

## WELCOME PARENTS AND STUDENTS!

This handbook is presented to familiarize you with high school rules and policies as well as provide you with general information. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school.

Each student is expected to respect the rights and privileges of other students, school staff including administration, school resource officer, security officer, teachers, and district staff. Students shall exercise their rights responsibly and in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school.

## STATEMENT OF PHILOSOPHY

The Board of Trustees and Administration of Joint School District No. 2 shall offer the best education possible to all students enrolled in the schools of this district. We will strive to meet the individual needs of the students and shall do all we can to prepare these students, mentally and physically, to meet the challenges of their world.

## JOINT SCHOOL DISTRICT NO. 2 HIGH SCHOOLS

### Alternative High Schools – Modified 4x4 Schedule

<b>CENTRAL ACADEMY</b>	<b>EAGLE ACADEMY</b>	<b>MERIDIAN ACADEMY</b>
Randy Yadon, Principal	James Buschine, Principal	Joe Palaia, Principal
6075 N. Locust Grove	100 S. Academy Ave.	2311 E. Lanark
Meridian, ID 83646	Eagle, ID 83616	Meridian, ID 83642
208-855-4325	350-4220	208-855-4315
ca.meridianschools.org	ea.meridianschools.org	ma.meridianschools.org
Modified Schedule	Modified Schedule	Modified Schedule

### Traditional High Schools – A/B Block Schedule

<b>CENTENNIAL HIGH SCHOOL</b>	<b>EAGLE HIGH SCHOOL</b>	<b>MERIDIAN HIGH SCHOOL</b>
Alta Graham, Principal	Terry Beck, Principal	Geoff Stands, Principal
12400 W. McMillan Rd.	574 N. Park Lane	1900 W. Pine
Boise, ID 83713	Eagle, ID 83616	Meridian, ID 83642
208-855-4250	350-4235	208-350-4160
chs.meridianschools.org	ehs.meridianschools.org	mhs.meridianschools.org

<b>MOUNTAIN VIEW HIGH SCHOOL</b>	<b>RENAISSANCE HIGH SCHOOL</b>	<b>ROCKY MOUNTAIN HIGH SCHOOL</b>
Aaron Maybon, Principal	Penny Andrew, Principal	Mike Hirano, Principal
2000 S. Millennium Way	1307 E Central Drive	5450 N. Linder
Meridian, ID 83642	Meridian, ID 83642	Meridian, Idaho 83646
208-855-4050	208-350-4380	208-350-4340
mvhs.meridianschools.org	rhs.meridianschools.org	rmhs.meridianschools.org

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## GENERAL INFORMATION

### **ANIMALS IN THE CLASSROOM (See District Chemical Hygiene Procedure)**

1. Do not allow students to bring their pets from home.
2. Animals are allowed in the classrooms when they are required for a unit of instruction from the Meridian Joint School District No. 2 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
3. The care and well being of any animal should be one of your primary concerns.
4. Wild animals are not allowed in the classroom. Be especially cautious about insects, since they transmit serious diseases.
5. The building administrator shall approve use of animals in assemblies.
6. Guide dogs, assist dogs, and guide dogs in training must be pre-approved by the district administration.

### **ANNOUNCEMENTS**

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

### **BACKPACKS**

Students are allowed to carry backpacks, briefcases, bags and purses to and from school. Students must place these items in their locker or designated area before the start of the school day. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Personal hygiene items may be retrieved as needed.

**CLASSIFICATION OF STUDENTS (Graduating Classes of 2010-2012)**

Students in senior high school will be classified once a year, each fall, according to the following schedule (this schedule is not intended to track progress toward graduation – see page 39 in the high school handbook for graduation requirements):

	<b>A-B BLOCK SCHEDULE</b>
<b>CLASS</b>	<b>Required Credits</b>
Freshman	0-9
Sophomore	10-19
Junior	20-27
Senior	28+
Graduation	50

**CLASSIFICATION OF STUDENTS (Graduating Class of 2013)**

Students in senior high school will be classified once a year, each fall, according to the following schedule (this schedule is not intended to track progress toward graduation – see page 39 in the high school handbook for graduation requirements):

	<b>A-B BLOCK SCHEDULE</b>
<b>CLASS</b>	<b>Required Credits</b>
Freshman	0-13
Sophomore	14-25
Junior	26-37
Senior	38+
Graduation	56

**CLOSED CAMPUS**

Freshman and sophomore students are not permitted to leave campus upon arrival and must remain on campus in designated areas. Violation of the closed campus policy will result in a truancy. Junior and Senior students are permitted to leave during lunch only.

**COMPLAINT PROCEDURES**

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district policy, and can be obtained at the building or district office. A request to appear before the board may be made in accordance with this policy.

**CREDIT REGULATIONS**

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year (see Appendix for full High School and Graduation Policy 603.2).

**DANCES**

Admittance to all school dances may require an admission fee and presentation of the Student Activity Card. Guests must fill out the appropriate school form. Guests include any student not enrolled at the sponsoring school. Academy and Charter school students may attend their home school’s dances with a guest pass. The student is responsible for the conduct of his/her guest. Students who leave the dance without administrative permission will not be re-admitted. The administration may contact the parents of students whose guest is over the age of nineteen (19) to obtain their permission.

**DELIVERIES**

Flowers/plants or other gift deliveries to students will not be accepted.

**GRADE REPORTING**

All subjects will be given letter grades (A,B,C,D,F) except for the following, which will be graded on a pass/fail option: counselor aide, office aide, library aide, teacher aide, and peer tutor. Grades are reported at semester and **report cards** will be either given to students or mailed home at semester.

Students will be provided with a **progress report** at the end of the first and third quarter. Students are responsible for making parents aware of any progress reports received. Parents may contact the student's counselor in regard to the progress reports. Parents and students may access Power School at any time to monitor student progress. Contact your school for your user identification and password.

**GRADING SCALE**

A.....	90 to 100
B.....	80 to 89
C.....	70 to 79
D.....	60 to 69
F.....	0 to 59

**GRADUATION**

Graduation requirements can be found in the High School Course Description Handbook (see Appendix for full High School and Graduation Policy 603.2). Those students who have completed the required courses and who have met the necessary credit and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of their home high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma from Meridian Joint School District No. 2, but will not be eligible to participate in the graduation exercise (see Appendix for full High School and Graduation Policy 603.2). Students may apply to graduate early providing they have completed the required courses and have met the necessary credit and proficiency requirements in fewer than eight (8) semesters but in not less than six (6) semesters. A minimum of two (2) weeks before graduation ceremonies, the graduate must notify school officials that they wish to participate (see Appendix for full High School and Graduation Policy 603.2).

**GUIDE DOGS**

Idaho Code 56-704A allows any person who is specially training or socializing a dog for the purpose of being an assistance dog shall have the right to be accompanied by the dog in school. The person accompanying the dog in training shall carry and upon request display an identification card issued by a recognized school for assistance dogs or by an organization which serves disabled persons. The person shall be fully liable for any damages done to the premises or facilities by the dog.

## **LOCKERS**

Lockers may be assigned during registration. The school carries no insurance for lost or stolen items and is not responsible for them. Students should put items only in their assigned lockers. Changes in locker assignments must have the approval of an administrator or designee. Students will be responsible for damage to their assigned locker. P.E. lockers will be assigned during class time. Students should secure their lockers with a lock at all times. If an item does not fit in a locker it is not allowed without prior administrative approval (musical instruments, skateboards).

## **LOST AND FOUND**

Students are responsible for all personal items brought to school. Joint School District No. 2 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the security officer or the school resource officer. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

## **REGISTRATION FEES AND REQUIREMENTS**

At the time of registration, students may choose to purchase a student activity card which entitles them to attend all activities and assemblies sponsored by the student body. The fee includes all home athletic events. Lost activity cards should be reported to the office immediately. Duplicate activity/identification cards will be issued for an additional cost. A fee sheet may be accessed at the bookkeeper's office. Students will be required to pay class dues and furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes (art, home economics, etc.) will be required to purchase materials and supplies used in any project that becomes the personal property of the student.

## **RESPONSIBILITIES OF ADMINISTRATORS**

*Administrators have the responsibility to (not in order of priority):*

- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school, including Power School reports and participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers and the school board

## **RESPONSIBILITIES OF STUDENTS**

*Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):*

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fees and fines;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;

- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

## **RESPONSIBILITIES OF TEACHERS**

*Teachers have the responsibility to (not in order of priority):*

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and an effective working relationship with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

## **SCHEDULE CHANGE**

When a student desires to drop a class or in any way change his/her schedule, the student must:

1. Consult with the counselor to initiate a Change of Class Schedule Form.
2. Have Change of Class Schedule Form signed by teachers involved in the change and by a parent/guardian.
3. Return Change of Class Schedule Form to the counselor.
4. If a student drops a subject after having been enrolled in class four (4) A days or B days, the subject will be recorded on the record with an automatic "F" grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement).

All class changes are subject to final approval by the appropriate administrator.

## **SCHOOL VISITORS**

Parents or other adults visiting the school are to check in at the main office and secure a visitors badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures.

## **SPECTATOR CODE OF ETHICS**

1. Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all time respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Boing and other disrespectful gestures, activities, or remarks should be avoided at all times.
5. Bells, whistles, or noisemakers of any kind are not acceptable at athletic activities and/or spectator events.
6. Face paint must not cover more than half the face.

## STUDENT IDENTIFICATION/ACTIVITY CARD

Students must have an Identification/Activity card in their possession at all times and the card must be shown to any school personnel upon request. Failure to have this card in possession while in attendance at school or a school-sponsored function may result in disciplinary action. This card must be used to check out material from the Media Center. Those students who do not purchase an activity card will be issued an Identification Card. There will be no fee charged to the student for the first ID card. ID cards may not be used to obtain free or reduced admission to any school function. Individual schools may require all students to display and wear ID cards throughout the school day. Activity Cards may be revoked for discipline purposes and fees will be prorated to the student.

## STUDENT RECORDS (In compliance with the Family Rights & Privacy Act of 1974)

Students and parent/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool. **Education records** include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and /or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers. Parents or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's rights or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that Act and its regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of parents and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

All high school courses taken will be placed on the student's transcripts with the grades earned. Grades will not be changed, dropped, or altered unless the exact class (same course title) is retaken and a higher grade earned. Example: genetics for genetics, honors class must be taken to replace an honors class. A higher grade will replace a lower grade.

## **SUCCESSFUL PARENTING STRATEGIES**

*Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.*

*Parents have the responsibility to (not in order of priority):*

- Make every effort to provide for the physical and emotional needs of the student;
- Encourage their student's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school;
- Participate in parent-teacher conferences;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Facilitate their student's business with school administrators and teachers;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook); and
- Encourage good work habits that will lead to the accomplishment of their student's goals.

## **TRESPASSING**

Idaho State Code Section 33-512 (11) authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor."

## **WITHDRAWAL FROM SCHOOL**

If it is necessary for the student to withdraw from school, the student must have parental permission. The student should obtain an Official Transfer form from the counseling office. The form and textbooks must be presented to each of his/her teachers. The student must secure all signatures required on the form and turn the form in at the counseling office. Withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time and may be cited for trespassing. When a student withdraws from school, then wishes to return to school at a later time, the student and parent may be required to meet with an administrator.

## **ACTIVITIES/ATHLETICS**

### **ATHLETIC ELIGIBILITY**

1. Athletes must have earned six credits the previous high school semester.
2. An athlete is ineligible on the day of his/her 20th birthday.
3. An athlete must have an IHSAA physical on file at the school. A new physical is required the freshman and junior years.
4. Athletes must follow all IHSAA guidelines, rules and regulations.
5. Any student with a grade of "F" in any subject will not be allowed to participate in any athletic/activity contest.

## **ATTENDANCE ON THE DAY OF AN ACTIVITY**

A student who is absent during any part of the day of an evening performance or function may not participate in that performance, or function unless deemed an extraordinary absence. A student suspended in school for more than one period or out of school on the day of an activity will not be allowed to participate in that activity, game, or practice.

## **ALCOHOL, DRUG, and TOBACCO POLICY (Activities Violation) (See Appendix D)**

### **TRANSPORTATION**

When students leave for school-sponsored activities during the school day or meet at the school prior to leaving, they must utilize the school transportation to the activity and back. Students who utilize school transportation to an activity must return to school on school provided transportation. Students may ride home with their parents, provided one parent makes personal contact with one of the activity sponsors. For evening or weekend activities in the metro area, students may drive their own vehicles provided that they do not meet at the school first.

High school juniors and seniors may drive private automobiles between schools when participating in school sponsored programs. Students must meet the following conditions:

- a) A copy of the student's completed self-transportation form with express written permission from their parent/guardian and the building principal must be on file with the home school prior to use of the vehicle.
- b) A copy of the vehicle owner's insurance policy must be on file with the home school prior to the use of the vehicle. The student driving the vehicle must be covered on the insurance policy.
- c) A copy of the student's valid driver's license.
- d) When students use a motorized vehicle for transportation to and from school, they are required to purchase and display a valid vehicle parking permit from their home school and park their vehicle in the school lot in designated areas.

## **ATTENDANCE POLICY**

The laws of the State of Idaho require all youth to attend school regularly until the age of sixteen (16). Regular and consistent attendance is necessary for maximum student learning. It is the responsibility of the parent/guardian to aid school authorities in enforcing this attendance policy.

Students are allowed three (3) absences per class period during the semester. Students who receive four (4) absences in any class will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from the parent within 48 hours of the absence to prevent truancy. All absences from class shall be counted unless the student physically remains within an accountable school setting such as with a counselor, nurse, administrator, etc. Each school shall keep accurate attendance records. Administrators will make decisions in keeping with the overall intent of this policy. The appeal process will be first to the building administrator, then to the regional director, and finally to the board of trustees.

### **ABSENCES**

1. All absences except those named in the extraordinary portion or under special provisions, are considered absences. Absences change to trancies if verbal communication does not come from parents within 48 hours.
2. Persistent truancy may result in suspension/expulsion from school.

3. If a student is absent for fifteen consecutive school days, whether or not the absences are verified, the student will be dropped from school. At the time the student returns to school, the student may be re-enrolled in school. Students served by homebound tutors will not be included in this procedure.
4. The following absences count **against** a student's total of (3) absences in an A/B block schedule class: Parent Call In (PRC), Verified (VER), Truancy (TR), Absence (A), Out of School Suspension (OSS).

### **ABSENCES/EXTRAORDINARY**

Extraordinary absences require prior written request from a parent or guardian, except in the cases of illness, accident, or bereavement. Verbal communication must come from the parent within 48 hours of the absence to prevent truancy. The following criteria are used to determine extraordinary absences:

1. NATIONAL OR INTERNATIONAL ACTIVITIES: Events organized for the purpose of continuing competition or as an extension of an approved school program/contest, or special activities such as Olympic qualifying meets. Absences in this category will not be coded extraordinary until a student has exhausted his/her allowed absences.
2. ILLNESS/ACCIDENT: Confinement either at home or in a hospital that can be confirmed in writing by a licensed physician, dentist, psychiatrist, nurse or other health professional.
3. COURT APPEARANCE: As verified by official documentation
4. PROFESSIONAL APPOINTMENTS: as confirmed by documentation by professional personnel such as medical doctors, optometrists, dentists, orthodontists, psychiatrists, or attorneys.
5. EXTENDED FAMILY TRIP ABSENCE: In the instance that an extended family, educational trip occurs while school is in session, the parent and students requesting this exception may be required to do the following:
  - a) Students will submit the completed prearranged absence form to the assistant principal prior to the trip.
  - b) All pre-arranged work is due on or before the first day back to class.
  - c) Parents must call the attendance office prior to the dates of absence.
  - d) Absences in this category will not be coded extraordinary until a student has exhausted his/her allowed absences.
6. BEREAVEMENT: Up to five (5) days for a member of the immediate family, i.e. father, mother, brother, sister, grandparents.
7. RELIGIOUS OBSERVANCES: When participation is required and can be verified by an appropriate church official or document.
8. ACTIVITY ABSENCE: An absence for a school sponsored program or activity.
9. ABSENCE ON DAY OF ACTIVITY: A student who is absent during any part of the day of an evening performance or function may not participate in that performance or function unless deemed an extraordinary absence.

### **ATTENDANCE REQUIREMENTS**

Joint **School District No. 2 students must attend four (4) periods during a regular school day to be considered** a full time student. With approval of the superintendent or designee, a student may be released for the following and still be considered full time:

1. One (1) period for religious instruction or other approved program in following grades 9-11.
2. Up to three (3) periods for equivalent enrollment at an accredited college/university.
3. Seniors may be eligible for one release period a day. For seniors to be eligible for release periods, they must have completed a minimum, forty (40) credits by the end of the eleventh grade, have successfully completed all ninth (9th) through eleventh (11th) grade required credits, must have proficient scores on all portions of the Idaho Standards Achievement Test.

## **MAKE-UP WORK**

Students may be allowed up to two days per absence to complete make-up work for full credit. Assignments or tests that were made prior to the date of the absence are due or will be taken upon return.

## **PARENT NOTIFICATION**

In the event of an absence, the parent/guardian must call the attendance office within 48 hours of the absence in order to prevent the absence from being recorded as a truancy. A notification letter will be sent to parents when the student reaches excessive absences in any class. Students who reach excessive absences in any period will lose credit. Any absences documented as extraordinary will not be counted against the student's total absences.

## **PERMITS TO LEAVE CAMPUS (PTL)**

Parents need to call the attendance office for students to obtain a permit to leave. Parent notes are not accepted. Independent Students' Permits to Leave will not be issued 20 minutes prior to lunch or 20 minutes prior to the end of the school day. Any student leaving campus without a PTL will be issued a truancy.

## **SEMESTER TESTS**

No semester tests will be given early.

## **TARDIES**

A student will be marked tardy if they are up to ten (10) minutes late. A maximum of three (3) tardies per class per semester, based on class expectations, will be allowed without loss of credit for that class. On the first unexcused tardy and all subsequent tardies, a student may be required to attend a designated detention(s). If a student receives a fourth or subsequent tardy in any individual class, credit in that class will be denied unless the student attends a designated detention(s).

## **TARDY EXCUSED**

A tardy will be changed to Tardy Excused (TX) after a student completes a designated detention.

## **TARDY LATE**

When students arrive to class after ten (10) minutes they will be marked Tardy Late (TL). A tardy late is not counted as an absence but is disciplined as part of the tardy policy.

## **TRUANCY**

Truancy occurs when a student is absent from any class or when in violation of the closed campus policy, without previous consent or knowledge of the parents or an appropriate school official. Repeated truantries may result in expulsion from school. Truantries will be referred to the Board of Trustees pursuant to Idaho Code 33-206 and Joint School District Policy 501.40.

## **SPECIAL SCHOOL SERVICES**

### **CAREER CENTER**

The Career Center is in the business of "preparing today's students for tomorrow's challenges." Students may access information on scholarships, financial aid, colleges, universities, trade and technical schools, ACT and SAT college entrance exam registration, careers, summer opportunities, part-time employment, job search techniques, resume and cover letter writing, interviewing techniques, etc. In addition, the Career Center manages and stores a student's personal Graduate Portfolio. Completed by a student during his/her time in high school and received upon graduation, the graduate portfolio is useful for a student's future post-secondary or career planning.

## **SCHOOL COUNSELORS**

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the high school counseling department included: individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom guidance presentations. Counselors maintain "confidentiality" except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime. The counselor's office is always open to students. Counselors may be contacted in the office between classes, before or after school, or at lunchtime. If a counselor is not available, a "request to visit" message may be left with the counseling secretary.

## **SCHOOL HEALTH PROGRAM - NURSE**

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in schools. Responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings. Parents are requested to notify the school nurse of any student illness or medical problems that could affect their student's well being or academic success.

### **Illness/Injury**

When students become ill or injured at school, they should go to the health room. A pass from the teacher is required, except in an emergency. Students will not be permitted to leave school without permission from the parent or specified emergency contact person. Parents are requested to keep daytime phone and emergency contact information current. Being in the nurse's office longer than 20 minutes may count as a class absence.

### **Immunization Policy**

Idaho State Law (39-4801) requires all students enrolling in Idaho schools to provide the school with proof of the following immunizations:

Students born on or before September 1, 1999:

- 4 DPT or DTaP (Diphtheria, Tetanus, Pertussis)
- 3 OPV or IPV (Polio)
- 1 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B (children born after November 22, 1991)

Students born after September 1, 1999:

- 5 DPT or DTaP (Diphtheria, Tetanus, Pertussis)
- 3 OPV or IPV (Polio)
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or reentry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption Form on file at school. Exemption forms are available from the school nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

## **MEDICATION AT SCHOOL**

Students who need to take prescription or other medication during the school day must bring it to the nurse's office in a properly labeled prescription bottle or original container. A **medication consent form must be completed** by the parent and on file with the nurse for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

**Emergency medications** may be kept in the nurse's office and/or carried by a student for self-administration. Students who need to carry emergency medication to treat asthma or severe allergies may do so according to district policy and procedures. Please contact the school nurse regarding required procedures for emergency medications at school.

## **SCHOOL INSURANCE**

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Each school will provide parents and students with the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

## **SCHOOL PSYCHOLOGISTS**

School psychologists help students and families in crisis, evaluate students with academic and/or emotional difficulties, and consult with teachers and principals. They are available for consultation with families regarding mental health issues.

## **SURVEILLANCE CAMERAS**

Some Joint School District No. 2 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

## **STUDENT CONDUCT**

Students are expected to use good judgment in their actions and activities while at school, school-related activities, on the school grounds and on the bus. The following items will not be tolerated and may result in a parent conference, suspension and/or expulsion from school, and may be subject to legal consequences.

### **ALCOHOL/DRUG/TOBACCO POLICY (See Appendix D or Policy Code No. 502.5)**

### **BULLYING (See Appendix H Policy 502.9)**

Bullying is repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive to exert power over another student or students. This is considered unacceptable behavior and will not be tolerated.

### **CHEATING**

The first incident of cheating in any form or manner will cause the offending student to lose credit for the assignment. A second incident of cheating in the same class will cause the student to be withdrawn from the course in which the cheating occurred. The offending student will receive a failing grade for the applicable semester. The parent will be contacted in each case.

## **COMPUTER/NETWORK ETIQUETTE (See Appendix B)**

### **DETENTION**

Saturday school, lunch detention, and after/before school detention are discretionary disciplinary actions that are available to the building administration or designee to use when dealing with discipline.

### **DISCRIMINATION**

Joint School District No. 2 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

### **DRESS CODE**

A degree of modesty is expected. Any apparel that draws undue attention or disrupts the learning environment is prohibited. The following is a partial list of apparel that is not within good grooming or safety standards for the educational environment:

**(In General)** Clothing that exposes the following is not permitted:

- undergarments,
- posteriors/buttocks,
- midriff/abdomen,
- chest/cleavage,
- back,
- upper thigh.

**In addition:**

- Footwear must be worn at all times
- Certain classes may require specific clothing and footwear for safety purposes.
- Athletic/Activity uniforms worn during the school day must adhere to this policy

**Items not to be worn in the school building during the school day include but are not limited to:**

- Hats, headbands, hoods, bandanas, or other head coverings

**Items not to be worn or seen in the school building during the school day include but are not limited to:**

- Clothing, jewelry, or tattoos advertising or depicting alcohol, tobacco, drugs, gang affiliation, or inappropriate sexual innuendoes
- Hanging belts
- Inappropriate tattoos must be covered at all times
- Sunglasses
- Chains connecting the wallet to a belt loop or worn anywhere on the person
- Spiked clothing, belts or jewelry
- Safety pins

Violations of the dress code will lead to disciplinary action.

### **ELECTRONIC DEVICES**

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. Electronic devices that disrupt the educational process are forbidden. Video taping or taking pictures is prohibited on campus unless approved by building administration. These devices include, but are not limited to, handheld calculators, PDA's, pagers, cell phones, music playing devices, cameras, and laptop computers. Use of these devices must not violate any district policy, including cheating, classroom disruption, or access, creation, or possession of inappropriate materials (i.e. pornography).

Students who bring any electronic device do so at their own risk – Joint School District No. 2 and its schools assume no liability for damage, theft, etc. If the policies are violated, administrators will determine consequences based on the severity of the incident. Electronic devices cannot be visible and must be turned off in the building. Violations will result in disciplinary action.

### **EXPULSION**

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester, or, if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion.

Idaho Code 33-205 states “The board of trustees may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.”

### **FIGHTING**

No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating or encouraging others to fight. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences.

### **FREEDOM OF EXPRESSION**

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander or threaten the rights of others.

### **GANGS**

The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, which denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, the violations of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on wearing/display of a gang-related item, the district may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. The school district acknowledges that not all potential gang indicators imply actual membership in a gang, however, these indicators may compromise a student’s safety and are therefore prohibited.

### **HARASSMENT AND/OR INTIMIDATION (See Appendix A)**

### **KNOWINGLY PRESENT**

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in a Joint School District No. 2 policy or handbook violation.

## **LITTERING**

Students are expected to act responsibly. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined or fined. Fines will be assessed from one (\$1.00) to ten (\$10.00) dollars depending on severity.

## **NO TOUCH POLICY**

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, No Touch violations will be disciplined appropriately.

## **REPORTING THREATS**

The Joint School District No. 2 takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours or on a weekend, please leave a detailed message on the school voice mail system.

## **RESTRICTED AREAS**

Each high school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas may be subject to disciplinary action.

## **SEARCHES**

### **Philosophy**

The Meridian School District recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism or may be harmful to themselves or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

### **Authorized Personnel**

Searches of a student or a student's personal belongings shall be conducted by an administrator or his/her designee.

### **Dogs**

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds. The administrator shall be present. Students shall not be in the immediate vicinity of the dogs while they are searching.

### **Failure to Cooperate**

Students who fail to cooperate with school authorities when requested may be subject to other disciplinary action.

### **Inspection (Suspicionless Searches)**

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. All vehicles on school property are subject to general inspection (suspicionless searches).

## **Personal Searches**

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

## **Reasonable Suspicion**

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O. (1985)* allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

## **SEIZURE**

### **Illegal Items**

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security can be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

### **Other Items**

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

## **STUDENT RIGHTS**

### **Due Process for Students**

In the event a student is accused of violating a policy, regulation, or rule established by the school district, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed; a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent of the student will be notified and an informal hearing with the student, the parents, and school personnel will be held within three school days. The results of this informal hearing must be given, in writing, to the parents/guardian within ten days after the informal hearing.
4. In the event the informal hearing with the parent does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within ten days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within five school days. The principal must give his/her decision, in writing, to the parents within ten days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent may, within ten days of receipt of the decision, appeal to the Regional Director.

- The director will schedule an informal hearing within five school days. The director must consult with the superintendent and give his/her decision, in writing, to the parents within ten days after the informal hearing.
6. In the event the informal hearing with the director does not resolve the problem to the satisfaction of both parties, the parent may, within ten days of receipt of the decision, appeal to the Board of Trustees and a formal hearing will be held. The results of this formal hearing will be given to the parents within ten days after the formal hearing.

Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

Definition of Terms: *Immediately* means at the time the alleged infraction occurs. *As soon as possible* means as soon after the alleged infraction that all parties are available to meet.

## **SUSPENSION**

Suspension and/or detention may be used as a disciplinary action or to remediate tardies.

- In-School Suspension: The student is removed from the classroom and assigned to a specific area during the regular classroom time. These absences do not count in the allowable absences per semester. A student who is suspended in school for more than one period may not be allowed to participate in school activities.
- Out of School Suspension: The student may not be at school for a specific amount of time. These absences will count as part of the allowable absences per semester. Parent contact will be made (if possible) prior to in/out of school suspension. Students will not be allowed to participate in school activities including games and or practice.

## **STUDENT DRIVING**

### **Compliance with Idaho Code §49-303**

Students under the age of 18 are required by Idaho Code §49-303 to meet the enrollment and attendance requirements of the schools. Students must obtain/complete Form FTAS-1 with their school in order to obtain a driver's training permit. In the event a student fails to meet the enrollment and attendance requirements of the public schools, a written notification to the student and his/her parents will be issued to provide written notification of the school's intent to request that the Idaho Transportation Department (ITD) suspend the student's driving privileges, whether or not the student is licensed. The student or parent/guardian shall have 15 calendar days from the date of receipt of the notice of Intent to Suspend to request a hearing before the public school principal/designee for the purpose of reviewing the pending suspension of driving privileges. The hearing to establish enrollment compliance is to be conducted within 30 days after the principal/designee receives the request. Upon receipt of a *Notice To Suspend For Noncompliance* with Idaho Code §49-303, the ITD will send via certified mail a *Notice Of Suspension* to the student.

### **Parking**

Students are not allowed to park in areas designated visitor parking, faculty or staff parking, handicapped parking, or curbs painted red or yellow. Student vehicles must have a parking permit displayed as directed to be able to park on campus. Failure to purchase and properly display a permit is a violation of policy. The security officer may make parent notification after the third offense. Parking violations are subject to the following fines: 1st offense \$ 15.00, 2nd offense - \$20.00, 3rd offense, \$25.00, 4th offense and any further offense- vehicle may be towed, booted and/or driving privileges may be revoked; handicapped parking fine - \$25.00.

## **Parking Lot**

The Joint School District No. 2 assumes no responsibility for theft or damage. Any damage that does occur with a vehicle should be immediately reported to the security officer. For the security of all vehicles, students are not to be in the parking lot during classes or breaks. The exception is for 11th and 12th grade students going to and from their vehicles at lunch. Students found in the parking lot during class time, break, or 9th and 10th grade students during lunch may receive disciplinary action. All students are forbidden to loiter in the parking lot at any time.

## **Vehicle Registration**

All students driving to school must register their vehicle in the main office. Each school year a vehicle registration fee will be charged. This fee will include one parking permit.

## **Violations**

Vehicles will be driven in a responsible manner on campus. Inattentive or irresponsible driving will not be tolerated and will be subject to a fine and/or restriction. Inattentive or irresponsible driving includes, but is not limited to, speeding, rapid acceleration, racing, burning tires, or making illegal turns.

- Driving violations are subject to the following fines: 1st offense - \$20.00, 2nd offense - \$25.00, additional offenses may result in loss of driving privileges for the remainder of the school year.
- Driving violations will be determined as observed by the school security officer or school officials. The school security officer may make parent notification after the first offense.

## **TRANSPORTATION (See Appendix C)**

### **UNACCEPTABLE BEHAVIOR**

May include but not limited to the following:

1. Causing the evacuation of the building
2. Computer equipment/Network Functions--Improper or inappropriate use
3. Controlled substances—Possession or Use
4. Failing to report known threats toward individuals, groups, or the school as a whole may result in disciplinary action up to and including expulsion. Legal action may also be pursued.
5. Food or beverages in the classroom during the academic periods
6. Gang signals and or gang emulation is prohibited.
7. Inappropriate conduct in the halls, on the school grounds, on the bus, and at school activities
8. Incurability
9. Instigation
10. Literary or pictorial materials that are objectionable, including but not limited to material displaying or advertising alcohol, tobacco, drugs or inappropriate sexual content
11. Littering (discipline or fine)
12. Lying or interfering with administrative investigations
13. Objects and/or materials which pose a threat to the students including but not limited to water balloons, eggs, coins, squirt guns, snowballs, roller blades, skate boards, lighters, glass containers, and laser pens
14. PDA—Inappropriate affection in the halls, school grounds or school activities
15. Physical confrontations
16. Plagiarism, forgery, and copyright violation
17. Theft or possession of stolen property
18. Un-sportsman like conduct at school sponsored activities
19. Vandalism to school property
20. Verbal confrontations including but not limited to, abusive, vulgar or racial language in the halls, classroom, on school grounds, or during school activities

21. Withholding of information concerning activities that could or did disrupt the educational process.

## ZERO TOLERANCE

### Guidelines

Students in violation of any zero tolerance guidelines may be recommended for expulsion from the Joint School District No. 2 and referred to the District Discipline and Attendance Committee. The duration of the expulsion may be for the remainder of the school year; or if occurring in the second semester, the student may be recommended for expulsion for the first semester of the next school year (in compliance with Idaho Code 33-205). Zero tolerance will be in effect while on any school property being used for a school sponsored extra-curricular or academic activity on or off school grounds.

### Alcohol/Controlled Substances/ Paraphernalia: (See Appendix D)

**Arson:** The malicious burning of or attempt to burn an individual or property on school grounds or during school related activities may result in referral to the District Discipline and Attendance committee.

**Explosive Devices:** Placing/detonating an explosive device, calls, electronically transmitted or written threats of an explosive device; will be investigated by school administrators and the school resource officer. Any student directly involved in activities that may endanger or pose a threat to the safety of themselves or others, who assist, or withhold information either before or after an investigation may be referred to the District Discipline and Attendance Committee.

**Verbal or Written Threats:** Verbal threats, including those made by telephone or electronically transmitted, and/or written threats of any type against the school or individual(s) will be investigated by school administrators and the school resource officer. Any student found guilty of such threats may be referred to the District Discipline and Attendance Committee. Any student directly involved in activities that may endanger or pose a threat to the safety of themselves or others, who assist, or withhold information either before or after an investigation may be referred to the District Discipline and Attendance Committee.

Idaho Code 18-33021 states:

- (1) (a) Any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor.
- (b) The threats prohibited by this section encompass only those statements or acts where the speaker or actor intends to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The prosecution is not required to prove that the defendant actually intended to carry out the threat.
- (2) Definitions. As used in this section:
  - (a) "Deadly or dangerous weapon" means a weapon, device, instrument, material or substance that is used for, or is readily capable of, causing death or serious bodily injury;
  - (b) "Firearm" means any weapon, whether loaded or unloaded, from which a shot, projectile or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, regardless of whether such weapon is operable;
  - (c) "On school grounds" means in, or on the property of, a public or private elementary or secondary school.

**Weapons:** Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon or is a facsimile of a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds, at school related activities or school transportation will be considered a weapon for purposes of this policy. The

following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, electronic weapons (i.e. taser), pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, ammunition, fireworks, explosives, mace, or other chemicals. When the incident is specifically related to a firearm, the school district is mandated by federal law under the "Gun Free Schools Act of 1994" to expel a student or students from school for a period of not less than one year (two full semesters).

## **APPENDIX A**

### **STUDENT HARASSMENT (Code 502.7)**

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Students attending Joint School District No. 2 are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and conduct off the district's premises that has an adverse affect upon a student's educational environment.

### **DEFINITION OF HARASSMENT**

Harassment is defined to include verbal, written, graphic or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
2. Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious, beliefs, ethnic background or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
4. Criminal offenses directed at a person because of their race, sex, color, national, origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subjected to unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in

school activities. Occurring when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in the educational process;
2. Submission to or reflection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

- Verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
- Sexually motivated or inappropriate touching, unwelcome physical contact, or pinching;
- Sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
- Unwelcome behavior or communications directed at an individual because of his/her gender;
- Stalking or unwelcome, sexually motivated attention.

## **REPORTING PROCEDURES**

1. Any student, and/or parents of a student who believe the student is being harassed should immediately report the situation to school personnel.
2. Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

## **INVESTIGATION**

When a report of harassment is received by the principal or the superintendent, immediate steps will be taken to do the following:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays. In the event the complaint involves a principal, superintendent or board members an independent investigation will be completed by an individual or individuals not employed by the school district and appointed by the board members.

## **DISCIPLINARY ACTION**

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegations, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

In the event the investigation discloses that the complaint has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct that could be reasonably considered to be

criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

### **PROTECTION AGAINST RETALIATION**

Retaliation will not be tolerated. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

### **CONFIDENTIALITY**

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

### **RECORD OF ALLEGATIONS**

This district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

## **APPENDIX B**

### **COMPUTER AND ELECTRONIC INFORMATION SYSTEMS (Code No. 1001.3)**

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in Joint School District No. 2. Network users are expected to use all network resources for purposes appropriate to the education environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of Joint School District No. 2.

In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. Joint School District No. 2 will make prudent efforts to limit improper use.

All users are expected to abide by the following rules of Internet and network conduct:

Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list-servers and discussion groups) should be mindful that communications originating within the district may be construed as representative of the school or district. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of Joint School District No 2.

Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or network supervisor.

Users will not violate any local, state, or federal regulation or statute.

Users will not reveal personal information about others and be cautious when revealing personal information about themselves (age, gender, phone number, address, etc.). Users will not use the network, Internet or individual computers or other equipment in such a way that it would disrupt the use by others.

Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or

copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.

Users who can, or think they can, identify a security problem on the network must notify a teacher or system administrator. Users should not demonstrate security problems to others, nor should they go looking for security problems, because this may be construed as hacking, which is illegal.

Users may not log in to or use someone else's account. Logins and passwords must be kept secure. Individuals are responsible for the contents of their network directories.

Users will not use district Internet or network resources to sell or offer for sale any goods or services without Board approval.

### **Intellectual Property**

All works that an individual creates on the network or computers should be assumed to be the intellectual property of that person. However, all works on the network, computers or storage devices are open to monitoring/scrutiny by district and building administration, Information Systems personnel, and/or designees of administrators. All files, materials or documents may be reviewed and deleted by designated technology staff.

### **Copyright and Plagiarism**

All users should abide by current copyright law. Plagiarism will not be tolerated. Plagiarism is copying the ideas, writings or artistic creations of others and presenting them as though they were your own. If text or multimedia files from the Internet or other electronic sources are used, they must be used according to the Fair Use Guidelines established by federal copyright law and policies of Joint School District No. 2, and cited accordingly.

### **Electronic Devices**

Electronic communication or data devices will be used only in a manner consistent with the policies of Joint School District No. 2. These devices include, but are not limited to, handheld calculators, PDA's (personal digital assistants), cell phones, pagers, electronic book devices, and laptop computers.

### **Software and Peripheral Devices**

Only district-approved software will be installed by designated personnel on networks or individual machines.

Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies. Any conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of Joint School District No. 2 are prohibited.

### **CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET**

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information or communication systems as per district policy or Idaho Code 18-2201 and 18-2202 or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources and/or legal action. A user will be required to reimburse Joint School District No. 2 for any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

### **District Limitation of Liability**

Joint School District No. 2 makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy or the quality of the information obtained

through or stored on the system. The district will not be responsible for the financial obligations arising through the unauthorized use of the system.

## **Chapter 22 Computer Crime (18-2201 Definitions)**

As used in this chapter:

1. To “access” means to instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, or computer network.
2. “Computer” means, but is not limited to, an electronic device which performs logical, arithmetic, or memory functions by the manipulations of electronic or magnetic impulses and includes all input, output processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
3. “Computer network” means, but is not limited to, the interconnection of communication lines (including microwave or other means of electronic communication) with a computer through remote terminals, or a complex consisting of two (2) or more interconnected computers.
4. “Computer program” means, but is not limited to, a series of instructions or statements, in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
5. “Computer software” means, but is not limited to, computer programs, procedures, and associated documentation concerned with the operation of a computer system.
6. “Computer system” means, but is not limited to, a set of related connected or unconnected, computer equipment devices and software.
7. “Property” includes, but is not limited to, financial instruments, information including electronically produced data, and computer software and programs in either machine or human readable form, and any other tangible or intangible item of value.
8. “Services” include, but are not limited to, computer time, data processing and storage functions. (1984)

## **Computer Crime (I.C.18-22018-2202)**

1. Any person who knowingly accesses, attempts to access or uses, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of; devising or executing any scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representations or promises; or committing theft; commits computer crime.
2. Any person who knowingly and without authorization alters, damages, or destroys any computer, computer system, or computer network described in section 18-2201, Idaho Code or any computer software, program, documentation, or data contained in such computer, computer system, or computer network commits computer crime.
3. Any person who knowingly and without authorization uses, accesses, or attempts to access any computer, computer system or computer network described in section 18-2201, Idaho Code, or any computer software, program, documentation or data contained in such computer, computer system, or computer network, commits computer crime.
4. A violation of the provisions of subsections (1) or (2) of this section shall be a felony. A violation of the provisions of subsection (3) of this section shall be a misdemeanor. (1984)

## **APPENDIX C**

### **TRANSPORTATION DISCIPLINE POLICY (CODE NO. 702)**

#### **Bus Conduct**

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. It is important not to distract the bus driver. The driver has the same responsibility and authority as the teacher does in the classroom. It is the responsibility of every student to know and obey the bus rules as posted on all school district buses. Misbehavior on the bus can deprive a student of the privilege to ride.

## **Bus Use Rules**

1. Orderly behavior is expected on the bus and at the bus stop. Use only the bus stop and bus assigned to you. A note signed by a parent or guardian is required in order to ride any other bus or to utilize a stop other than your own.
2. Be on time at the bus stop ready to board the bus when it arrives (five minutes prior to scheduled arrival time). The driver cannot wait for tardy passengers.
3. If you must cross street, wait for driver to signal and cross in front of the bus.
4. No hazardous objects, live animals, birds, reptiles, fish or insects are permitted on the bus. Students must be able to control any item they bring on the bus in such a way as to not create a safety hazard. Large objects must be able to be held on passenger's lap. Aisles must be kept clear at all times.
5. Skateboards, scooters and roller blades are not allowed on the bus at any time.
6. Remain seated, facing forward while bus is in motion. Driver will assign seats.
7. Keep all body parts inside the bus. Keep hands and feet to yourself at all times.
8. Talk quietly. Silence is required at all railroad crossings.
9. Eating, chewing, drinking and littering are prohibited on the bus. Keep bus clean. Throwing, shooting, and or spitting of objects on, from or at bus is prohibited.
10. Disorderly behavior, swearing and use of inappropriate language and or gestures is prohibited. Driver is to be shown courtesy and cooperation at all times.
11. Do not tamper with or vandalize the bus or bus equipment. The emergency door is to be used only in an emergency.
12. No hitting or fighting on the bus. This includes students who either encourage a fight or continue to incite a fight by teasing, threats or harassment of others.
13. Possession, distribution or use of illegal drugs, tobacco and alcohol is prohibited.
14. Inappropriate use of electronic devices that create a disruption on the bus is prohibited. (This includes cell phones, games, headphones etc.) Use of cameras to take photos of other students is prohibited on the bus.

Students not following the bus rules listed above will be given a citation. If possible, bus drivers should make parental contact regarding inappropriate student behavior and seek assistance from parents to correct the behavior before issuing a citation. Minor rule violations will result in one citation point and more serious rule violations will result in two citation points being given for the violation. Citation points will be accumulated by the student during the school year and will determine the resulting consequences of each citation that is given. The following are consequences and procedures for each citation point given:

### **First Citation Point:**

- A. Driver conducts conference with student and gives reason for issuing citation.
- B. Driver contacts parent or guardian and informs them of pending citation, and explains actions required for student to regain bus riding privileges. If driver cannot reach parent within 36 hours, citation is given to Trainer/Supervisor to inform parent by phone or certified mail.
- C. Driver gives citation to student to take to parent or guardian for signature.
- D. Student will be allowed to ride when signed citation is returned to bus driver.

### **Second Citation Point:** (2 minor violations or 1 serious rule violation)

- A. Driver conducts conference with student and gives reason for issuing citation.
- B. Driver calls parent or guardian and informs them of citation, explaining action required for student to regain bus riding privileges. If driver cannot reach parent within 36 hours, citation is given to Trainer/Supervisor to inform parent by phone or certified mail.
- C. Driver gives citation to student to take to parent or guardian for their action.
- D. Parent or guardian and student must arrange for conference with Trainer/Evaluator and obtain

- their signature. Student is suspended from bus for three days or until conference is held.
- E. Student is allowed to ride the bus when signed citation is returned to bus driver following three day suspension.

**Third Citation Point:** (Accumulated citation points from previous 1 or 2 point citations)

- A. Driver conducts conference with student and gives reason for issuing citation.
- B. Driver calls parent or guardian and informs them of citation and what action is required for student to regain bus riding privileges. If driver cannot reach parent or guardian within 36 hours, the citation is given to Trainer/Supervisor to inform parent or guardian by phone or certified mail.
- C. Driver gives citation to student to take to parent or guardian.
- D. Parent or guardian, student, Trainer/Supervisor, and school administrator meet and obtain administrator's signature. Student is suspended from bus for ten days.
- E. Student is allowed to ride bus after ten-day suspension is served and signed citation is returned to bus driver.

**Fourth Citation Point:** (Accumulated citation points from previous citations)

- A. Bus riding privileges are suspended for the remainder of the school year.

**Bus Conduct Zero Tolerance**

Students in violation of any Zero Tolerance rule will be referred to the appropriate school administrator for expulsion determination and will lose bus riding privileges until they are reinstated in school. Zero Tolerance violations are considered serious (2 point) violations and include:

1. Weapons: Possession, use, threat, or attempt to use any object as a weapon. This includes laser pens. (see student handbook definitions for other items considered to be weapons)
2. Bomb Threat: Placing or detonating a bomb or any explosive device, calls or written threats of bombs or explosive devices. This includes fake bombs.
3. Arson: Any open flame on the bus. Burning or attempt to burn the bus or bus equipment.

**Severity Clause:**

- A. A student can be temporarily suspended from bus riding privileges by the Transportation Supervisor or designee for behavior endangering the safety of the bus and/or its occupants.
- B. The Transportation Supervisor will recommend to the Superintendent, who in turn may recommend to the Board of Trustees, to revoke bus-riding privileges for the remainder of the school year. Behavior that endangers the safety of the bus and/or its occupants or vandalism occurring during the last two weeks of school will result in revoking bus riding privileges for the first semester of the following school year.
- C. Within five (5) days of suspension of bus riding privileges, the School Board Hearing Committee, made up of three administrators, the Superintendent or designee, a recorder, and other administrators or counselors selected by the Superintendent or designee, and if possible, one or more School Board members, shall schedule a hearing to determine to revoke or reinstate bus riding privileges. The parent or guardian and student shall be notified of such hearing and may appear and show cause why the student should not have bus riding privileges revoked. The Hearing Committee's action will be recorded in the official minutes of the Board of Trustees.

## APPENDIX D

### ALCOHOL, DRUGS, TOBACCO POLICY (Code No. 502.5)

#### PHILOSOPHY:

The board of trustees recognizes that student use of chemical substances is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, controlled substances and other substances as defined in the policy—creates educational, economic and legal problems. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student. We will be involved in disciplinary action when needed.

#### DEFINITIONS:

1. Use: Whenever a student has consumed, taken, or is under the influence of alcohol, drugs, or tobacco on or near district property (see definition), or is displaying behavior that creates a reasonable suspicion that he or she may be illegally under the influence of alcohol, drugs, or tobacco use any time during school hours or at a school sponsored activity.
2. Possession/securing or attempting to secure or purchase alcohol, drugs or tobacco: To have alcohol, drugs, or tobacco, drug paraphernalia, on your person or within an area of your control including but not limited to car, locker, books, and clothes on or near district property at any time or at a school sponsored activity, or during participation in a dual enrolled program as defined in this policy.
3. Distribution/sale: To distribute or intend to distribute/sell alcohol, drugs, or tobacco or controlled substances, or any substance available with or without a prescription, that can be used in a manner detrimental to one's health and in excess of recommended dosage to other students or persons on or near district property during school hours or at a school sponsored event, including dual-enrolled programs as defined in the policy. It shall be presumed that a student in possession of these substances in amounts in excess of that for personal one-time use, or such amount of a controlled substance in conjunction with possession of any drug paraphernalia including but not limited to scales, pipes, and/or plastic bags has the intent to sell or deliver such controlled substance (See Policy 502.2 - Zero Tolerance).
4. Knowingly Present: Shall mean that a student was present or in attendance at a gathering of students during which one or more attendees (other than the student at issue) were involved in alcohol, drug, and/or tobacco use/possession/distribution as defined in the definition and the student knew or reasonably should have known that such drug use was occurring.
5. Controlled Substance: Include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.
6. Alcohol, Drug, and Tobacco: Includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication. Also included are substances that can be obtained without a prescription that, when used improperly or outside the recommended guidelines, can be detrimental to one's health. This may include, but is not limited to inhalants, over-the-counter cold medication, or performance enhancing substances.
7. Student Assistance Team: A team whose purpose is to intervene with students who are having behavioral/substance abuse problems. The team is comprised of the administrators, counselors, and the school nurse. Optional members may include teachers, school psychologist, and the School Resource Officer.

8. Intervention: The process by which designated members of the Student Assistance Team share information and concerns about a student with his/her parent(s) or guardian(s) and make recommendations for assistance.
9. Activities: Any school-sponsored event that takes place outside of the regular school day such as a school dance and/or an activity through which a school letter may be earned, i.e. all sports, band, choir, dance team, debate, drama, school clubs, sports, etc. Students who come under the disciplinary procedures for alcohol, drugs or tobacco are limited in practice time or participation in school activities outside of the regular class day according to grade level, category and number of offenses. If the event to be missed is counted as part of the academic grade, (band, choir, debate) the student will be given an alternative activity to earn the grade.
10. Under the influence: Any student judged to be under the influence of alcohol or other controlled substance (as defined above) will be subject to an evaluation by a trained intervention counselor, the school nurse, administrator or designee. Upon completion of the school's evaluation, the building designee may choose to initiate procedures to seek evaluation by a Drug Recognition Expert or other law enforcement personnel. The law enforcement evaluation may result in the transfer of school custodial responsibility to that of law enforcement in accordance with Section 20-516, Idaho Code. Any student judged to be under the influence, regardless of any previous voluntary disclosure, will be deemed to be in violation of Section 37-2732, Idaho Code.
11. Voluntary Disclosure: A student who voluntarily discloses use of alcohol, drugs, or tobacco and/or other controlled substances (as defined above) during group or individual counseling sessions at the school or in school associated programs will not be subject to administrative or law enforcement procedures unless the student is in violation of school policy at the time of the disclosure.
12. Assessment: The process which includes an objective assessment tool which gathers data relevant to major life areas to determine if a substance abuse problem exists and to what extent. Assessments are given by professional, certified evaluators who are independent of Joint School District No. 2 and are free of charge to students who are in violation of policy 502.50 and are enrolled in the district.
13. Counseling Services: In an effort to maintain communication and to abide by section 33-210, Idaho Code, group facilitators who receive disclosure of continued student substance use will be obligated to notify parents/guardians. This sharing of information with parents serves to include parents in the drug and alcohol group counseling process. The student must complete a drug and alcohol assessment prior to inclusion in drug and alcohol group services. The assessment defines levels of use and should be considered the baseline requirement for an appropriate recovery plan. Students and/or parents/guardians wishing to schedule an assessment are encouraged to contact their building counselor or drug prevention specialist.
14. District property/dual-enrolled programs: Includes all buildings, facilities, and property owned or leased by, Joint School District No. 2. This also includes school buses, other school vehicles, and the location of any school sponsored activity or function including dual-enrollment settings, that include but are not limited to: Renaissance High School, Meridian Professional Technical Center, Meridian Night School, Treasure Valley Math and Science, and the Dehryl Dennis Center.

## **ALCOHOL, DRUG, AND TOBACCO PROCEDURES (SIXTH - TWELFTH GRADE)**

### **USE OR POSSESSION – FIRST OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be considered for expulsion for the remainder of the semester, or if a minimum of twenty (20) school days remain in the present semester, the student may be considered for expulsion for the next semester, OR the student and the parent/guardian may complete the following requirements within 90 days of the offense.

**FIRST OFFENSE: ALCOHOL/DRUG (USE/POSSESSION)**

- a. The student will receive suspension for the next five (5) school days.
- b. From the date of school notification, the student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- d. The student and parent(s) will attend three (3) consecutive Parent Information classes.
- e. The student will be required to attend an eight (8) session Insight class.
- f. Student must comply with a Drug Prevention Behavior Contract.

**FIRST OFFENSE: TOBACCO (USE/POSSESSION)**

- a. The student will be suspended for five (5) school days.
- b. The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be required to attend a Tobacco Education class during four (4) consecutive after-school or evening sessions. Parent/guardian is required to attend the first class.
- d. Student must also comply with a Drug Prevention Behavior Contract.

**DISTRIBUTION OR SALE - FIRST OFFENSE:**

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for 5 school days pending consideration for expulsion for one semester by the District Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). Note: If student is not recommended for expulsion, the student will still be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself. Upon return, all of the following requirements must be completed within 90 days:

**FIRST OFFENSE: ALCOHOL/DRUG (DISTRIBUTION/SALE)**

- a. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes
- c. The student will be required to attend an eight (8) session Insight class.
- d. Student must comply with a Drug Prevention Behavior Contract.

**FIRST OFFENSE: TOBACCO (DISTRIBUTION/SALE)**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day. The student will be considered for expulsion for one semester or may complete the following requirements:

- a. Suspension for five (5) school days.
- b. The student will be ineligible for participation in all school activities for a period of twenty-

- one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity itself.
- c. The student will be required to attend a Tobacco Education class during four (4) consecutive after-school or evening sessions. Parent is required to attend the first class.
  - d. Student must comply with a Drug Prevention Behavior Contract.

**USE OR POSSESSION - SECOND OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) school days pending consideration for expulsion from school for two (2) semesters. Upon return, the student must complete all of the following requirements:

**SECOND OFFENSE: ALCOHOL/DRUG (USE/POSSESSION)**

- a. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- c. The student will be required to attend an eight (8) session Insight class.
- d. Student must comply with a Drug Prevention Behavior Contract.

**SECOND OFFENSE: TOBACCO (USE/POSSESSION):**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will receive in-school suspension for the remainder of the school day and will be considered for expulsion for one semester unless all of the following requirements are completed within 90 days:

- a. Suspension for five (5) school days.
- b. The student will be ineligible for participation in all school activities for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity.
- c. If appropriate, attend four (4) Tobacco Education classes, of which the parent(s)/guardian(s) must attend the first class.
- d. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- e. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- f. The student will be required to attend an eight (8) session Insight class or appropriate counseling education group.
- g. Student must comply with a Drug Prevention Behavior Contract.

**SECOND OFFENSE: ALCOHOL/DRUG (DISTRIBUTION/SALE)**

Any student found to be distributing or selling, or intending to distribute or sell, alcohol or other controlled substance (as defined above) will be suspended for 5 school days pending consideration for expulsion for two semesters by the District Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). Upon return, all of the following requirements must be completed within 90 days:

- a. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required.
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- c. The student will be required to attend an eight (8) session Insight class.
- d. Student must comply with a Drug Prevention Behavior Contract.

**SECOND OFFENSE: TOBACCO (DISTRIBUTION/SALE)**

Any student found to be distributing or selling, or intending to distribute or sell, tobacco will be suspended for five (5) days pending consideration for expulsion for one semester by the District Attendance and Discipline Committee. Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). Upon return, all of the following requirements must be completed within 90 days:

- a. The student will receive a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof. A release of information to the school district is required
- b. The student and parent(s)/guardian(s) will attend three (3) consecutive Parent Information classes.
- c. The student will be required to attend an eight (8) session Insight class.
- d. Student must comply with a Drug Prevention Behavior Contract.

**ALCOHOL/DRUG USE OR POSSESSION – SUBSEQUENT OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and, upon return, must comply with a Drug Prevention Behavior Contract.

**TOBACCO USE OR POSSESSION – SUBSEQUENT OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials. The student will be suspended for five (5) days pending consideration for expulsion for two semesters and, upon return, must comply with a Drug Prevention Behavior Contract.

**ALCOHOL/DRUG DISTRIBUTION OR SALE: SUBSEQUENT OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). The student will be suspended for five (5) school days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

**TOBACCO DISTRIBUTION OR SALE: SUBSEQUENT OFFENSE:**

Law enforcement (SRO) will be contacted immediately upon verification of the violation. The principal or his/her designee will notify a parent or guardian of an interview or detainment of a minor student by law enforcement officials (see Policy 502.2 - Zero Tolerance). Student will be suspended for five (5) days pending consideration for expulsion for two semesters, and, upon return, must comply with a Drug Prevention Behavior Contract.

## STUDENT ACTIVITIES ALCOHOL, DRUG, AND TOBACCO POLICY

### SIXTH - TWELFTH GRADE

#### DISCIPLINARY PROCEDURES:

The use, possession, distribution, or sale of alcohol, drugs, tobacco or other controlled substances any time during all extracurricular activities seasons (from the first to the last day that a team meets with its coach or advisor) is forbidden. If a student is documented or cited by law enforcement for use, possession, or distribution of alcohol, drugs, tobacco or other controlled substances during his/her activity season, the following will occur:

1. **FIRST OFFENSE:**

From the date of school notification, the student will be ineligible for participation in all extracurricular activities, for a period of twenty-one (21) days. After the first seven (7) days the student will be allowed to practice, but not participate in the activity itself. The student and parent(s)/guardian(s) agree to complete the following:

- a. The student receives a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor made available during school hours and follow the recommendations thereof.
- b. The student attends an eight (8) week Insight class.
- c. The student and parent(s)/guardian(s) attend three (3) consecutive Parent Information classes.

Failure to complete the conditions within ninety (90) days will result in an additional twenty-one (21) days without practice or participation.

2. **SECOND OFFENSE** during the current school year:

The student will not be allowed to participate in extracurricular activities for the remainder of the school year.

### APPENDIX E

#### HIGH SCHOOL CREDITS AND GRADUATION (Code No. 603.20)

##### HIGH SCHOOL CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year. If a student drops a subject after having been enrolled in class four (4) A days or B days, the subject will be recorded on the transcript with an automatic "F" grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement).

Credit will be accepted with the following provisions:

1. Credit will only be accepted for high school courses completed in an accredited high school.
2. Up to twelve (12) correspondence, and/or online credits from regionally accredited schools will be evaluated for acceptance upon receipt of an official transcript. The Director of Student Achievement must approve petitions for acceptance of correspondence or online credit outside the scope of the accredited program. Courses that do not meet standards may be accepted for elective credit. Online class credits from Joint School District No. 2 or from the Idaho Digital Learning Academy (IDLA) have received prior approval so additional review is not required and no maximum credit limit will be

imposed upon these courses. The final grade must be posted no later than graduation practice. Students exceeding the twelve-credit maximum, and who have completed all other graduation requirements, will be eligible to receive a diploma from Joint School District No. 2, but will not be eligible to participate in building commencement ceremonies.

3. Students may receive dual/concurrent credit for approved college/university classes. District-level administrators will collaborate with institutions of higher education to determine appropriate classes, comparative curriculum, credit conversion, and specific processes for approval. A current list of available dual/concurrent credit options shall be maintained in the high school counselors' office and at the curriculum office.
4. A maximum of six (6) credits, (math-2, English-2, earth science-2, from a non-regionally accredited public, private, parochial or home school, may be accepted for the ninth (9) grade only based on demonstrated competency as a result of a district approved and administered test(s) in the area(s) listed above. Building counselors have competency test procedures/information for students and parents.

A. Placement: The school counselor will tentatively place the entering student in the appropriate courses and grade level with consideration to:

- i) Available documentation - transcripts, report card, test scores, work samples, etc.
- ii) The student /parent/guardian's assessment of his/her knowledge and abilities as well as courses believed to be successfully completed
- iii) Instructional materials with which the student has had experience
- iv) The student's age
- v) ISAT requirements for the grade-level/year
- vi) The school counselor will determine final placement after competency tests have been completed. Appeals may be made to the Director of Student Achievement. The director's decision is final.

B. Allowable Freshman Competency Credits (6):

- i) English I= one (1) credit (1 exam and writing portfolio)
- ii) English II= one (1) credit (1 exam and writing portfolio)
- iii) Earth Science= two (2) credits (1 exam)
- iv) Math:
  - a) Algebra I (first semester) = one (1) credit (1 exam); both semesters= two (2) credits (1 exam)
  - b) Geometry (first semester)= one (1) credit (1 exam); both semesters= two (2) credits (1 exam)

### **ACCELERATED CLASS CREDIT**

All accelerated classes offered below grade nine (9), but of high school difficulty, will be recorded on the high school transcript as having been completed but with no high school credit earned. Seventh and/or eighth grade students, who complete high school level coursework while in attendance at an accredited high school or at the Treasure Valley Math and Science Center, will receive high school credit for those courses.

### **PROFICIENCY TESTING**

Students may petition to take proficiency tests for placement only. Upon successful completion of the adopted proficiency test for an individual course, the student will be granted a waiver from that course and may take an advanced course in its place. No credit will be granted for proficiency testing.

## TRANSCRIPTS

Students that transfer to another school in the middle of a semester will have grades posted on their transcript with a W next to the grade earned at the time of the transfer. Grades given during the semester of the transfer to another school will be excluded from the GPA calculation. The withdrawal date, as well as the word *withdrawal*, will be recorded in the title section of the transcript just above the grades.

Students that withdraw from school without transferring to another school (drops) will have grades posted on their transcript with a WF. Grades given during the semester of the withdrawal will be included in the GPA calculation. The withdrawal date, as well as the word *drop* will be recorded in the title section of the transcript just above the grades.

Students that are expelled from Joint School District No. 2 will have grades posted on their transcript with a WF. Grades given during the semester of the expulsion will be included in the GPA calculation. The withdrawal date, as well as the word *withdrawn* will be recorded in the title section of the transcript just above the grades.

## GRADUATION REQUIREMENTS

Joint School District No. 2 high schools are accredited by both the State of Idaho and by the Northwest Accreditation Association. Graduation requirements are as follows:

1) Required classes for the graduating class of 2010:

High Schools on AB Block	
English	8 credits/RPR
Speech/Debate	1 credit
Math	6 credits/MPR
Earth Science	2 lab credits
Biology	2 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	17+ credits
Total	50 credits

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 46 credits to graduate.

2) Required classes for the graduating class of 2011:

High Schools on AB Block	
English	8 credits/RPR
Speech/Debate	1 credit
Math	6 credits/MPR
Earth Science	2 lab credits
Biology	2 lab credits

Lab Science	2 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	15+ credits
Total	50 credits

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 48 credits to graduate.

3) Required classes for the graduating class of 2012:

<b>High Schools on AB Block</b>	
English	8 credits/RPR
Speech/Debate	1 credit
Math	8 credits/MPR
Science*	6 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	13+ credits
Total	50 credits

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 50 credits to graduate.

4) Required classes for the graduating class of 2013:

<b>High Schools on AB Block</b>		<b>Renaissance High School**</b>	
English	8 credits/RPR	English	8 credits/RPR
Speech/Debate	1 credit	Math	8 credits/MPR
Math	8 credits/MPR	Science*	6 lab credits
Science*	6 lab credits	Global Perspectives****	1 credit
Global Perspectives	1 credit	U.S. History	4 credits
U.S. History	4 credits	American Govt.	2 credits
American Govt.	2 credits	Economics	1 credit
Economics	1 credit	Physical Ed./Health	3 credits

Physical Education	2 credits	World Language	4 credits
Health	1 credit	21 <sup>st</sup> Century Skills	1 credit
Humanities	2 credits	Music or Art	2 credits
Electives	20+ credits	Theory of Knowledge	2 credits
Total	56 credits	Electives	13+ credits
		Total	56 Credits

RPR = Reading Proficiency Requirement (See lines 174-177)

MPR = Math Proficiency Requirement (See lines 183-187)

TPT = Technology Proficiency Test (See lines 192-194)

\*Shall include instruction in Biology; Physical Science or Chemistry; Earth, Space, Environmental, or approved applied science.

\*\*Renaissance High School (RHS) students are required to successfully complete 56 credits. The state speech requirement will be met at RHS through core classes freshmen and sophomore years which will include a sequence of instructional activities that meet the state high school communications standards.

\*\*\*\*Global Perspectives is not required for students in International Studies at RHS.

#### **EXPLANATION OF REQUIREMENTS (ALL GRADUATING CLASSES):**

1. Humanities credits may be taken in any interdisciplinary course, visual or performing arts, or foreign language course that meets the Idaho State Humanities Content Standards. Courses that meet this requirement shall be selected from those identified as "humanities" courses in the Course Description Handbook. Credits earned from other institutions must meet the above requirements.
2. Students are required to demonstrate proficiency in Language, Reading, and Mathematics by achieving a passing score on each section of the ISAT 10 and other measures required by the State Board of Education. *Commencing with the Class of 2012, students are also required to demonstrate proficiency in Science by achieving a passing score on each section of the ISAT 10 and other measures required by the State Board of Education.*
3. Students planning to graduate in the spring semester of their senior year will take English 8 and American Government 2 simultaneously in the spring semester due to the interdisciplinary requirements of the senior project. Students, who choose to take senior English courses and American Government 2 earlier than spring semester, must either complete these courses simultaneously in a combination of night school/day school *or* in the Joint School District No. 2 summer school. For students planning to graduate in January, these two courses must be taken during the previous summer or in night school. English 8 and American Government 2 cannot be taken through other options, such as correspondence.
4. Reading/Language/Math/Technology Proficiency Requirements:
  - a. Students who do not meet the district's standard of proficiency on the spring grade 8 ISAT in reading must successfully complete a one (1) credit semester course in reading. The credit for this course shall come from the student's elective credits.
  - b. Students in grade 11 and 12 who fail to meet the ISAT10 proficiency in language and/or reading must successfully complete the Language Arts Lab intervention class. The class will be taken concurrently with the student's regular English class, and the credit for this course shall come from the student's elective credits.
  - c. Students, who do not meet the district's standard of proficiency on the spring grade 8 ISAT in mathematics, must successfully complete a one (1) credit/semester course in mathematics.

Credits for this course shall come from the student's elective credits. This course shall not meet the mathematics credit requirement for graduation.

- d. Students who have passed Algebra I but fail to meet the tenth grade ISAT 10 proficiency in mathematics must be enrolled continually in a district math course until proficiency level is obtained or met through an alternative option.
  - e. Students may challenge the technology credit requirement by demonstrating proficiency on the Joint School District Technology Proficiency Test.
5. Students who plan to take either Competitive Speech or Debate to fulfill their graduation speech requirement must take the course for the full year and take the speech end-of-course examination (EOC).
  6. Students who plan to take Orientation to Health Professions/Sports Medicine I must take the course for the full year and take the Health end of course examination.
  7. The physical education requirement may be met by successful completion of:
    - a. Two (2) semesters of physical education classes or Lifetime sports or
    - b. Two (2) credits of Multi-Sport Fitness or Dance Class or by
    - c. Any Combination of the aforementioned options
  8. Seniors must demonstrate proficiency on the ISAT 10 (policy 501.9).
  9. Students are required to demonstrate achievement and proficiency in basic standards in science, social studies, health, and humanities.
  10. Students are required to demonstrate proficiency on the district's senior project that includes the technical paper, the PowerPoint, and oral presentation.
  11. Students must meet the district's mathematics proficiency requirements. This proficiency shall include successful completion of two (2) semesters of Algebra or Hands-on Algebra.
  12. *Commencing with the class of 2012*, students must successfully demonstrate proficiency in geometry.
  13. *Commencing with the class of 2013* - to graduate, students must take one (1) of the following college entrance examinations before the end of the student's eleventh grade year: COMPASS, ACT or SAT. Two (2) semesters of the required credits for mathematics must be taken during senior year.

### **CLASS RANKING**

Class ranking for graduating seniors will be determined using the following formula: Un-weighted GPA + # of AP classes x .02

### **EARLY GRADUATION**

Students may apply to graduate early providing they have completed the required courses and have met the necessary credit and proficiency requirements in fewer than eight (8) semesters but in not less than six (6) semesters. Two (2) weeks before graduation ceremonies, graduates must notify school officials that they wish to participate.

### **GRADUATION EXERCISE PARTICIPATION**

Full time students who have completed the required courses and who have met the necessary credit, attendance (policy 501.10), and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of their home high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma from Meridian Joint School District No. 2, but will not be eligible to participate in the graduation exercise.

### **RECOGNITION OF HONOR STUDENTS**

Commencing with the graduating class of 2009, honor students will be those who meet the following GPA requirements on their transcripts for any class for which high school credits were earned. AP courses are graded on a 5-point scale (includes Calculus II).

Highest Honors	4.1-5.0	both high school colors
High Honors	3.77-4.099	both cords silver CHS, EHS, & MVHS, gold for MHS, RMHS
Honors	3.5-3.7699	both cords maroon for CHS, green for EHS, blue for MHS & MVHS, purple for RMHS

## APPENDIX F

### STUDENTS WITH DISABILITIES

#### PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES. (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to inform parents of decisions and of the right to disagree with these decisions.

Parents/students have the right to:

1. Take part in and receive benefits from public education programs without discrimination because of the student's handicapping condition;
2. Receive notice of the rights under federal law;
3. Receive notice regarding student identification, evaluation, or placement of the student;
4. Receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
5. Receive an education with facilities and services comparable to those provided non-handicapped students;
6. Receive special education and related services if the student is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program;
9. Have an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine relevant records relating to decisions regarding the student's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny the access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;
13. Request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the student's privacy rights. If the school district refuses this request for amendment, the parent will be notified and advised of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program or placement. The parents and student may take part in the hearing and have attorney representation. Hearing or mediation requests must be made to the district 504 Compliance Officer;
15. Ask for payment of reasonable attorney fees if the claim is successful;
16. File a local grievance.

The person in the district who is responsible of assuring that the district complies with Section 504 is the

## APPENDIX G

### STUDENT PARTICIPATION CODE OF CONDUCT FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

#### I. CODE OF CONDUCT

Joint School District No. 2 is dedicated to offering an outstanding activities program to the young men and women of this district. It is the district's belief that there should be a proper balance between the academic and activity programs offered in the district. A properly balanced and well-supervised activities program will provide social, emotional, and physical opportunities for those wishing to participate. This district will take the responsibility for providing a program that represents the interests of the majority of its students. Joint School District No. 2 will adhere to all rules and regulations of the **Idaho High School Activities Association**. Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **Participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. §33-512(12). As representatives of their school and district, students participating in such activities are expected to meet high standards of behavior.

#### **Definition of Extracurricular and Co-curricular Activities**

Extracurricular Activities are district and/or school authorized activities, which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

**Co-Curricular Activities** are district and/or school authorized activities held in conjunction with a credit class, but taking place outside of the regular school day including, but not limited to, debate, drama, band or choir.

#### II. ACADEMIC AND ATTENDANCE REQUIREMENTS TO PARTICIPATE

The minimum requirements needed to participate in extracurricular and/or co-curricular activities will comply with the rules of the Idaho High School Activities Association governing academic eligibility. Students must be in attendance at school the entire school day in order to participate in extra curricular activities after school or in the evening of that same day. Exceptions include situations beyond the control of the student such as court appearance, bereavement, medical or dental appointments.

#### III. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITY SUSPENSION

The district believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

#### **Activity Suspension as a Result of a School Suspension**

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

### **Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity**

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the principal or designee.

#### **Consequences:**

1. The student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
2. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section V of this document.

### **III. ACTIVITY SUSPENSION FOR CRIMINAL CONDUCT OR DRUG USE IN ANY LOCATION DURING THE SCHOLASTIC YEAR**

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the principal or designee that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year.

#### **Consequences:**

1. Students may be suspended from any form of extracurricular or co-curricular activity for a period of time to and including the remainder of their attendance in the district.
2. Students involved will be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
3. A student and his/her parent/guardian may request an appeal only in those instances where an activity suspension exceeds nine (9) calendar days.
4. Student participants involved with drug use are subject to the provisions of the Drug & Alcohol Policy #502.50.

#### **Infractions Which Occur During Off Campus Activities and Trips**

During an off campus activity or trip, if the school designee in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the school designee will notify the parent/guardian and ask him/her to take charge of the return of the student. The parent/guardian will pay any expenses incurred for the return of the student.

#### **Informal Hearing Process**

Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing regarding the reasons for the activity suspension. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

#### **Appeal Process**

1. A student and their parent/guardian may appeal an activity suspension that exceeds nine (9) school days and is not related to a school suspension.
2. The decision of an appeal panel consisting of school officials is final. The decision cannot be appealed to the Superintendent or Board of Trustees.
3. A student is not allowed to participate in the activity during the appeal process.

## GENERAL DEFINITIONS

**Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities** means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

**Emergency Activity Suspension** is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

**Event** is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. "Event" is also defined as any band or choir performance(s).

**Minor Infraction** shall mean a minor deviation from acceptable behavior or stated student expectations that occur while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

**Major Infraction** shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

**On any school premises or at any school sponsored activity, regardless of location** includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school-sponsored activity. "On any school premises or at any school sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

**Scholastic Year** is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

## APPENDIX H

### Bullying Policy (Policy Code 502.9)

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

### DEFINITIONS

1. **Bullying** means any intentional gesture or any intentional written, verbal or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:
  - a. Harming a student; or
  - b. Damaging a student's property; or
  - 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; or
  - e. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or
  - f. Unreasonably interferes with an individual's educational performance; or
  - g. Otherwise adversely affects an individual's educational opportunities.
2. **Cyber bullying** is an aggressive, intentional act carried out by a group or individual using electronic forms of contact.

These include but are not limited to:

- a. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
- b. **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- c. **Phone call bullying via mobile phone** uses silent calls or abusive messages.
- d. **Email bullying** uses email to send bullying or threatening messages
- e. **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- f. **Bullying through instant messaging (IM)** is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
- g. **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites.

## **PROHIBITED BEHAVIOR**

Students attending district schools are prohibited from engaging in the following behaviors:

- 1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another's belongings.
- 2. Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
- 3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
- 4. Bullying also includes any act of retaliation taken against:
  - a. Any person bringing a complaint of bullying
  - b. Any person assisting another person in bringing a complaint of bullying, or
  - c. Any person participating in an investigation of an act of bullying.

## **INVESTIGATION**

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

The administrator in charge of the investigation should take the following steps:

- 1. Obtain a written statement from the complainant regarding the allegations;
- 2. Obtain a written statement from the accused;
- 3. Obtain a written statement from witnesses, if any.

## **DISCIPLINARY ACTION**

If there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion may be taken against the offender. If there is insufficient evidence to support the allegations, no record will be made of the allegations in the complaining student's permanent record or in the accused student's permanent record. In the event the investigation discloses that the complaining student has falsely accused another individual of bullying knowingly or in a malicious manner, the complaining student may be subject to disciplinary action,

up to and including expulsion. In the event the bullying involves violent or other conduct which could be reasonably considered to be criminal in nature, the building administrator will refer the matter to the local law enforcement agency for violation of Idaho Code 18-917A. In the event that it can be proven that cyber bullying took place using district resources, i.e. computers or phones, the student found to have used district equipment may be subject to disciplinary action, up to and including expulsion (see Policy 1001.3)

### **PROTECTION AGAINST RETALIATION**

No retaliation will be taken against a student, parent or employee who reports bullying in good faith. Any person found to have retaliated against another individual for reporting an incident of bullying may be subject to the same disciplinary action up to and including expulsion.