

# **HACKER MIDDLE SCHOOL** **STUDENT HANDBOOK**

**2017 - 2018**



---

550 East Jackson Street  
Mountain Home, ID 83647  
(208)587-2500  
(208)587-2564 (fax)

## **Educational Success for Every Student, Every Day**

Hacker Middle School, with the cooperation of students, parents, and the community, will offer a quality education. Caring, quality teachers will instill a thirst for knowledge and will challenge each student's potential to the highest level. We will offer a curriculum that is challenging and diversified in which students are eager to learn because it is relevant to their future. Our students will have the skills and knowledge to become responsible, contributing members of society.

## Table of Contents

Academics	Pg. 3 - 5
Attendance	Pg. 3
Behavior Expectations	Pg. 13
Bell Schedule	Pg. 1
Cell phones, electronic devices, & computers	Pg. 6 - 8
District Calendar	Pg. 1
General Information	Pg. 11 - 13
Staff Directory	Pg. 2
Student Behavior & Discipline	Pg. 5 - 6
Student Health	Pg. 9 - 10
Student Management Plan	Pg. 14 - 15
Student Safety	Pg. 8 - 9
Student Transportation	Pg. 10

## District Calendar

### August

15<sup>th</sup> – 1<sup>st</sup> Day of School

### September

4<sup>th</sup> – Labor Day (No School)

### October

6<sup>th</sup> – PD Day (No School)

13<sup>th</sup> – End of the 1<sup>st</sup> Quarter

19<sup>th</sup> – P/T Conferences (1:30 dismissal)

20<sup>th</sup> – No School

### November

20<sup>th</sup> – 24<sup>th</sup> – Thanksgiving Break (No School)

27<sup>th</sup> – School Resumes

### December

21<sup>st</sup> – End of 1<sup>st</sup> Semester

22<sup>nd</sup> – 31<sup>th</sup> – Christmas Break (No School)

### January

1<sup>st</sup> – 7<sup>th</sup> Christmas Break (No School)

8<sup>th</sup> – PD Day (No School)

9<sup>th</sup> – School Resumes

15<sup>th</sup> – MLK Day (No School)

### February

2<sup>nd</sup> – PD Day (No School)

15<sup>th</sup> – P/T Conferences (1:30 dismissal)

16<sup>th</sup> – No School

19<sup>th</sup> – President’s Day (No School)

### March

12<sup>th</sup> – End of 3<sup>rd</sup> Quarter

23<sup>rd</sup> – PD Day (No School)

26<sup>th</sup> – 30<sup>th</sup> – Spring Break (No School)

### April

2<sup>nd</sup> – School Resumes

### May

23<sup>rd</sup> – End of 2<sup>nd</sup> Semester

Last Day School

## Bell Schedule

### 5<sup>th</sup> Grade

7:30 – 8:05a.m. – Breakfast (*optional*)

8:05a.m. – First Bell

8:07a.m. – Tardy Bell

9:45 – 10:00a.m. – Recess

12:20 – 12:50p.m. – Lunch

3:05p.m. – Release Bell

### 6<sup>th</sup> Grade

7:30 – 8:05a.m. – Breakfast (*optional*)

8:05a.m. – First Bell

8:07a.m. – Tardy Bell

11:20 – 11:50p.m. - Lunch

1:23p.m. – 1:38p.m. - Recess

3:05p.m. – Release Bell

Positive

Organized

Willing

Engaged

Respectful

## **STAFF DIRECTORY**

### **5<sup>th</sup> Grade**

Mrs. K. Bearden  
Mrs. A. Fairbank  
Mrs. A. Herrboldt  
Mrs. A. Manantan  
Mrs. J. Ogaard  
Ms. R. Rose  
Mrs. C. Viall  
Mr. K. Wallaert  
Mr. B. Young  
Mr. T. Zamora

### **6<sup>th</sup> Grade**

Mrs. S. Airhart  
Mr. C. Duncan  
Mrs. S. Hankins  
Mrs. K. Holland  
Mr. N. McCombs  
Mrs. J. Muilenburg  
Ms. L. Rogers  
Mrs. M. Sheridan  
Mrs. E. Smith  
Ms. K. Wilcox

### **English Language Learners (ELL)**

Mrs. A. Cotton  
Mrs. W. Jimenez

### **Gifted & Talented**

Mr. D. Holland

### **Library**

Ms. T. Manduca

### **Media Lab**

Mrs. S. Connolly

### **Music**

Mrs. R. Milligan

### **Physical Education**

Mr. E. Vogt

### **Special Education**

Mrs. C. Bonorato  
Mrs. A. Hall  
Mrs. J. Jackson  
Mrs. B. Mays  
Mrs. B. Rairigh  
Mrs. S. Stenlund  
Mrs. U. Yulis

### **Title One**

Ms. C. Briggs  
Ms. L. LaFrenier  
Mrs. J. Vick

### **Behavior Support**

Ms. J. Dodge  
Mrs. B. Robinson  
Mrs. S. Schaufele

### **Home School Liaison**

Mrs. Y. Martinez

### **Occupational Therapist**

Mrs. H. Wilder

### **School Psychologist**

Dr. D. Day

### **School Resource Officer**

Officer K. Holloway

### **Speech**

Ms. K. Kuiper  
Ms. P. Wade  
Mrs. L. Willoughby

### **Custodians**

Ms. G. Ruiz De Arevalo  
Mr. D. Wilson

### **Kitchen Staff**

Ms. S. McCray  
Ms. D. Stirewalt  
Ms. T. Scheff  
Ms. W. Wilson

### **Office Staff**

Mrs. L. Ireland  
Mrs. N. Merryman

### **Administration**

Mrs. L. Smith  
Mrs. R. Schipani

*For the complete District Procedure, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Inclement Weather – Bus or Private Vehicle".*

### **ATTENDANCE**

Hacker Middle School firmly believes it is necessary for students to be in regular school attendance in order to receive consistent and meaningful learning opportunities designed to maximize their academic growth and develop the essential skills to enable them to succeed in life. To help meet this goal, it is important students realize the importance and necessity of consistent attendance.

Per Mountain Home School District policy, any student who is not in school 90% of the days school is in session may be denied promotion subject to the District's promotion policy(ies). Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion is being considered. Any student who is absent for ten (10) days or more without a doctor's note or who are considered to be home/hospital bound will be unenrolled from school. It is the parent/guardian's responsibility to contact the school as soon as possible to notify the school of their child's lengthy absence and to make arrangements to continue the child's education. To excuse your student's absence, oral or written communication from the student's parent/guardian or physician must be received within 48-hours of the last day of the absence.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Absence for Ten or More Days – All Grades".*

### **Tardies**

A tardy is assessed to a student in grades K-12 when the student is not in the assigned classroom when the tardy bell rings.

Students who are habitually tardy will be referred to the office for disciplinary action. Hacker staff has developed a clearly defined process regarding tardies.

- 6 tardies will result in a written warning.
- 7 tardies will result in one day of lunch detention.
- 8 tardies will result in one day of recess and lunch detention.
- 9 tardies will result in two days of recess and lunch detention.
- 10 or any subsequent tardies will result in ISS and/or an attendance contract.

The tardy policy starts over each quarter.

Students who are tardy due to late buses will be marked as an excused tardy (no absences). If students are marked excused tardy due to late buses, then those students who arrive by private vehicle late will also be given an excused tardy (no absence).

### **Truancy**

If the student does not meet the ninety (90%) attendance requirements and one-half ( $\frac{1}{2}$ ) or more of all such absences are unexcused, (s)he is a habitual truant. Students are truant if their absence from school is unexcused. Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian, and/or school approved activity absences. A student who is habitually truant will be referred to the Board of Trustees for possible expulsion and the prosecuting attorney notified pursuant to Idaho Code Section 33-206.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Attendance, Absence & Truancy".*

### **Transferring Students**

Students who are leaving Hacker Middle School should notify the office a minimum of one week prior to their last day. At that time, the student will receive a clearance slip. After checkout has been completed, the parent/guardian will need to report to the office to receive a copy of the clearance slip and any other needed documents.

### **ACADEMICS**

#### **School Supplies**

Students will be provided the necessary school supplies to be successful in completing assignments. It is the student's responsibility to take care of the supplies they are issued. Students who waste, lose, and / or destroy school issued supplies will be responsible for their replacement.

#### **Books**

Students will be issued textbooks to aid in their education. The responsibility for the care and maintenance of these textbook is the student's. If textbooks are lost or damaged during the year, the student is responsible and will pay for the cost of the replacement or repair.

#### **Homework**

Hacker Middle School Staff and Administration recognize the need for a homework policy because of parent concern and teacher diversity on the subject. It is our goal to make homework a meaningful educational tool that will encourage self-discipline, independence, responsible behavior, time management, good work habits and will supplement and reinforce school learning.

As a rule, we expect students to make every effort to turn in quality work on time. If issues arise preventing this, late work will be accepted at the teacher's discretion, however, the grade will be deducted.

- 5<sup>th</sup> Graders will be deducted 15% for the entire year.

*Positive*

*Organized*

*Willing*

*Engaged*

*Respectful*

- 6<sup>th</sup> Graders will be deducted 20% for the entire year.

Requests of homework for extended or pre-planned absences need to be made a minimum of 24 hours in advance of requested pick up.

### **Title One Program**

The Mountain Home School District Title I program provides academic support to students who would benefit from supplemental assistance in meeting the state reading and/or math performance standards that are expected of all students. HMS believes all students can achieve academic success and grow to be productive citizens. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Title I Program".*

### **Home - School Partnership**

Partnerships with parents and the community will assist our school in achieving student success. An effective school is a result of families and the school working together to promote high student achievement.

In pursuit of student success -

The staff at Hacker Middle School pledges to:

- Empower students to achieve a quality education by setting high expectations in a nurturing, positive, and inviting atmosphere.
- Provide high-quality instruction and a rigorous curriculum aligned to state standards.
- Communicate regularly with families about student progress.
- Respect the school, students, staff and families.

Students are expected to:

- Attend school on time every day.
- Come to school ready to learn and work hard with all necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Study and read every day after school.
- Respect the school, classmates, staff and families.

Families are asked to:

- Ensure their student attends school every day, on time and gets adequate sleep, regular medical attention, proper nutrition and hygiene.
- Provide a quiet time and place for homework.
- Encourage their student to read every day for at least 20 minutes.
- Regularly check their student's backpack and monitor their progress in school.
- Communicate the importance of education and learning to their student.
- Communicate with the teacher or school when there is a concern.
- Respect the school, staff, students, and families.

### **State Assessments**

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Mountain Home School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments.

### **Promotion / Retention**

The decision to promote a student is based on the student's academic achievement commensurate with his/her abilities. Documentation of the student's academic achievement must demonstrate the mastery of academic achievement standards for that student's grade level. A student who fails to demonstrate academic achievement commensurate with his/her ability will be recommended for retention. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Promotions Grade Kindergarten – Eight".*

### **Parent Portal**

A Parent Portal account is required and completes the registration process. It offers parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

Registering for Parent Portal is required. Access ID's, passwords, and directions on how to create an account must be picked up at the school office, and will only be provided with proper ID.

### **Plagiarism**

Plagiarism Definition (Webster's New College Dictionary) – Plagiarism is the act of copying or stealing someone else's work or ideas and passing them off as your own work. Examples of plagiarism: copying a paper from the internet and putting your name on it, buying a term / essay paper from someone else and using it as your own, and / or paraphrasing materials without correctly attributing the source or research text.

- 1<sup>st</sup> offense: Reprimanding the student verbally and reminding them what plagiarism is and requiring the work to be redone. Parents will be notified by teacher.
- 2<sup>nd</sup> offense: The student will receive a zero and parents will be notified by administration.

## **STUDENT BEHAVIOR & DISCIPLINE**

It is the belief of Hacker Middle School that all students have the ability to behave appropriately and will be expected to adhere to all school expectations. Behavior expectations are based on the five core HMS values:

**Positive  
Organized  
Willing  
Engaged  
Respectful**

We believe that effective discipline is a cooperative effort between the home and school. Efforts will be made to inform parents and make them a part of the behavior plan. Should a student choose to demonstrate inappropriate / unacceptable behaviors they will be held responsible for their actions. As educators, we have a contractual obligation to teach as directed by our Board of Trustees and will not tolerate any student interfering with our right to teach and/or another student's right to learn. **Ultimately, the parent is responsible for their child's behavior at school and in the community.**

*See chart on page 13 of this agenda for more information about HMS Behavior Expectations.*

### **Consequences for Inappropriate Behavior**

Administrators determine specific consequences for inappropriate behavior based on the age and disciplinary history of the student, severity of the offense, impact on the learning environment, and other relevant and appropriate circumstances. Consequences for inappropriate behavior include, but are not limited to: verbal reprimand, removal from class, detention, in-school suspension, out of school suspension, and recommendation to the Board of Trustees for expulsion. If appropriate, students may be precluded from co-curricular activities.

*Guidelines for determining consequences for inappropriate behaviors can be found in the HMS Student Management Plan found on page 14 of this agenda.*

### **Behavior Improvement Area**

Students whose behavior disrupts the learning process may be assigned a specific amount of time in this area. The goal is always to return the student to the learning environment as quickly as possible. Students who are habitual visitors of these areas can expect further actions taken and parents notified.

### **Detention**

Students who fail to meet behavioral expectations may be assigned detention for a pre-determined amount of time. Detention may be assigned for before school, recess or during lunch. Students not attending assigned detention

will receive additional detentions and / or in-school suspension.

### **In-School Suspension**

Students are placed in a controlled environment for a pre-determined set time to be working on material supplied by teachers. Attempts will be made to notify parents by telephone or note when a student is In-School Suspended.

### **Out of School Suspension**

A student is sent home for a pre-determined amount of time. The student is **not allowed on any school district property while out of school suspended. Work may be made up when the student returns to school except for assignments completed entirely in class, however, credit earned for the work will be at teacher's discretion. Students have one day for each day missed to make up work.** The principal may suspend a student up to five days for each offense. Longer suspensions can be given with Board of Trustee approval. Parents will be notified and are given a copy of the district suspension form.

### **Rights of Appeal**

Should the student wish to challenge an administrative decision(s) he/she may request a hearing before the principal and district administration with right of appeal through the appropriate channels.

### **Dress Code**

The basic rule to be followed will be that the clothing should be in good taste. Students are expected to dress in a clean, neat, modest, and safe manner that enhances student's self-esteem and encourages a good working atmosphere. Students are encouraged to dress for success and come to school properly prepared to participate in the educational process.

Students are expected to adhere to the following standard of dress:

- Appropriate footwear must be worn at all times.
- Skirts, dresses, pants and shorts must be appropriate for the school setting. These items are to be no shorter than (with no holes, slits, shreds or frays) above mid-thigh (measures at fingertip's length while standing relaxed).
- Pants must be worn at the hip and may not have holes, slits, shreds or frays above mid-thigh.
- Leggings should not be sheer.
- Garments such as halter-tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging armholes or necklines (front and/or back) are not allowed. Shoulder straps must be at least three adult fingers wide.
- Hats or other headgear will not be worn in the school building.
- Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.
- Any garments or jewelry with obscene, vulgar, or offensive messages, or reference to drugs, alcohol, tobacco, or any illegal substance will not be allowed.

*Positive*

*Organized*

*Willing*

*Engaged*

*Respectful*

- Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
- Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
- Chains of any size, either worn or attached to clothing or body, are strictly prohibited.

**Pajamas in any form are not allowed at Hacker.**

**Students at Hacker are not to wear coats, jackets or oversized sweatshirts in the building.**

Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. Students who wear inappropriate clothing will be asked to remove, or cover inappropriate clothing. Parents' assistance in monitoring the clothing worn to school is appreciated.

**ADMINISTRATORS HAVE THE FINAL SAY ON WHAT IS APPROPRIATE AND WHAT IS NOT.**

For the complete District Procedure, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Dress Code & Prohibited Items List".

**Chromebook**

Students will be issued a Chromebook to aid in their education. The responsibility for the care and maintenance of the Chromebook is the student's. If a Chromebook is lost or damaged during the year, the student is responsible and will pay for the cost of the replacement or repair.

**CELL PHONES, ELECTRONIC DEVICES & COMPUTERS**

HMS understands the important role technology plays in our society and the necessity for our students to develop appropriate technological skills to be successful in the world, however, to maintain a safe, educational environment, students will be expected to adhere to the following rules as they pertain to cell phones, electronic devices, and computers.

**Cell Phones and Other Electronic Devices**

Students may not use electronic communication or entertainment devices on without prior authorization from a classroom teacher or school administration.

A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into vibrate or silent mode) and stored out of sight.

When permission for the use of cell phone or other devices is given by a staff member, students are expected to adhere to the following:

- Cell phone and other device use in the classroom is only for an expressed purpose and duration as determined by the classroom teacher.
- Cell phone and other device use will not be permitted in other areas of the school (i.e. field area, cafeteria, hallway, restrooms, etc.).
- Text Messaging, messaging apps, and the use of social media is not allowed during school hours.

Students who violate these rules can expect the following:

- **1<sup>st</sup> Offense:** Teacher will confiscate phone for the remainder of the day. Teacher will document the offense and return the phone to student at the end of the day.
- **2<sup>nd</sup> Offense:** Teacher will confiscate phone. Teacher will document, contact parent about the second offense, and return the phone to the student at the end of the day.
- **3<sup>rd</sup> Offense:** Teacher will confiscate phone. Teacher will document and contact parent about the third offense. Parent will pick up phone from teacher.
- **4<sup>th</sup> Offense:** Teacher will confiscate the phone, document, and bring the phone to an administrator. Parent will be contacted. Student will turn in the phone daily to the office. The phone will be turned into the office in the morning and the phone may be picked up at office after the student is released from school.

***HMS accepts no responsibility for the loss or damage to student cell phones or other devices.***

**Computer and Network Acceptable Use**

The use of Mountain Home School District Network Services is a privilege, not a right. Use of this District's computer and network services must be directly related to an educational goal and consistent with the instructional objectives of this District. System administrators reserve the right, at their sole discretion to suspend or terminate members' access to and use of computer and network services upon any breach of the Computer and Network Services Acceptable Use policy.

Intentionally accessing or using such materials may result in termination of access to the district's computer network service capacities as well as in-school suspension, suspension from school or expulsion.

Users are expected to abide by the generally accepted computer and network rules in addition to the specific items outlined below.

**School computer and network users agree to the following:**

1. Your account **password** is your personal property. **NEVER** give it to another user. **NEVER** let another user access the Network under your password or leave the computer while you are logged on with your user name.

2. **NEVER** jeopardize the **security** of the Network in any fashion. Vandalism may result in cancellation of privileges. Vandalism is defined as **but not limited to** any malicious attempt to harm or destroy data of other users or other connected networks, tampering with computer settings, change file names, delete files, etc.
3. **Hacking** into the network, attempting to hack, or knowledge of such, will be considered a network violation and access to network computers will be immediately denied while investigation is pending.
4. **DO NOT** download or upload any files from the internet or any other device to a school district computer.
5. **DO NOT** add hardware or peripherals to a workstation.
6. Your student HOME DIRECTORY (P drive) is not to be shared.

12. If an inappropriate Internet site is accessed, quickly leave the site; **DO NOT** share the site or URL with others. **DO** report the site with the URL to an instructor or Network Administrator immediately.

Students violating this agreement will be subject to loss of privileges for a specified amount of time.

*For the complete District Procedure, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Computer and Network Services Acceptable Use Policy".*

#### **STUDENT SAFETY**

HMS believes each student deserves the opportunity to learn to his/her full potential. In order to achieve this, no student will be allowed to hinder any other student's opportunities to learn and/or cause any unsafe conditions or acts that hinder any other student's opportunities to learn.

#### **Student Pick Up**

To ensure the safety of our students, parents, guardians or other designees will be required to show photo ID at the office when picking up students. Students will only be released to individuals listed on their Parent Portal account. Please review and update contacts as needed by logging into your Parent Portal account or by contacting the school.

#### **Emergency Procedure**

In case of an emergency the alarm system will be sounded. The teacher will escort the students quickly to the nearest exit. The students will stand away from the building and will remain there until signaled to return to the building.

Drills on evacuation will be held to familiarize the students with the procedure. Fire extinguishers are located throughout the building for student protection. They are only to be used in case of emergency.

#### **Zero Tolerance**

HMS has adopted a Zero Tolerance policy by for students, employees, and/or visitors/guests encompassing the following disallowed actions / behaviors:

- Possession of a weapon or look alike weapon.
- Violent, abusive, threatening, intimidating, bullying, harassing, hazing, etc. acts on or near school property.
- Possession of drugs, alcohol, or other controlled substances, including look alike substances.
- Making a bomb threat whether orally or in writing.

Students choosing to violate the zero tolerance policy may be immediately suspended for up to five days and may be referred to the District Review Committee for expulsion. Law enforcement will be notified when appropriate. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "School Safety and Discipline".*

#### **Users with internet access agree to the following:**

1. Students are allowed to use school assigned email addresses only.
2. **CHATTING** is prohibited.
3. **DO NOT** reveal personal information about others and be cautious when revealing your own personal information (home address, phone number, etc.).
4. **Streaming audio and video is prohibited except with instructor approval. Streaming means constant.**
5. **DO NOT** transmit materials, information, or software in violation of any local, state, or federal law.
6. Copyright materials must **NOT** be placed on the Network without the author's permission.
7. **DO NOT** participate in **purchasing** services or merchandise over the Internet.
8. ALL use of the Network must be in **support of education**, research, and consistent with the purpose of Mountain Home School District.
9. Any use of the Network for commercial (for profit) purpose or for product advertisement is prohibited.
10. Mountain Home School District makes no **WARRANTIES** of any kind, whether expressed or implied, for services it is providing and will not be responsible for any damages the user may suffer. Use of any information obtained through the Network is at the user's own risk. MHSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
11. **DO NOT** attempt to access sites that are inappropriate to the educational setting. Users accept the responsibility of keeping all **OBSCENITY, PROFANITY** and **PORNOGRAPHIC** materials, inappropriate text files, or files dangerous to the integrity of the Network by their own contribution off the Network.

Positive

Organized

Willing

Engaged

Respectful



**Bullying, Harassment, and Abuse Against Students**

It is the policy of HMS to maintain a safe school learning environment that is free from bullying, harassment, and/or abuse for all students. Bullying, harassment, and/or abuse, regardless of the specific nature of the students' behavior, are disruptive to a safe school environment and will not be tolerated.

Bullying, harassment, and/or abuse is defined as any unwanted aggressive or any intentionally harmful behavior including, but not limited to written, verbal, or physical, and/or misconduct by a student(s) or employee(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over that person; intentionally cause that person grief; intentionally cause that person to become intimidated; intentionally cause that person to become frightened; intentionally cause that person to lessen his/her sense of worth, etc., that:

1. Has the purpose or effect of creating an intimidating, threatening, abusive, or hostile educational environment for students, and visitors.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise, adversely affect an individual's educational opportunities.

Any student, and/or parent of a student, who believes the student is being bullied, harassed, intimidated, and/or abused, or a victim of relationship abuse are encouraged to and should immediately report the situation to the building principal, school personnel, or school superintendent for investigation.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Bullying, Harassment, and Abuse Against Students".*

**Search and Seizure**

Students have a right to be protected from unreasonable searches by school officials. However, it is the intent of HMS to provide a safe and orderly environment for all students that is conducive to the pursuit of educational goals. As a result, it may be necessary for school administration to perform a reasonable search of a student, his/her personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

School officials may seize and retain, or turn over to law enforcement officials, any contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Searches, Seizures and Interviews".*

**Release to Law Enforcement**

In the absence of parental or guardian consent, the school administrator, may release a student to law enforcement officials if a warrant is issued, or if the officer is arresting the student without a warrant. Prior to the release of the

student to the law enforcement official, the school administrator will complete the Juvenile Release to Law Enforcement Form. It is the responsibility of the investigating office to notify the parent/guardian of the student. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "School Safety and Discipline".*

**Tobacco Use**

Tobacco use, tobacco products, tobacco paraphernalia, and tobacco look-alike devices (i.e. E-cigarettes) shall be prohibited on all school district property. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Tobacco Policy".*

**Drug / Alcohol Free Workplace**

The Board of Trustees recognizes the importance of all employees and students to the educational system. To that end, the health, safety, and well-being of all employees and students is a major consideration of the Board. The Board is committed to providing a drug/alcohol-free workplace for its employees and students.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Drug / Alcohol Free Workplace".*

**STUDENT HEALTH**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. The district does make student medical insurance available to families for purchase. Brochures outlining the coverage and premiums are available at registration and at the school office.

**Student Injury and Illness**

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Parental permission is necessary for the treatment other than emergency procedures. Please be sure that updated telephone numbers are always on file at the school office.

**Immunizations**

To enter or transfer into public schools, all children in preschool and grades K-12 must meet immunization requirements at registration and before attendance. No child shall attend school without proof of immunization status. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Immunization Requirements Policy"*

LEGAL REFERENCE: Idaho Code Section 33-512(7) – Governance of Schools Idaho Code Section 39-4801-4803 IDAPA 16.02.15(101) Idaho Department of Health and Welfare

**Contagious / Communicable /  
Parasitical Disease and Infection**

Mountain Home School District acknowledges the potentially adverse effects of contagious and communicable diseases. This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious, or infectious diseases, or who are under quarantine.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Contagious / Communicable / Parasitical Diseases and Infections".*

**Medication Procedure**

It is the desire of the Mountain Home School District that the medication administration at school is kept to a minimum. Every effort should be made to administer medications at home as it does represent a disruption in the student's school day.

If your physician feels this medication is necessary during the school day, the following procedure will be followed:

- Completion of a medication authorization form shall be required before medication can be given at school.
- Medications must be presented in their original container with the prescription label. It is unlawful to dispense medication not in their original container.
- A staff member designated by the building administrator will dispense medications.

**At no time should a student be in possession of medication, prescription or non-prescription without proper authorization.**

If you have questions regarding non-prescription medication, please contact the school office. All medication will be discarded at the end of the school year if not retrieved by the parent/guardian.

Our school personnel will cooperate with parents within the guidelines of district policy and handbook procedures but will not be responsible if a child refuses to take prescribed medication. Parents will be notified in such cases.

All students requiring medication should be identified to the school staff by a parent/guardian and/or physician. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Medications".*

**Inclement Weather**

Students are expected to go outside during recess and after lunch as weather permits. During periods of inclement weather, students will be allowed into the building depending on the situation. *For the complete District Procedure, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Inclement Weather – Guidelines for Keeping Students Indoors".*

**Asbestos Hazard Emergency Response Act (AHERA)**

The Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain surveillance, perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

All administrators, contractors, maintenance and custodial staff are required to review the Asbestos Management Plan located in each facility and complete the Notification of Asbestos Operation and Maintenance form before initiating work in any building. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Asbestos Management Plan (AHERA) Policy".*

**STUDENT TRANSPORTATION**

The Board of Trustees of Mountain Home School District recognizes the transportation of students is an important element in the total educational program and, as such, provides bus transportation where practical. In determining whether bus transportation is practical, the following will be considered: the scarcity of students in the area, remoteness of the area, and road conditions.

**Busses**

Students are expected to behave in a respectful, responsible, and safe manner while riding the bus and shall follow all directions of the bus driver. Failure to conform to acceptable standards of conduct may result in a warning, and / or loss of bus riding privileges. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Pupil Transportation Policy".*

**Student Drop Off / Pick up**

Designated student drop off / pick up areas can be found at the front and rear of the school. These are five-minute loading zones and are not to be used for parking.

For student safety, please do not use the designated bus loading / unloading areas or the parking area between Hacker Middle School and Bennett Mountain High School for student drop off / pick up.

**Parking**

Our drop off/pick up zone is not to be used for parking. It is an area for student drop off and pick up, which should be done quickly and carefully without tying up traffic and creating a hazard.

Parking is not permitted in the parking lot. This area is for authorized vehicles only and people attempting to park in the parking lot will be asked to move.

**Bicycles, Skateboards, Scooters, etc.**

Students may ride bicycles and scooters to school but they must be parked immediately upon entering school grounds or the privilege will be taken away. It is recommended these items be registered with law enforcement and locked properly to the bike racks furnished for protection against theft.

Skateboards, roller blades, and similar items are to be kept in lockers.

**GENERAL INFORMATION**

**Agendas**

Each student will be given an agenda the first day of school. Students will be expected to have their agendas with them in each class to list daily assignments as well as use them for hall passes. The agendas also have areas for parent/teacher communication and grade tracking.

Students are asked to not tear pages out of their agendas. Replacement agendas can be purchased at the office.

**Balloons, Flowers, and Gifts**

Balloons, flowers, and gifts brought to the school for student birthdays will be held at the school office until the end of the day. These items are not to be taken to the classroom or to lockers during the day. Students will be called to the office to see their gift and reminded to stop by and pick it up at the end of the day. Due to safety issues, students will not be allowed to take balloons on the bus. When planning a birthday celebration or bringing in treats for any reason, please schedule an appropriate time with the classroom teacher so as not to interrupt class time and to receive information about possible allergies.

We are not able to allow gifts of any kind, including flowers, balloons, chocolates, etc., to be brought or delivered to students here at school on Valentine’s Day. The sheer volume of this request is unmanageable and the storage of these types of items is often impossible.

**Contacting the School**

Parent Portal is the first point of contact for parents seeking information about their child’s progress and / or attendance. Additional contact can be made by emailing staff via Parent Portal or calling the school at 587-2500. Please remember staff are teaching during the day and may not be immediately be able to take or return your call.

If you desire to schedule a conference with a specific teacher or an administrator, it is suggested that you contact the teacher or administrator in advance to see if they are available.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen (18)) will be provided an annual notification of their rights under FERPA. The annual

notice, published on the school district website, will contain information regarding, and within 45-days of a written request, the right to inspect their children’s records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U. S. Department of Education. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), “FERPA Policy”.*

**Library**

Library books are furnished free of charge for student use and may be checked out during scheduled school hours. It is the student’s responsibility to take care of the books and return them when due. A charge will be assessed for lost or damaged books and materials. Fines are also assessed for late books.

**Lockers**

Hacker Middle School furnishes lockers without charge for student convenience and each student will be assigned a locker as available. Students should not be sharing their combinations or lockers with other students, unless assigned by the office.

All lockers are equipped with locks that will be the only lock used on these lockers because of the possibility of emergency inspections. Locker doors are to be closed and locked when not being accessed by students. All students are expected to keep their lockers in a clean and orderly condition. Locker problems should be reported to the school custodian. The school is not responsible for lost or stolen items.

**Lost or Damaged Items**

Hacker will not replace or provide restitution for lost or damaged personal belongings. Please remember to mark your child’s personal belongings using the child’s full name. The lost and found box is located in a designated area. Please have your child stop by and look through the items if he/she has an article missing. Unclaimed articles left at the end of each nine-week period will be donated to local organizations.

**Meal Information**

Both breakfast and lunch are available at Hacker Middle School and parents are welcome to join their child for lunch at any time.

**Lunch & Breakfast Purchases**

Meals may be purchased in the cafeteria prior to school Monday through Friday. It is strongly recommended that meals be purchased by the week or the month, which helps eliminate lost or forgotten money. Please visit [www.mymealtime.com](http://www.mymealtime.com) to pay on-line with a credit or debit card.

- Meal Pricing
- Breakfast: \$1.50
- Lunch: \$2.85
- Adult Lunch: \$4.00
- Milk: \$.60

### Free or Reduced Meals

Application forms are available in the school office. Applications must be update annually. Notification of approval/disapproval will be sent by mail from the School Administration office. Students are expected to pay the regular price for meals until requests have been approved.

### Meal Charges

Charging breakfast and/or lunch is not encouraged and only allowed in emergency situations. Students are expected to have money in their accounts. Charges are paid through the lunchroom.

Hacker Middle School enforces the closed campus policy during lunch. Students are allowed to go home for lunch when they have parental permission. Written permission notes, which allow students to go home daily, are required and are kept in the school office. A parent or guardian must sign these notes. Students are to check out at the office before leaving at lunchtime and sign back in upon returning to school. **Students may not leave the building to go to fast food vendors for lunch.**

### Movies and Videos

Students may be shown movies and videos with a “G” rating without parental notification. Parents will be asked to sign permission slips for any movie/video rating other than “G” and student will be required to return the permission slip in order to watch the movie.

### Protection of Pupil Rights Act (PPRA)

The Protection of Pupil Rights Act (PPRA) affords certain rights to parents and students eighteen (18) years of age or older (“eligible students”) with regard to surveys, if the survey is funded in whole or in part by a program of the U.S. Department of Education that ask questions of a personal nature. *For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), “PPRA Policy”.*

### School Assemblies

Assemblies of various types may be conducted during the year. Information for dismissing students to the assemblies is given to the teachers and/or posted in the daily bulletin. Students not attending the assembly will be required to go to the Behavior Intervention Area. Students leaving the school grounds, in the parking lot, or athletic field during an assembly will be considered truant. Any verbal abuse or misconduct of students during the assembly may result in disciplinary action.

### Telephone

Telephones are not generally available for student use. We will discourage your child from phoning you unless absolutely necessary. We emphasize making arrangements for after school activities or appointments before your child leaves home in the morning. When you call the school with a message for your child, we will do our best to deliver it promptly. When your duty, work, or home phone number changes during the year, please make a special effort to make the necessary changes on your Parent Portal account or notify the school office.

### Toys

Students are asked not to bring toys, games, stuffed animals, etc. to school. All of these items often interfere with class activity and create playground problems. The school furnishes playground equipment for student use. Any item that can be classified as harmful or dangerous is not allowed on the school grounds and may be confiscated.

### Valuables

Students are discouraged from bringing money and other valuable items to school to prevent loss and / or theft. The school will not be responsible for broken or stolen items. In the event an item is damaged or stolen, the parent should contact police.

### Visitors

Parents/guardians are always welcome, but are required to enter through the main doors and register in the Main Office when they arrive on campus. School policy prohibits the bringing of friends or relatives to school to visit.

*Information found in this handbook is considered accurate at the time of publication. Updates, corrections, and / or changes can be found on the Hacker Middle School and / or the Mountain Home School District Website as they become available.*



# Hacker Middle School - Behavior Expectation

	General	Hallway	Restroom	Cafeteria	Playground
<b>P O S I T I V E</b>	<p>Encourage others with actions and words.</p> <p>Know the difference between tattling and reporting.</p> <p>Be a positive role model.</p>	<p>Appropriately greet people.</p> <p>If you see trash in the hallway, dispose of it in a trash can.</p>	<p>Use appropriate language.</p> <p>If there is an issue with the bathroom report it to an adult.</p>	<p>Be welcoming.</p> <p>When finished eating be a good role model by sitting and waiting for others to finish.</p>	<p>Demonstrate good sportsmanship.</p> <p>Invite others to participate.</p> <p>Report dangers and concerns.</p>
<b>O R G A N I Z E D</b>	<p>Have your agenda when going from place to place.</p> <p>Use the most direct route.</p> <p>Use your binder.</p>	<p>Get needed items from lockers at appropriate time.</p> <p>Walk single file line down hall facing forward.</p>	<p>Keep restroom clean.</p> <p>Take all belongings/ passes with you when you leave.</p>	<p>Know lunch number.</p> <p>Prepay in the morning.</p> <p>Clean up before exiting.</p>	<p>Line up quietly and organized.</p> <p>Return playground equipment to designated area.</p>
<b>W I L L I N G</b>	<p>To learn.</p> <p>Be engaged.</p> <p>To be on task.</p> <p>To try.</p> <p>To help others</p>	<p>To help someone, or find an adult to help them.</p>	<p>To use at designated times.</p>	<p>To leave the area better than you found it.</p>	<p>To invite others to join.</p>
<b>E N G A G E D</b>	<p>Stay on task.</p> <p>Listen to the ideas of others.</p> <p>Share what you know.</p>	<p>Be mindful of hallway expectations.</p>	<p>Use it.</p> <p>Flush it.</p> <p>Wash it.</p>	<p>Stay seated.</p> <p>Get it.</p> <p>Eat it.</p> <p>Clean it.</p>	<p>Be safe.</p> <p>Attention to bell.</p>
<b>R E S P E C T F U L</b>	<p>Follow the "golden rule".</p> <p>Use appropriate language, volume &amp; manners.</p> <p>Appreciate differences.</p> <p>T.H.I.N.K. before you speak.</p>	<p>Respect others personal space.</p> <p>Respect others right to learn by walking quietly.</p> <p>Respect others property by not opening lockers.</p> <p>Quietly open and close lockers.</p>	<p>Respect others personal space.</p> <p>Eyes on own your business.</p> <p>Use facility for intended purpose.</p> <p>Respect school property by not vandalizing the bathroom stalls.</p>	<p>Hands to self.</p> <p>Permission to leave.</p> <p>Clean up.</p> <p>Use proper table manners.</p> <p>Eat and keep your food on your plate.</p> <p>Eat only your food.</p>	<p>Share and take turns.</p> <p>Be fair.</p> <p>Play by the rules.</p>

Positive

Organized

Willing

Engaged

Respectful

# Hacker Middle School - Student Management Plan

(The following are guidelines will be used when managing student discipline issues.  
At every level of the HMS Student Management Plan, administrator discretion applies.)

	Tier 1 Offenses	Tier 2 Offenses	Tier 3 Offenses	Tier 4 Offense
1st Offense	*Student conference *Individualized conference	*Student conference *Parent phone *Warning	*ODR *Behavior room detention	*ODR *OSS *Proper authority notified *Behavior plan
2nd Offense	*Recess detention *Parent contact	*ODR *Behavior room with lunch and/or recess	*ODR *ISS *Behavior plan	*ODR *OSS *Restitution *Proper police referral *MTSS team
3rd Offense	*Loss of classroom privilege *Parent contact	*ODR with multiple behavior room detention *Behavior plan	*ODR *ISS/OSS *Parent conference before re-admittance *MTSS team	*ODR *OSS *Restitution *Proper police referral *DRC
4 or More Offenses	*Lunch detention *ODR	*ODR *ISS *MTSS team	*ODR *OSS *DRC	*ODR *OSS *Proper authority notified *DRC

Acronym Key: DRC = District Review Committee, ISS = In School Suspension, MTSS = Multi-tiered System of Support, ODR = Office Discipline referral, OSS = Out of School Suspension, PDA = Public Display of Affection

Tier 1 Offenses	Tier 2 Offenses	Tier 3 Offenses	Tier 4 Offenses
*Rough housing *Profanity *Property misuse *Disrespect *Dress code *Technology misuse *Deceit *Out-of-bounds/off school property *Property use without permission *Rude *Social conflict *PDA	*Repeated category 1 offences *Abusive language *Physical altercation - minor *Disrespectful/ Obscene *Non-compliance *Vandalism *Obscene dress *Technology abuse *Lying *Skipping class *Teasing *Mean *PDA *Gang affiliation *Instigating a fight	*Repeated category 2 offences *fighting-aggressive *Intimidation *Theft *Defacing school property *Prejudiced slurs *Property destruction *Defiant *Truancy *Threatening language *Possession of combustibles *PDA *Gang activity *Promoting a fight	*Battery *Weapons *Drugs *Alcohol *Bomb threat *Tobacco *Destruction or theft of school property *Illegal use of technology *False allegations/accusations *Habitual truancy *Arson *Harassment *Bullying *PDA/sexual behavior





## MOUNTAIN HOME SCHOOL DISTRICT 193

P.O. Box 1390 470 North Third East Mountain Home, Idaho 83647-1390

(208) 587-2580  
(208) 587-9896 FAX  
www.mtnhomesd.org

Dear Parent/Guardian:

Federal law requires that each school district receiving Title 1 funds notify the parents of each student attending any of the MHSD schools receiving such funds of their right to know the professional qualifications of their child's classroom teacher(s).

As a parent of a student attending a school receiving federal program funds, you have the right to know and request:

- 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 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 your child's building principal or you may also contact the District Administrative Office, Human Resource office.

Mountain Home School District No. 193 strives to bring qualified, fully licensed teachers into our classrooms. We are fortunate that our teachers meet the state's standards for licensure. In areas where staff may not meet federal requirements, they are working with the support of our school district to meet the new requirements.

Mountain Home School District No. 193 is proud of our staff and we are confident our teachers are committed to their profession. They have the best interests of students in mind when they enter their classrooms to teach each day. We look forward to working with you to make this a successful year for your student.

Respectfully,

Jeff M. Johnson,  
Director, Federal Programs

James G. Gilbert  
Superintendent

Estimado Padre / Tutor:

La ley federal requiere que cada distrito escolar que recibe fondos del Título 1 notifique a los padres de cada estudiante que asiste a cualquiera de las escuelas del Distrito Escolar de Mountain Home que reciben fondos tienen derecho a conocer las calificaciones profesionales de los maestros de su hijo.

Como padre de un estudiante que asiste a una escuela que recibe fondos del programa federal, usted tiene el derecho de conocer y solicitar:

- ¿El maestro de mi hijo tiene licencia para enseñar las calificaciones y asignaturas asignadas?
- ¿El maestro de mi hijo está enseñando con una licencia provisional, lo que significa que el estado ha renunciado a los requisitos para el maestro de mi hijo?
- ¿Cuál es la maestría universitaria del maestro de mi hijo?
- ¿Qué grado o grados tiene el maestro de mi hijo?

Para solicitar las calificaciones del estado para el maestro de su hijo o auxiliar de instrucción, comuníquese con el director de la escuela de su hijo o también puede comunicarse con la Oficina Administrativa del Distrito, o la Oficina de Recursos Humanos.

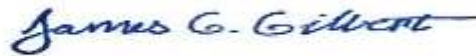
El Distrito Escolar de Mountain Home No. 193 se esfuerza por traer a maestros calificados con licencia completa en nuestras aulas. Tenemos la suerte de que nuestros maestros cumplan con los estándares estatales para obtener la licencia. En áreas donde el personal no puede cumplir con los requisitos federales, están trabajando con el apoyo de nuestro distrito escolar para cumplir con los nuevos requisitos.

El Distrito Escolar de Mountain Home No. 193 está orgulloso de nuestro personal y estamos seguros de que nuestros maestros están comprometidos con su profesión. Tienen los mejores intereses de los estudiantes en mente cuando entran en sus aulas para enseñar cada día. Esperamos trabajar con usted para hacer de este un año exitoso para su estudiante.

Respetuosamente,



Jeff M. Johnson,  
Director, de Programas Federales



James G. Gilbert  
Superintendente