



**PAYETTE LAKES MIDDLE SCHOOL
STUDENT HANDBOOK 2026-2027**



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ATTENDANCE POLICY

Idaho law requires anyone between seven and sixteen years of age to regularly attend school. State law also specifies that parents are responsible for ensuring their children attend school. Because attendance is an indicator of success in school and is necessary for maximum student learning, the McCall-Donnelly School District establishes the following policy:

1) Attendance Policy

Idaho Code §33-202 requires all children between the ages of 7 and 16 to regularly attend school, and Idaho Code §33-207 places responsibility on parents/guardians to ensure regular attendance. Consistent attendance is necessary for students to receive instruction, participate in class activities, and maintain academic progress.

McCall-Donnelly School District Policy 3122 will be followed regarding attendance, absences, and truancy procedures.

All students are expected to be in class and on time every school day. **Effective July 1, 2010, the State of Idaho required that attendance be an element in the middle school credit system. Payette Lakes Middle School attendance is defined as missing not more than 9 days per semester or 90% attendance. Credit may be lost on the 10th absence each semester. ~~Students not meeting the ninety percent (90%) attendance requirements may not receive credit or be promoted even though they may have passing grades.~~ When attendance falls below 90%, academic performance and teacher support may be significantly impacted because direct instruction, classroom discussion, labs, collaboration, and guided practice cannot be fully recreated outside of class.**

Notice will be sent home when the 7th day of absence for each semester is recorded in the attendance files. If a student has 10 or more unexcused absences in a semester, excluding medically documented and previously approved extraordinary absences, the student may lose credit and be referred to an attendance committee consisting of the principal, the counselor, and two staff members. Parental excusals act as medically documented absences. Loss of credit related to attendance may be reviewed by the building attendance committee through a petition process. A petition is a written letter stating why the student should be granted credit and should be directed to the principal, or designee in writing prior to the end of the semester grading period. The decision of the attendance committee may be appealed to the superintendent and Board within ten (10) days after the attendance committee submits its decision. The decision of the Board is final.

2) Notes/Phone Verification of Absences

Students who are absent are required to have telephone or written verification from the parent or guardian upon return to school. This note or phone call must be no later than 48 hours after the student returns to school. Please call 208-634-5994 between 7:30 and 8:30 a.m. Written excuses should be in the main office before school starts for the day. The note should state the student's name, reason for the absence, the date(s) missed, and be signed by the parent/guardian. Failure to verify the student's absence shall result in an unexcused absence and truancy.

3) Makeup Work

All schoolwork missed, except in the case of unexcused absences or truancy, may be made up on an assigned time schedule from classroom teachers. ~~Students who are ill and unable to attend school for~~

~~three or more days will have the opportunity of receiving and completing makeup work while they are not at school.~~ Parents may call or email the school to request makeup work. Students who are absent for one or two days should obtain their work when they return to school. ~~If you are aware in advance of an extended absence, please contact the school and request assignments. Some teachers may prefer to provide work when the student returns to school. The general guideline is that two days of makeup time are allowed for each day of absence.~~ Students will have a maximum of 5 school days to make up assignments unless otherwise approved by their instructor.

Student Responsibilities

Students must:

Request missing work within 2 school days of returning

- Schedule missed tests, quizzes, and major assessments promptly upon return. (maximum of 5 school days unless otherwise approved)
- Take responsibility for obtaining notes, assignments, and instructional materials upon return.

Teacher Responsibilities

Teachers will:

- Provide essential assignments, materials, and clarification when requested
- Offer reasonable opportunities for make-up assessments

Teachers are not required to:

- Prepare assignments in advance of planned absences
- Reteach full lessons missed due to absence
- Extend deadlines indefinitely
- Recreate labs, discussions, presentations, or classroom activities that require in-person participation.
- Provide online materials or lessons
- Initiate contact with students to get caught up after absences.

Attendance & Grading: (See teacher syllabus for specific classroom grading procedures)

Missing Work

- Recorded as **0% until submitted for 7 and 8 grade.**

Late Work

- May receive a 10% reduction (see teacher syllabus)

Instruction & Accountability

- Instruction occurs during regular class time
- Increased absences result in reduced access to direct instruction and teacher support
- Once attendance becomes chronically inconsistent (below 90%), teacher support necessarily shifts from full re-teaching to essential instruction only
- Students are responsible for making up missed learning and maintaining communication with teachers outside of regular class time.

School success depends on attendance, engagement, and personal responsibility.

Interventions

Chronic absenteeism, truancy, or repeated missing work may result in:

- grade reduction and/or Parent/guardian contact
- Attendance letters and truancy notifications
- Academic or attendance contracts
- Required intervention time

- Administrative referral
- Credit recovery plans/loss of credit
- Referral under district truancy procedures consistent with Idaho law

Summary

- Attendance affects academic support, not access to school
- Students are responsible for missed work and missed learning
- Teacher support is reasonable and structured, but not unlimited
- Teachers are not obligated to prepare work in advance of absences
- Grades may be impacted by attendance and inability to make up work from absences.
- Students should maintain at least **90% attendance** to remain on track for academic success

Class Cuts: Students remaining on the school grounds but not in their assigned class area without teacher or administrative permission are considered cutting class. Any student who cannot produce proof of his whereabouts in the building will be considered truant with consequences in effect, **including an inability to make up the day's assignment/lesson.**

Checking Out During the School Day: Students will be released only to their legal parent or guardian. Parents/Guardians must physically sign out students. Other circumstances will be evaluated by the principal. Failure to check out properly will be considered truancy. To check out properly, a student must:

- a. Report to the office and request to sign out on the check-out sheet.
- b. Present a note signed by the parent or guardian giving the student permission.
- c. Phone the parent or guardian and have them talk to the principal or attendance clerk who may give the student permission.

Attendance Requirements to Participate in Sports and Cheerleading: Students who miss beyond the first period of the day cannot attend practice. Students absent from school cannot participate in any practice, game or extracurricular activity that day unless authorized by the principal or athletic director, or the student was excused for a doctor or dental appointment. Suspended students are prohibited from practicing or playing during the dates of their suspension.

Attendance at School Activities: Students who are not in attendance for all or part of the day due to illness are not allowed to attend school activities on that day unless prior administrative approval is received.

Tardies: A tardy is defined as being up to fifteen (15) minutes late to a class. If you arrive at school late, you must check in at the office. You will be issued an admission slip before you go to class. If tardy between classes, report to your next class, not the office. The teacher will record your tardiness and notify the office. Late buses will be announced when necessary. No tardy slips will be issued in the office between classes. Your previous teacher may issue a detained slip if appropriate. Between classes, if your locker will not open, do not be late for your next class. Ask your teacher if you can return to your locker for your materials and to receive help opening it. Students will receive a half hour detention for every tardy after the third one.

Excused Tardy: Tardies are excused if you have a pass or detained slip from a teacher or staff member. Students who are late for school in the morning/first period will be excused only if special circumstances, subject to approval by the attendance clerk and/or principal

involved. School district transportation is provided that allows students to arrive at school on time, and students are encouraged to use school transportation whenever possible.

Unexcused Tardy: You must be **in the classroom with all materials** needed for the class before the bell is finished ringing. Individual teachers may have more specific requirements. Any student who arrives to class 15 or more minutes late is considered absent.

Unexcused Tardy Consequences: After the third tardy in a 9-week period, the student will be referred for detention. Tardies will accumulate in all classes, and students are limited to three tardies in all classes combined before detention will be assigned. The office will print periodic tardy reports based on the information received from teachers, and detentions will be issued following the report. Parents will be notified when the third and subsequent tardies are recorded in the office. Habitual tardies will result in progressive discipline with an eventual parent conference to create a positive plan for corrective action.

Advisory Period: This is a twenty- to thirty-minute class that takes place daily. This class is designed to explore ways to help students develop responsibility, self-confidence, self-discipline, and a commitment to helping others. Learning, skill building, study skills, and personal interaction combine to create a positive atmosphere essential for middle school students. This time is also used for organizational and school related activities like homework.

Affection: Public displays of affection are not appropriate in our learning environment. Parents will be contacted if necessary. A handholding rule is observed for 7th and 8th grade students. No PDA is appropriate for 6th grade.

After School: Please make arrangements for your student to ride the bus or to be picked up shortly after the dismissal bell rings at the end of the day. Students may stay after school only if they are involved in an extracurricular activity or directly supervised by a staff member. Parents will be contacted if necessary and students may lose the privilege of staying after school.

Assemblies: Students have an opportunity to experience a variety of assembly programs during the school year. Certain standards of conduct are expected of students at assemblies. They are:

- Report to your assigned class prior to attending an assembly.
- Sit with your assigned class.
- When someone steps before the assembly audience and asks for your attention, give it immediately.
- Clapping is the proper form of approval given to a speaker or entertainer. Talking, whispering, whistling, stamping of feet, and booing are discourteous and have no place at assemblies.
- Students will be dismissed by section at the close of each assembly.

Backpacks: Backpacks are to be kept in lockers during the school day.

Bicycles: Students are encouraged to ride their bikes to school. Guidelines will be provided as to safe procedures for entering and exiting school property. Generally speaking, bikes are not to be rode on school property during school hours or activities.

Binders: Student binders are stored in lockers when not in the classroom. They are not to be left unattended in the multipurpose room, gym, or halls. Repeated offenses may result in consequences.

Birthday Greetings: Birthday flowers or balloons received at the school will be delivered at the end of the last period only. This is to minimize the disruption of classroom activities.

Buses: Transportation to and from school is provided for students living more than one and one-half miles from school. Buses leave the school within a few minutes after the final bell. Students are to walk directly to their buses after their last class. For driving safety, good behavior is expected and required. Riding the bus is a privilege. It may be revoked. Bus Guidelines can be found on the MDSD website.

Cafeteria and Lunches: Good manners and behavior are expected. Students eat in the cafeteria whether it is a purchased lunch or a sack lunch from home. Students bringing sack lunches may purchase milk. Cafeteria conduct includes the following:

1. Be polite. Good manners and behavior are expected.
2. No cutting, saving places, crowding or shoving in line.
3. Do not handle or take another person's food. Eat in the building.
4. Servers will hand out all the food. Be courteous of them.
5. Each student will clear his/her tray, mess, etc. from the table or floor.

Cars, dirt bikes or E-bikes: Middle school students are not allowed to bring motor vehicles to school property. Human propulsion vehicles (bikes and skateboards) are the only form of transportation middle schoolers are allowed to use.

Change of Address or Phone: The office staff tries to maintain accurate records of enrolled students. It is important to keep current on information so contact can be maintained as needed. Please notify the school office if the information changes during the school year.

Closed Campus: PLMS is a closed campus. You must stay on the school grounds from the time you arrive until school is dismissed. If you need to leave for any reason prior to the end of the school day, you must bring a parental request to the office. Parents must sign you out in the office if they are taking you from the campus during the school day. If students leave campus for any reason without approval, parents and authorities shall be contacted.

Coats: Heavy coats must be kept in lockers during instructional time unless approved by staff.

Daily Moment of Silence (Idaho HB 623)

In accordance with Idaho House Bill 623, the McCall-Donnelly School District will implement a daily moment of silence in all classrooms, grades K–12.

At or near the beginning of each school day, students will observe a minimum of sixty (60) seconds of silence. During this time, students may engage in silent reflection, meditation, prayer, or another quiet activity of their choosing, provided it does not interfere with others.

Staff will ensure that the moment of silence is conducted in a respectful and non-disruptive manner. In accordance with state law, school personnel will not direct or influence how students use this time, and no other activities will occur during the designated period.

The purpose of this practice is to provide a consistent, calm start to the school day while respecting the individual beliefs and preferences of all students.

Dances, Evening: School dances are held for 7th and 8th grade PLMS students. Other middle school students may attend with prior written approval from the principal. Students attending school dances are expected to observe standards of acceptable conduct and dress and to remain in the designated area until the end of the dance. Parents or guardians are expected to pick up students within 10 minutes of the end of an evening/night dance. Students may not leave unless released to parent/guardian/adult. Students who leave the building for any reason, during the activity are not allowed to return.

Night: Students should follow the regular dress code. Students may be ineligible to participate in these activities depending on daytime school behavior or performance. Night activities are a privilege; this may be revoked at any time because of administrative decision.

Detention: PLMS has a lunch/advisory detention for students who may need to reflect on breaking rules. Detentions are lengthened in time as they become more frequent. Many of the behavior's students exhibit are attention seeking behaviors and it has been determined that removing students from their peers for a short "time-out" significantly helps with the student's ability to reflect on their actions or the situation. Students removed from the class during instruction by teacher directive will automatically be assigned detention. All detentions may be discussed and potentially waived by administrative discretion. Other detention scenarios will follow the behavior matrix documented in the back of the student handbook. Parents are not typically contacted for student detentions unless they become extremely frequent.

Dress Code: The standard of dress will be in effect at all school-sponsored activities. Dances, concerts, athletic events, and field trips are included. Students who violate the dress regulation will be expected to change into appropriate apparel. Refusal to conform to the rule will result in disciplinary action and parents will be contacted. The school can also provide coverings that meet the dress code in many situations.

Students are to observe the following guidelines regarding student attire:

- Clothing is to be clean and modest. Physically private areas and underwear are not to be seen at any time. Further guidelines include No midriff showing, low-cut (modest neckline front and back required), tube, mesh, and sheer tops. Shorts and skirts must be no shorter than quarter thigh. Shorts or skirts worn with leggings (not tights) must be of modest length. Pants may not have holes that show skin in the area above a quarter of the thigh. Tank tops need to fit underneath the armpits. Pajama type clothing is not appropriate.
- Shoes or appropriate footwear must be worn in school buildings unless otherwise indicated for specified events. Slippers are not appropriate; hard soles are required. For safety, students may not wear shoes with heels higher than 2 inches.
- Hats, hoods, or other head coverings are not allowed in the building except during after-school athletic events or special hat days. No hoods are allowed.
- Sunglasses may not be worn in the building.
- Physical education clothing must meet the same guidelines as school dress code.
- Attire for athletic practices must be modest and meet dress code guidelines. Some shorts may be shorter than a quarter thigh depending on the sport.
- Athletic uniforms or parts of uniforms may be worn on game days if they meet dress code requirements.
- Dress code restrictions may be waived for designated dress-up days.
- PLMS will err on the conservative side of dress code enforcement. PLMS administration and staff appreciate parent support with dress code violations.
- Any age-inappropriate images, comments or suggestions in anyway (like alcohol, rudeness, profanity etc.) will be a direct dress code violation and need immediate conformity to the dress code rule.

Dual enrollment: Families considering part-time enrollment at McCall-Donnelly School District while also seeking to claim a tax credit should be aware that such enrollment may disqualify them from the credit (HB 93)

Electronic Equipment and Communication Devices: Electronic devices including cell phones, internet connected watches iPODs, MP3 players, or headphones of any kind are not to be visible, turned on, or used in the instructional part of the building. This includes assemblies, the music room, and the gym during instructional time. For all offenses, the device will be confiscated until picked up by a parent/guardian.

Other electronic equipment including video/digital cameras, computers, etc. must be registered with the office before being on school property but are assumed to be off limits due to malware and virus. If a student violates this rule, he/she will have the equipment confiscated. It will be stored in the office for a parent/guardian to pick up. Lost, stolen, or damaged equipment is not covered by school insurance. PLMS does not recommend bringing expensive equipment to school.

Energy Drinks: Energy drinks violate the McCall-Donnelly Wellness Policy and are not allowed.

Fall, Winter, and Spring Night Activities: PLMS sponsors fall, winter, and spring night activities. These are provided for students in grades 6-8. If a student wants to bring a non-PLMS student to a night or afternoon activity, permission must be obtained from the principal. Students are expected to stay in the building until released to a parent/guardian or other designated adult. **Excessive truancy or behavioral referrals may hinder a student's ability to participate in field trips, activities, or athletic events. This is at the discretion of the building principal.**

Field Trips and Athletic Events: Transportation to and from school activities will utilize school district provided vehicles. Students may not go to activities apart from their teams or groups unless extenuating circumstances apply and prior written approval from the principal or athletic director has been obtained. Students may return from activities with their parents and other adults if appropriate forms have been completed. Excessive truancy or behavioral referrals may hinder a student's ability to participate in field trips, activities or athletic events. This is at the discretion of the building principal.

Fines, Charges, and Payment for Damages: Damage to books, school property, and to another person's property will be assessed and charged if necessary. If damage to the building occurs, the student will be required to pay for materials and labor. Report cards may be held until all fines and charges are paid. (Idaho Code 33-603)

Fire and Emergency Drills: Fire drills will be conducted by school officials and/or the fire department. Students are to exit the building quietly and quickly according to the plan in each classroom. These instructions will be posted near the door of each room. The teacher will go out with the class and take roll outside. Students are to remain outside the building until a signal is given to return to the building. Anyone found causing a "false alarm" will be disciplined and subject to legal prosecution. Other emergency drills will be scheduled throughout the year.

Growth and Development Class: Parental Opt-In Requirement for Human Sexuality Instruction (House Bill 239) Previously, Idaho operated under an "opt-out" system for sex education. Under the new law, parents must now provide written consent for their children to participate in any instruction related to "human sexuality." This term encompasses topics such as sexual conduct, intimacy, sexual orientation, gender identity, and related subjects. Schools are mandated to notify parents at least two weeks in advance of such instruction, providing a brief description of the content and allowing parents to review instructional materials. **Prohibition of Classroom Instruction on Sexual Orientation and Gender Identity** (House Bill 352) This legislation prohibits classroom instruction by public school personnel on sexual orientation or gender identity from kindergarten through 12th grade. The intent is to allow parents to decide when and how to discuss these topics with their children. However, concerns have been raised about the potential for this law to censor discussions on significant historical events and figures related to LGBTQ+ history.

Hall Passes: All students are to stay in their assigned classroom. Students leaving a classroom during class time must have a hall pass and will only be allowed to leave for a valid reason. Students must report to class first, then obtain a hall pass prior to going to the office or counselor. Without a hall

pass, students will be considered tardy or truant. Students who take too long in the halls when given the opportunity may be considered truant with resulting consequences.

Illness/Injuries: Minor first aid treatment is available in the office. If a student feels ill, he/she should check with the teacher of the class at the beginning of the period and come to the office. A student may rest for one period, after that the student must return to class or make arrangements to go home. If the student feels ill enough to go home, he/she needs to call a parent from the office. Students presenting with a temperature of 100° or higher or vomiting will be sent home. Medication will be administered to students following MDSO Policy 3415. Students may never leave the school without checking with the office first.

Library/Media Center: Services are available to all students and teachers. No material may be removed from the library without the consent of the librarian. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Most reference books, magazines, and vertical

File materials may be used in the library only. Your use of the library is encouraged and your promptness and cooperation in the return of materials is essential to the effectiveness use of the books and materials. Library privileges will be denied to those students with overdue books. Students will be charged for missing and damaged books.

Lockers: Lockers are assigned at the beginning of the school year. Students shall occupy their assigned locker only. Lockers are to be kept neat and clean. Lockers are school property and may be inspected or searched at any time. (MDSO Policy 3232). Students may not keep any item that may cause a disruption. If students choose to hang materials in locker, suggestive or drug related pictures, or advertisements for alcohol or tobacco are not allowed. If a student has any of these in the locker, the student will be asked to remove them. This constitutes a warning. Continued violations will result in disciplinary consequences and/or loss of locker privileges. Your locker combination should be well guarded. The school cannot accept responsibility for protecting your property beyond assigning you a locker with a secret combination; therefore, it is against school rules to jam lockers. Misuse of lockers may result in loss of locker privileges. All problems with lockers should be reported to the school office immediately. P.E. lockers are available to store school clothes during Physical Education class or athletic practice.

Lost & Found: The lost and found clothing and other items (including textbooks and supplies) will be in the multi-purpose room or the hallway. If you find an article that you feel is lost, it should be turned into the main office.. Students who habitually leave school or personal items unattended in hallways, gym, or the multipurpose room for more than three times a quarter, will receive a detention for each offense subsequently. Lost and Found items will be up for grabs or donated at the end of every quarter.

Medical Consent: In Idaho, as of July 1, 2024, schools are required to obtain parental consent before providing any non-emergency medical services to students. This mandate is outlined in Senate Bill 1329, known as the Parents' Rights in Medical Decision-Making Act. The law stipulates that prior parental approval is necessary for any health care service, including routine first aid (such as applying Band-Aids), administering over-the-counter medications, mental health check-ins, and other non-life-threatening treatments. Exceptions to this requirement include emergency situations where immediate medical attention is needed to prevent serious harm or death, and cases involving emancipated minors who are legally recognized as independent from their parents or guardians. To comply with this law, schools typically request that parents or guardians complete a medical consent form at the beginning of the school year. This form authorizes school personnel to provide necessary medical care to students during school hours and related activities. Without a signed consent form on file, school staff may be limited in their ability to administer even basic medical assistance to students. Parents are encouraged to review and complete the medical consent documentation provided by their child's school to ensure timely and appropriate medical care can be administered when needed.

Consent to Treat (Policy 3500F)

Annual Parental Consent Requirement

In accordance with Idaho Code 32-1015, the McCall-Donnelly School District (MDSO) requires parents or guardian consent for health care services provided to students under the age of 18, except in emergency situations where consent cannot be obtained. In the school setting, health care services include:

- **Treatment of minor injuries:** Cuts, scrapes, bruises, and sprains.
- **Management of minor illnesses:** Headaches, stomachaches, colds, and fevers.
- **First aid:** Basic first aid for various minor health issues.

Contagious or Infectious Disease (Policy 3520)

Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students.

If a student should become ill or injured at school, the child will be sent to the office. If there is a notable injury, vomiting, or fever, parents/guardians will be contacted to come pick up their child. Please ensure all parent/guardian/emergency contact names and numbers are up-to-date at all times.

While we encourage your child to attend school every day, there are times when your child should be kept at home to maintain his/her health and the safety of others.

Students should stay home if they have:

- **Fever of 100.4 ° or higher:** Until fever-free for 24 hours without fever-reducing medications.
- **Vomiting/Diarrhea:** For 24 hours after the last episode.
- **Sore throat with fever over 100.4 °:** Until fever-free for 24 hours without fever-reducing medications.
- If diagnosed with strep throat, also stay home until 24 hours after starting antibiotics.
- **Persistent cough:** If they have a new-onset, persistent *cough* that [prevents?] them from participating in class or disrupts their classmates. Students may return when their cough has significantly improved.
- **Uncontrolled secretions (such as runny nose or eye drainage):** Until secretions lessen or they can be managed by the student.

Please contact the school nurse(s) with any questions or clarifications regarding the above.

Head Lice (Policy 3523)

If a student has symptoms of head lice, the school nurse or a designee will contact a parent/guardian to request permission to examine the student. If the student is found to have head lice, parents/guardians will be notified and provided with information on head lice treatment. The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student’s head lice. The district shall not conduct mass screenings of students not showing symptoms of head lice.

Immunizations (Policy 3525)

According to State Law 39-4801, Immunizations are a requirement for school entry. Please check with your child’s physician to ensure that all their immunizations are up to date prior to starting school.

The parent/guardian of the child must comply with the immunization requirements at the time of the child’s admission and before attendance or complete the proper exemption form. Idaho law allows a parent or guardian to claim an immunization exemption for their child for medical, religious or other reasons.

Summary of Immunization Requirements		
Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses

Varicella	2 doses	0 doses
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Summary of Seventh Grade Immunization Requirements	
Immunization Requirement	Number of Doses
Diphtheria, Tetanus, Pertussis	1 dose
Meningococcal	1 dose

Summary of Twelfth Grade Immunization Requirements		
Immunization Requirement	Child admitted to 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never received a dose.	Child admitted to the 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16
Meningococcal	1 dose	2 doses

Moment of Silence

New in 2026, House Bill 623 requires a daily moment of silence for students. At the beginning of each school day, we will provide a brief period of silence for a minimum of sixty (60 seconds). We will do this following our daily Pledge of Allegiance. During this time, students are expected to remain quiet for 60 seconds and may use the time to reflect, think, pray, or engage in another silent activity of their choice. School staff will not direct or guide how students use this time, and all students are expected to respect the quiet environment.

Parent Phone Calls and Student Messages: Please call the office prior to 2:30pm if you need to have a message delivered to your students. We cannot guarantee delivery of later messages.

Restrooms: You may use the restrooms before and after school, between classes, at the beginning or end of lunch recess, or during class time only with teacher permission and a hall pass. Bathroom issues may result in alternative bathroom plans for individual students.

Safety Protocol: Payette Lakes Middle School uses the ISCR safety protocol—*Isolate, Secure, Communicate, Reunify*—because it provides a clear, structured response to emergencies that prioritizes student safety and accountability. This protocol aligns with state guidelines and best practices for school crisis response, helping staff and students stay calm, informed, and organized during incidents such as threats, lockdowns, or natural disasters. ISCR ensures a coordinated effort to protect students while maintaining effective communication with families and emergency responders.
www.schoolsafety.idaho.gov

School Office Hours: The school office will be open from 7:30 a.m. to 3:30 p.m., Monday through Friday. Teachers will generally be available from 7:45 a.m. to 3:30 p.m. and by appointment.

Skateboards, Scooter, and Skate Shoes: At PLMS we recognize that many students use skateboards/scooters as transportation to and from school. Students will be allowed to store them in the office, but they may not ride/use them anywhere on campus during school and/or school activity hours. This includes afternoon, evening, and weekend school district sponsored activities. Any violations will result in immediate confiscation of the skateboard/scooter for a minimum of 7 days. As part of our concern for student safety, parents are urged to review skateboard/scooter safety practices with their students, including use of helmets and pads. Skate shoes are not to be worn on school property. No Electronic or gasoline-bikes, hoverboards or skateboards will be allowed.

Snowballs/Ice Chunks/Water Devices: Throwing snowballs or ice chunks is dangerous and is not allowed on school property during or after school hours. Whitewashing and throwing others into the snow or water is also not acceptable. Snowballs, squirt guns and water devices are also not allowed.

Student Valuables: Do not bring large amounts of money or valuables to school. Students, not the school, are responsible for personal property. If it is necessary to bring money (other than lunch money), or other valuables, leave it/them in the office for safekeeping.

Student Name and Gender Identity Communication (Idaho HB 822)

In alignment with Idaho House Bill 822, the McCall-Donnelly School District recognizes the importance of communication between schools and families regarding student identity and well-being. If a student requests that school staff use a name or pronoun that differs from the student's legal name or biological sex as reflected in official school records, the District will notify the student's parent(s)/guardian(s) in accordance with state law and District procedures.

The District remains committed to supporting all students while ensuring compliance with applicable laws and maintaining open, respectful communication with families.

Title IX: Title IX Notice: Title IX is a federal law that protects students from discrimination based on sex in any school or education program that receives government funding. This includes protection from unfair treatment, harassment, or exclusion because of your gender. At our school, Title IX means everyone—students and staff—must be treated with respect and equality, and no one should experience sexual harassment or discrimination. If you ever feel unsafe or think your rights under Title IX have been violated, please talk to a trusted adult or report it to the school administration. We are committed to providing a safe, supportive environment for all students.

Telephone: PLMS students may use the student phone free of charge with a 2-minute limit. This phone is in the office. To avoid interruptions in instruction, parent calls to students should be for emergencies only. Generally, a message will be given to students regarding the call at the end of the day. During school hours, students must have a pass to use the phone in the office. Students using the phone inappropriately will lose the privilege of using it.

Visitors: Student visitors are not encouraged; administrative approval is required if special circumstances apply. Parents, guardians, and interested citizens are invited and always welcome at PLMS. All visitors are required to report to the office upon the arrival to register for a visitor badge to be worn during the day. Parents are encouraged to make an appointment to see a teacher, the principal, or to visit a class.

Weapons, Dangerous Instruments & Replicas: Students attending District schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting other student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity. A weapon is defined as anything that is issued to cause pain or harm others.

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. Authorities will be involved in these instances. Refer to McCall-Donnelly School District Policy 3310 for further details.

Withdrawal from School: The procedure for withdrawal from school is as follows:

- Bring a note from your parents to the office before first period on your last day of school.
- Secure withdrawal forms from the office.
- Have the forms filled out by teachers, return all schoolbooks and property and make sure all fees are paid.
- Take completed forms to the office during the last period for final clearance.

STUDENT SERVICES

Guidance & Counseling: An active guidance and counseling program is an integral part of the overall education process in the McCall-Donnelly School District. The need for such a program stems from a belief in the value and uniqueness of the individual and an awareness of the rapidly changing environment in which we live. The counselor is involved with individual and small group counseling, problem solving lessons, and assists students in exploring careers and creating their high school plans.

It is best to make an appointment with the counselor, but in emergencies, students may ask their teacher for a pass to the counseling office. Students should always check with any teachers involved to make sure that the counselor's appointment will not interfere with work in class. If this is the case, reschedule the appointment. Students should always report to the scheduled class before going to see the counselor. Your teacher is responsible for knowing where you are always.

Parent Access: Parents may access student grades, attendance, and discipline referrals using PowerSchool. Please call the PLMS office to obtain instructions and your password.

Student/Teacher/Parent Conferences: Parents are notified of student progress through report cards and progress reports. They can also locate a current grade in any class by calling the school and talking to the teacher. Parents are encouraged to call the school to make appointments with teachers, the principal, or the counselor if necessary. Teachers may also request conferences with parents to give or arrange individual help or to clear up misunderstandings about classroom behavior or homework assignments. Conferences are held in the fall and spring.

After-School Tutoring: An After-School Tutoring Program is offered to students on a recommendation basis from teachers, coaches, the counselor, and/or the principal. Students who are assigned are recommended to attend unless parents contact the office or make other arrangements. Volunteers may attend if space allows.

Medical Consideration: Medications (Policy 3415)

The district nurse or a designated staff member is authorized to hold and administer medications to students, provided that the student's parent or guardian has completed and submitted an 'Authorization to Administer Medication' form to the school office.

We request that all over-the-counter and prescribed medications be stored in the nurse's office, unless the student has an IEP, 504 plan, or health care plan that specifies otherwise. Parents or guardians must deliver medications in their original pharmacy prescription containers. This includes all over-the-counter medications (e.g., cough drops, Tylenol, cough medicine, etc.). Expired medications will not be administered. Students may be permitted to carry an asthma inhaler, EpiPen, or other equipment necessary for blood glucose monitoring. If you have any questions regarding medications or allergies, please consult with the district nurse or office staff.

Medical Consent (Policy 3500)

Annual Parental Consent Requirement

~~In accordance with Idaho state law, parents/guardians must provide annual consent for basic health services at the beginning of each school year. These services include:~~

~~**Treatment of minor injuries:** Cuts, scrapes, bruises, and sprains.~~

~~**Management of minor illnesses:** Headaches, stomachaches, colds, and fevers.~~

~~**First aid:** Basic first aid for various minor health issues.~~

~~You will receive instructions on how to complete the consent form before the first day of school. **Timely submission of this form is essential to ensure your child receives prompt and appropriate care for minor injuries or health issues during school hours.**~~

Immunizations (Policy 3413)

~~According to State Law 39-4801, Immunizations are a requirement for school entry. Please check with your child's physician to ensure that all their immunizations are up to date prior to their return to school.~~

~~Prior to Kindergarten admission there are 6 immunization requirements.~~

DtaP	5 doses
Polio	4 doses
MMR	2 doses
Hepatitis B	3 doses
Hepatitis A	2 doses
Varicella	2 doses

~~Prior to 7th grade admission there are 2 additional immunization requirements~~

Tetanus Booster (Tdap)	1 dose
Meningococcal ACWY (MCV4)	1 st dose

~~Prior to 12th grade admission there is 1 additional Immunization requirement~~

Meningococcal ACWY (MCV4)	2 nd dose
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~~Idaho law allows a parent or guardian to claim an immunization exemption for their child for medical, religious or other reasons.~~

~~In the event of a disease outbreak, children who have claimed an exemption and have not received the immunization against that disease may be excluded from school and/or childcare.~~

Sickness/Illness (Policy 3417)

~~If a student becomes ill or injured at school, they will be sent to the office. Parents or guardians will be contacted for significant issues. Please keep your contact information up to date.~~

~~While we encourage your child to attend school every day, there are times when your child should be kept at home to maintain their health and the safety of those around them.~~

~~Students should stay home if they have:~~

- ~~● **Fever over 100.0°F:** Stay home until fever free for 24 hours without medication.~~
- ~~● **Vomiting/diarrhea:** Stay home for 24 hours after the last episode.~~
- ~~● **Sore throat with fever over 100.0°F:** Stay home until fever free for 24 hours. If diagnosed with strep throat, stay home until 24 hours on antibiotics.~~
- ~~● **Persistent cough:** Students should stay home if they have a **new onset persistent cough** that they are coughing at a level that keeps them from participating in class or disrupts their classmates. Students may return when their cough has significantly improved.~~
- ~~● **Uncontrolled secretions:** If a student is unable to adequately control secretions with proper hygiene, they should stay home until secretions lessen or they are able to be managed by the student. Please contact the district school nurse with any questions or clarifications regarding the above.~~

STUDENT CODE OF CONDUCT

All of us at PLMS want students to have a successful school year. It is very important that students have opportunities to accept responsibility for their own conduct. It is also very important that PLMS be an orderly, safe, and pleasant place where everyone's right to an education is respected. The McCall-Donnelly Schools intend to maintain a safe, orderly, and productive environment in which students may learn, teachers may teach, and employees may work effectively. The actions of one student or a group of students will not be allowed to interfere with the rights of others to learn and/or work and participate in school and school activities.

Student Rights

Students have rights, as do all citizens, under the Constitution, as well as Idaho law and McCall-Donnelly School District policy. Their rights include:

1. The right to an education in a safe, clean environment where teachers are competent and well trained.
2. The right to full use of class time for receiving instruction and for learning.
3. The right to fair, consistent, and respectful treatment by staff members and other students.
4. The right to be free of fear and/or harassment.
5. The right to have personal belongings secure.
6. The right to be listened to, cared about, and counseled with understanding.
7. The right to a hearing before a penalty is imposed. When a student has been referred for an incident, they should be able to offer their version to school authorities.

8. Students shall be free from unreasonable searches or seizures. Lockers, backpacks, and other personal items are subject to inspection and search by school officials if reasonable suspicion exists.

Student Responsibilities

Students at PLMS are expected to act in a respectful, responsible, and safe manner. These responsibilities include:

- listening when teachers, staff, and other students are talking.
- maintaining good conduct in the halls
- not pushing, shoving, running, yelling, or disturbing others
- not stealing, vandalizing or destroying school property and the property of others
- not engaging in inappropriate or excessive physical contact and public displays of affection
- not harassing (physically, visually, or verbally) any other person
- not participating in or encouraging other students' inappropriate behavior
- not interfering with the rights of others to learn and/or to work and participate in school and school activities.

Disciplinary Procedures

Disciplinary and corrective action will be handled and recorded using a system of teacher logs, citations, and disciplinary referrals as follows:

Level One Behaviors: (GREEN)

Level One Behaviors do not require administrator involvement, do not significantly violate the rights of others, and are not chronic. At this level, students and teachers work one-on-one to solve potential problems in the classroom or school-wide setting by trying different strategies. These strategies might include changing seats or informal conversations during or after class. A teacher might also call home to ask for support.

Level One Behaviors include but are not limited to:

- Unprepared for class – failure to complete assignments or bring materials to class.
- Minor disruption/disorderly conduct (blurting, passing notes excessive talking)
- Refusal to follow class rules/reasonable directions.
- Failure to use quiet/appropriate behavior.
- Gum/food/drink violations
- Minor inappropriate language
- Inadvertent disrespect
- Dress Code violations
- Snow/Ice violations
- Unsafe behavior
- Play Fighting and/or aggressive play.
- Name calling
- Leaving personal or school items unattended
- Tardies

Level One Procedures:

- Inform student of rule violated.
- Describe the expected behavior.
- Contact parent if necessary

- Debrief and re-teach classroom and/or school-wide expectations.
- Record incident on classroom behavior log

Level Two Behaviors – Citations (“CODE YELLOW” or warning)

Level Two Citations are issued for minor behavior infractions and require administration involvement. Citations are issued, for the most part, if the behavior is chronic or violates the rights of others. Typically, a level two or “yellow” warning follows previously attempted level one redirections and indicates a pattern of level one behavior violations with increased severity or ill intention.

Level Two Behaviors include but are not limited to:

- Increased severity or frequency of Level One Behaviors

Level Two Procedures:

- Inform student of rule violated.
- Student statement form (due process)
- Investigated by the Administration.
- Describe expected behavior/Inform student of rule violated.
- Contact parent if necessary
- Debrief and reteach school-wide behavioral expectations.
- Document incident and response

Level Two Possible Consequences:

- Verbal Correction
- Loss of Privileges
- Apology
- Reflection Form
- Time out/cool down in the office.
- Detention
- Change of Schedule
- Separation from peers
- School/campus cleaning duty
- Parent contact
- Restoration/Group Diversion
- Natural Consequence

Level Three Behaviors – (“CODE RED”) Discipline Referrals

Disciplinary referrals are issued for serious infractions and repeated and uncooperative behavior. Level Three Behaviors significantly violate the rights of others, put others at risk or harm, and/or are chronic or mean-spirited Level Two Behaviors. Parents will be contacted by phone and possibly by written notification. A parent conference or a student conference may be scheduled to request input and discussion. Teachers/staff will contact parents before referrals are submitted to the principal if they occur in the classroom setting.

Level Three Behaviors include but are not limited to:

- Multiple Level 2 behavior infractions during semester (3 Yellows = 1 Red)
- Disrespect to staff, guest teachers, other students, or guests in our school
- Behaviors that are disrespectful Severe interruption of the learning process
- Comments or gestures that are offensive or in bad taste.

- Chronic violation of school/classroom rules and procedures
- Chronic disregard of school wide rules and regulations
- Minor fighting
- Unkind treatment of other students

Level Three Behaviors “RED” Procedures:

- See Level 2 procedures
- Inform student of rule violated.
- Mandatory Parental Contact
- Mandatory Removal from Class
- Due Process and Investigation
- Complete Office Discipline Referral form

Level Four Behaviors – Discipline Alerts

Some behaviors fall into the category of exceptional misconduct and require immediate and decisive corrective action. In the event of exceptional misconduct, school administrators may immediately remove the student from attendance through a short-term suspension and consider the imposition of additional suspension and/or expulsion. In all cases of exceptional misconduct, a written record will be maintained by the principal outlining the misconduct and the action taken. The Superintendent of schools will be notified of all Level 4 Behaviors and authorities may also be involved.

Level Four Behaviors include but are not limited to:

- Insubordination toward or noncompliance with a teacher’s directions
- Major fighting includes the use of extreme physical force and sustained or potential injury.
- Unauthorized entry, theft or vandalism of school buildings or the property of school employees, students or visitors
- Verbal, written, or physical abuse or harassment /bullying of other students, school employees or visitors.
- Drug, alcohol, or tobacco use
- Bringing a weapon or an explosive device on school property
- Refusal of students to identify themselves to school personnel upon request.
- Sexual harassment or discrimination
- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Disruptive conduct that is repeated and that makes it impossible for the normal conduct or activity of the school to continue unimpeded.
- Willful and continued disregard of the reasonable directions and authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against the student for being a witness or both.

Level Four Procedures:

- Inform student of rule violated.
- Describe expected behavior.
- Complete Office Discipline Referral Form and attach any relevant documentation if possible.

- May require immediate removal from class to office. Call the office to alert; follow up with a written description of the event on the Office Discipline Referral form.
- Parent contact coordinated between principal and teacher.

Level Three and Level Four Possible Consequences:

- Conference and review of rules
- Parent contact/meeting
- Multiple Detention
- Exclusion from extra-curricular activities,
- Exclusion from school activities and programs,
- School clean-up duties
- Removal from class(es)/student(s)
- Activity ineligibility
- Restitution/Diversion
- Community referral (law enforcement, counseling)
- Student court
- In-school suspension
- Out-of-school suspension
- Expulsion

Due Process

Students have a right to fair treatment and to be protected from arbitrary or unreasonable decisions. To this end, students must be informed of the consequences of actions, parents should be informed as early as possible when their student is in danger of the imposition of formal discipline, and students must be informed of their rights under these policies prior to the imposition of discipline. For more detailed information, refer to McCall-Donnelly School District Policy 3300.

Fighting

In the event ANY student is involved in physical fighting or extreme verbal abuse, that student will be immediately suspended (in-school or out-of-school). If it can be determined without a doubt, that a student was defending him/herself in an appropriate manner, that student will not face consequence at the discretion of the principal.

Definitions

Behavior Ineligibility Activity List: Any student who receives six or more total citations or two referrals per semester will be placed on the school ineligibility activity list. Placement on the inactivity list prohibits students from participating in extracurricular activities, field trips, dances, and non-academic programs. The inactivity list is wiped clean at the beginning of a new semester or by principal determination.

Academic programs include music festivals and curriculum related trips. Students who want to participate in athletics will be put on behavioral probation. Any additional referrals or citations during an athletic season will result in a minimum of one missed competition per referral/citation. Once a student is placed on probation as a result of referrals/citations, he/she will remain on probation for the remainder of the athletic season.

Detention: Detention may be held before school, during break or lunch recess, and after school. The amount of time to be served will be determined when detention is assigned. Students are not allowed to

work on homework during detention unless approved by administration but may be required to do some form of work for detention to be completed. Students will receive a sack lunch if they do not provide their own lunch. Any student sent to the office for behavioral reasons during the day may be given detention. If a student is sent to the office 2x or more in one day, the office may keep the student for the remainder of the day since there is no reason to believe the student will be successful in other classes.

Expulsion: Exclusion from school for the remainder of the school year or beyond. An expulsion must be imposed by the Board of Trustees on the recommendation of the superintendent, who may suspend or continue the suspension of the student for a period until the Board acts. Students expelled forfeit all rights to attend and participate in programs and activities of the schools during the period of expulsion. Notification of expulsion of any school age student will be made to the appropriate local and state agencies.

In-School Suspension: An in-school setting held during the regular school day where the student attends school and is isolated from peers. Students are allowed to complete assignments; however, teacher support is limited. Students are not allowed to participate in any athletic practice or contest, or any co-curricular practice, rehearsal or performance, or attend any after school event on school district property on the day of an in-school suspension.

Out-of-School Suspension: Exclusion from school, classes and/or activities for a specific period, after which the student has the right to return which may be imposed by the school principal or designee. Short-term suspensions are those for a period of five consecutive school days or less. Long-term suspensions are those for a period of more than five consecutive school days. Parent conferences are required for out-of-school suspensions. Students who are suspended from school will be afforded due process. Parents will be notified of the suspension by phone and/or mail. Any student who is suspended is not allowed any school activity privileges and is not to be on the school grounds during the period of suspension or at any school activities at the middle school, McCall-Donnelly High School, Barbara Morgan Elementary School, or Donnelly Elementary School complexes. This includes evening events. Students will be allowed to make up any assignments missed during suspension on an assigned time schedule from classroom teachers.

Saturday School: A one-half to full day assigned time held on Saturdays. Saturday school is scheduled as needed for students to serve extended detention or suspension hours.

Suspension Appeals: All suspensions may be appealed to the building principal. Parent/Guardians are welcome to conference with the principal or designee regarding any assigned discipline.

Year End Referrals: Any student receiving a referral in the final 3 weeks of school will be required to stay home during the last week of school in addition to the disciplinary action administered at the time of the referral. If finals are given the last week, then students may just lose the privilege to participate in end of year activities meant for reward and fun. Missed days will begin with the final day of school and move backwards depending on the number and types of referrals.

Drug, Alcohol, and Tobacco Use: Students attending school in the McCall-Donnelly School District will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. (MDS Policy 3315)

Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or the superintendent. The principal and/or the superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate by the superintendent, he/she may request that the Board expel a student who has violated this policy for a second or third offense.

Drug/Alcohol, and Tobacco Assessment/Treatment: The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and/or tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and/or tobacco abuse.

Idaho Code 39-5703. It shall be unlawful for a minor to possess, receive, purchase, sell, distribute, use or consume tobacco products or electronic cigarettes or to attempt any of the foregoing.

Idaho Code 23-612 states: Every person who possesses or consumes any beer, wine or other alcoholic beverage while present at any public-school function on the property of a school district is guilty of a misdemeanor. Persons under twenty-one (21) years of age who are found to be in violation of the provisions of this section because of their age shall be punished according to section. [18-1502](#), Idaho Code.

HARASSMENT POLICY

Bullying, Harassment, and Notification Procedures (Idaho HB 515)

In accordance with Idaho House Bill 515, the McCall-Donnelly School District is committed to addressing all reports of bullying and harassment in a timely and appropriate manner.

When a report or investigation of bullying or harassment occurs at school or in connection to the school environment, the parents/guardians of all students directly involved will be notified. The District will maintain confidentiality of student information to the extent permitted by law, and communications with families will be handled with discretion and respect for all parties.

The District will also implement appropriate interventions, supports, and, when necessary, disciplinary actions to ensure student safety and a positive school climate.

It is the policy of the McCall-Donnelly School District to maintain a safe environment for all students while on school grounds; riding the school bus; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, and bullying are disruptive to a safe school environment and will not be tolerated. (MDS Policy 3320)

Definition of Harassment: “Harassment, intimidation, or bullying” means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student that:

1. A reasonable person under the circumstances should know that the action will have the effect of
 - a. Harming a student.
 - b. Damaging a student’s property.
 - c. Placing a student in reasonable fear of harm to his or her person; or
 - d. Placing a student in reasonable fear of damage to his or her property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or using data or computer software that is accessed through a computer, computer system, or computer network.

The discipline rules related to harassment, intimidation, and bullying apply when a student is:

1. On school grounds before, during, or after school hours; or at any other time when the school is being used by a school group.
2. Off school grounds at any school activity, function or event; or
3. Traveling to or from school or a school activity, function, or event.

School employees will also be held accountable for harassing, intimidating, or bullying behavior directed toward staff members, volunteers, parents/guardians, or students.

Prohibited Behavior includes physical abuse, verbal and non-verbal abuse, psychological abuse, cyber bullying; conduct based on a student's actual or perceived race, color, national origin, sex, gender identity or expressions, sexual orientation, physical or mental disability, religion, physical appearance and characteristic, or socio-economic status; conspiring with another individual to commit any act of harassment, intimidation, or bullying, and retaliatory actions against another for reporting an act of harassment, intimidation, or bullying.

Reporting of Harassment: District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, or bullying they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Investigation: The school principal or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

If the school principal or designee determines that bullying or retaliation has occurred, the school principal or designee shall take appropriate disciplinary action, up to and including suspension and/or expulsion.

Off-Campus Conduct and Impact on the School Environment (Idaho HB 785)

In alignment with Idaho House Bill 785, the McCall-Donnelly School District recognizes that student conduct occurring outside of school hours and/or off school campus may, in certain circumstances, have a direct and substantial impact on the school environment.

When an incident that occurs off campus or outside of school hours disrupts a student's access to education, interferes with the instructional process, or negatively affects the safety and well-being of students or staff, the district reserves the right to review and respond to such conduct. The school will investigate available and credible evidence to determine whether a nexus exists between the off-campus behavior and the school setting.

If it is determined that the conduct has materially impacted the school environment, the district may implement appropriate disciplinary action in accordance with Board policy and applicable law. In addition, the district will take steps to provide appropriate support and interventions for all students involved to ensure a safe, respectful, and productive learning environment.

Referral to Law Enforcement: The school principal will refer allegations of harassment, intimidation, or bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct in violation of Idaho Code Section 18-917A. If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action ranging from written notification, up to and including expulsion, will be taken against the offender.

Sexual Harassment: It is a policy of the McCall-Donnelly School District (Policy 3322) to maintain a working and learning environments for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. Sexual harassment will not be tolerated, and students may contact any teacher, counselor or administrator to report such violations. The definition of sexual harassment is not necessarily limited to unwanted verbal or physical sexual behavior of staff toward student, student toward staff, or student toward student. If the action by one person makes someone else feel uncomfortable, it may be considered harassment.

Academic Honesty Policy

The following are violations of the Academic Honesty Policy:

- Claiming credit for work that is not your own (Plagiarism). Examples: copying someone else's homework, assignments, test answers or downloading work from the Internet.
- Allowing others to claim credit for your work.
- Submitting work substantially done by someone else (parent, tutor, sibling, etc.).
- Using, or having in view, notes or other unauthorized material, including technology, during a test or other assessment. Unauthorized communication during a test or other assessment.
- Submission of work for one class that has already been accepted for credit in another class or school, without prior authorization.
- Forgery. Example: signing a document intended for signature by your parents.

Students who violate the Academic Honesty Policy will be subject to the following consequences:

First Incident

- Students may receive (teacher discretion) a reduced grade on the assignment.
- Students may be asked to redo the assignment.
- Teacher will notify parents.

Additional incidents: In addition to the above, may include Detention, exclusion from class, reduced grade in the course, parent conference, re-completion of assignment, school service, and disciplinary consequences.

CURRICULUM & PROGRAMS

Class Schedule Changes: Changes may be made in electives during the first week of class. However, changes may or may not be approved based on the existing schedule and class overload. Changes require parent, counselor, and principal approval. Changes later in the year will be considered, but not encouraged.

Grading Policy: Report cards are issued to students every semester for each course. Semester report cards include final grades. Progress reports are sent home mid-semester. The standard A, B, C, D, F, Pass, Inc. scale is used with 90% and above an A, 80% to 89% a B, etc. *PLMS has a Common Grading Policy which can be accessed on the school website. Any change to the common grading policy will be determined and communicated by individual teachers via website and class syllabus before/on the first day of school with prior principal approval.*

Honor Roll: Honor Roll is calculated using semester grades. Students with a GPA of 3.5 to 3.99 qualify for Honor Roll. Students with a GPA of 4.0 qualify for High Honor Roll. Some courses and grades are not included.

Incompletes: A student will have up to 10 days after the end of the grading period to make up an incomplete grade. Additional time may be granted by the individual teacher if justified by extreme illness or other hardship.

Late Work: Payette Lakes Middle School attempts to have a Common Grading Policy where applicable. Please check the website or individual teacher syllabus for specific information.

Make Up Work: When a student is absent from school, it is his/her responsibility to see that the work missed is made up. Since there are no vacant periods during the day to do this, students must work out a plan with their teachers. Students may need to meet with teachers before school, during lunch, or after school. Students need to make sure they meet any of your obligations after arrangements have been made with teachers. For emergencies or unexpected absences of one or two days, please pick up assignments upon returning to school. For longer absences (3 days or more), please make arrangements to receive missed assignments by contacting the school.

Physical Education: All students in grades 6-8 are recommended to participate in physical education. If any limitations are to be placed on participation in physical education, a written statement must be presented which clearly sets forth the limitations and is signed by the family doctor. If you are unable to participate in physical education class for a short period of time (1-3 days), a note from your parents must be presented to the P.E. teacher. A note from your family doctor must be presented to be excused from class for absences of more than three days.

Progress Reports: Progress reports are mailed out to parents/guardians' mid-quarter if your grade(s) are below average or show significant change. They can also be sent to note outstanding achievement. A poor progress report is beneficial to alert you of academic trouble in time to address the problem before report cards come out.

Advanced Opportunities:

Accelerated Classes: Students will be recommended for accelerated opportunities based on an objective rubric that has been developed by the school. Rubrics or prerequisites for accelerated classes must be followed to be recommended for the corresponding accelerated class. In the case of a parent wishing to enroll their child into a class that the school has not recommended, the parents must write a letter to the administration requesting their child's enrollment in the accelerated class(es).

~~**High School Credit:** Select students in middle school may have the opportunity to take specific classes for high school credit. Students enrolled in these classes are not guaranteed high school credit unless academic and attendance requirements are met. Due to state requirements, middle school students attempting high school credit must meet high school accreditation standards for successful completion. (Please see State/District Carnegie unit credit requirements.) For middle school purposes, middle school students must not miss more than 8 classes per semester to be eligible for high school credit. If credit is not achieved due to absences, students are still able to complete the class for middle school credit and advancement to the next appropriate class. Students enrolled in high school credit classes at PLMS will automatically be enrolled to receive credit. If parents wish to opt out of credit due to undesirable grades or some other reason, they can opt out of having those credits on their child's high school transcripts by written notification to either school.~~

*Promotion for all grades includes meeting attendance standards. In all cases, students will be required to complete credit requirements to be eligible for promotion. Credits can be recovered through online courses, independent study, or summer school.

Promotion from the 6th grade to the 7th grade: students must pass (D or better) all core courses and receive no more than one failing semester grade (per year) in an elective.

Promotion from the 7th grade to the 8th grade: students must pass (D or better) all core courses and receive no more than one failing semester grade (per year) in an elective. If a student fails 3 semesters of courses, he/she may repeat those courses in place of the electives in the 8th grade. If a student fails more than 3 semesters of courses, he/she will not be recommended for promotion to the 8th grade.

Promotion from the 8th grade to the 9th grade: students must pass (D or better) all core courses, receive no more than one failing semester grade (per year) in an elective, and have met all previous promotion requirements.

Students who fail any classes will not be eligible to enroll in office, library, and teacher assistant positions the following semester or year unless approved by the principal. **Updated May 2023**

McCall-Donnelly School District #421 Activities Policy INTERSCHOLASTIC ATHLETICS

There are many athletic opportunities for 7th and 8th graders at PLMS. 6th graders may participate in cross-country. A physical form, and proof of insurance form must be on file in the office prior to participation. Other requirements apply and a packet of information may be picked up at the office. Students are responsible for completing the required forms prior to participation in each activity. Available programs include football, cross country, volleyball, basketball, wrestling, track, and cheerleading. The McCall-Donnelly Activities Policy follows. Please review it carefully. Parent and student signatures for the handbook will also indicate agreement with the activities policy.

Payette Lakes Middle School Academic Probation: Grades will be checked before practice begins for each sports season or when a student joins a team. Each week grades will be submitted to the athletic director for review. If a student is academically ineligible, probation will be effective immediately. Fourth quarter grades from the previous year will be used for initial grade checks for fall sports. This includes 6th graders moving to 7th grade. Middle school students who are on academic probation will be required to attend assigned tutorials. During the first week of probation, he/she will be required to practice and compete in games and performances on non-tutorial days. There will be no exceptions. If, after the first week and second grade check, the athlete's grades are still not passing, he/she will be removed from probation and be subject to the "beyond the second two-week-no pass period procedures.

Beyond the Second Two-week No-pass Period

If the athlete has not raised his/her grade within the required time (one week for middle school), he/she will not be allowed to compete in games but will still be required to practice. Tutorial is required. There will be **no exceptions**. At the middle school level, students will be allowed to participate in competitions when their grades are acceptable. This will be verified by the principal or athletic director. At times, students will work until the last minute to raise grades for participation in that week's game. However, due to the incredible strain it puts on teachers and teams, students must have their work completed before the day of the game to participate. No "same day" efforts will be accepted to participate in that day's game.

begins with the first practice and concludes with the last game/contest, including State Tournaments.

Attendance

If a student misses more than the first sixty minutes of the school day, he/she cannot attend practice. If the parent does not call the office or write an excuse, the absence will be considered unexcused. Student athletes are required to be in attendance the entire day on game or performance days.

Medical appointments, family emergencies or special circumstances will require approval of the Athletic Director or the Principal in order to practice or participate in a game.

A student suspended from school may not participate during the time of suspension.

Practices, Contests, and Performances

A participant is expected to attend all school practices, team meetings, contests, and performances. If a participant finds it necessary to miss a practice, meeting, contest, or performance, he/she must make prior arrangements with the coach/advisor.

A participant shall not quit one activity and be eligible for another activity in the same season without the consent of the coach/advisor, for each activity as well as that of the Principal/Designee. Further, the student changing activities must be in compliance with the I.H.S.S.A. rules and regulations.

A participant is required to be neat, clean, and well-groomed in a manner that does not cause disruption of the educational process, damage school property, or present health or safety problems.

Equipment

School owned equipment and uniforms, which are checked out to a participant in any activity, are the responsibility of that participant. Loss or misuse of equipment or uniforms shall be the financial responsibility of the participant to whom they were issued. Material assigned to one participant may not be used by any other participant.

Funds Solicitation

Fund drives and/or solicitations of funds from businesses or individuals are permitted only with:
Advance approval from athletic director.
Submission and approval of the fundraiser request.

Community donations to the school or specific teams will be spent at the discretion of the athletic director or building administrator unless otherwise specifically determined at the approval process for a particular purpose or intention by the donating party.

Transportation

A participant shall travel to and from an activity in the School District vehicle when provided by the School District unless written permission from the principal or athletic director has been received in advance. A participant may be released to a parent/guardian of another student if there is a written request by the parent/guardian/custodian. Such a release does not include riding home with other students. No student may be released to ride home with another student or with anyone under the age of 21. Forms are available in the office and on the school website.

Discipline Procedures

If a student does not comply with the Extra-Curricular Activities Code of the McCall-Donnelly School District, the Students' Responsibilities and Rights (Policy 3500), and the I.H.S.S.A. rules and regulations, he/she shall be subject to discipline. If a student is to be removed from a practice or an interscholastic activity more than five consecutive school days, the advisor/coach imposing such discipline and the Principal/Designee shall informally review the proposed discipline prior to its

imposition.

Ejection Policy

A player, coach or bench member of a team, who is ejected from a contest due to fighting, violent conduct, abusive, vulgar, or profane language, shall be suspended for the remainder of the contest/game/match/meet, and shall be suspended for the next regularly scheduled event at that level of competition. A second violation shall result in suspension for the next two regularly scheduled contests. A third violation shall result in suspension for the remainder of that season. This penalty is carried over to the next sport the following year. In the case of a senior student, the penalty will carry over to the next I.H.S.S.A. sponsored event (I.H.S.S.A. Rule 4-3).

Vulgarity and Misconduct

Participants shall not swear or use obscene or vulgar language. If a participant engages in conduct detrimental to the activity, group, or school, he/she is subject to discipline. Participants should be positive and respectful towards all those with whom they associate.

Alcohol, Drugs, and Tobacco

It is the policy of McCall-Donnelly School District to prevent and prohibit the possession, use, sale, distribution, and/or intent of distribution of any illegal drug substance or controlled mood-altering chemical (alcohol, tobacco, etc.), medication, look-alike drug or abused chemical by a student. In addition, we strongly discourage any student from attending a gathering where there are any illegal substances or activities.

The above rules and regulations become effective once a student signs a McCall-Donnelly activities code and shall apply to this student throughout his/her years of enrollment at McCall-Donnelly High School. **Violations are cumulative for one year, after which time, if the student has not committed another offense, he/she begins again at step one.**

First Offense

The student shall be suspended from competition for one contest in football, cross country, track, and golf, and two contests in all other sports. Wrestling will not be required to miss more than one tournament. The suspended student shall be required to attend all practices and games but will not be allowed to sit down for games/contests. Participation in overnight trips will be at the coach's discretion. Reinstatement is contingent on meeting all the following criteria:

1. The student, parent/guardian/custodian, coach/advisor, principal and athletic director will meet prior to the student's return to the activity.
2. The student will be required to have a drug and alcohol assessment within the initial 14-day period. The family will be responsible for arranging and paying for this test with a qualified drug analysis specialist. The student must comply with the recommendation of the initial assessment. Results will be shared with the principal and remain confidential.
3. Random drug testing may be required if the assessment warrants the continued monitoring of the students. The district may pay for the costs of this test.
4. 10 hours of community service must be performed within 30 days. Community service will be assigned by the athletic director. If the community service is **not** completed within 30 days, the student will not compete further until the community service is completed.

The student shall continue to meet with the committee and take random drug tests. Imposition of these penalties shall occur when the administrator, coach, and student officially meet to discuss the offense. Suspension days are served only during the competitive season and will carry over to the next school.

Year for underclassmen not involved in another sport of the present school year. If a senior cannot fulfill his/her suspension days before graduation, he/she shall not attend the senior trip.

A student involved in the performing arts will not be allowed to go out for the next performance.

Second Offense

The student, parent/guardian/custodian, coach/advisor, principal and activities director shall meet prior to the student's return to the activity. Penalties doubled, including missed contests and community service. Time for completion of community service remains at 30 days.

1. The student will be required to have a drug and alcohol assessment within the initial 14-day period.
2. The family will be responsible for arranging and paying for this test with a qualified drug analysis specialist. The student must comply with the recommendation of the initial assessment. Results will be shared with the principal and remain confidential.
3. Random drug testing may be required if the assessment warrants the continued monitoring of the student. The district may pay for the costs of this test.
4. The students will be required to attend all practices and games. Participation in overnight trips is, as above, at the discretion of the coach.

Third Offense

Penalties for the third offense will be the same as for the second offense.

The Athletic Review Board Appeals Process:

There shall be seven voting members. Six of the members shall be appointed at the beginning of the school year, and shall consist of the following:

1. High school/middle school principal as Board Chairman
2. Two students to be appointed by the Student Council.
3. Two staff members appointed by the athletic director or principal, one to be a coach not involved with the athlete in question.
4. One adult patron from the community (initially a pool of five patrons shall be appointed by the director to attend scheduled meetings)
5. The student appealing may ask for the appointment of one staff member of his/her choice as the seventh voting member.

No suspension will be carried over from middle school to high school.

The rules and regulations become effective once a student signs a Payette Lakes Middle School activities code and shall apply to this student throughout his/her years of enrollment at the middle school. Violations are cumulative from the first day of the activity throughout his/her career at Payette Lakes Middle School. Violations are not transferred to high school.

District Regulations: Students who participate in activity programs in the McCall-Donnelly School District shall be governed by the rules and regulations of the Idaho High School Activity Association, McCall-Donnelly School District's Responsibilities and Rights, and rules specific to each individual sport/activity. Copies of policies are available by request and must be signed by the student and parent/guardian prior to participation.

Regulations for School Transportation and Annual Notification of Rights can be located on the district webpage.

Signature page at the end of handbook.

MIDDLE SCHOOL RULES AND BEHAVIORAL EXPECTATIONS FOR COMMON AREAS MATRIX

Common Area	Be Safe	Be Responsible	Be Respectful
Cafeteria	Walk at all times. Eat your own food only. Choose a seat and stay there. Pushing & shoving aren't okay. Food should not be thrown. 6 th –Line up before going outside.	Wait in line patiently. Food and drink stay in the cafeteria. Clean trays and stack correctly. Put garbage in appropriate containers. Leave your area clean. Eat all food before getting seconds.	Use good manners: say please/thank you, excuse me. Use positive talk (appropriate), and inside voices. No cutting in line or taking food from others without permission.
Gym	Sit properly in bleachers. Use equipment properly. No food or drink except for water.	Show good sportsmanship. Put equipment away in designated areas. Use inside shoes.	Show good sportsmanship. Be a team player. Encourage others.
Assemblies/ Special Events	Play safely. Sit quietly and stay seated. Wait for dismissal. Food or drink not allowed. Teachers sit with students.	Focus on presentation. Leave inappropriate items in lockers. Leave only when dismissed.	Listen responsibly. Applaud appropriately.
Media Center	Keep hands and feet to self. Sit properly in chairs/couches. Food or drink only with permission.	Return materials to proper places on time.	Use kind words and actions. Respect property – yours and others. Use quiet voices.
Hallways	Always walk. Keep hands and feet to self. Stay to the right if possible. Congregating, jumping & kicking lockers isn't acceptable.	Pick up any papers or trash. Use drinking fountains appropriately. Jamming lockers isn't allowed. Use inside voices. Keep hallways clean.	Use kind words and actions. Respect property – yours and others.

Common Area	Be Safe	Be Responsible	Be Respectful
Office Area	Keep hands and feet to self. Stay out of teacher areas. Stay in front of the counter.	State your purpose politely. Obtain permission to use the phone. Use the office for business purposes. Use student phone responsibly.	Use kind words and actions. Use quiet voices. Be expedient.
Bathrooms	Keep water in the sink. Wash hands. Put towels in garbage. Don't kick stall doors.	Flush toilets. Wash hands. Inform adults of any vandalism.	Give others privacy. Respect property- yours and others. Leave when you're finished.
Bus Area	Stay behind designated line area. After leaving buses, come directly into the building. Don't walk toward moving buses.	Wait in line patiently. Pick up litter.	Use kind words and actions. Keep hands and feet to yourself.
Bicycles/Walkers	Walk and ride safely. Walk bicycles until you leave the parking areas. Ride skateboards off school property.	Touch own property only. Pick up litter.	Use kind words and actions. Respect property – yours and others.
Parking Area	Wait on the sidewalk for ride. Come directly into the building after being dropped off.	Don't run/walk in front of moving cars. Decide to leave when school or activity is over.	No yelling. Respect property – yours and others.

Common Area	Be Safe	Be Responsible	Be Respectful
6th Playground	<p>Throw safely. Keep hands, feet, objects to self. Play safely around swings. Tackling and hitting aren't okay. Rocks are off limits. Flips and jumps are not okay.</p>	<p>Put all equipment away. Use swings appropriately. Stay off the handrail. Report serious problems. Help others in need. Line up in an orderly way.</p>	<p>Use kind words and calm voices. Respect other people. Obey rules. Be courteous and polite. Take turns. Leave plants/trees alone.</p>
7th/8th Playground	<p>Sports balls should not be thrown at people. "King of the Rock " is not okay. Don't jump on or tackle others. Don't climb poles. Don't throw rocks or hit others with sticks. Flips and jumps are not okay.</p>	<p>Make sure all equipment is in. Don't break branches off trees. Stay off the football/soccer field Stay off the fence. Stay in boundaries.</p>	<p>Don't disturb others' games. Don't take others' equipment. Take turns. Be considerate of others. Use kind words – no swearing.</p>
AM Multipurpose Room	<p>Running is not safe. Shoving is not safe. Keep food under control. Balls – no throwing while others are eating. Congregating by the hallway doors/restrooms is not safe.</p>	<p>Clean up your mess. Talk – don't shout! Keep hands, feet, and objects to self. Help others.</p>	<p>Food is for eating not playing. Don't touch other people's things/food. Stack trays neatly and by color. Keep hands and feet to yourself.</p>

Parent/Student Signature Page

I have read the 2025-2026 Payette Lakes Middle School Student Handbook and McCall-Donnelly Schools Activities Policy. I understand the rules and procedures. I also understand that changes may occur during the school year as a result of Board Policy.

Grade _____ Advisory Teacher _____

Student's Name _____
(Please print)

Student's Signature _____ Date _____

Parent's Name _____

(Please print)

Parent's Signature _____ Date _____

~~Please read the Payette Lakes Middle School Student Handbook. Sign this form and return the signed form to your advisory teacher no later than Monday, September 29, 2026.~~

Please read, sign, and return to your advisory teacher on or before the assigned due date.