to verify the student's absence shall result in an unexcused absence and truancy.

Category 1: An absence of 5 or more consecutive school days. The school must be notified a minimum of one week in advance of the absence so that a meeting may be scheduled. Prior to the absence (unless the absence is for an emergency or bereavement) the student, together with the parent(s)/guardian(s), will meet at a time which is agreeable to all parties. At this meeting a plan for completion of work will be determined. McCall-Donnelly School District Policy 3122 will be followed.

Category 2: Ongoing or absences of fewer than 5 days. These may include non-district athletic competitions. The Extraordinary Absence Request must be completed a minimum of one week prior to the absence, and in the case of a non-district athletic activity, prior to the season. These absences do not require a meeting, but a meeting may be scheduled if requested by parents or the school.

3) Makeup Work

All school work missed, except in the case of unexcused absences or truancy, may be made up on an assigned time schedule from classroom teachers. Students who are ill and unable to attend school for **three or more days** will have the opportunity of receiving and completing makeup work while they are not at school. Parents may call or email the school to request makeup work. Students who are absent for one or two days should obtain their work when they return to school. If you are aware in advance of an extended absence, please contact the school and request assignments. Some teachers may prefer to provide work when the student returns to school. The general guideline is that two days of makeup time are allowed for each day of absence.

Class Cuts: Students remaining on the school grounds, but who are not in their assigned class area without teacher or administrative permission, are considered to be cutting class. Any student who cannot produce proof of his whereabouts in the building will be considered truant with consequences in effect.

Checking Out During the School Day: Students will be released only to their legal parent or guardian. Parents/Guardians must physically sign out students. Other circumstances will be evaluated by the principal. Failure to check out properly will be considered truancy. To check out properly, a student must:

- a. Report to the office and request to sign out on the check-out sheet.
- b. Present a note signed by the parent or guardian giving the student permission.
- c. Phone the parent or guardian and have them talk to the principal or attendance clerk who may give the student permission.

Attendance Requirements to Participate in Sports and Cheerleading: Students who miss beyond the first period of the day cannot attend practice. Students who are absent from school cannot participate in any practice, game or extracurricular activity that day unless authorized by the Principal or Athletic Director, or the student was excused for a doctor or dental appointment. Suspended students are prohibited from practicing or playing during the dates of their suspension.

Attendance At School Activities: Students who are not in attendance for all or part of a day due to illness are not allowed to attend school activities on that day unless prior administrative approval is received.

TARDY POLICY

Tardies: A tardy is defined as being up to fifteen (15) minutes late to a class. If you arrive at school late, you must check in at the office. You will be issued an admit slip before you go to class. If tardy between classes, report to your next class, not the office. The teacher will record your tardy and notify the office. Late buses will be announced when necessary. No tardy slips will be issued in the office between classes. Your previous teacher may issue a detained slip if appropriate. Between classes, if your locker will not open, do not be late for your next class. Ask your teacher if you can return to your locker for your materials and to receive help opening it. Students will receive a half hour detention for every tardy after the third each quarter.

Excused Tardy: Tardies are excused if you have a pass or detained slip from a teacher or staff member. Students who are late for school in the morning/first period will be excused only if special circumstances, subject to approval by the attendance clerk and/or principal, are involved. School district transportation is provided that allows students to arrive at school on time, and students are encouraged to use school transportation whenever possible.

Unexcused Tardy: You must be **in the classroom with all materials** needed for the class before the bell is finished ringing. Individual teachers may have more specific requirements. Any student who arrives to class 15 or more minutes late is considered absent.

Unexcused Tardy Consequences: After the third tardy in a 9 week period, the student will be referred for detention. Tardies will accumulate in all classes, and students are limited to three tardies in all classes combined before detention will be assigned. The office will print periodic tardy reports based on the information received from teachers, and detentions will be issued following the report. Parents will be notified when the third and subsequent tardies are recorded in the office. Habitual tardies will result in progressive discipline with an eventual parent conference to create a positive plan for corrective action.

SCHOOL DAY

Advisory Period: This is a thirty minute class that takes place daily. This class is designed to explore ways to help students develop responsibility, self-confidence, self-discipline, and a commitment to helping others. Learning, skill building, study skills, and personal interaction combine to create a positive atmosphere that is essential for middle school students. This time is also used for organizational and school related activities like homework.

Affection: Public displays of affection are not appropriate in our learning environment. Parents will be contacted if necessary. A hand-holding only rule is observed for 7th and 8th grade students. No PDA is appropriate for 6th grade.

After School: Please make arrangements for your student to ride the bus or to be picked up shortly after the dismissal bell rings at the end of the day. Students may stay after school only if they are involved in an extra-curricular activity or directly supervised by a staff member. Parents will be contacted if necessary and students may lose the privilege of staying after school.

Assemblies: Students have an opportunity to experience a variety of assembly programs during the school year. Certain standards of conduct are expected of students at assemblies. They are:

- Report to your assigned class prior to attending an assembly.
- Sit with your assigned class.
- When someone steps before the assembly audience and asks for your attention, give it immediately.
- Clapping is the proper form of approval given a speaker or entertainer. Talking, whispering, whistling, stamping of feet, and booing are discourteous and have no place at assemblies.
- Students will be dismissed by section at the close of each assembly.

Backpacks: Backpacks are to be kept in lockers during the school day.

Bicycles: Students are encouraged to ride their bikes to school. Guidelines will be provided as to safe procedures for entering and exiting school property.

Binders: Student binders are to be stored in lockers when not in use in the classroom. They are not to be left untended in the multipurpose room, gym, or halls.

Birthday Greetings: Birthday flowers or balloons received at the school will be delivered at the end of seventh period only. This is to minimize the disruption of classroom activities.

Buses: Transportation to and from school is provided to students living more than one and one-half miles from school. Buses leave the school within a few minutes after the final bell. Students are to walk directly to their buses after their last class. For driving safety, good behavior is expected and required. Bus Guidelines can be located on the MDSO website.

Cafeteria and Lunches: Good manners and behavior are expected. Students eat in the cafeteria, whether it is a purchased lunch or sack lunch from home. Students bringing sack lunches may purchase milk. Cafeteria conduct includes the following:

1. Be polite. Good manners and behavior are expected.
2. No cutting, saving places, crowding or shoving in line.
3. Do not handle or take another person's food. Eat in the building.
4. Servers will hand out all food. Be courteous to them.
5. Each student will clear his/her tray, mess, etc. from the table or floor.

Cars: Middle school students are not allowed to bring motor vehicles on school property.

Change of Address or Phone: The office staff tries to maintain accurate records on enrolled students. It is important to keep current on information so contact can be maintained as needed. Please notify the school office if the information changes during the school year.

Closed Campus: PLMS is a closed campus. You must stay on the school grounds from the time you arrive until school is dismissed. If you need to leave for any reason prior to the end of the school day, you must bring a parental request to the office. Parents must sign you out in the office if they are taking you from the campus during the school day. If students leave campus for any reason without approval, parents and authorities shall be contacted.

Coats: Heavy coats must be kept in lockers during instructional time unless approved by staff.

Dances, Daytime: We may sponsor daytime dances for 6th, 7th and 8th graders at school as fund-raisers for school clubs or organizations. We always offer alternative activities for students if they do not want to attend the dance. Teachers or individual grades may plan other activities during these dance times. Students may be ineligible to participate in these activities depending on day-time school behavior or performance.

Dances, Evening: School dances are held for 7th and 8th grade PLMS students. Other middle school students may attend with prior written approval from the principal. Students attending school dances are expected to observe standards of acceptable conduct and dress and to remain in the designated area until the end of the dance. Parents or guardians are expected to pick up students within 10 minutes of the end of an evening/night dance. Students may not leave unless released to parent/guardian/adult.

Night: Students should follow the regular dress code. Students may be ineligible to participate in these activities depending on day-time school behavior or performance.

Dress Code: The standard of dress will be in effect at all school-sponsored activities. Dances, concerts, athletic events, and field trips are included. Students who violate the dress regulations will be

expected to change into appropriate apparel. Refusal to conform to the rule will result in disciplinary action.

Students are to observe the following guidelines regarding student attire:

- Clothing is to be clean and modest. Physical private areas and underwear are not to be seen at any time. Further guidelines include but are not limited to: No midriff showing, low-cut (modest neckline front and back required), tube, mesh, and sheer tops. Shorts and skirts must be no shorter than quarter thigh. Shorts or skirts worn with leggings (not tights) must be of modest length. Pants may not have holes that show skin in the area above quarter thigh. Tank tops need to fit underneath the armpits. Pajama type clothing is not appropriate.
- Shoes or appropriate footwear must be worn in school buildings unless otherwise indicated for specified events. Slippers are not appropriate; hard soles are required. For safety, students may not wear shoes with heels higher than 2 inches.
- Hats, hoods, or other head coverings are not allowed in the building except during after-school athletic events.
- Sun glasses may not be worn in the building.
- Physical education clothing must meet same guidelines as school dress code.
- Attire for athletic practices must be modest and meet dress code guidelines. Some shorts may be shorter than quarter thigh depending on the sport.
- Athletic uniforms or parts of uniforms may be worn on game days as long as they meet dress code requirements.
- Dress code restrictions may be waived for designated dress-up days.
- PLMS will err on the conservative side of dress code enforcement. PLMS administration and staff appreciates parent support with dress code violations.

Electronic Equipment and Communication Devices: Electronic devices including cell phones, IPODs, MP3 players, and others are not to be visible, turned on, or used in the instructional part of the building. This includes assemblies, the music room, and the gym during instructional time. For all offenses, the device will be confiscated until picked up by a parent/guardian. Electronic devices may be used in the morning, during lunch, and after school in the multipurpose room, in the gym, and outside. Specific areas may be designated as technology green zones with administrative approval. Cell phones and other electronic devices are not allowed in testing areas.

Other electronic equipment including video/digital cameras, computers, etc. must be registered with the office before being used on school property. If a student violates this rule, he/she will have the equipment confiscated. It will be stored in the office for a parent/guardian to pick up. Lost, stolen, or damaged equipment is not covered by school insurance. PLMS does not recommend bringing expensive equipment to school.

Energy Drinks: Energy drinks violate the McCall-Donnelly Wellness Policy and are not allowed.

Fall and Spring Night Activities: PLMS sponsors fall and spring night activities. These are provided for students in grades 6-8. If a student wants to bring a non-PLMS student to a night or afternoon

activity, permission must be obtained from the principal. Students are expected to stay in the building until released to a parent/guardian or other designated adult.

Field Trips and Athletic events: Transportation to and from school activities will utilize school district provided vehicles. Students may not go to activities apart from their teams or groups unless extenuating circumstances apply and prior written approval from the principal or athletic director has been obtained. Students may return from activities with their parents and other adults if appropriate forms have been completed.

Fines, Charges and Payment for Damages: Damage to books, school property, and to another person's property will be assessed and charged if necessary. If damage to the building occurs, the student will be required to pay for materials and labor. Report cards may be held until all fines and charges are paid. (Idaho Code 33-603)

Fire and Emergency Drills: Fire drills will be conducted by school officials and/or the fire department. Students are to exit the building quietly and quickly according to the plan in each classroom. These instructions will be posted near the door of each room. The teacher will go out with the class and take roll outside. Students are to remain outside the building until a signal is given to return to the building. Anyone found causing a "false alarm" will be disciplined and subject to legal prosecution. Other emergency drills will be scheduled throughout the year.

Hall Passes: All students are to stay in their assigned classroom. Students leaving a classroom during class time must have a hall pass and will only be allowed to leave for a valid reason. Students must report to class first, then obtain a hall pass prior to going to the office or counselor. Without a hall pass, students will be considered tardy or truant.

Illness/Injuries: Minor first aid treatment is available in the office. If a student feels ill, he/she should check with the teacher of the class at the beginning of the period and come to the office. A student may rest for one period, after that the student must return to class or make arrangements to go home. If the student feels ill enough to go home, he/she needs to call a parent from the office. Students presenting with a temperature of 100° or higher, will be sent home. Medication will be administered to students following MDS Policy 3415. Students may never leave the school without checking with the office first.

Library/Media Center: Services are available to all students and teachers. No material may be removed from the library without consent of the librarian. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Most reference books, magazines, and vertical file materials may be used in the library only. Your use of the library is encouraged, and your promptness and cooperation in the return of materials is essential to the effective use of the books and materials. Library privileges will be denied those students with overdue books. Students will be charged for missing and damaged books.

Lockers: Lockers are assigned at the beginning of the school year. Students shall occupy only the assigned locker. Lockers are to be kept neat and clean. Lockers are school property and may be inspected or searched at any time (MD Policy #3232). Students shall not place, keep, or maintain any article or material in or on a locker that may cause or tend to cause any type of disruptive activity. If students wish to hang pictures in their lockers, they must be appropriate in nature. Any sexually suggestive or drug related pictures, or advertisements for alcohol or tobacco are not allowed. If a

student has any of these in the locker, the student will be asked to remove them. This constitutes a warning. Continued violations will result in disciplinary consequences and/or loss of locker privileges. Your locker combination should be well guarded. The school cannot accept responsibility for protecting your property beyond assigning you a locker with a secret combination; therefore, it is against school rules to jam lockers. Misuse of lockers may result in loss of locker privileges. All problems with lockers should be reported to the school office immediately. P.E. lockers are available to store school clothes during Physical Education class or athletic practice.

Lost & Found: The lost and found clothing and other items (including textbooks and supplies) will be in the multi-purpose room or the hallway. If you find an article that you feel is lost, it should be turned in to the main office. Unclaimed items will be sent to charitable organizations at the end of each quarter. Students who habitually leave school or personal items unattended in hallways, gym, or the multi-purpose room for more than three times a quarter, will receive a detention for each offense subsequently.

Parent Phone Calls and Student Messages: Please call the office prior to 2:30pm if you need to have a message delivered to your students. We cannot guarantee delivery of later messages.

Restrooms: You may use the restrooms before and after school, between classes, at the beginning or end of lunch recess, or during class time only with teacher permission and a hall pass.

School Office Hours: The school office will be open from 7:30 a.m. to 3:45 p.m., Monday through Friday. Teachers will generally be available from 7:45 a.m. to 3:30 p.m. and by appointment.

Skateboards, Scooter, and Skate Shoes: At PLMS we recognize that many students use skateboards/scooters as transportation to and from school. Students will be allowed to store them in the office, but they may not ride/use them anywhere on campus during school and/or school activity hours. This includes afternoon, evening, and weekend school district sponsored activities. Any violations will result in the immediate confiscation of the skateboard/scooter for a minimum of 7 days. As part of our concern for student safety, parents are urged to review skateboard/scooter safety practices with their students, including use of helmets and pads. Skate shoes are not to worn on school property.

Snowballs/Ice Chunks/Water Devices: Throwing snowballs or ice chunks is dangerous and is not allowed on school property during or after school hours. Whitewashing and throwing others into the snow or water is also not acceptable. Snowballs, squirt guns and water devices are also not allowed.

Student Planners: Planners are issued to students at the beginning of each school year or when a student is enrolled. Students are required to use and keep planners as they are part of the advisory program and required for hall pass privileges. Lost planners may be replaced for \$5.00.

Student Valuables: Do not bring large amounts of money or valuables to school. Students, not the school, are responsible for personal property. If it is necessary to bring money (other than lunch money), or other valuables, leave it/them in the office for safekeeping.

Telephone: PLMS students may use the student phone free of charge with a 2 minute limit. This phone is located in the office. To avoid interruptions in instruction, parent calls to students should be for emergencies only. Generally, a message will be given to students regarding the call at the end of the day. During school hours, students must have a pass to use the phone in the office.

Visitors: Student visitors are not encouraged; administrative approval is required if special circumstances apply. Parents, guardians, and interested citizens are invited and always welcome at PLMS. All visitors are required to report to the office upon the arrival to register for a visitor badge to be worn during the day. Parents are encouraged to make an appointment to see a teacher, the principal, or to visit a class.

Weapons, Dangerous Instruments & Replicas: Students attending District schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity;
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity. A weapon is defined as anything that is used to cause pain or harm others.

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. Authorities will be involved in these instances. Refer to McCall-Donnelly School District Policy 3310 for further details.

Withdrawal from School: The procedure for withdrawal from school is as follows:

- Bring a note from your parents to the office before first period on your last day of school.
- Secure withdrawal forms from the office.
- Have the forms filled out by teachers, return all schoolbooks and property and make sure all fees are paid.
- Take completed forms to the office during the last period for final clearance.

STUDENT SERVICES

Guidance & Counseling: An active guidance and counseling program is an integral part of the overall education process in the McCall-Donnelly School District. The need for such a program stems from a belief in the value and uniqueness of the individual and an awareness of the rapidly changing environment in which we live. The counselor is involved with individual and small group counseling, problem solving lessons, and assists students in exploring careers and creating their high school plans.

It is best to make an appointment with the counselor, but in emergencies, students may ask their teacher for a pass to the counseling office. Students should always check with any teachers involved to make sure that the counselor's appointment will not interfere with work in class. If this is the case, reschedule the appointment. Students should always report to the scheduled class before going to see the counselor. Your teacher is responsible for knowing where you are at all times.

Parent Access: Parents may access student grades, attendance, and discipline referrals using PowerSchool. Please call the PLMS office to obtain instructions and your password.

Student/Teacher/Parent Conferences: Parents are notified of student progress through report cards and progress reports. They can also locate a current grade in any class by calling the school and talking

to the teacher. Parents are encouraged to call the school to make appointments with teachers, the principal, or the counselor if necessary. Teachers may also request conferences with parents in order to give or arrange individual help, or to clear up misunderstandings about classroom behavior or homework assignments. Student-led Conferences are held in the fall and spring.

After-School Tutoring: An After-School Tutoring Program is offered to students on a recommendation basis from teachers, coaches, the counselor, and/or the principal. Students who are assigned are recommended to attend unless parents contact the office or make other arrangements. Volunteers may attend if space allows.

STUDENT CODE OF CONDUCT

All of us at PLMS want students to have a successful school year. It is very important that students have opportunities to accept responsibility for their own conduct. It is also very important that PLMS be an orderly, safe, and pleasant place where everyone's right to an education is respected. The McCall-Donnelly Schools intend to maintain a safe, orderly, and productive environment in which students may learn, teachers may teach, and employees may work effectively. Actions of one student or a group of students will not be allowed to interfere with the rights of others to learn and/or work and participate at school and school activities.

Student Rights

Students have rights, as do all citizens, under the Constitution, as well as Idaho law and McCall-Donnelly School District policy. Their rights include:

1. The right to an education in a safe, clean environment where teachers are competent and well trained.
2. The right to full use of class time for receiving instruction and for learning.
3. The right to fair, consistent, and respectful treatment by staff members and other students.
4. The right to be free of fear and/or harassment.
5. The right to have personal belongings secure.
6. The right to be listened to, cared about, and counseled with understanding.
7. The right to a hearing before a penalty is imposed. When a student has been referred for an incident, that student should be afforded the opportunity to offer his/her version of the incident to school authorities.
8. Students shall be free from unreasonable searches or seizures. Lockers, backpacks, and other personal items are subject to inspection and search by school officials if reasonable suspicion exists.

Student Responsibilities

Students at Payette Lakes Middle School are expected to act in a respectful, responsible and safe manner at all times. These responsibilities include:

1. To be on time to school and to all classes throughout the day.
2. To be properly dressed for the school workplace in observance of the dress code.
3. To work hard and consistently in class and hand in school work on time.
4. To approach and complete all assigned work with honesty and integrity.
5. To respond positively to staff requests to follow the school's code of conduct
6. To keep the building and campus clean, neat, and free of litter.
7. To show respect for property, self, and others. This includes, but is not limited to:

- listening when teachers, staff, and other students are talking
- maintaining good conduct in the halls
- not pushing, shoving, running, yelling, or disturbing others
- not stealing, vandalizing or destroying school property and the property of others
- not engaging in inappropriate or excessive physical contact and public displays of affection
- not harassing (physically, visually, or verbally) any other person
- not participating in or encouraging other students' inappropriate behavior
- not interfering with the rights of others to learn and/or to work and participate at school and school activities.

Disciplinary Procedures

Disciplinary and corrective action will be handled and recorded using a system of teacher logs, citations, and disciplinary referrals as follows:

Level One Behaviors:

Level One Behaviors do not require administrator involvement, do not significantly violate the rights of others, and are not chronic. At this level, students and teachers work one-on-one to solve potential problems in the classroom or school-wide setting by trying different strategies. These strategies might include changing seats or informal conversations during or after class. A teacher might also call home to ask for support.

Level One Behaviors include but are not limited to:

- Unprepared for class – failure to complete assignments or bring materials to class
- Minor disruption/disorderly conduct (blurting, passing notes excessive talking)
- Refusal to follow class rules/reasonable directions
- Failure to use quiet/appropriate behavior
- Gum/food/drink violations
- Minor inappropriate language
- Inadvertent disrespect
- Dress Code violations
- Snow/Ice violations
- Unsafe behavior
- Play Fighting and/or aggressive play
- Name calling
- Leaving personal or school items unattended
- Tardies

Level One Procedures:

- Inform student of rule violated
- Describe the expected behavior
- Contact parent if necessary
- Debrief and re-teach classroom and/or school-wide expectation
- Record incident on classroom behavior log

Level Two Behaviors - Citations (“CODE YELLOW” or warning)

Level Two Citations are issued for minor behavior infractions and require administration involvement. Citations are issued, for the most part, if the behavior is chronic or violates the rights of others. Typically, a level two or “yellow” warning follows previously attempted level one redirections and indicates a pattern of level one behavior violations with increased severity or ill intention.

Level Two Behaviors include but are not limited to:

- Increased severity or frequency of Level One Behaviors

Level Two Procedures:

- Inform student of rule violated
- Student statement form (due process)
- Investigated by Administration
- Describe expected behavior/Inform student of rule violated
- Contact parent if necessary
- Debrief and reteach school-wide behavioral expectation
- Document incident and response

Level Two Possible Consequences:

- Verbal Correction
- Loss of Privileges
- Apology
- Reflection Form
- Time out/cool down in office
- Detention
- Change of Schedule
- Separation from peers
- School/campus cleaning duty
- Parent contact
- Restoration/Group Diversion
- Natural Consequence

Level Three Behaviors – (“CODE RED”) Discipline Referrals

Disciplinary referrals are issued for serious infractions and repeated and uncooperative behavior. Level Three Behaviors significantly violate the rights of others, put others at risk or harm, and/or are chronic or mean spirited Level Two Behaviors. Parents will be contacted by phone and possibly by written notification. A parent conference or a student conference may be scheduled to request input and discussion. Teachers/staff will contact parents before referrals are submitted to the principal if they occur in the classroom setting.

Level Three Behaviors include but are not limited to:

- Multiple Level 2 behavior infractions during semester (3 Yellows = 1 Red)
- Disrespect to staff, guest teachers, other students, or guests in our school
- Behaviors that are disrespectful Severe interruption of the learning process
- Comments or gestures that are offensive or in bad taste
- Chronic violation of school/classroom rules and procedures
- Chronic disregard of school wide rules and regulations

- Minor fighting
- Unkind treatment of other students

Level Three Behaviors “RED” Procedures:

- See Level 2 procedures
- Inform student of rule violated
- Mandatory Parental Contact
- Mandatory Removal from Class
- Due Process and Investigation
- Complete Office Discipline Referral form

Level Four Behaviors – Discipline Alerts

Some behaviors fall into the category of exceptional misconduct and require immediate and decisive corrective action. In the event of exceptional misconduct, school administrators may immediately remove the student from attendance through a short-term suspension and consider the imposition of additional suspension and/or expulsion. In all cases of exceptional misconduct, a written record will be maintained by the principal outlining the misconduct and the action taken. The Superintendent of schools will be notified of all Level 4 Behaviors and authorities may also be involved.

Level Four Behaviors include but are not limited to:

- Insubordination toward or noncompliance with a teacher’s directions
- Major fighting to include use of extreme physical force and sustained or potential injury
- Unauthorized entry, theft or vandalism of school buildings or the property of school employees, students or visitors
- Verbal, written, or physical abuse or harassment /bullying of other students, school employees or visitors
- Drug, alcohol, or tobacco use
- Bringing a weapon or an explosive device on school property
- Refusal of students to identify themselves to school personnel upon request
- Sexual harassment or discrimination
- Causing, attempting to cause, or threatening to cause physical injury to another person
- Disruptive conduct that is repeated and that makes it impossible for the normal conduct or activity of the school to continue unimpeded
- Willful and continued disregard of the reasonable directions and authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- Harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against the student for being a witness or both.

Level Four Procedures:

- Inform student of rule violated
- Describe expected behavior
- Complete Office Discipline Referral Form and attach any relevant documentation if possible
- May require immediate removal from class to office. Call office to alert; follow up with a written description of the event on the Office Discipline Referral form.
- Parent contact coordinated between principal and teacher

Level Three and Level Four Possible Consequences:

- Conference and review of rules
- Parent contact/meeting
- Multiple Detention
- Exclusion from extra-curricular activities,
- Exclusion from school activities and programs,
- School clean-up duties
- Removal from class(es)/student(s)
- Activity ineligibility
- Restitution/Diversion
- Community referral (law enforcement, counseling)
- Student court
- In-school suspension
- Out-of-school suspension
- Expulsion

Due Process

Students have a right to fair treatment and to be protected from arbitrary or unreasonable decisions. To this end, students must be informed of the consequences of actions, parents should be informed as early as possible when their student is in danger of the imposition of formal discipline, and students must be informed of their rights under these policies prior to the imposition of discipline. For more detailed information, refer to McCall-Donnelly School District Policy 3300.

Fighting

In the event ANY student is involved in physical fighting or extreme verbal abuse, that student will be immediately suspended (in-school or out-of-school). If it can be determined without a doubt, that a student was defending themselves in an appropriate manner, that student will not face consequence.

Definitions

Behavior Inactivity List: Any student who receives six or more total citations or two referrals per semester will be placed on the school inactivity list. Placement on the inactivity list prohibits students from participating in extracurricular activities, field trips, dances, and non-academic programs. The inactivity list is wiped clean at the beginning of a new semester or by principal determination. Academic programs include music festival and curriculum related trips. Students who want to participate in athletics will be put on behavior probation. Any additional referrals or citations during an athletic season will result in a minimum of one missed competition per referral/citation. Once a student is placed on probation as a result of referrals/citations, he/she will remain on probation for the remainder of the athletic season.

Detention: Detention may be held before school, during lunch recess, and after school. The amount of time to be served will be determined at the time detention is assigned. Students are not allowed to work on homework during detention but may be required to do some form of work for detention to be completed.

Expulsion: Exclusion from school for the remainder of the school year or beyond. An expulsion must be imposed by the Board of Trustees on recommendation of the superintendent, who may suspend or continue the suspension of the student for a period of time until the Board acts. Students expelled forfeit all rights to attend and participate in programs and activities of the schools during the period of expulsion. Notification of expulsion of any school age student will be made to the appropriate local and state agencies.

In-school suspension: An in-school setting held during the regular school day where the student attends school and is isolated from peers. Students are allowed to complete assignments; however, teacher support is limited. Students are not allowed to participate in any athletic practice or contest, or any co-curricular practice, rehearsal or performance, or attend any after school event on school district property the day of an in-school suspension.

Out-of-school suspension: Exclusion from school, classes and/or activities for a specific period of time, after which the student has the right to return which may be imposed by the school principal or designee. Short- term suspensions are those for a period of five consecutive school days or less. Long-term suspensions are those for a period of more than five consecutive school days. Parent conferences are required for out-of-school suspensions. Students who are suspended from school will be afforded due process. Parents will be notified of suspension by phone and/or mail. Any student who is suspended is not allowed any school activity privileges and is not to be on the school grounds during the period of suspension or at any school activities at the middle school, McCall-Donnelly High School, Barbara Morgan Elementary School, or Donnelly Elementary School complexes. This includes evening events. Students will be allowed to make up any assignments missed during suspension on an assigned time schedule from classroom teachers.

Saturday School: A one-half to full day assigned time held on Saturdays. Saturday school is scheduled as needed for students to serve extended detention or suspension hours.

Suspension Appeals: All suspensions may be appealed to the building principal. Parent/Guardians are welcome to conference with the principal or designee regarding any assigned discipline.

Year End Referrals: Any student receiving a referral the final 3 weeks of school will be required to stay home during the last week of school in addition to the disciplinary action administered at the time of the referral. Missed days will begin with the final day of school and move backwards depending on the number and types of referrals.

Drug, Alcohol and Tobacco Use: Students attending school in the McCall-Donnelly School District will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. (MDS Policy 3315)

Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or the superintendent. The principal and/or the superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate by the superintendent, he/she may request that the Board expel a student who has violated this policy for a second or third offense.

Drug/Alcohol, and Tobacco Assessment/Treatment: The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and/or tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and/or tobacco abuse. Idaho Code 39-5703. It shall be unlawful for a minor to possess, receive, purchase, sell, distribute, use or consume tobacco products or electronic cigarettes or to attempt any of the foregoing.

Idaho Code 23-612 states: Every person who possesses or consumes any beer, wine or other alcoholic beverage while present at any public school function on the property of a school district is guilty of a misdemeanor. Persons under twenty-one (21) years of age who are found to be in violation of the provisions of this section because of their age shall be punished according to section [18-1502](#), Idaho Code.

HARASSMENT POLICY

It is the policy of the McCall-Donnelly School District to maintain a safe 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. (MDS Policy 3320)

Definition of Harassment: “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 that the action 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; or
 - 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 land line, 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.

The discipline rules related to harassment, intimidation, and bullying apply when a student is:

1. On school grounds before, during, or after school hours; or at any other time when the school is being used by a school group;
2. Off school grounds at any school activity, function or event; or
3. Traveling to or from school or a school activity, function, or event.

School employees will also be held accountable for harassing, intimidating, or bullying behavior directed toward staff members, volunteers, parents/guardians, or students.

Prohibited Behavior includes physical abuse, verbal and non-verbal abuse, psychological abuse, cyber bullying; conduct based on a student’s actual or perceived race, color, national origin, sex,

gender identity or expressions, sexual orientation, physical or mental disability, religion, physical appearance and characteristic, or socio-economic status; conspiring with another individual to commit any act of harassment, intimidation, or bullying, and retaliatory actions against another for reporting an act of harassment, intimidation, or bullying.

Reporting of Harassment: District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, or bullying they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Investigation: The school principal or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee shall take appropriate disciplinary action, up to and including suspension and/or expulsion.

Referral to Law Enforcement: The school principal will refer allegations of harassment, intimidation, or bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct in violation of Idaho Code Section 18-917A. If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action ranging from written notification, up to and including expulsion, will be taken against the offender.

Sexual Harassment: It is a policy of the McCall-Donnelly School District (Policy 3322) to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. Sexual harassment will not be tolerated and students may contact any teacher, counselor or administrator to report such violations. The definition of sexual harassment is not necessarily limited to unwanted verbal or physical sexual behavior of staff toward student, student toward staff, or student toward student. If the action by one person makes someone else feel uncomfortable, it may be considered harassment.

Academic Honesty Policy

The following are violations of the Academic Honesty Policy:

- Claiming credit for work that is not your own (Plagiarism). Examples: copying someone else's homework, assignments, test answers or downloading work from the Internet.
- Allowing others to claim credit for your work.
- Submitting work substantially done by someone else (parent, tutor, sibling, etc.).
- Using, or having in view, notes or other unauthorized material, including technology, during a test or other assessment. Unauthorized communication during a test or other assessment.
- Submission of work for one class that has already been accepted for credit in another class or school, without prior authorization.
- Forgery. Example: signing a document intended for signature by your parents.

Students who violate the Academic Honesty Policy will be subject to the following consequences:

First Incident

- Student may receive (teacher discretion) a reduced grade on the assignment.
- Student may be asked to redo the assignment.
- Teacher will notify parent.

Additional incidents: In addition to the above, may include: Detention, exclusion from class, reduced grade in the course, parent conference, re-completion of assignment, school service, and disciplinary consequences.

CURRICULUM & PROGRAMS

Class Schedule Changes: Changes may be made in electives during the first week of class. However, changes may or may not be approved based on the existing schedule and class overload. Changes require parent, counselor, and principal approval. Changes later in the year will be considered, but not encouraged.

Grading Policy: Report cards are issued to students every nine weeks and reflect quarter grades for each course. Semester report cards include final grades. The standard A, B, C, D, F, Pass, Inc. scale is used with 90% and above an A, 80% to 89% a B, etc. *PLMS has a Common Grading Policy which can be accessed on the school website.*

Honor Roll: Honor is calculated using semester grades. Students with a GPA of 3.5 to 3.99 qualify for Honor Roll. Students with a GPA of 4.0 qualify for High Honor Roll. Some courses and grades are not included.

Incompletes: A student will have up to 10 days after the end of the grading period to make up an incomplete grade. Additional time may be granted by the individual teacher if justified by extreme illness or other hardship.

Late Work: Payette Lakes Middle School has a Common Grading Policy. Please check the website for specific information.

Make Up Work: When a student is absent from school, it is his/her responsibility to see that the work missed is made up. Since there are no vacant periods during the day to do this, students must work out a plan with their teachers. Students may need to meet with teachers before school, during lunch, or after school. Students need to make sure they meet any of your obligations after arrangements have been made with teachers. For emergency or unexpected absences of one or two days, please pick up assignments upon returning to school. For longer absences (3 days or more), please make arrangements to receive assignments missed by contacting the school

Physical Education: All students in grades 6-8 are recommended to participate in physical education. If any limitations are to be placed on participation in physical education, a written statement must be presented which clearly sets forth the limitations and is signed by the family doctor. If you are unable to participate in physical education class for a short period of time (1-3 days), a note from your parents

must be presented to the P.E. teacher. A note from your family doctor must be presented to be excused from class for absences of more than three days.

Progress Reports: Progress reports are mailed out to parents/guardians mid-quarter if your grade(s) are below average or show significant change. They can also be sent to note outstanding achievement. A poor progress report is beneficial to alert you of academic trouble in time to address the problem before report cards come out.

PROMOTION REQUIREMENTS

Core Subject Requirements: (1 credit is equal to 1 semester of course work with a passing grade.)

	6th Grade	7th Grade	8th Grade
English Language Arts	4 credits	4 credits	2 credits
Mathematics	2 credits	2 credits	2 credits
Science			
General Science	2 credits		
Life Science		2 credits	
Earth Science			2 credits
Social Studies	1 credit	1 credit	1 credit
Health			1 credit
Advisory	1 credit	1 credit	1 credit

Other Subject Requirements (1 credit total)

Physical Education	1 credit	1 credit	1 credit
Computers		1 credit	1 credit
6 th Grade:	1 credit		
Art, Computers, Health, Math Support, Reading Support			
Music: Band and Choir	1 credit		

Electives		2 credits	3 credits
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Totals	13 credits	14 credits	14 credits
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***Promotion for all grades includes meeting attendance standards. In all cases, students will be required to complete credit requirements to be eligible for promotion. Credits can be recovered through online courses, independent study, or summer school.**

Promotion from the 6th grade to the 7th grade: students must pass (D or better) all core courses and receive no more than one failing semester grade (per year) in an elective.

Promotion from the 7th grade to the 8th grade: students must pass (D or better) all core courses and receive no more than one failing semester grade (per year) in an elective. If a student fails 3 semesters of courses he/she may repeat those courses in place of the electives in the 8th grade. If a student fails more than 3 semesters of courses, he/she will not be recommended for promotion to the 8th grade.

Promotion from the 8th grade to the 9th grade: students must pass (D or better) all core courses, receive no more than one failing semester grade (per year) in an elective, and have met all previous promotion requirements.

Students who fail any classes will not be eligible to enroll in office, library, and teacher assistant positions the following semester or year unless approved by the principal. **Updated May 2017**

McCall-Donnelly School District #421 Activities Policy INTERSCHOLASTIC ATHLETICS

There are many athletic opportunities for 7th and 8th graders at PLMS. 6th graders may participate in cross-country. A physical form, and proof of insurance form must be on file in the office prior to participation. Other requirements apply and a packet of information may be picked up at the office. Students are responsible for completing the required forms prior to participation in each activity. Available programs include football, cross country, volleyball, basketball, wrestling, track, and cheerleading. The McCall-Donnelly Activities Policy follows. Please review it carefully. Parent and student signatures for the handbook will also indicate agreement with the activities policy.

Payette Lakes Middle School Academic Probation: Grades will be checked before practice begins for each sports season or when a student joins a team. Each week grades will be submitted to the athletic director for review. If a student is academically ineligible, probation will be effective immediately. Fourth quarter grades from the previous year will be used for initial grade checks for fall sports. This includes 6th graders moving to 7th grade. Middle school students who are on academic probation will be required to attend assigned tutorials. During the first week of probation, he/she will be required to practice and compete in games and performances on non-tutorial days. There will be no exceptions. If, after the first week and second grade check, the athlete's grades are still not passing, he/she will be removed from probation and be subject to the "beyond the second two-week-no pass period procedures.

Beyond the Second Two-week No-pass Period

If the athlete has not raised his/her grade within the required time (one week for middle school), he/she will not be allowed to compete in games, but will still be required to practice. Tutorial is required. There will be **no exceptions**. At the middle school level, students will be allowed to participate in competitions when their grades are acceptable. This will be verified by the principal or athletic director.

Activity Season

The I.H.S.S.A. rules and regulations apply to each student during the defined activity season, which begins with the first practice and concludes with the last game/contest, including State Tournaments.

Attendance

If a student misses more than the first sixty minutes of the school day, he/she cannot attend practice. If the parent does not call the office or write an excuse, the absence will be considered unexcused. Student athletes are required to be in attendance the entire day on game or performance days.

Medical appointments, family emergencies or special circumstances will require approval of the Athletic Director or the Principal in order to practice or participate in a game.

A student suspended from school may not participate during the time of suspension.

Practices, Contests, and Performances

A participant is expected to attend all school practices, team meetings, contests, and performances. If a participant finds it necessary to miss a practice, meeting, contest, or performance, he/she must make prior arrangements with the coach/advisor.

A participant shall not quit one activity and be eligible for another activity in the same season without the consent of the coach/advisor, for each activity as well as that of the Principal/Designee. Further, the student changing activities must be in compliance with the I.H.S.S.A. rules and regulations.

A participant is required to be neat, clean, and well-groomed in a manner that does not cause disruption of the educational process, damage school property, or present health or safety problems.

Equipment

School owned equipment and uniforms, which are checked out to a participant in any activity, are the responsibility of that participant. Loss or misuse of equipment or uniforms shall be the financial responsibility of the participant to whom they were issued. Material assigned to one participant may not be used by any other participant.

Transportation

A participant shall travel to and from an activity in the School District vehicle when provided by the School District unless written permission from the principal or athletic director has been received in advance. A participant may be released to a parent/guardian of another student if there is a written request by the parent/guardian/custodian. Such release does not include riding home with other students. No student may be released to ride home with another student or with anyone under the age of 21. Forms are available in the office and on the school website.

Discipline Procedures

If a student does not comply with the Extra-Curricular Activities Code of the McCall-Donnelly School District, the Students' Responsibilities and Rights (Policy 3500), and the I.H.S.S.A. rules and regulations, he/she shall be subject to discipline. If a student is to be removed from a practice or an interscholastic activity in excess of five consecutive school days, the advisor/coach imposing such discipline and the Principal/Designee shall informally review the proposed discipline prior to its imposition.

Ejection Policy

A player, coach or bench member of a team, who is ejected from a contest due to fighting, violent conduct, abusive, vulgar, or profane language, shall be suspended for the remainder of the contest/game/match/meet, and shall be suspended for the next regularly scheduled event at that level of

competition. A second violation shall result in suspension for the next two regularly scheduled contests. A third violation shall result in suspension for the remainder of that season. This penalty is carried over to the next sport the following year. In the case of a senior student, the penalty will carry over to the next I.H.S.S.A. sponsored event (I.H.S.S.A. Rule 4-3).

Vulgarity and Misconduct

Participants shall not swear or use obscene or vulgar language. If a participant engages in conduct detrimental to the activity, group, or school, he/she is subject to discipline. Participants should be positive and respectful towards all those with whom they associate.

Alcohol, Drugs, and Tobacco

It is the policy of McCall-Donnelly School District to prevent and prohibit the possession, use, sale, distribution, and/or intent of distribution of any illegal drug substance or controlled mood altering chemical (alcohol, tobacco, etc.), medication, look-alike drug or abused chemical by a student. In addition, we strongly discourage any student from attending a gathering where there are any illegal substances or activities.

The above rules and regulations become effective once a student signs a McCall-Donnelly activities code, and shall apply to this student throughout his/her years of enrollment at McCall-Donnelly High School. **Violations are cumulative for one year, after which time, if the student has not committed another offense he/she begins again at step one.**

First Offense

The student shall be suspended from competition for one contest in football, cross country, track, and golf, and two contests in all other sports. Wrestling will not be required to miss more than one tournament. The suspended student shall be required to attend all practices and games but will not be allowed to suit down for games/contests. Participation in overnight trips will be at the coach's discretion. Reinstatement is contingent on meeting all the following criteria:

1. The student, parent/guardian/custodian, coach/advisor, principal and athletic director will meet prior to the student's return to the activity.
2. The student will be required to have a drug and alcohol assessment within the initial 14-day period. The family will be responsible for arranging and paying for this test with a qualified drug analysis specialist. The student must comply with the recommendation of the initial assessment. Results will be shared with the principal, and remain confidential.
3. Random drug testing may be required if the assessment warrants the continued monitoring of the students. The district may pay for the costs of this test.
4. 10 hours of community service must be performed within 30 days. Community service will be assigned by the athletic director. If the community service is **not** completed within 30 days, the student will not compete further until the community service is completed.

The student shall continue to meet with the committee and take random drug tests. Imposition of these penalties shall occur when the administrator, coach, and student officially meet to discuss the offense. Suspension days are served only during the competitive season and will carry over to the next school year for underclassmen not involved in another sport of the present school year. If a senior cannot fulfill his/her suspension days before graduation, he/she shall not attend the senior trip.

A student involved in the performing arts will not be allowed to go out for the next performance.

Second Offense

The student, parent/guardian/custodian, coach/advisor, principal and activities director shall meet prior to the student's return to the activity. Penalties double, including missed contests and community service. Time for completion of community service remains at 30 days.

1. The student will be required to have a drug and alcohol assessment within the initial 14-day period.
2. The family will be responsible for arranging and paying for this test with a qualified drug analysis specialist. The student must comply with the recommendation of the initial assessment. Results will be shared with the principal, and remain confidential.
3. Random drug testing may be required if the assessment warrants the continued monitoring of the student. The district may pay for the costs of this test.
4. The student will be required to attend all practices and games. Participation in overnight trips is, as above, at the discretion of the coach.

Third Offense

Penalties for the third offense will be the same as for the second offense.

The Athletic Review Board Appeals Process:

There shall be seven voting members. Six of the members shall be appointed at the beginning of the school year, and shall consist of the following:

1. High school/middle school principal as Board Chairman
2. Two students to be appointed by the Student Council
3. Two staff members appointed by the athletic director or principal, one to be a coach not involved with the athlete in question
4. One adult patron from the community (initially a pool of five patrons shall be appointed by the director to attend scheduled meetings)
5. The student appealing may ask for the appointment of one staff member of his/her choice as the seventh voting member.

No suspensions will be carried over from the middle school to high school.

The rules and regulations become effective once a student first signs a Payette Lakes Middle School activities code and shall apply to this student throughout his/her years of enrollment at the middle school. Violations are cumulative from the first day of the activity throughout his/her career at Payette Lakes Middle School. Violations are not transferred to the high school.

District Regulations: Students who participate in activity programs in the McCall-Donnelly School District shall be governed by the rules and regulations of the Idaho High School Activity Association, McCall-Donnelly School District's Responsibilities and Rights, and rules specific to each individual sport/activity. Copies of policies are available by request and must be signed by the student and parent/guardian prior to participation.

Regulations for School Transportation and Annual Notification of Rights can be located on the district webpage.

Signature page at the end of handbook.

MIDDLE SCHOOL RULES AND BEHAVIORAL EXPECTATIONS FOR COMMON AREAS MATRIX

Common Area	Be Safe	Be Responsible	Be Respectful
Cafeteria	Walk at all times Eat your own food only. Choose a seat and stay there. Pushing & shoving aren't okay. Food should not be thrown. 6 th –Line up before going outside	Wait in line patiently. Food and drink stays in the cafeteria. Clean trays and stack correctly. Put garbage in appropriate containers. Leave your area clean. Eat all food before getting seconds.	Use good manners: say please/thank you, excuse me. Use positive talk (appropriate), and inside voices. No cutting in line or taking food from others without permission.
Gym	Sit properly in bleachers. Use equipment properly. No food or drink except for water.	Show good sportsmanship. Put equipment away in designated areas. Use inside shoes.	Show good sportsmanship. Be a team player. Encourage others.
Assemblies/ Special Events	Play safely. Sit quietly and stay seated. Wait for dismissal. Food or drink not allowed. Teachers sit with students.	Focus on presentation. Leave inappropriate items in lockers. Leave only when dismissed.	Listen responsibly. Applaud appropriately.
Media Center	Keep hands and feet to self. Sit properly in chairs/couches. Food or drink only with permission.	Return materials to proper places on time.	Use kind words and actions. Respect property – yours and others. Use quiet voices.
Hallways	Walk at all times. Keep hands and feet to self. Stay to the right if possible. Congregating, jumping & kicking lockers isn't acceptable.	Pick up any papers or trash. Use drinking fountains appropriately. Jamming lockers isn't allowed Use inside voices. Keep hallways clean.	Use kind words and actions. Respect property – yours and others.

Common Area	Be Safe	Be Responsible	Be Respectful
Office Area	Keep hands and feet to self. Stay out of teacher areas. Stay in front of the counter.	State your purpose politely. Obtain permission to use the phone. Use the office for business purposes. Use student phone responsibly.	Use kind words and actions. Use quiet voices. Be expedient.
Bathrooms	Keep water in the sink. Wash hands. Put towels in garbage. Don't kick stall doors.	Flush toilets. Wash hands. Inform adults of any vandalism.	Give others privacy. Respect property- yours and others. Leave when you're finished.
Bus Area	Stay behind designated line area. After leaving buses, come directly into the building. Don't walk toward moving buses.	Wait in line patiently. Pick up litter.	Use kind words and actions. Keep hands and feet to yourself.
Bicycles/Walkers	Walk and ride safely. Walk bicycles until you leave the parking areas. Ride skateboards off school property.	Touch own property only. Pick up litter.	Use kind words and actions. Respect property – yours and others.
Parking Area	Wait on the sidewalk for ride. Come directly into the building after being dropped off.	Don't run/walk in front of moving cars. Make arrangements to leave when school or activity is over.	No yelling. Respect property – yours and others.

Common Area	Be Safe	Be Responsible	Be Respectful
6th Playground	<p>Throw safely. Keep hands, feet, objects to self. Play safely around swings. Tackling and hitting aren't okay. Rocks are off limits. Flips and jumps are not okay.</p>	<p>Put all equipment away. Use swings appropriately. Stay off the handrail. Report serious problems. Help others in need. Line up in an orderly way.</p>	<p>Use kind words and calm voices. Respect other people. Obey rules. Be courteous and polite. Take turns. Leave plants/trees alone.</p>
7th/8th Playground	<p>Sports balls should not be thrown at people. "King of the Rock " is not okay. Don't jump on or tackle others. Don't climb poles. Don't throw rocks or hit others with sticks. Flips and jumps are not okay.</p>	<p>Make sure all equipment is in. Don't break branches off trees. Stay off the football/soccer field Stay off the fence. Stay in boundaries.</p>	<p>Don't disturb others' games. Don't take others' equipment. Take turns. Be considerate of others. Use kind words – no swearing.</p>
AM Multipurpose Room	<p>Running is not safe. Shoving is not safe. Keep food under control. Balls – no throwing while others are eating. Congregating by the hallway doors/restrooms is not safe.</p>	<p>Clean up your mess. Talk – don't shout! Keep hands, feet, and objects to self. Help others.</p>	<p>Food is for eating not playing. Don't touch other people's things/food. Stack trays neatly and by color. Keep hands and feet to yourself.</p>

Parent/Student Signature Page

I have read the 2018-2019 Payette Lakes Middle School Student Handbook and McCall-Donnelly Schools Activities Policy. I understand the rules and procedures. I also understand that changes may occur during the school year as a result of Board Policy.

Grade _____ Advisory Teacher _____

Student's Name _____
(Please print)

Student's Signature _____ Date _____

Parent's Name _____

(Please print)

Parent's Signature _____ Date _____

Please read the Payette Lakes Middle School Student Handbook. Sign this form and the provided form. Return the provided form to the office or your advisory teacher no later than Friday, September 14, 2017.