

# Parent/Student Handbook 2019-2020



## Mt. Harrison Jr. High

310 10<sup>th</sup> Street  
Rupert, Idaho 83350  
(208) 436-4727

[www.minidokaschools.org](http://www.minidokaschools.org)

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## ***Introduction Section***

### ***Letter from the Principal***

It is a privilege to offer academic, behavioral, and social supports at Mt. Harrison Jr. High. The opportunity to be part of a team offering a quality education to struggling students is richly rewarding. I want to thank you for allowing our staff to be an important part of your child's life.

When parents and faculty join forces, we can achieve amazing progress in students' academic and behavioral growth. Our focus at Mt. Harrison Jr. High is to provide students with tools for academic, behavioral, and social success. When adapted individually, these skills promote success in life. This school is fortunate to have clinical counseling services which provide individual, group, and family services on site.

Our teachers have been trained in the "Love and Logic" philosophy, which operates on the premise of students taking responsibility for choices, developing positive relationships between students and staff, and experiencing natural consequences. The District provides training for parents, which correlate with the "Love and Logic" philosophy. The course lasts nine weeks and is titled "Parenting with Love and Logic". It has been extremely successful, and I strongly recommend that you attend. When both home and school have the same goals and understanding, your child will experience optimal success. As educational professionals we commit to working hard to provide a comprehensive education for your child.

Dyann Blood  
Mt. Harrison Jr. High Principal

### ***School Staff***

Principal	Dyann Blood
Clinical Counseling Intern	Kyra Littledike
Secretary	Esmeralda Huerigo
Special Education Teacher	Cheryl Howard
Math/8th Grade Advisor	Mindi Yore
History, Science/7th Grade Advisor	Richard Jarvis
Language Arts/6th Grade Advisor	Mel Smith
Instructional Aide	Becky Grimm
School Psychologist	Chelsey Ball
Speech	JaeLee Crane
Cook	Donetta Davis

## ***Identification Section***

### **Statement of Purpose**

Mt. Harrison Jr. High is a specialized school in the Minidoka County School District established to provide qualified students with enhanced academic, behavioral, and social supports. Students are referred to and accepted into this program when their behaviors (failing grades are a behavior) are seriously impacting the learning process in their present classroom. More intensive support and interventions are offered than the home school can provide. Our goal is to provide a safe, structured, consistent classroom environment until the student gains the necessary skills needed to return to full-time placement in his/her traditional classroom.

### **District Mission Statement**

Increasing Effective Instruction through Collaboration

### **Mt. Harrison Jr. High Mission Statement**

Our mission is to be focused, eager to explore new ideas, and work as a team as we display: **H**onesty, **A**ccountability, strong **W**ork ethic, and **K**indness in our quest for a **S**uccessful life. I am a **HAWK!**

### **Mt. Harrison Jr. High Purpose**

Each child is a unique individual who needs a secure, caring, and safe environment in which to grow academically, behaviorally, and socially as they learn skills to enable them to be successful in life. Our goal and focus at Mt. Harrison Jr. High is to aide students in achieving their fullest potential in those areas by:

- Setting daily goals in advisory class with our self-monitoring form.
- Learning behaviors that will encourage success in school and life.
- Ensuring academic success with extra support from staff as well as student commitment.
- Self-reflection
- Personal accountability

### **Admission Guidelines:**

1. Students can only be recommended for admission to Mt. Harrison Jr. High by administrators from one of the middle schools in Minidoka County.
2. A parent/guardian must register and participate in a parent/student/administrator meeting prior to new student attending school.
3. The parent/guardian agrees to support the statement of cooperation by signing the statement form.

## STATEMENT OF COOPERATION

This is a parent contract to be signed upon registration.

1. I have read and understand the school's admission guidelines and agree to support the staff at Mt. Harrison Jr. High by making sure that my child attends Saturday School, if required, and completes any after-school assignments on time.
2. I understand that student suspension may be invoked in situations where district policy is violated (which includes failure to attend Saturday School).
3. Drugs, alcohol, e-cigarettes, open drink containers of any sort, tobacco, are not allowed.
4. Students at Mt. Harrison Jr. High will not be allowed to wear jackets with pockets in the classroom or bring backpacks for safety purposes.
5. If a student receives a bus citation, there may be a consequence of suspension from the bus and an additional consequence at school.
6. Mt. Harrison Jr. High has a 95% attendance policy (students may miss a maximum of 3 days each trimester/9 for the year). Students in violation of this policy will be turned in to attendance court.
7. Cell phones and distracting items will be turned in at the beginning of the day, and returned at the end of the day. If a student is using it inappropriately, we will keep the phone until a legal guardian picks it up.
8. Bullying is defined as: repeated exposure over time to negative actions on the part of one or more students. When someone keeps doing or saying things to have power over another person (students or staff). The Board expects students to conduct themselves with a proper regard for the rights and welfare of others and for the educational purpose of all school activities. Students who violate this policy will be subject to discipline and graduated consequences including suspension, referred to law enforcement officials, and expulsion consistent with the Board's policy on student discipline.
9. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
10. If your child requires a medication to be administered at school, you must sign a separate consent form for medical treatment.
11. The staff at Mt. Harrison Jr. High have been trained and certified in Advanced CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.
12. Compliance to the district dress code as outlined in policy 344.00 is expected. The uniform is a requirement of attendance at Mt. Harrison Jr. High.
13. I have read, reviewed and agree to abide by the guidelines in the student handbook.

## ***Procedures Section***

### ***Admissions***

#### **Registration**

There will be a \$10.00 registration fee due at time of registration.

A child is not officially enrolled until parents have provided all of the following forms:

- Birth certificate (required at enrollment)**
- Immunization records (required at enrollment)**
- Emergency contact form
- Student enrollment form
- Residency questionnaire
- Medical alerts/medication consent form
- Permissions form
- Signed statement of cooperation
- Student appropriate use contract
- Counseling consent form

#### **Visitors**

All visitors must sign in at the front office and pick up a visitor's tag. To ensure our students' safety, we closely monitor traffic in the building.

### ***Academics***

#### **Conferences**

Parent/teacher conferences will be held twice yearly to review student progress. Middle school students are expected to attend conferences with their parents/guardians and present information as part of their advisory grade.

#### **Grading Scale**

Grading will consist of  
90-100%=A  
80-89%=B  
70-79%=C  
60-69%=D  
59% and below=F

#### **Report Cards**

Report cards will be issued each trimester.

## Middle School Credits

Courses Offered *(Core Courses)	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
*Language Arts	3	3	3
*Mathematics	3	3	3
*Science	2	2	2
*Social Studies	2	2	2
Electives	1	1	1
Advisory	3	3	3
<b>Minimum Credits Required</b>	<b>14</b>	<b>14</b>	<b>14</b>

## Homework

Teachers may assign homework to aid students in the progress of their studies. It is helpful if parents reinforce daily lessons and insist on good study habits. Parents are urged to monitor their child's work daily. The parent should help the child to become responsible in returning the homework completed and on time. Middle school students may expect homework 4 days a week.

## Attendance

Regular attendance is a critical component for success in school. A student is expected to be in attendance except when ill or unable to attend because of emergency circumstances or a death in the family. Mt. Harrison Jr. High has a **95%** attendance policy. A student is allowed 3 absences each trimester totaling 9 (depending on circumstances) for the year. It is possible for a student to fail a class if they exceed the attendance requirements. Students who consistently miss school will possibly be required to appeal for credits or be referred to attendance court.

**NOTE: No student is to leave the school premises without first obtaining permission from the office. It is essential that the school be aware of a student's location at all times.**

**We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.**

## **Excused Absences (Policy No. 320.00)**

Excused absences are illnesses that are verified by a physician and reported to the school office by note or phone call; participation in school events, or a funeral. **If you provide a doctor's note, the absence will not count against the 3 days per trimester.** When a student is absent for any reason, the parent or guardian must call the school (208-436-4727) for each day of absence.

## **Tardies**

Students arriving after 8:15 a.m. will be considered tardy (unless it is caused by a late school bus). Tardies will also be counted if a student arrives 10 minutes late for class, and a student who has missed half of the class period will be marked absent. **The student still receives a tardy even if excused by the parent. If a student has accumulated 4 tardies it will be counted as a missed day.** A student will be required to check in at the office before going to class if he/she enters school late in the morning or later in the day due to illness, appointments, etc.

## **Excessive Absences**

Students who are absent more than 5% of the instructional days in a subject matter area during a grading period may file a written appeal with the principal. Notes from a physician must be attached and returned with the appeal for consideration. The appeals committee will review each appeal form and render their decision. The student may also be referred to attendance court.

## **Truancy**

Truancies occur when:

- Students leave school.
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel.
- There is an absence from any class that is not authorized.
- Students are found in an area they neglected to get permission to be in.

## ***Student Discipline Policy***

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that does not cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person and the special situation.

Advisory grades are determined by daily behavior points. Consequences for poor behavior choices will vary depending on the behavior.



**\*POSSESSION OR USE OF DRUGS, ALCOHOL, TOBACCO OR WEAPONS MAY RESULT IN EXPULSION FROM SCHOOL (Policy 342.20) Students are not allowed to bring energy drinks, coffee, tea, open drink containers, etc. to Mt. Harrison Jr. High.**

**Suspension (Out of School) (Policy No. 340.20/390.20)**

Out of school suspension is only used when no other alternative discipline option is working or the student violates district policy. Some of the following may be applicable infractions:

- Bullying
- Theft
- Simple assault
- Simple battery
- Trespass on school property
- Injury by graffiti
- Alcohol, drugs, tobacco (law enforcement and parents will be contacted)
- Violation of weapons policy
- Sexual harassment
- Continued gang activity
- Insubordination/disrespect to staff
- Disruption of the educational process
- Missed more than one Saturday School assignment
- Violence or unsafe behavior

## Student Dress and Grooming (Policy No. 344.00)

In order to protect our students, we expect everyone to adhere to a dress code. Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher.

Clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school's instructional program is unacceptable.

Uniforms are a requirement at **Mt. Harrison Jr. High** as follows:

1. Polo shirts and layering shirts are available for purchase on Mt. Harrison Jr. High district webpage. Polo shirts are \$18.00, and layering shirts (white, black or gray) are \$8.00 each. Students must be in the required uniform in order to attend school.
2. All students wear black or blue pants (sweats are allowed). No cargo, capris, leggings, spandex pants or shorts allowed. Pants will not be frayed, or have holes, and must be worn at the waist level at all times.
3. Students and uniforms are to be clean.
4. Black or white shoes with no red or blue shoelaces.
5. All uniform clothing and accessory layer clothing must be in good repair, and fit loosely, but not be overly baggy. Any part of the school uniform that is torn, faded, or altered, must be replaced.
6. Belts must be the appropriate length and tucked through belt loops. Belt buckle designs, emblems, insignias, monograms must be school appropriate. No blue or red belts.
7. Accessory layering of clothing under the uniform shirt will be allowed. All layering must be **solid** black, gray or white.
8. No hats, bandanas, headbands, or other head coverings will be worn in the building.
9. Students who do not comply with the Mt. Harrison Jr. High Uniform Policy may be sent home or suspended.
10. Continued non-compliance of the Mt. Harrison Jr. High Uniform Policy will result in removal from school.

## **Harassment/Bullying**

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees is prohibited and will not be tolerated.

- Bullying, harassment and/or intimidation is generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim.
- Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual. Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions.
- Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization.
- Behaviors that are prohibited under District policy 372.00 include, but are not limited to:
  - physical abuse
  - verbal abuse
  - psychological abuse
  - intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
  - inappropriate touching (patting)
  - implied sexual favors
  - suggested sexual activity
  - verbal harassment, or
  - abuse that is gender oriented

Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately on the district webpage, or to a teacher, counselor, supervisor, principal or the superintendent.

## **Gang Activity**

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes, but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign gesture, code, or other evidence of membership or affiliation with any gang.

## **Backpacks**

Backpacks are not allowed at Mt. Harrison Jr. High. If a student needs to bring athletic or other equipment, the parent needs to contact administration at 208-436-4727 ext. 1134 for approval.

## **Behavior on School Buses**

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules will be subject to disciplinary action from the director of transportation, school administrators, or teachers.

## **Profanity**

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities.

## **Health and Safety Issues**

Mt. Harrison Jr. High is committed to providing a safe environment for the students. The following rules apply:

### **Distribution and Consumption of Medication**

If medication is required during school hours, parents must fill out the attached medical release form. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours. All prescription medications shall be kept in a locked cabinet or drawer. Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student as well as signing a medical permission slip for non-prescription medication. Students are not to carry any medication (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma. They must have a signed order from the doctor. (District policy 370.20/370.20F)

### **Student Illness**

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

### **Immunizations/Medical Examination**

***Current immunization records must be on file at Mt. Harrison Jr. High for every student by the first day of the school year. If not, the child will not be allowed to attend Mt. Harrison Jr. High.***

### **Clinical Counseling Service**

Clinical counseling is available to all students. There will be group counseling sessions as well as individual and family services options. All parents/guardians must sign the consent form in order to receive services.

### **Emergency Drills**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the

school quickly, and teachers will instruct students on proper procedures during a fire.

**Lockdown** – May be implemented in situations involving intruders. All doors and windows will be locked. No one will be admitted until the clear signal is given by a law enforcement officer.

## ***General and Miscellaneous Information***

### **School Hours**

School begins at 8:15 a.m. and dismisses at 2:30 p.m. **Do not drop your child off before 7:45** as the building will not be open until then. Students should be picked up no later than 2:45 p.m. If an emergency arises and you need to make special arrangements, please call the school office.

### **School Business Office Hours**

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

### **Change of Address or Phone**

If your family moves during the course of the school year, or your contact numbers change; the office must be notified.

### **Electronic Devices**

Students may bring cellphones to school, but they will be turned in each morning, and returned at the end of the day. If students refuse to turn electronics in, they will be turned in to the principal for an undetermined amount of time, and parents will be contacted to pick the phone or device up. Phones may be allowed for positive reinforcement.

### **Internet Policy for Students**

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to access the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. (District policy 360.00A)

### **Lunch Program**

Breakfast \$1.75

Adult breakfast - \$2.75.

Middle school lunch-\$2.25.

Adult lunch -\$4.00

Students are allowed a maximum of 5 charges in the year, and there are no charges during the last three weeks of school. Parents may obtain a free or reduced lunch application any time throughout the year as circumstances change. Reduced and free lunch forms must be filled out prior to receiving a free lunch.

**Parents are responsible for all charges incurred prior to the free/reduced application approval.**

## MINIDOKA COUNTY SCHOOL DISTRICT #331 2019-2020 PROPOSED CALENDAR

### August

- 12 Registration, Minco, New Students
- 13 Registration, Elementary
- 13-14 Registration, Middle/High School
- 20 Orientation 6th & 9th Grade
- 21 First Day of School

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January

- 1-2 New Year's Day, No School
- 3 Teacher In-Service, No School
- 6 MHHS 3rd Qtr; MHS 2nd Sem Begins
- 30 PTC 1:30 - 7:30 p.m., Early Dismissal
- 31 PTC 8:00 a.m.-12:00 p.m., No School

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September

- 2 Labor Day, No School
- 18 Mt. Harrison PTC 3:00-6:30 p.m.

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### February

- 12 Mt. Harrison PTC 3:00-6:30 p.m.
- 17 Teacher In-Service, No School
- 28 Teacher Work Day, No School

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### October

- 10 PTC 1:30-7:30 p.m. Early Release
- 11 PTC 8:00 a.m.-12:00 p.m., No School
- 21 Mt. Harrison 2nd Quarter Begins

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### March

- 2 3rd Trimester Begins
- 12 Mt. Harrison 4th Quarter Begins
- 23 - 27 Spring Break, No School

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November

- 1 Teacher In-Service, No School
- 15 Teacher Work Day, No School
- 18 2nd Trimester Begins
- 20 Mt. Harrison PTC 3:00-6:30 p.m.
- 27-29 Thanksgiving Break, No School

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### April

- 14 SAT Testing, No School Grades 9, 10, 12
- 24 Teacher In-Service, No School
- 29 Mt. Harrison PTC 3:00-6:30 p.m.

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December

- 23-31 Christmas Break, No School

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### May

- 14 Last day for Preschool
- 20 Mt. Harrison Graduation
- 21 Minico High School Graduation
- 21 Last day for Kindergarten
- 22 Last day of School, 1:00 Dismissal

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LEGEND:	
■	Highlighted Dates Indicate "No School"
○	Indicates Early Release, 1:00 Dismissal
NO Kindergarten and Preschool on early dismissal days	
NO Preschool on Fridays	

Changes may occur, pending Legislative actions  
Excessive emergency closures may necessitate a change in the Spring Break

**POLICY TITLE: Administering Medication**

**Minidoka County Joint School District # 331**

**POLICY NO:  
370.20F**

**PAGE 1 of 1**

**Medication Authorization Form**

**PHYSICIAN SECTION**

Student's Name:	
Diagnosis/Reason For Medication:	
Name Of Medication:	
Type Of Medication (tablet, liquid, capsule, inhaler, insulin, injection, etc.):	
Dosage:	
Time(s) To Be Taken:	
Specific Directions/Possible Side Effects:	

Please check the box below that applies to this student:

This student is both capable and responsible for self-administering this medication at school. Furthermore, I certify that this student has been instructed in the use and self-administration of the above medication. He/she understands the need for this medication and is able to use this medication independently.

This student needs assistance of District personnel to administer this medication at school.

Physician Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN SECTION**

Please check the box below that applies to this student:

I give permission for my child to self-administer the medication listed above.

I request that the above medication be administered to my child by District personnel.

I understand that any change in this prescription will necessitate a new medication authorization form to be completed. I understand that administration of medication will be handled according to Policy # 370.20. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), I hereby give permission for Minidoka County Joint School District # 331 to release to, obtain from or exchange with any appropriate person or agency, any confidential, educational, psychological and/or medical information or records regarding my child thus permitting District personnel to communicate with my child's health care providers.

Parent/Legal Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**SECTION 300: STUDENT**