

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

<b>PROCEDURES</b> Section 500.1, Pages 1-2
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**STUDENT HANDBOOK – MINIMUM REQUIREMENTS**

All student handbooks will, at a minimum, contain the following:

1. Table of Contents or Index
2. Mission & Vision Statement
3. School Building Staff Directory Reference
4. Bell Schedule
5. Breakfast/Lunch Schedule
6. District Calendar
7. FERPA & PPRA Notifications
8. Asbestos (AHERA) Management Plan Policy Statement
9. Building Specific Plagiarism Statement
  - a. Elementary buildings will use the following statement:
    - \* Plagiarism Definition (Webster’s New College Dictionary) - Plagiarism is the act of copying or stealing someone else’s words 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 the teacher.
    - \* 2<sup>nd</sup> offense: The student will receive a zero and parents will be notified by administration.
10. District Policies – make references to the district website or use shortened bullet statements.
  - a. Absences for Ten or More Days Non-Policy Procedure – All grades – make a reference to the district website and/or have shortened bullet statements referencing consequences for the absences (i.e. loss of credit).
  - b. Attendance , Absence, & Truancy Policy and Procedures – make a reference to the district website and/or have shortened bullet statements.
  - c. Computer & Network Services Policy and Procedures – make a reference to the district website and/or have shortened bullet statements.
  - d. Diseases – Exclusion of Students with Communicable, Contagious, & Infectious Diseases – make a reference to the district website and/or have shortened bullet statements.
  - e. Diseases – Exclusion of Students with Head Lice, Parasites, & Other Transmittable, & Infectious Conditions – make a reference to the district website and/or have shortened bullet statements.
  - f. Dress Code for Students Non-policy Procedure – make a reference to the district website and/or have shortened bullet statements.

- g. Drug & Alcohol Free Workplace for Employees & Students Policy – make a reference to the district website.
  - h. Immunization Requirements Policy – make a reference to the district website and/or have shortened bullet statements.
  - i. Inclement Weather – Bus or Private Vehicle Non-policy Procedure – make a reference to the district website and/or have shortened bullet statements.
  - j. Inclement Weather – Guidelines for Keeping Students Indoors Non-policy Procedure – make a reference to the district website.
  - k. Medication Policy & Forms – make a reference to the district website and/or have shortened bullet statements.
  - l. Promotion Grades K-8 Policy & Procedure – make a reference to the district website.
  - m. School Safety & Discipline Policy & Procedures – make a reference to the district website and/or have shortened bullet statements.
    - \* ALL ZERO TOLERANCE portions or a synopsis must be included in the student handbook.
  - n. Searches, Seizures, & Interviews Policy & Form – make a reference to the district website.
  - o. Sexual Harassment Policy & Forms – make a reference to the district website and/or have shortened bullet statements.
  - p. Title I – Parental Involvement Policy (building specific – make a reference to the district website and/or have shortened bullet statements.
  - q. Tobacco & Other Inhalants Policy – make a reference to the district website.
11. Title I – Home-School Partnership Agreement (from the Director of Instruction)
12. 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.

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