

# HACKER MIDDLE SCHOOL

## STUDENT HANDBOOK

### **2024 – 2025**



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Mountain Home, ID 83647  
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### **Educational Success for Every Student, Every Day**

With the cooperation of students, parents, and the community, Hacker Middle School will offer a quality education. Caring, quality teachers will instill a thirst for knowledge and challenge each student's potential to the highest level. We will provide a challenging and diversified curriculum 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.

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## District Calendar

### August

12<sup>th</sup> – First Day of School

### September

2<sup>nd</sup> – Labor Day (No School)

13<sup>th</sup> - PD Day (No School)

### October

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

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

18<sup>th</sup> – No School

21<sup>st</sup> - PD Day (No School)

### November

25<sup>th</sup> – 29<sup>th</sup> – Thanksgiving Break (No School)

### December

2<sup>nd</sup> – School Resumes

20<sup>th</sup> – End of 1<sup>st</sup> Semester

23<sup>rd</sup> – 31<sup>st</sup> – Christmas Break (No School)

### January

1<sup>st</sup> – 3<sup>rd</sup> Christmas Break (No School)

6<sup>th</sup> – PD Day (No School)

7<sup>th</sup> – School Resumes

20<sup>th</sup> – MLK Day (No School)

### February

7<sup>th</sup> PD Day (No School)

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

14<sup>th</sup> – No School

17<sup>th</sup> – President's Day (No School)

### March

7<sup>th</sup> - PD Day (No School)

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

24<sup>th</sup> – 28<sup>th</sup> – Spring Break (No School)

### April

18<sup>th</sup> - PD Day (No School)

### May

21<sup>st</sup> - Last Day of School

## Bell Schedule

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

7:45 – 8:10 a.m. – Breakfast (*optional*)

8:10 a.m. – First Bell

8:15 a.m. – Tardy Bell

9:45 – 10:00 a.m. – Recess

12:05 – 12:45 p.m. – Lunch

3:00p.m. – Rolling Release Begins

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

7:45 – 8:10a.m. – Breakfast (*optional*)

8:10 a.m. – First Bell

8:15 a.m. – Tardy Bell

11:05 – 11:45 a.m. - Lunch

1:10 – 1:25 p.m. - Recess

3:00p.m. – Rolling Release Begins

Positive

Responsible

Organized

Understanding

Determined

## **STAFF DIRECTORY**

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

Mrs. A. Brown  
Ms. L. Campbell  
Mrs. B. Ellis  
Mrs. A. Herrboldt  
Mrs. S. Kibe  
Ms. M. King  
Ms. D. Moon  
Ms. J. Mori  
Mrs. C. Negri  
Ms. R. Rose  
Mr. K. Wallaert

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

Mrs. K. Agenbroad  
Mrs. S. Airhart  
Mrs. J. Bearden  
Mr. C. Duncan  
Mrs. K. Gallinger  
Mr. J. Jenkins  
Mrs. W. Owens  
Ms. M. Platt  
Ms. L. Rogers  
Ms. R. Sigwing  
Ms. K. Wilcox

### **Library**

Ms. J. Herrington

### **Media Lab**

Mrs. B. Hiler

### **Music**

Mr. E. Nixon

### **Physical Education**

Ms. M. Bennett

### **Title One**

Mrs. E. Ingersoll

### **Special Education**

Mr. K. Anderson  
Mrs. Boles  
Mrs. C. Bonorato  
Ms. C. Dodge  
Mrs. B. Linares  
Mr. C. McVey  
Ms. N. Meksch  
Mrs. U. Yulis

### **Special Education Behavior Support**

Mrs. B. Elliott  
Ms. G. Manning

### **Gifted & Talented**

Mr. K. Mellick

### **School Counselor**

Ms. J. Metcalf

### **Military Family Life Counselor**

Mrs. B. Lavallee

### **Family Migrant Liaison**

Mrs. Y. Martinez

### **School Psychologist**

Mr. T. LeFevre  
Ms. C. McLean

### **School Resource Officer**

Officer D. Allen

### **Speech**

TBD

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

Mrs. A. Cotton  
Mrs. E. Grimmus  
Mrs. M. Maruffo

### **Custodial Staff**

Mrs. R. Elizarraraz  
Mrs. L. Flores  
Mrs. A. Garcia

### **Kitchen Staff**

Mrs. A. Brewster  
Ms. D. Halub  
Ms. L. Rooney  
Ms. K. Stevens  
Ms. N. Wallace

### **Office Staff**

Ms. J. Dodge  
Mrs. J. Tucker

### **Administration**

Mr. J. Clark  
Mrs. L. Smith

## ATTENDANCE

Hacker Middle School firmly believes students must be in regular school attendance to receive consistent and meaningful learning opportunities designed to maximize their academic growth and develop the essential to succeed in life. To help meet this goal, students must 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 absent for ten (10) days or more without a doctor's note or who is 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 make arrangements to continue their 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), "Attendance, Absence & Truancy."*

### **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.

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

### **Transferring Students**

Students leaving Hacker Middle School should notify the office a minimum of one week before 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 documents required.

## ACADEMICS

### **Grading / Late Work Policy**

As part of their academic program, students are expected to complete assigned work as assigned, when assigned. Late assignments will be accepted for two Fridays after being assigned with 10% of the earned grade being deducted for each day it is late. Once two Fridays have

passed, the assignment will be locked and no longer accepted. Any assignment not turned in by the due date will be marked as a zero in the gradebook until turned in; within the aforementioned timeline.

### **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 textbooks is the student's. If textbooks are lost or damaged during the year, the student is responsible and will pay for the replacement or repair cost.

### **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 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.

Positive

Responsible

Organized

Understanding

Determined

#### 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.
- *For more information regarding parental rights and to read the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "Parental Rights in Education: Policy 639".*

#### **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".*

#### **Canvas**

The Mountain Home School District utilizes the Canvas Learning Management system to provide students access to class materials (calendar, assignments, quizzes, etc.) online using any device or browser. Additionally, students receive course announcements and grade notifications instantly. With Canvas, both students and parents can track progress through ongoing teacher feedback tools. Students are automatically given a Canvas account and enrolled in their class; parents need to create an account via a pairing code. Canvas is used as a classroom tool and is not an online schooling option.

#### **Parent Portal**

A Parent Portal account is required and completes the registration process allows parents to update demographics online as needed and when convenient. 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, copying of artificial intelligence (AI) responses, 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.
- Additional offenses: The student will receive a zero and parents will be notified by the 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  
Responsible  
Organized  
Understanding  
Determined**

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.

*Positive*

*Responsible*

*Organized*

*Understanding*

*Determined*

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. 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 predetermined amount of time and will work on material supplied by teachers. Students who are not successful with in-school suspension may be out of school suspended. Attempts will be made to notify parents by telephone or note when a student is In-School Suspended. Students who are in-school suspended may not participate in any school activities, including before and after school clubs, for the day(s) they are suspended.

#### **Out of School Suspension**

A student is sent home for a predetermined amount of time. *The student is not allowed to participate in any school activity or be on any school district property while out of school*

*suspended.* 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.

#### **District Review**

More serious offenses (tier 4) or repeated offenses may be referred for district review. During a district review, the student's behavioral, academic and attendance records will be reviewed to determine the appropriateness of the student returning to Hacker Middle School with or without conditions. Additionally, the district review may recommend placement at the Alternate Placement Center (APC) or move forward with an expulsion recommendation to the Board of Trustees.

#### **Right 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 the 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:

- Additional accessories such as masks, ears, tails, gloves with claws, etc are not allowed at Hacker.
- 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) mid-thigh.
- 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.
- Appropriate footwear must be worn at all times.
- 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.

- 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.
- Face paint is not allowed.

**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, EARBUDS, ELECTRONIC DEVICES & COMPUTERS**

HMS understands the important role technology plays in our society and the necessity for our students to develop appropriate technical 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, earbuds, and other electronic devices.

**Cell Phones, Earbuds, and Other Electronic Devices**

Due to the disruptive and distracting nature of cell phones and other electronics to the educational process, students may not use electronic communication or entertainment devices while on school grounds.

A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that while on school property and in school vehicles the device

remains off (not just placed into vibrate or silent mode) and stored in the student's backpack.

Students who violate these rules can expect the following:

- **1<sup>st</sup> Offense:** Staff will remind the student of the expectations of a cell phone/earbuds, etc. in the building.
- **2<sup>nd</sup> Offense:** The teacher will confiscate the phone/earbuds, etc. for the remainder of the day. The teacher will document and contact the parent about the second offense.
- **3<sup>rd</sup> Offense:** The teacher will confiscate the phone/earbuds, etc. The teacher will document, and contact the parent about the third offense and the parent will need to pick up the device from the teacher.
- **4<sup>th</sup> Offense:** The teacher will confiscate the phone/earbuds, etc. and call the parents. The student will not be allowed to bring the device to school for the remainder of the semester.

***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. The use of the 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 the 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.

**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 are *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.
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 POLICY – ACCEPTABLE USE OF INTERNET, COMPUTER, MOBILE COMPUTING DEVICES, & NETWORK RESOURCES FOR STUDENTS & STAFF".*

### **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**

MHSD 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".*



### **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 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 via the completion of an incident report for potential investigation.

Please refer to The Hacker Middle School Conflict Matrix on Page 14 of this document for more information on the definitions that will be used in defining various peer conflicts.

*For the complete District Policy, refer to the district website, [www.mtnhomesd.org](http://www.mtnhomesd.org), "BULLYING, HAZING, & HARASSMENT POLICY – 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 are 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 officer 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), "DRUG, ALCOHOL, & TOBACCO/NICOTINE USE PROCEDURE – STUDENTS".*

### **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, & TOBACCO/NICOTINE USE PROCEDURE – STUDENTS".*

### **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), "DISEASES POLICY – EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS".*

### **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 its 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), "ADMINISTERING MEDICATIONS POLICY".*

### **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.

### **Buses**

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), "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**

### **ID Cards**

Students will be issued one ID card free of charge. If the ID card is lost, a replacement card will cost \$2.00 per replacement.

### **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**

Canvas and the 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 Canvas or the 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 ensure 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".*

### **Food Deliveries**

Food deliveries for your student from third party services (restaurants, Door Dash, etc.) will not be accepted.

### **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.

### **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 – Prices are subject to increase.

Breakfast: \$1.60

Lunch: \$3.55

Adult Lunch: \$4.95

Milk: \$.75

### Free or Reduced Meals

Application forms are available in the school office. Applications must be updated 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. 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 students 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 the police.

### Visitors

Parents/guardians are always welcome, but are required to present an ID when entering 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

	<b>General</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Cafeteria</b>	<b>Playground</b>
<b>P</b> ositive	Use kind words and actions.  Know the difference between tattling and reporting.  Lead by example.	Greet others appropriately.  Use appropriate volume.	Keep conversations on appropriate topics.  If there is an issue with the bathroom, report it to an adult.	Be welcoming to others.  Use proper table manners.  Engage in appropriate conversations.	Demonstrate good sportsmanship and encourage others.  Invite others to participate.  Report dangers or concerns.
<b>R</b> esponsible	Be in control of your words and actions.  Use your time wisely.	Pick up after yourself and others.	Use it, flush it, wash it, leave.  Use the facility for its intended purpose.  Clean up after yourself.	Leave the area better than you found it.  Keep your food on your plate.  Keep hands and objects to yourself.	Be safe.  Use equipment appropriately.
<b>O</b> rganized	Be on time.  Have necessary supplies / materials.  Follow instructions.	Use the most direct route to your destination.  Walk in a single file line down the hall facing forward.	Use at designated times.  Help keep the restrooms clean.  Take <u>all</u> of your belongings with you when you leave.	Have your lunch card.  Get it, eat it, clean it.  Leave a clean table, <u>bench</u> and floor.	Return playground equipment to the designated area.  Line up quickly when the bell rings.
<b>U</b> nderstanding	Follow the "golden rule".  Appreciate the differences in others.  T.H.I.N.K. before you speak.	Respect others' personal space.  Respect others' right to learn by walking quietly in the hall.	Respect others' personal space.  Eyes on your own business.	Eat / touch only your food.	Invite others to join.  Share and take turns.
<b>D</b> etermined	Don't give up even when things are difficult.  Stay focused and motivated to do well.  Challenge yourself.	Follow hallway expectations.  Stay on task.	Respect restroom procedures vs. social pressures.	Speak and act politely to others.	Be fair.  Play by the rules.  Be the best you can be.

## **Hacker Middle School Conflict Matrix**

<b>RUDE</b>	<b>CONFLICT</b>	<b>MEAN</b>	<b>BULLYING</b>
Occasional	Occasional	Once or Twice	Repeated
Spontaneous, Unintentional	Heat of the moment	Intentional	Planned, Purposeful
Can cause hurt feelings	All involved are upset	Can hurt deeply	The target is upset/hurt
Action/words are thoughtless; poor manners	Misunderstanding, poor communication, injustice may be felt	Based in anger, impulsive cruelty	Bully is trying to impose control, actions are deliberate
Rude person accepts responsibility	Effort is made by all parties to come to an understanding and the problem is solved	Behavior often regretted, apologetic	Bully blames the target, doesn't take responsibility for actions
Social skill building, meaningful conversations about relationships can be a benefit	Mediation with a trusted adult to help solve the problem between both parties if a solution can't be found using individual social skills	Needs to be addressed, should NOT be ignored, can be solved with or without an adult	CANNOT be solved through mediation and requires the help of a person of authority



# Hacker Middle School - Student Management Plan

(The following 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	*Student conference *Parent phone *Warning	*Behavior room detention	*OSS *Proper authority notified *Behavior plan
2nd Offense	**Loss of privilege *Parent contact	*Behavior room detention	*ISS	*OSS *Restitution **Proper authority notified *MTSS team
3rd Offense	*Recess detention *Parent contact	*Multiple behavior room detention	*ISS/OSS *Parent conference before re-admittance *MTSS team	*OSS *Restitution **Proper authority notified *DRC
4 or More Offenses	*Lunch detention	*ISS *MTSS team	*OSS	*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
*Disrespect *Dress code *Out-of-bounds/off school property *PDA *Profanity *Property misuse *Rough housing *Technology misuse	*Abusive language *Disrespectful/ Obscene *Gang affiliation *Physical altercation - minor *Skipping class *Teasing *Technology abuse *Vandalism- Minor	*Defacing school property *De-pants *False allegations/accusations *Fighting-aggressive *Gang activity *Instigating a fight *Intimidation *Possession of combustibles *Prejudiced slurs *Property destruction *Theft *Threatening language *Truancy *Vandalism - Mid-level	*Alcohol *Arson *Battery *Bomb threat *Bullying *Destruction or theft of school property *Drugs *Harassment *Illegal use of technology *PDA/sexual behavior *Tobacco *Weapons

*Positive*

*Responsible*

*Organized*

*Understanding*

*Determined*





## 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

Positive

Responsible

Organized

Understanding

Determined



## MOUNTAIN HOME SCHOOL DISTRICT 193

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

(208) 587-2580  
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### 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