



HOMEDALE MIDDLE SCHOOL

Student Handbook

This document provides all school policies and
procedures for parents and students.

2014-2015

HOMEDALE MIDDLE SCHOOL

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Educating students daily for successful citizens tomorrow.

Mission Statement

Our mission is to create a safe and caring environment in which all students are empowered to excel academically, build mutual respect, and develop the skills necessary to become responsible individuals with integrity. As a result, our students will be prepared for a successful transition to the high school program.

Vision Statement

Everything we do is in the best interest of our students – we inspire them to dream toward a better future, and we equip them with the skills necessary to achieve those dreams.

Purpose:

This information is intended to help you understand how to be a successful student at Homedale Middle School.

Student Handbook:

Following this page are the policies and procedures at Homedale Middle School. Please review this document with your parents/guardians, then sign and return this page to your advisory teacher

*** I have read and understand the policies and procedures outlined in this handbook. *I have viewed and understand the pathways to promotion for 5th/6th grade on page 186 and/or 7th/8th grade on page 197, whichever is applicable to my student(s).**

Student Signature

Date

Parent Signature

Date

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**HOMEDALE MIDDLE SCHOOL
SCHOOL COMPACT**

We believe parent and community involvement is essential for Homedale Middle School. It is a key factor in each student's achievement and success.

I, as a **PARENT/CAREGIVER**, agree to

- Make sure my child is punctual and attends school regularly.
- Go over my child's assignments and read school communications.
- Provide for my child a place and time to study and have daily reading time.
- Attend school functions (such as Parent-Teacher conferences, open house, concerts, award assemblies, etc.)

Date _____

I, as a **STUDENT**, agree to

- Know and follow school rules and be responsible for my own behavior.
- Come to class on time and be prepared to work.
- Pay attention and ask for help when I need it.
- Show respect for others and myself.
- Give corrected work and school communications to my Parent/Caregiver.

Date _____


I, as **TEACHER**, want my students to reach their fullest potential. I will

- Be aware of the needs of your child.
- Communicate with you about your child's progress.
- Teach necessary concepts to your child
- Provide assistance to parent/caregiver to help your child at home.

Date _____

I, as **PRINCIPAL**, agree to

- Encourage positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide opportunities for the practice of academics at home.
- Provide a safe environment conducive to learning.



Date 2014-15 _____

Please return this page with both student and parent signatures to your homeroom teacher

Absences

The State Board of Education standards require regular attendance of all youth until age 16. Regular attendance, as established by the Homedale School Board of Trustees, means that a student cannot be absent more than twelve (12) days in any class at the time the class is scheduled. The absence total includes: pre-arranged, excused, and unexcused absences.

An absence is considered to be **excused** when:

1. Parents/guardians have prior knowledge of the absence,
2. Parents/guardians have given their permission, and
3. Parents/guardians have notified the school.

A phone call **or** hand-written excuse from the parents is required for each day you are absent from school.

Written excuses should include: student's name, date of absence, and reason for the absence.

Work missed may be made up for full credit within a period of time to be determined by each teacher. After an absence, an admit slip is required upon the return to a missed class. Admit slips should be picked up at the office between 8:00-8:15. Failure to do so may result in a tardy to class.

An absence is **unexcused** when parents and/or school officials have not authorized it. Unexcused absences may result in extended school, or other consequences.

Truancy is defined as being absent from school (or a class) without the knowledge of parents or school authorities. Truancies will be processed in the following manner:

- 1st Incident: The student will conference with the principal and the parent/guardian will be notified. The student will be assigned to the next available after school detention.
- 2nd Incident: The student will be suspended in-school and a conference scheduled with the principal.
- 3rd Incident: The student will be suspended in-school for three (3) days and the parent will be notified that the case may be referred to the School Board of Trustees.

It is against Idaho State law for a student to be truant from school. Therefore, after three (3) truancies, a student may be reported to the Owyhee County Prosecuting Attorney as a habitual truant. This will result in the student and/or parent dealing with the court system.

Academic/Behavior Eligibility Considerations

HMS will follow all current and subsequent eligibility requirements as set forth by the District. All students wishing to participate in extra-curricular activities must meet these eligibility standards. Head coaches have the authority to require additional academic/behavior guidelines as deemed appropriate.

To participate in an activity, a student must be in attendance at least four (4) out of seven (7) class periods on the day of the event. A student must also demonstrate that they are currently passing the class to be missed with a grade of "C" or better, and have no unresolved behavior referrals.

Exclusions to this policy will include the following considerations:

- (1) The student is participating in an activity that is clearly a requirement of the classroom instruction, and his/her grade will be affected if he/she does not attend, and
- (2) Any question regarding the validity of the exclusion will be referred to the principal of the school, and the principal's decision will be final.

Activity Participation Policy

- A. The Board of Trustees believes that all students have the right to learn in an atmosphere that is conducive to their success; that the use and abuse of chemicals by students have a detrimental effect on the ability of the staff to provide a meaningful educational program; that the harmful use of chemicals is not a normal stage of adolescence. District policy and regulations are based on the laws of the State of Idaho and recognize that the violation of those laws can subject violators to the process of law.
- B. This policy is for Middle School students who participate in any of the following school activities: all athletics, cheerleading, and all elected offices of the school.

- C. Prior to participating in the activities listed above, a student and a parent/guardian must sign a copy of the District's Activity Participation Policy. The signed copy must be on file with the Middle School before the student may participate in these activities. Only one signed policy need be on file for each school year. All 7th graders who choose to participate in extra-curricular activities will need to have a physical on file. It will be good for two (2) years.
- D. Participants in an interscholastic activity shall be required to present and conduct themselves in a manner that will at all times bring credit to Homedale Middle School. Failure to do so will result in appropriate action, suspension, or both, appropriate to the circumstances.
- E. According to District Policy 8.09 (Student Activities Drug Testing), all 7th and 8th grade middle school students participating in school activities will participate in a mandatory drug testing program.

Anonymous Bullying Report

Students are encouraged to immediately report any type of bullying to a teacher, the counselor, principal, or School Resource Officer (SRO). In the event that a student or parent feels uncertain about making a report in person, an anonymous report is made available to students in the school library, on the school's website, or on page 29 of this handbook. Information will be directly transferred to the principal.

Assembly Conduct

Students are expected to report to the assigned area in a quiet and efficient manner, and be seated as quickly as possible. Belongings will be left in the class they are dismissed from and will be retrieved after the assembly. Students will also be expected to sit with the class/teacher whom they are dismissed.

Attention should be focused to the assembly presenter(s). If a student acts inappropriately, he/she will be removed. Students who desire not to attend any assembly must report to an alternate assigned area with study or reading materials. Any student failing to report to this assigned area or the assembly will be considered truant.

Breakage/Vandalism/Malicious Destruction

Breakage or destruction caused by poor choices or avoidable acts will be the financial responsibility of those person(s) causing the damage. Students and/or parents/guardians will be held financially responsible for any acts of vandalism and/or malicious destruction to school property. This may also include private property located on the school premises.

Building Appearance

Our school has a very positive reputation concerning the appearance of the building and grounds. The staff and student body have the responsibility to help maintain this positive image in these ways: helping to keep rooms neat and clean; keeping lockers closed; using waste baskets; not marking on walls or desks; and refraining from willful destruction of school property.

Bus Conduct

Those students who ride a school bus or any other type of transportation provided by the school district are subject to the rules of the school and must follow the directions given by the driver and/or supervisor. Students will be expected to conduct themselves in a manner that is safe and orderly for all who are transported.

Cell Phones

Students may bring a cell phone to school but must refrain from using it during the school day without the permission of a teacher or staff member. On occasion, teachers may allow students to utilize their cell phones for learning activities, such as calculating math problems, texting a response to an automated poll, or looking up information on Google.

If a student needs to contact his/her parents via a cell phone, he/she must first inform a school employee and wait for the appropriate circumstances to make the call. Students using their phone in other ways or without permission will have their phones taken away. Parents may pick up the confiscated phone in the school office.

Students are able to use their cell phones before school begins and during lunch.

Cheating

Whenever a student is guilty of cheating, the individual teacher will handle the first offense. Further offenses will be referred to the administration for discipline in a manner appropriate to the situation.

Closed Campus

The Middle School has been designated as a closed campus during regular school hours. Students may only leave campus if a parent/guardian personally checks them out at the office.

Conduct Policy

All students at Homedale Middle School are expected to conduct themselves in a respectful, responsible manner. Our program is designed to provide an atmosphere for students to learn to accept and perform these responsibilities. Within this framework, Homedale Middle School's goal is for students to be productive, responsible citizens. Students are expected to do the right and proper thing and behave in an acceptable manner. Persistent violators of acceptable standards will not be able to continue at Homedale Middle School. An attempt is made to treat each student as an individual, but all students are expected to live, act, and behave according to our standard.

Conflict & Fighting

Students who have a difference of opinion, which could lead to conflict, should seek help from the school staff. Students who provoke or start fights or who are guilty of hitting, slapping, shoving, or other-wise physically assaulting another first will usually receive more severe disciplinary consequences. Students are expected to immediately report another student who is trying to start a fight or who has physically assaulted another. Those involved in fights or other conflict will be subject to After-School detention, suspension and/or expulsion.

Counseling and Guidance

The Counselor's Office is open to all students at any time. Personal, social, or school matters that may be discussed will be held strictly confidential. Contact the counselors in the office between classes, before or after school, or at lunchtime. If your counselor is not available, the students name will be left with the secretary and he/she will be sent for at later time.

Credit System for 7th & 8th Graders...Idaho Code

It is the goal of Homedale Middle School for all students to be successful. Middle school is a transition time for students. Many habits are formed and reinforced during these years. In order to help set students up for success in their current and future education, HMS and the school board has implemented the Middle School Credit system for promotion.

To earn promotion to the next grade, all 7th and 8th grade students must earn 80% of the credits attempted per semester. They also must pass one semesters of yearlong CORE classes. Must have an attendance rate of no less than 93%. See page 17 for more information.

An alternate path is available and students must meet the requirements to be promoted.

1. Possess a 2.0 cumulative yearly grade point average,
2. Have an attendance rate of no less than 93%.

5th & 6th grade students must pass their core classes and earn no more than two-F's. If 5th-6th grade students earn two or more F's in any one content area, they can use the alternate mechanism to earn promotion to the next grade.

Credit Recovery Options: Students must retake two of the failed core credits through mechanisms established by the administration.

Dance Policy

The administration and faculty recognize that school dances are very popular among 7th/8th grade students. The following guidelines have been established.

1. Students must have transportation immediately following the dance.
2. Only actively enrolled Homedale 7th/8th grade students will be admitted. Neither visitors nor high school students will be permitted. Middle School students are not allowed at Homedale High School dances!
3. Students who leave the dance **will not** be re-admitted.
4. **Student dress must meet the school dress code.**

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Homedale School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Homedale School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Homedale School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Homedale School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days of receipt of this notice. The Homedale School District has designated the following information as directory information:

- Student's name
- Grade level
- Parents'/guardians' names
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics

Discipline Process

Our goal is to teach our students to spend their time and energy productively. To further Homedale Middle School's excellence, we expect students to behave in a manner that will bring honor to our school and community. The school's aim in dealing with student misconduct is not primarily to punish, but to bring about positive change. In an effort to create and maintain an environment in which students can grow academically and socially we have designed the *Homedale Middle School Positive Behavioral Interventions & Supports* guide to encourage mutual respect and promote independent behavior in our students. This plan is expected to insure that all students understand their rights and responsibilities, the consequences of violations of school rules, and the procedures for dealing with violations.

Minimum Standards and Guidelines

Homedale Middle School believes all students can be successful if they apply *The Great Eight Pillars to Success* during their 5th – 8th grades years. Students learn to be and are expected to act as citizens, responsibility-takers, self-managers, friends, problem-solvers, communicators, leaders, and life-time learners. The desired behaviors for each characteristic are listed on the *Successful Middle School Students* document.

Classroom level

Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. We ask students to Respect Others, Self, and Environment. (ROSE). Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. Students will be recognized with "character cash" for being successful students. However, if a student fails to produce desired behavior, the following process will begin:

Step A: Warning

Step B: Consequence – The student will be sent to another room to refocus by completing the *Steps to Success* form. (If a student receives three refocus forms in a class during one quarter of school, that student will be referred to the principal for after-school detention.)

Step C: Consequence/Parent Contact – The student will contact his/her parent to explain the issue and the teacher will enlist the parent's help for encouraging appropriate student behavior.

Step D: Consequence/Teacher-Student Behavior Contract -If inappropriate behavior continues beyond the parent contact (*Step C*), the teacher will meet with the student to write an agreed-upon contract that outlines the expected student behavior and appropriate consequences. Parents will be notified of the expectations.

Administrative Level

Discipline problems that continue in spite of the teacher's efforts or which consist of a more serious nature, will be dealt with at the administrative level in the following way:

Step 1: After School Detention - 1 Day – 60 minutes

Step 2: After School Detention - 2 Days – 120 minutes

Step 3: After School Detention - 3 Days – 180 Minutes

Step 4: Friday Detention - 1 day – 4 hours

Step 5: ROSE Success Contract - 1 day in-school suspension

Step 6: ROSE Success Contract for parents - 2 days in-school suspension

Step 7: Out-of-School Suspension - 1 day

Step 8: Out-of-School Suspension - 3 days out-of-school suspension

Step 9: Out-of-School Suspension - 5 days out-of-school suspension and administrative review

Step 10: Out-of-School Suspension - Until the next scheduled Board meeting and recommendation for expulsion

Students involved in severe incidences that disrupt the educational process will be immediately sent to the principal's office. Severe incidences may be defined as swearing, bullying, sexual harassment, physical assault, or illegal substance abuse and will result in detention, Friday Detention, In-School Suspension, Out-of-School Suspension, or Administration recommendation to the School District's Board of Trustees for expulsion as determined by the principal.

By the time a student reaches the Middle School, he/she should be aware of what constitutes appropriate conduct in school. Each student is responsible for his/her own actions. Staff members have the right to discipline students in a manner that is appropriate to the offense.

District Academic Code for Activities

It is a **privilege** to be able to participate in activities at Homedale Middle School. Along with the privilege is the **responsibility** of the student to do well academically. The following academic criteria are required of all students in order to participate in activities:

1. Pass all classes
2. Maintain a current 2.0 GPA in all classes

Once every two (2) weeks throughout the year, grades are checked on all students participating in extracurricular activities. Students not meeting the criteria in a given week will be placed on **probation**, and the student, parent/guardian, and advisor is notified. The student must still participate in practices and contest that following week but is warned to bring up the grades.

If the student is not meeting the criteria for a second consecutive week they are placed on **suspension**. The student would not be allowed to participate in any contest (suit up, sit on the bench, travel with the team, etc.) until the next grading period in which they meet the academic criteria. The student may be allowed to practice with the team provided they are seeking extra help to meet the academic criteria. Please refer to the complete district policy (8.17) for more information.

Dress Standards - Modesty Code

The administration and faculty recognize that certain standards of dress are desirable in the interest of better education. Extremes of dress and appearance attract improper attention and thus detract from the learning process in the classroom. Examples of dress we consider inappropriate for Middle School students include the following:

1. Blouses, sweaters or shirts that do not cover the stomach, back, or undergarments.

2. Tank-type shirts and other apparel deemed inappropriate or immodest by the staff and administration. (Sleeveless shirts should cover from neckline to sleeve line.)
3. Cut-offs, shorts, and dresses that do not adhere to a length, which is modest and appropriate for school time as, deemed by the staff and administration. (This also includes cuts, rips, or holes in any clothing, which could be deemed immodest.)
4. Clothing with questionable language or graphics.
5. Hats worn in the building. (This includes bandanas, scarves, visors, knit caps, and sweatshirt hoods.)
6. Evening bedtime clothing like pajamas and/or slippers.
7. Lack of shoes or sandals.
8. Any article of clothing (or lack thereof), jewelry, make-up, etc., which draws undue attention or is disruptive to the educational environment.
9. Hanging belts. (Non-compliance will result in the belt being taken away.)

Drugs and Alcohol

Consumption, possession, sale, or being under the influence of any illegal narcotic, dangerous drug/substance or alcohol of any form, on or about the school premises or at any school-sponsored activity is prohibited. Violating this regulation will be handled in accordance with the School District's "Substance Abuse" policy 8.11, which is available from an administrator, counselor, or staff member. In addition, when the situation calls for it, the violator will be turned over to the police, suspended, and/or expelled from school.

Extra-Curricular Eligibility

Any student holding an office and/or participating in extra-curricular activities must pay their student body activity fee to be eligible to participate as such. Any student participating in extra-curricular activities will be subject to the district academic code for activities and must participate in the Idaho Drug Free Youth (IDFY) club at HMS. IDFY membership requires drug testing at least once during the school year, with the possibility of additional random testing.

Field Trips

Students must adhere to District Rules and Guidelines. Students must be passing all classes/subjects they will miss while on field trip and notify teachers in advance. Students who are failing a class/subject must have prior permission from that teacher and the principal or his/her designee. It is the responsibility of the student to gain that permission. Students who are not passing or have not completed the field trip form may not be allowed to participate.

Gang Activity

It is the policy of the Homedale School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs that initiate, advocate or promote activities, which threaten the safety, or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are, therefore, forbidden.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate another student will be subject to disciplinary action including suspension and expulsion.

Gun /Weapons Free Schools

School rules prohibit bringing to school any items, which are dangerous to students and/or staff. The Homedale School District will require when a student is found to be in possession of **any object intended** to be used as a weapon to be expelled from school for a period of not less than one (1) year, except that the Homedale Board of Trustees may modify the expulsion requirement on a case-by-case basis (Idaho Code Section 33-205 and District Policy 8.25 & 8.26). This regulation shall also apply to any apparatus that gives the appearance of being a dangerous item, such as toy knives, guns, etc. Violation of this provision can be punishable as provided by Idaho Code 18-3302D.

If a student realizes he/she have an inappropriate object at school, they should inform a staff member immediately, that it is in his/her possession. Disclosure will result in the staff member turning the inappropriate object into the office, and a student conference with the Principal. The Principal will

notify parents who will need to pick up the inappropriate object from school at their convenience. Failure to disclose an inappropriate object could result in suspension.

High School Credit for Advanced Courses

Students participating in the 8 in 6 program that complete a high school course (that meets the same content standards required by high school and taught by a highly qualified teacher) with a grade of C or higher before entering 9th grade, the number of credit hours assigned to the course shall be transferred to the student's high school transcript. Students will have met the content requirement for high school.

Inappropriate Items at School

Students are not to operate the following items which are considered disruptive to the educational process: pagers, beepers, laser pointers, video-type games or any other toys, etc. Unacceptable items will be confiscated and given to the building principal for further action.

Inappropriate Language

This school does not condone profanity and any other types of inappropriate language, drawings, pictures, writings, or expressions. Those who engage in these types of expression will be subject to disciplinary consequences, including suspension and/or expulsion.

Inappropriate Physical Contact

Homedale Middle School administration, staff and the student council **DO NOT** condone public displays of affection on school property. Students involved will be contacted and asked to correct the problem. Failure of students to cease the action may result in suspension.

Lockers 6th/7th/8th Grade

Each student will be assigned a hall locker when they register. Students are not authorized to change locker assignments or use another locker without permission from the administration. Lockers are for your convenience and are the responsibility of the student. The school assumes no responsibility for safeguarding articles left in lockers. **Always take items of value with you or check it in at the office.** Permission is granted for students to provide their own lock on their assigned locker. Locks that are placed on the wrong locker will be removed with bolt cutters. The school **will not** replace locks that must be removed. Students will be allowed to go to their lockers before school, at lunch, and after school.

Lunchroom Conduct and Regulations

In order to maintain a clean building and campus, all students are required to cooperate with the cafeteria personnel and lunchroom supervisors and to keep the cafeteria as clean as possible. A student may lose lunchroom privileges if conduct is not appropriate. They will also be subject to disciplinary action.

1. Students will enter the lunchroom and sit at a table of their choice. Each table will be excused to get in line to be served lunch. Students are expected to conduct themselves in a courteous manner. Crowding or cutting in the serving line is not permitted.
2. The throwing or misuse of food or utensils is not permitted.
3. The taking of any food or drink out of the lunchroom is not permitted, unless requested in writing by staff.
4. Students are required to deposit any wrappings, trash, and disposable containers in the waste containers.
5. Lunchroom supervisors' requests must be honored at all times.
6. Violation of any of the above could result in student violators cleaning the lunchroom.

Lunch tickets can be purchased in the lunchroom and are not transferable. Lunch tickets will not be charged for any reason!

Merit Program

All students begin each quarter with 100 merits. Students who receive a refocus form will lose merits according to the severity of the offence. This merit system is only a record keeping system for a student's character. Disciplinary action will be taken in addition to the recording of merit loss. Trojan Time grades will reflect merit points; however, the character/merit grade will not be included in the student's GPA calculation.

A 90-100

<u>B</u>	<u>80-89</u>
<u>C</u>	<u>70-79</u>
<u>D</u>	<u>60-69</u>
<u>F</u>	<u>59-0</u>

Merit Loss – Unacceptable Behavior

- 10 Bus Referral
- 10 Failure to follow staff instruction
- 10 Unsafe actions (throwing object, running, or rough-housing in class, etc.)
- 10 Cutting class
- 10 Classroom or campus disruption
- 10 Gum chewing in classroom
- 10 Inappropriate use of technology (phones, e-readers, MP3, etc.)

- 15 Partial day truancy
- 15 Severe classroom or campus disruption
- 15 Destruction of personal or school property
- 15 Defiance to *any* school employee
- 15 Cheating, copying
- 15 Habitual profanity or vulgarity
- 15 Rudeness or disrespect to any adult (school employee, volunteer, substitute)

- 20 All day truancy
- 20 Threatening
- 20 Inciting a fight

- 25 Suspension (Bus or School)
- 25 Discrimination
- 25 Sexual Harassment
- 25 Fighting
- 25 Vandalism (including desks, lockers, etc.)
- 25 Possession or use of tobacco
- 25 Possession or use of fireworks or explosives
- 25 De-pantsing
- 25 Extortion or robbery
- 25 Stealing or receiving stolen property
- 25 Intimidation/harassing behavior/hazing
- 25 Hate motivated behavior
- 25 Sexual abuse/battery
- 25 Harassing, threatening, or intimidation of a peer

Merit Recovery Opportunities:

Good citizenship is just as essential to becoming a well-rounded individual as meeting high academic standards. For this reason, HMS students must maintain a “C” or higher Trojan Time grade to participate in school incentive days and/or special activities just as they must maintain “C” or higher classroom grades to be eligible for participation in the same activities. This means students must have at least 70 merits to participate.

Because HMS faculty and staff believe all students deserve a second chance, the following merit recovery opportunities are available to all students. Students who have been suspended out-of-school must participate in one Merit Recovery Opportunity for every day suspended.

Each of these activities equal 10 merit points per hour of service and must be documented on a Successful Student Community Service Form (See pg. 32).

School Options:

- 10 Gym set up and/or clean-up
- 10 Lunchroom set up and/or clean-up
- 10 Classroom set up and/or clean-up

- 10 Trash pick up around school grounds
- 10 Trash pick-up along Johnstone Road
- 10 Parent attends Parent-Teacher Conferences
- 10 Parents attend other parent events (Open House, FAFSA night, etc.)
- 10 Volunteer for Wish Tree and Food Drive
- 10 Cleaning bathrooms after school
- 10 Set up or clean-up for sporting events, concerts, and other school events
- 10 Friday teacher aides
- 10 Other? (Subject to Ms. Winters' approval)

Community Options:

- 10 Community clean up and outreach programs
- 10 Volunteer for Santa Brunch
- 10 Mentor at Elementary School
- 10 Volunteer for a church or organization activity or fundraiser
- 10 Other? (Subject to Ms. Winters' approval)

Successful Student Community Service Form

Any student wanting to participate in a Merit Retrieval Opportunity must complete a Successful Student Community Service Form located in the counselor's office and submit it to his/her Trojan Time Advisor. The Advisor will determine if the information provided meets expectations for merit recovery and will include the appropriate number of merits in the student's Trojan Time grade.

Middle School Lunch Period

Students are to be in one of the following areas during the noon lunch period:

1. School cafeteria,
2. Designated play areas for the 5th/6th grade students and 7th/8th grade students.
3. In the classroom after displaying a hall pass from a teacher.

Middle School Opening

The Middle School building opens at 7:15 a.m. each day. Students are not allowed in the building prior to 7:15 a.m. unless an extra-curricular activity involving the student has been scheduled.

Middle School Store

The school store may be open during Trojan Time. It is emphasized that the opening of the store is a privilege and may be forfeited at the discretion of the staff.

Notification to Parents Regarding Right to Receive Teacher Information

Federal Law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

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

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived 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?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact the Homedale School District Office at 337-4611 or the building principal.

Nursing Services

Part-time nursing services are provided to assist in emergencies and are available for students on a referral basis. When students become ill at school, they should first get teacher permission to leave class and then go immediately to the office for assistance. If it is determined they are too ill to remain at school, parents will be contacted. Students who need to take medication during the school day should bring a written note from parent/guardian or their doctor explaining the use of the medication and the prescribed dosage. Parents should inform the school when it is important we know about a particular medical problem. A sincere effort will be made to maintain confidentiality regarding student medical problems.

Parent Involvement Policy

The Board of Trustees of this district has set expectations for parental involvement in Title I schools to encourage parental participation in the education process for their children (see Policy 4.41). The expectations include:

- An annual meeting with parents of Title I students.
- Keeping parents informed about their child's academic progress, assessment results, curriculum, and expected proficiency levels.
- Encouraging and supporting parental attendance at meetings.
- Involving parents in planning, reviewing and improvement of Title I programs.
- Provide parents with strategies to support and assist their child at home.
- Plan and implement an annual parental involvement plan at each school.
- Develop a partnership through the School-Parent-Student Compact, which outlines how parents, school staff and students will share in the responsibility for improving student achievement.
- An annual evaluation of the parental involvement program that includes parental input.

Personal Cleanliness

Personal hygiene is important to everyone. Students should give their best effort to come to school wearing clean clothing and having clean bodies free from offensive odors associated with poor personal hygiene. Using soap when showering and applying deodorant are all important. The school can assist you with the above items if necessary. Please contact the counselor.

Physical Education Class Dress Requirements

The following dress standard shall be required of each 7th/8th grade student who participates in a physical education class: PE uniforms are available for purchase, or **solid red shorts and a plain red tee-shirt (with sleeves) without any markings, logos, or writing on it** can be worn. The student's name can be on the shirt and shorts. Those students who for religious reasons or a different dress standard will be accommodated if requested by the parent/guardian in writing and approved by the principal. On days that warmer clothing is necessary, sweat suits, etc. can be worn over the required dress. The student must also furnish an appropriate pair of gym shoes, which are used for P.E. only. This means that the shoes will not be worn for everyday use and will remain with student's P.E. gear.

Progress Reports and Report Cards

Student progress reports will be issued to all students (for delivery to parent/guardian) near the middle of each nine-week grading period. If the parents desire a conference, it will be scheduled upon request through the office (337-5780). **Parents/guardians are asked to discuss all progress reports with the student and, after reviewing them, sign them and return the bottom portion to the school.**

Report cards are issued to students (or parents/ guardians at Parent-Teacher Conferences) at the end of each quarter.

School Records

The Family Educational Rights and Privacy Act of 1974 provide parents access to all of a student's educational records. It also states that parents must be given the opportunity for a hearing to challenge the content of the records. The school will insure and provide confidentiality pertaining to student's records in that only authorized persons will have access to them.

Under the Act of 1974 schools cannot release files on students except:

- to other educational agencies with a legitimate educational function;
- to officials of other schools when a student is transferring;
- to certain federal agencies and to agencies in connection with a student's request for financial aid;

- when parents authorize the release; or
- when the information has been lawfully subpoenaed.

School Safety

The School board of Trustees deems the following actions disruptive to school discipline:

1. Instigating, or taking part in false fire alarms or bomb scares;
2. Possession of, or distribution of any inappropriate item at school; or
3. Any act which, in the judgment of the principal, is detrimental to the health, welfare, or morals of those attending Homedale Middle School (Idaho Code 33-205).

School Visitors

Parents and patrons are always welcome in our school. Upon entering the building, all visitors are asked to sign in at the office and acquire a visitor's pass. Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor (Idaho Code 18-916). Due to school liability, students/minor visitors are not welcome during the time school is in session.

Search and Seizure

The school administrators and/or teachers, upon reasonable suspicion that a student has or is violating either the law or the rules of the school, can search students, vehicles, lockers or any other concealed place on the school grounds. Items suspected to be illegal, stolen or unsafe can and will be confiscated until such time the situation can be resolved by the proper authorities.

Snow Policy

Due to the responsibility of the school to provide a safe environment for all students and staff, there is to be no snowballing, face washing, etc. on school property. Snow and ice are not to be brought into any school building.

Stealing - Theft

It is considered stealing or theft if you take something that does not belong to you. Those who are found guilty of stealing are subject to severe disciplinary measures, which could involve the police, suspension and/or expulsion.

Student Government

The Homedale Middle School student government will consist of five (5) student body executive officers, with the principal serving as the advisor. Meetings will be scheduled on a monthly basis. The five (5) executive officers will be elected by the student body, no later than the third (3rd) Monday in September. Any student wishing to declare as a qualified candidate for an office must get a nominating petition from the principal's office and gather ten (10) student signatures. The five (5) executive student body officers are:

- **President** - must be an 8th grade student
- **Vice-President**
- **Secretary-Treasurer**
- **Reporter**
- **Historian** - must be an 8th grade student.

Any student participating in student government will be subject to the district academic code for activities.

Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. 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 carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Tardies

Tardies disrupt classes that are in session. For this reason, tardies will not be tolerated at Homedale Middle School. A student is **tardy** if he/she is not in their assigned area when the bell rings each period. Students arriving to class more than ten (10) minutes after the second bell rings will be considered **absent** from that class period. The teacher will determine whether the tardy will be excused or unexcused. Unexcused tardies will accumulate during a nine (9) week grading period and will be handled in the following manner:

- 2nd Tardy** – Warning Notification sent by principal
- 3rd Tardy** – After School Detention (60 minutes)
- 4th Tardy** – 2 days After-School Detention (120 minutes)
- 5th Tardy** – 3 days After-School Detention (180 minutes)
- Any Additional Tardy that quarter** – Friday Detention (4 hours)

Technology Usage

All students of the Homedale School District are provided with access to the district computer network. The network provides students with essential learning tools and instruction while here at school. The use of Homedale School District's information networking capabilities is a privilege, not a right. Each time a user accesses the district's network from any school computer, an electronic signature is required. The electronic signature is legally binding and indicates the user's understanding of and agreement to comply with the Technology Acceptable Use Policy. The policy can be found on the district's website: www.homedaleschools.org

Students may bring technology to school but must refrain from using it during the school day without the permission of a teacher or staff member. Students may use technology before school and during lunch. The school is not responsible for lost or stolen items.

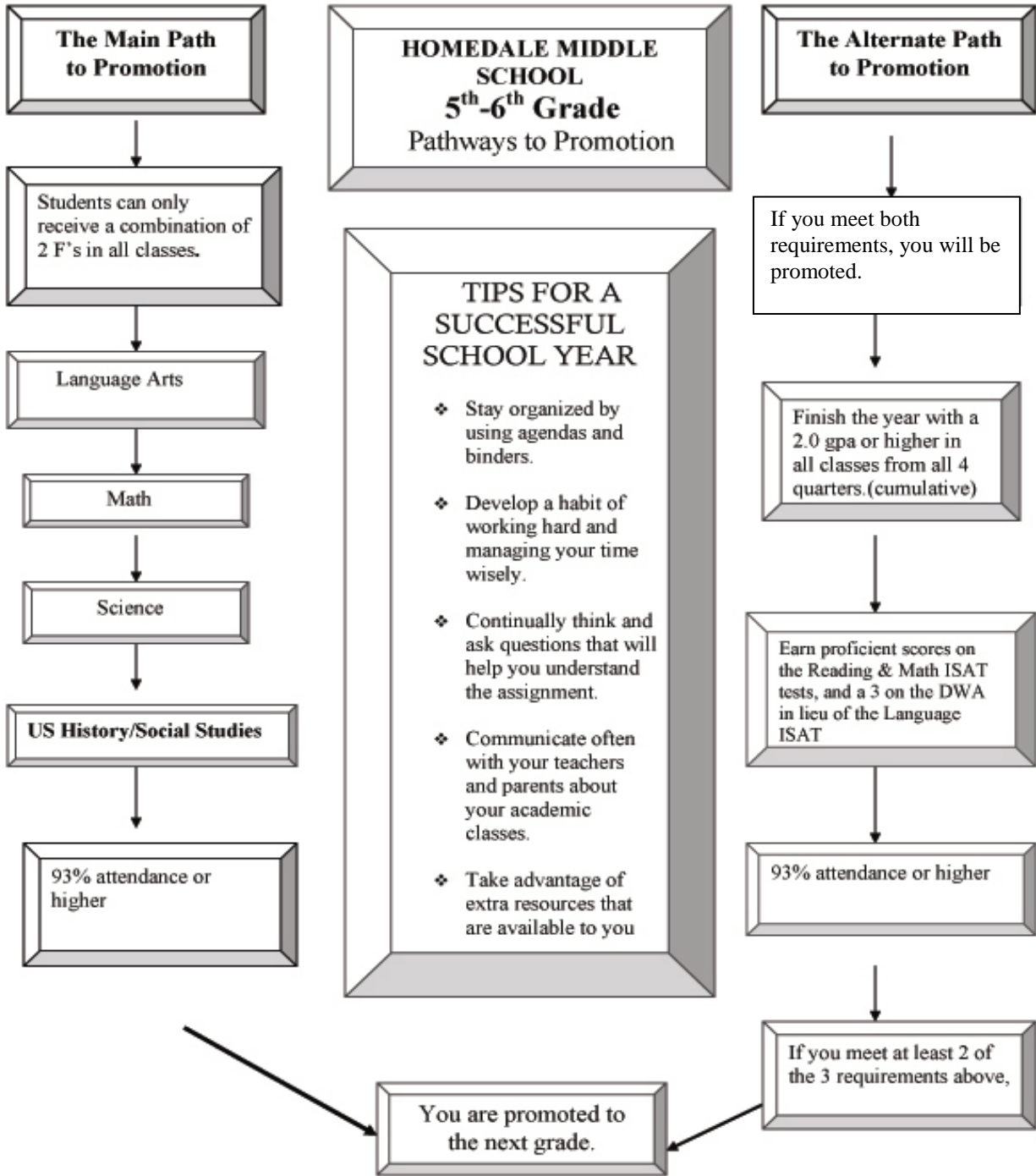
Textbooks, Workbooks, Etc.

The major portion of textbooks, workbooks, and various other equipment is furnished to the students by the school. It is the responsibility of the student to give adequate care and prevent the loss of said materials. The student, and/or parent/guardian, will be responsible for the cost of repair or replacement of any materials issued which are damaged or lost.

Tobacco

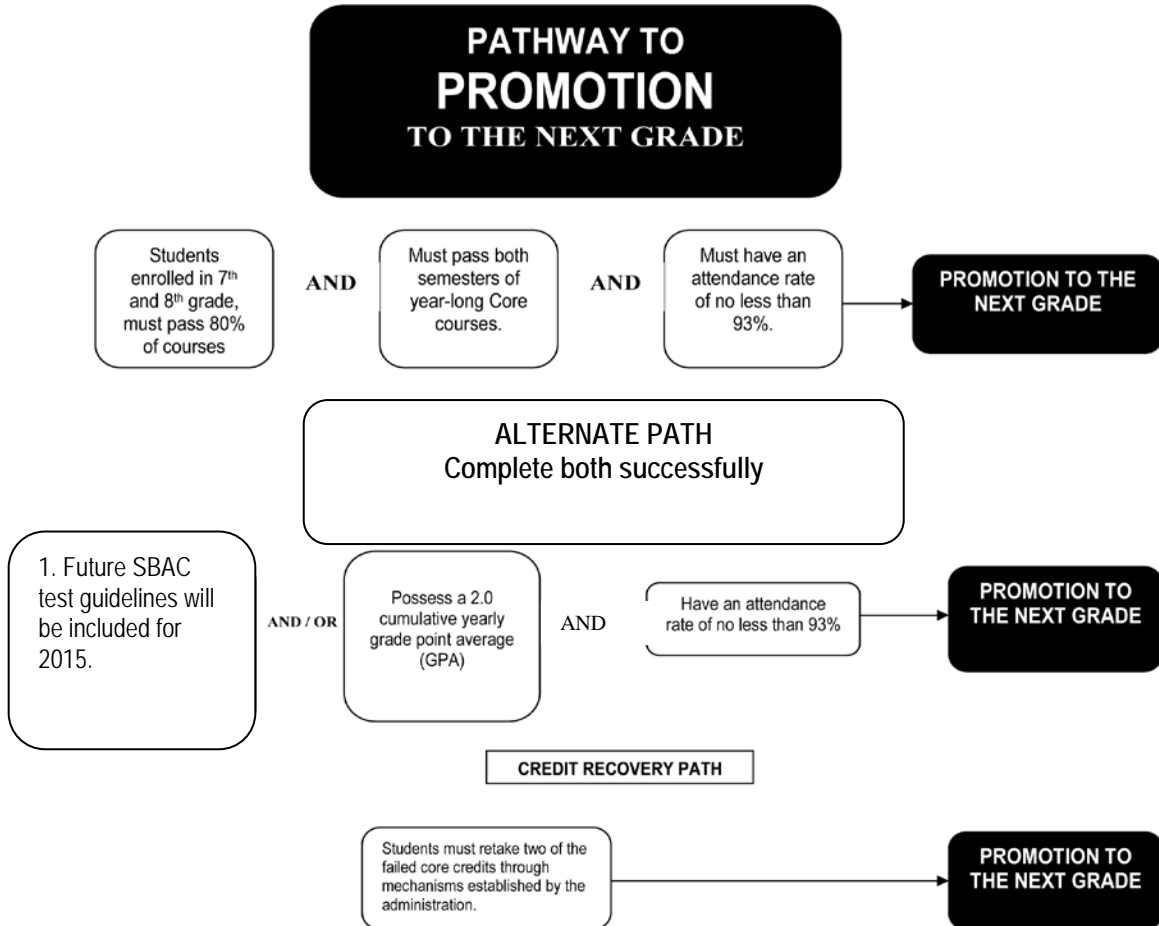
Student's use or possession of tobacco in any form, (including chewing tobacco), on the school premises, either during school hours or while attending school-sponsored activities, is prohibited. According to policy, those found in violation can/will be referred to the Student Assistant Team (SAT) for assessment and/or group referral. The violator may be turned over to the police, suspended, and/or expelled from school.

Appendix A



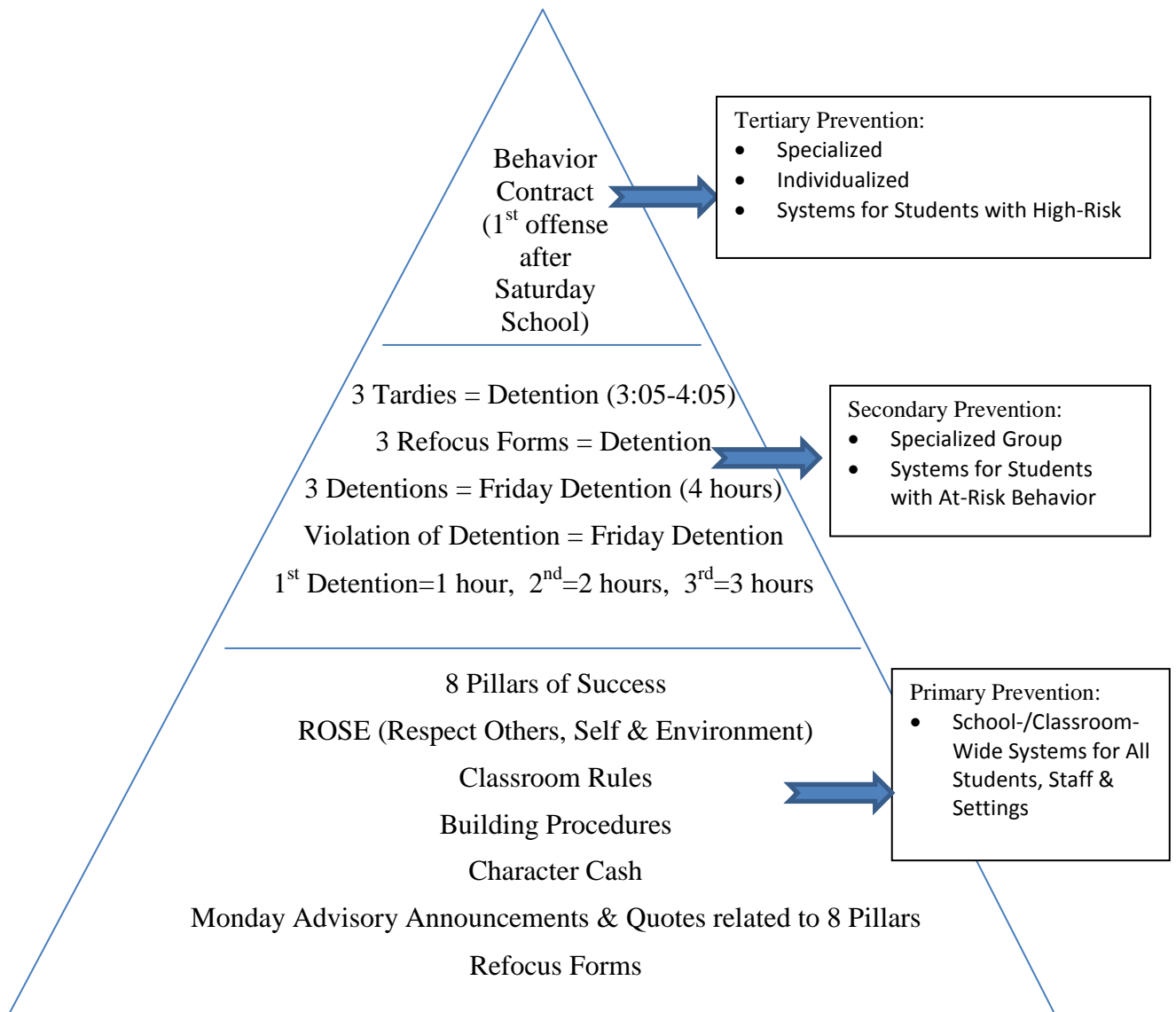
PREPARE YOURSELF FOR SUCCESS

- Stay organized by using agendas and binders
- Be proactive, develop a habit of working hard and managing your time wisely.
- Continually think and ask questions that will help you understand the assignment.
- Work together and communicate often with your teachers and parents about your academic classes.
- Attend your classes and be on time.



*Credit Recovery Path will be determined by the IEP team for students with disabilities.
 *LEP student's promotion will be determined by the IELA scores or the LEP/District team.
 *Until two of the failed core credits are retaken, students will be retained in the previous grade level.

Homedale Middle School Positive Behavioral Interventions & Supports



Introducing, modeling, and reinforcing positive social behavior is an important step of a student’s educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide Positive Behavioral Interventions & Supports is to establish a climate in which appropriate behavior is the norm.

Successful Middle School Students

Academic Philosophy: Students are responsible to learn *The Great Eight: Pillars to Success* in Homedale Middle School as they prepare for High School and employability in adulthood. Students who strive to fulfill these academic expectations will develop eight essential characteristics of good citizenship and employability. Successful Homedale Middle school students will greatly benefit by possessing these attitudes and skills.

Citizen

- *Respects rights and property of self and others
- *Demonstrates honesty and integrity
- *Arrive on time and attends regularly

Responsibility-Taker

- *Accepts responsibility for tasks and personal actions
- *Is reliable and dependable
- *Completes assignments on time
- *Brings appropriate materials to class

Self-Manager

- *Listens and follows directions
- *Completes assignments neatly and accurately
- *Stays on task; not distracting or distractible

Friend

- *Cooperates with others
- *Demonstrates appropriate personal interaction with peers and supervisors
- *Looks out for the interests of others

Problem-Solver

- *Plans and organizes work
- *Reasons and makes appropriate decisions

Communicator

- *Asks questions and seeks help when needed
- *Speaks and writes using appropriate language
- *Actively listens

Leader

- *Works well without supervision
- *Possesses self-confidence
- *Demonstrates pride in work

Life-time Learner

- *Shows initiative
- *Seeks knowledge for its own rewards
- *Brings knowledge and understanding to others while becoming wise

HMS Steps to Success

Class Period: _____

Student's Name: _____

Date: _____

Write 1-2 sentences explaining the inappropriate behavior you chose. **Do not use "nothing," "I don't know," "IDK," etc.** _____

What did you expect to gain from this behavior?

- I wanted attention from others.
- I wanted to be in control.
- I wanted to avoid doing my assignment.
- I wanted to cause problems because I am sad inside.
- I wanted to cause other problems because they don't like me.
- I wanted _____.

The Great Eight: Pillars to Success



Citizen



Responsibility
Taker



Self
Manager



Friend



Problem
Solver



Communicator



Leader



Lifetime
Learner

Circle one of the above pillars and answer this question:

How has my behavior broken one or more of the Great Eight: Pillars to Success? _____

By choosing a more appropriate behavior, I can improve my character. What positive change in behavior will I choose from this point on? _____

- I want to be a successful student at HMS.

Student's Signature: _____

Teacher's Signature: _____

Date: _____

Student:

Date:



Teacher: Leave squares clear if student “rose” to the expectation level of HMS. Note concerns only (in pen).



Behavior	Pillar of Character	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
R espect – Overall, my actions show that I respect my school and the people in it.	1 – Citizen 2 – Responsible 3 – Self-Manager 4 – Friend 5 – Problem Solver 6 – Communicator 7 – Leader 8 – Lifetime Learner							
O thers – I interact appropriately with others: with my actions, words and attitude.	3 – Self-Manager 4 – Friend 5 – Problem Solver 8 – Lifetime Learner							
S elf – I respect myself by always being prepared: my mind, materials & classwork.	2 – Responsible 3 – Self-Manager 6 – Communicator 8 – Lifetime Learner							
E nvironment – I respect the places provided to me: my school, my home, my community and the contents of these places.	1 – Citizen 2 – Responsible 3 – Self-Manager 5 – Problem Solver 7 – Leader							

Principal Signature: _____

Counselor: _____

Advisory Teacher: _____

Lumen Notification: _____

(Student must have at least one Homedale Middle School staff signature at the end of each day – that staff member will send a Lumen notification that contract has been completed and indicate any violations)



Respect
Others
Self
Environment

HOMEDALE MIDDLE SCHOOL SUCCESS CONTRACT

Homedale Middle School staff enters into this contract with _____
and

the parents of _____ in order to ensure this student's
success and positive school experience.

As Staff, We Will:

- Provide a form that clarifies daily expectations.
- Note and reward successes on form.
- Note areas of improvement on form.
- Notify parents daily in Lumen of student's successes and expectations for improvement.

As Parents, We Will:

- Read daily Lumen notifications.
- Set high expectations for our child at home.
- Appropriately reward improved behaviors
-

Staff Signature:

Parent Signature:

Student Signature:

Anonymous Bullying Report

Please check the type of bullying you are reporting.

- Name-Calling / Belittling / Demeaning
- Gossiping / Spreading Rumors
- Ostracizing / Excluding
- Cyberbullying (Cell Phone, Internet Device)
- Sexual Bullying (Vulgar Gestures, Crude Comments, etc.)
- Prejudicial Bullying (Singling out due to race, religion, or sexual orientation)
- Other: _____

How frequently does this behavior occur?

- Every day
- Once or twice per week
- More than three times per month

Where does this behavior occur?

- School Classrooms
- School Cafeteria
- School Playground or Gym
- School Bus
- Homedale School District
- Other: _____

When does this behavior occur?

- School Hours
- After School Hours
- Weekends

Please include the names of any students involved. (Include any other information the principal needs to know.)

If you wish to leave your name, please do.

***Please turn in this form to the "Anonymous Reports" box in the school library.

Successful Student Community Service Form

Student Name: _____

Service Location: _____

Date: _____ **Time In:** _____ **Time Out:** _____ **Total Hrs:** _____

Notes/Comments: _____

Community Service Provider Signature: _____

Title: _____ **Phone:** _____

Student Reflection: What did I learn from this experience? How will this help me?

Student Signature: _____

Merit Points: _____ **Advisor:** _____