

**Salmon Junior-Senior High School**  
*Home of the Savages*

**Student Handbook**

**2019 – 2020**

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**This handbook belongs to:\_\_\_\_\_**

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## MISSION

The mission of Salmon Jr.-Sr. High School is to provide a safe, supportive environment for teaching and learning.

## VISION

Salmon Jr.-Sr. High School will be an innovative, effective, and respected educational organization. We will be effective and unified in our teaching efforts by implementing Idaho Core Standards and measuring each student's individual progress. We will adapt our teaching methods to use proven and innovative practices that are data-driven and individualize the learning experience.

## **SCHOOL GOALS AND PHILOSOPHY**

- **Salmon Jr.-Sr. High School goals include:** Learn and use basic skills in all areas; Take pride in one's work; Respect the rights, feelings and property of others; Learn the meaning of responsibility and be responsible for one's own learning and behavior and apply critical thinking skills to problem solving.
- **Salmon Jr.-Sr. High School philosophy states:** Learning is a life long process built on the mastery and use of basic skills. As students express and recognize their unique capabilities, they will grow and learn. Learning takes place in the total environment - school, home, and community. When students respect and value others they respect and value themselves.

## **BELIEFS**

We believe that:

- Salmon Jr.-Sr. High School has the responsibility to provide an environment conducive to learning; this includes classroom management strategies to meet this end. Teachers and the principal work in cooperation to assure the success of this type of environment;
- a primary function of our school is to prepare students to become responsible, informed, productive citizens;
- our school strives to develop the qualities of honesty, integrity, ethics and confidence, as well as intellectual and physical preparedness;
- educators and parents should be role models of responsible adult behavior;
- all children can learn;
- students need to be active participants in learning;
- students will be taught responsibility and held accountable;
- we strive to develop the potential of each individual student;
- the family has the primary responsibility for preparing students for learning;
- the entire community--parents, teachers, students, and even childless households--should be active partners in the educational process;
- the community has a responsibility to support the schools' activities and program;
- the teachers, staff, administration and Board of Trustees have the responsibility to set and enforce acceptable standards and expectations for classroom behaviors/discipline.

## **DESIRED LEARNER RESULTS**

Upon completion of Salmon Jr.-Sr. High School, students will have:

- the ability to read for a variety of purposes;
- effective oral and written communication skills;
- the ability to apply mathematical and scientific concepts and processes;
- responsibility and respect for oneself and others;
- the ability to use what's been learned to solve problems and make decisions;
- the ability to locate, manage and use information;
- an understanding of diverse social, cultural, political, environmental and economic issues;
- effective cooperative skills;
- the ability to structure a healthy lifestyle;
- opportunity for creative expression in the arts and humanities;
- the ability to use current technology; and
- the skills to set and achieve goals.

## **Bell Schedule**

1<sup>st</sup> 8:00 am - 8:57 am  
2<sup>nd</sup> 9:01 am - 9:58 am  
Flex 10:02 am - 10:32 am  
3<sup>rd</sup> 10:36 am - 11:33 am

### **Junior High (6-8)**

4<sup>th</sup> 11:37 am - 12:34 pm  
Lunch 12:34 pm - 1:07 pm

### **High School (9-12)**

Lunch 11:33 am - 12:06 pm  
4<sup>th</sup> 12:10 pm - 1:07 pm

5<sup>th</sup> 1:11 pm - 2:08 pm  
6<sup>th</sup> 2:12 pm - 3:09 pm  
7<sup>th</sup> 3:13 pm - 4:10 pm

# ACADEMICS

## HIGH SCHOOL GRADUATION REQUIREMENTS

To receive a diploma from Salmon High School, a student must earn a minimum of 48 credits and maintain a "C" (2.0) average in required core classes, as well as completing additional graduation requirements. One semester long Dual Credit or Concurrent Enrollment course, regardless of the college credits awarded, will result in one high school credit being awarded

<b>Subject</b>	<b>Credits Required</b>
English ( <b>core</b> )	8
Math ( <b>core</b> )	6*
Speech	1
Science ( <b>core</b> )	6
Economics	1
Health	1
Humanities/Fine Arts	2
American Government ( <b>core</b> )	2
U.S. History ( <b>core</b> )	2
Physical Education	2
Professional Tech (PTE/CTE)	2
Senior Project	1
Electives	14
<b>Total Credits required</b>	<b>48</b>
<i>Total Credits available</i>	<i>56</i>

\*2 credits that meet Algebra I standards and 2 credits that meet Geometry standards and 2 credits of the student's choice. 2 of the 6 credits must be taken in the student's final year of High School.

## ADDITIONAL GRADUATION REQUIREMENTS

*College Entrance Exam:* A student must take either the ACT or SAT by the end of their Junior year.

*State Tests:* A student must take all required state tests, and attain proficiency when required.

*Citizenship Exam:* A student must pass the U.S. Citizenship exam.

*Senior Project:* A student must complete and pass all portions of the Senior Project.

## COMMENCEMENT EXERCISES

Participation in Commencement Exercises at Salmon Jr.-Sr. High School is a privilege granted to students who are members of the Senior Class for that academic year. Students must complete all state and local requirements for graduation by the date stipulated by the school's administration in order to participate in the graduation ceremony, be placed on the graduation program, and be a part of the senior slide show and any other graduation related activities. Students must also be in "good standing", that is, owe the school or district no money and owe no detention time in order to participate in commencement exercises. Students may be excluded from commencement at any time prior to or during the commencement exercises for inappropriate conduct. A student participating in commencement exercises must wear clothing under their gown in accordance with the school dress code. A student from Salmon Alternative High School may participate in the SJSHS commencement exercises, but must notify administration of their intention to do so. Students who complete their requirements after the date of commencement exercises will receive their diploma at that time.

## **GRADUATION HONORS** (See Board Policy 2730)

### *Selecting the Valedictorian/Salutatorian*

1. The valedictorian and salutatorian must be students enrolled in the 12th grade and have completed all required course work prior to Commencement Exercises.
2. The student must have attended the school from which they are graduating for at least three consecutive semesters immediately preceding the determination of the class valedictorian and salutatorian. Therefore, any student who transfers into the Salmon Jr.-Sr. High School after the second semester of their junior year will not be eligible to be valedictorian or salutatorian.
3. The Valedictorian must have earned the highest grade point average in their graduating class based on the schools consistent use of a graduating scale. Grade point shall be determined by the average of grades attained in the highest number of accumulated academic credits taken during the eight (8) semesters of a student's high school career. In case of a tie for valedictorian or salutatorian, co-valedictorians and/or co-salutatorians will be recognized. GPA's calculated by this method used to determine Valedictorian(s) and Salutatorian(s) will be rounded to the nearest hundredth. The student/s with the highest average using this method shall be determined to be Valedictorian/s. The student/s with the second highest average shall be determined to be the Salutatorian/s.
4. Students must be enrolled full-time. (six classes)
5. Students must have taken at least 2 honors/AP classes per year during their junior and senior years to be considered. These classes include all Honors/AP designated classes as well as chemistry, physics, and math above Algebra II.
6. Students must have received at least a 24 on their ACT or 1110(CR+M) or a 1660 (CR+M+W) on the SAT.
7. Students with a 4.0, but not meeting the above criteria will be recognized as having a 4.0 and will receive honor mention at graduation.
8. Organizations and institutions providing awards and/ or scholarships shall be responsible for establishing their own criteria for determining the selection of recipients.

## **GRADING AND PROGRESS REPORTS**

At the beginning of each semester, teachers will explain, distribute, and/or post a description of how grades are earned in their classes. Grading systems will be uniformly applied to all students. Students receiving incompletes have up to ten school days to complete their work. Unresolved incompletes revert to the grade the student had at the end of the semester--with incomplete work scored as zeros.

**Grading:** A mid-semester (quarterly) grade report will be sent home with the student or distributed at parent-teacher conferences. Parents wishing more frequent progress reports should make arrangements with the teacher and the office, or can sign up through PowerSchool to receive weekly progress reports. Salmon Jr.-Sr. High School has a common grading system as follows:

A = 90-100%    B = 80-89%    C = 70-79%    D = 60-69%    F = 0-59%

With teacher and principal approval, students may choose to take **one** of their elective classes on a "pass/fail" basis. This class will not affect their GPA. Students must obtain approval for the "pass/fail" option within the first five days of the semester.

## CLASS CHANGES

A class change request form must be completed with the counselor prior to any schedule change. Changing classes more than once is discouraged and will require parent or guardian approval. No class changes will be allowed after the 8<sup>th</sup> school day. Any changes after the 8<sup>th</sup> school day will only be made for the following limited reasons.

- Doctor's excuse. (An injury precluding physical exercise)
- Change in marital status.
- Failure in a class that is a prerequisite.
- Recommendation from Principal.
- Changes in a student's I.E.P.
- Master schedule problems that require a schedule change.

## FRIDAY SCHOOL

Friday school will be offered for up to three weeks at the end of each semester. Students with excessive absences as well as those with a D or F will be notified prior to each day Friday school is offered. All students are welcome to attend. Any work completed during Friday school is eligible for credit. ***Students are responsible for securing assignments and materials prior to attendance.***

## FULL-TIME STUDENT REQUIREMENT

Students must be enrolled, receiving credit, and attending six (6) classes per day to be considered a full-time student. Release-time will be allowed outside the six hours.

## RELEASE TIME

Per IDAPA rule 08.02.02.220.03 and .05, release time...

- will be scheduled upon the application of a parent or guardian of a student in grades nine through twelve (9-12), not to exceed five (5) periods per week or one-hundred sixty-five (165) hours during any one (1) academic year.
- No student will be permitted to leave the school grounds during the school day to attend release time programs except upon written request from a parent or guardian filed with the school principal. Such written request by the parent will become part of the student's permanent record.

## SENIOR RELEASE

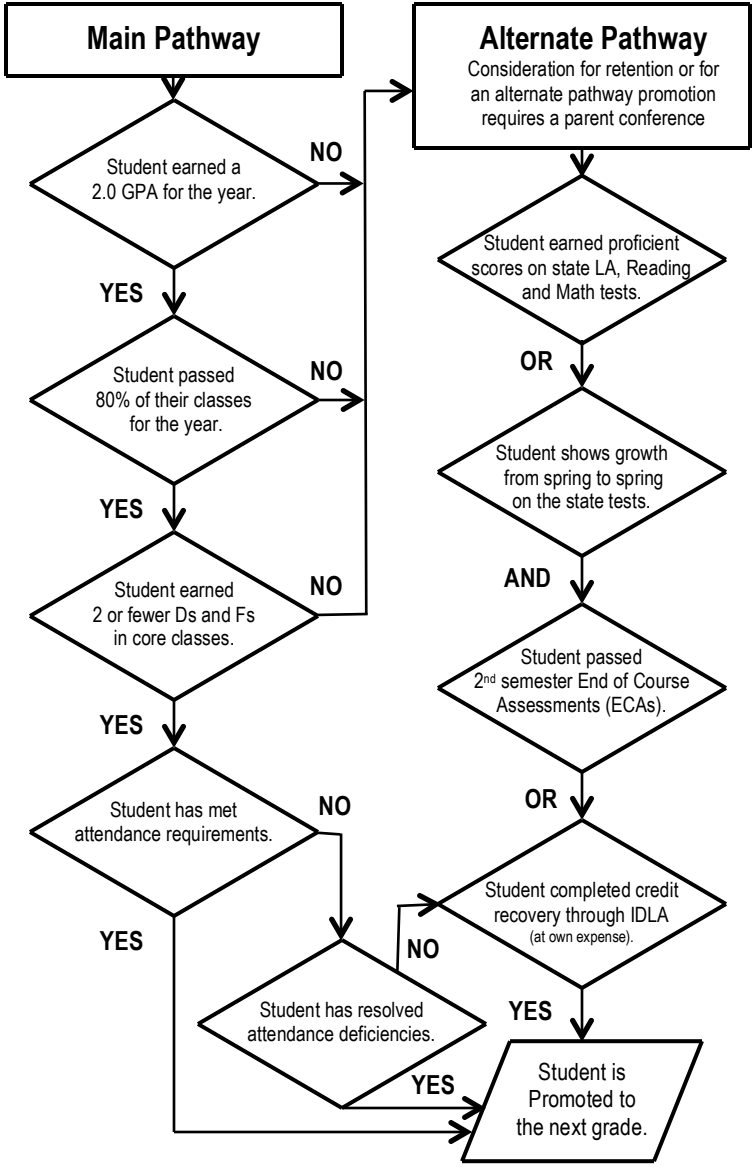
Release is allowed during 1<sup>st</sup> and 7<sup>th</sup> periods only. Students are to be off campus during this time unless they get prior approval through the office/administration. If students become a disruption during this time, they will lose their privilege to participate in Senior Release.

## SALMON ALTERNATIVE SCHOOL (see board policy 2450)

The Salmon Alternative School offers a different instructional approach for students. Students wishing to transfer to or from the Alternative School must have permission of their parents, the principal, and the Alternative School's head teacher. Students may be assigned to the Alternative School at the discretion of the SJSHS Principal and/or the Board of Trustees. A student who is expelled from the High School may not enroll in the Alternative School.



# Junior High School - Pathways to Promotion



# ATTENDANCE

Regular attendance is a responsibility that is shared by parents and students. The School Board requires students not to exceed 7 absences per class per semester. (Board Policy 3050). The student is responsible for all work missed and to see that it is made up. If there is a pattern of absences on days of tests, when assignments are due, etc., the students will be referred to the office. Attendance will be used to determine eligibility for extra-curricular activities. Excessive absences will be one of the determining factors for required Friday school when it is scheduled. Once a student arrives at school they are required to be here unless checked out by a parent. If they are in grades 9-12 the only time they may leave campus is at lunch. Students should not leave during break time, assemblies or any other time. If they do it will be considered a truancy. **If a student must leave campus once they have arrived their parent/guardian must speak with office personnel, and the student or the parent/guardian must sign out in the office. Phone calls or notes after the fact will not excuse the absence. Failure to properly check out will result in truancy.**

## WHAT TO DO IF MY CHILD IS ABSENT

A parent or guardian must call the office to inform administration that the student will be absent. The Salmon Jr.-Sr. High School office number is **208-756-2415**.

## EXCUSED ABSENCES

The student must bring in a note signed by the parent or guardian upon return to school. The absence must be verified within 24 hours or it will be considered an unexcused absence. This absence will be counted toward the allowable 7 absences per semester.

## BOARD APPROVED ABSENCES

The following are considered approved absences that do not count towards the 7 absences per semester:

School-sponsored activities - A student who is currently eligible, a member of the team and participating in a school-sponsored event will not be considered absent.

Bereavement

Court appearances or incarceration - must have note from court clerk/probation

Illness or hospitalization - must have medical note

## UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the preceding exceptions.

## LOSS OF CREDIT FOR ABSENCE

Missing eight or more absences in a class for ANY REASON (not including board approved absences) may result in the student losing credit for the class and receiving a grade of NC (no credit) for that class. Students will have the opportunity to recover time through attendance at Friday School. Students must continue to attend the class in question for the remainder of the semester. The cases of students who have more absences than can be recovered through Friday School, or the cases of those who do not attend Friday School, will be reviewed by the Attendance Committee at the end of each semester. If this committee recommends the denial of credit, the student may appeal to the Salmon School District #291 Board of Trustees.

**MAKE-UP WORK** (see Board Policy 3050)

It is the responsibility of the student to pick up any make-up assignments. Students have the number of days absent plus one day to complete make-up work. Students who miss work while truant may not be allowed to make up the work. Students who miss work while suspended will be expected to make up all missed assignments.

**TRUANCY POLICY**

A truancy will be issued if a student is absent without parental permission or if the student leaves school. This includes not returning after lunch without prior checkout. A truancy may also be issued if a student is not in their assigned class and/or under the supervision of their assigned teacher. Disciplinary action will be taken.

**TARDINESS**

Tardiness is defined as the appearance of a student, without proper excuse, after the scheduled time that a class begins. Punctuality is important in the learning process and in the world beyond school. Tardiness will be a factor in the determination of a student's Work Ethic grade. Classroom tardies will be handled by the teacher. Administrative disciplinary consequences will occur when students accumulate five (5) or more tardies in any one class, in a semester. Students are expected to be in class on time. Students who are tardy more than ten minutes will be marked absent for the class period but are expected to attend class. Students who choose not to attend class will be considered truant. Tardiness will be excused in the case of medical emergencies with a doctor's note or a note from the office or a teacher.

**WITHDRAWAL**

A student who is transferring or withdrawing from school should obtain a withdrawal form from the office prior to the day he/she plans to withdraw. He/she must get a record of grades and statement from each teacher that all books and materials have been returned. Students should be certain that there are no fines remaining against them at the time of withdrawal. Written permission from the parents must be presented to the office before the transfer or withdrawal can become final. Parents have the right to examine the student's academic record and test scores and must sign a written authorization for the student's grades to be transferred to another school or a complete transcript will be sent to the receiving school upon request of that school.

# STUDENT LIFE

## ACCIDENTS

All student accidents under school supervision should be reported to both the faculty member and/or coach in charge and the principal's office. THIS IS THE STUDENT'S RESPONSIBILITY AND THE RESPONSIBILITY OF FACULTY/STAFF MEMBERS WHO WITNESS THE ACCIDENT.

## CLOSED CAMPUS

Salmon Jr.-Sr. High school operates a closed campus for grades 6-12, except for grades 10-12 during lunch, and for 9<sup>th</sup> graders who have completed their Freshman Project 10 hours of community service. Students and administration will be notified when this requirement has been met. Students must stay on the school grounds from the time they arrive until dismissal. Any student leaving the school grounds must physically be checked out by a parent/guardian through the office. Written permission must be given to the school office if a student is to be checked out by a designated adult. Students leaving campus without permission will be considered truant.

## CONFLICT MEDIATION (Student to Student)

Mediation can be used to resolve disputes. It is a voluntary and confidential process where two disputants sit face to face and talk with the help of a neutral third party (mediator). After the problem is defined, solutions are created then evaluated. When an agreement is reached, it is written and signed by both disputants. Please see the guidance counselor to arrange a mediation session.

## CONFLICT RESOLUTION (Student/Teacher or Parent/Teacher)

Disagreements with teachers or complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them. Please use the following steps as a general guideline in resolving issues.

- **Step #1:** Direct conversation between parent, student, and teacher. If a parent of student has a disagreement or misunderstanding with a teacher, the parent or student should address the concern to the specific teacher directly involved.
- **Step #2:** Meeting with parent, student, teacher and school counselor. If a parent or student is not satisfied with the outcome of Step #1, a meeting with the teacher, parent, student, and appropriate school counselor will be arranged at a mutually convenient time. This step is informal and verbal.
- **Step #3:** Meeting with parent, student, teacher and administrator. If a parent's concern is not satisfactorily resolved by completion of Step #2, the parent should then refer this concern to a building administrator in writing. The parent should submit a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought. A meeting with the teacher, parent, student, and building administrator will be arranged at a mutually convenient time. The staff member has the right to be at all meetings with or without a representative as he/she so determines.

## **GRIEVANCE PROCEDURES** (see policy 3210)

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, statute, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

- **Level 1: Informal**

- An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

- **Level 2: Principal**

- If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence. If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the principal's decision.

- **Level 3: Superintendent**

- Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

- **Level 4: The Board**

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

## **COUNSELING SERVICES**

The counselors are here for and want to assist students. They will work with students in registering for classes, career guidance, personal and social problems, testing, financial aid form completion, scholarship applications and other services. Please use this service. We are here to help you! If you are having a problem with drugs or alcohol, physical or sexual abuse, thoughts of suicide, eating problems, or if you just want to talk, please let us know. Please, ask us for help.

## **DANCES**

All dances sponsored by school organizations will follow these policies regardless of where the dances are held.

- All dances must be approved by the student council, then the principal a minimum of eight days in advance of the proposed dance date.
- Dances are for either Salmon Junior High students or for Salmon Senior High students only. Guests are not allowed at dances, except for Homecoming, MORP and PROM. Any guests wishing to attend these dances must be in high school, must be approved and registered with the principal by 4:12 p.m. on the Wednesday prior to the dance.
- All school rules and Alcohol, Drug and Tobacco policies apply to all attendees.
- A law enforcement officer may be in attendance at any dance. Parking lot safety checks may occur before, during or after the dance.
- Once in the dance, students will not be allowed to leave and then return except for short "fresh air" breaks in the area between the double doors. If a student leaves a dance they will not be allowed to return.
- Students will not be allowed to bring open containers into any dance.
- Students are expected to dress and dance appropriately.

## **DRESS CODE - Dress for Success!**

Student dress and appearance must not present health or safety problems or pose a potential disruption to the educational process as judged by the principal and teachers.

Examples of violations of the dress code include but are not limited to:

- Clothing which is immodest due to its exposure of shoulders, backs, midriffs, or underclothing. Narrow shoulder straps (less than an inch), bra straps showing, exposed cleavage, big arm holes, and sagging pants, and excessively short shorts and skirts.
- Clothing or other items which display obscene, profane, vulgar, lewd, indecent or otherwise offensive images or words, or which display tobacco products, alcohol, or other controlled substances
- Clothing containing chains, spikes, or other items deemed disruptive or unsafe.
- Pajamas and house slippers are not allowed.
- Holes in jeans may not be in places where undergarments would be worn.
- Footwear must be worn while on school property.
- Sunglasses or dark lensed glasses are not allowed unless required by a physician.

## **Individual Classrooms**

While hats and other head coverings are not specifically prohibited on campus, our teachers reserve the right to have students remove them while in class.

## **Opportunity to Correct**

Students will be given the option to change into appropriate clothing, or call home for clothing. Missing class due to dress code violations will result in an unexcused absence. Continued violation of the dress code will result in additional disciplinary actions.

## **FIRE, EARTHQUAKE and ACTIVE SHOOTER DRILLS**

Fire, earthquake and active shooter drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted by the door and indicate how to leave the building in case of fire.)
2. Walk. No talking. Move quickly to designated area where roll will be taken by the teacher.
3. Teachers will: Close windows, turn off lights, take roll book, close door on way out, and take roll at designated area.

## **FUNDRAISING AND ACTIVITY ACCOUNTS**

All clubs, groups and classes wishing to participate in fundraising activities shall obtain student council and administrative approval for all fundraising activities. The high school secretary will establish an activity account for each group. All purchases and revenues must be processed through the high school office. PURCHASES MADE WITHOUT FIRST OBTAINING A PURCHASE ORDER SHALL BE PAID BY THE INDIVIDUAL MAKING THE PURCHASE. Get a purchase order before making a purchase. All activity accounts must be balanced at the end of the school year by the head sponsor/advisor.

## **HALL PASSES**

All students are required to have a pass if they are out of class. Students who do not have a pass will be given a warning for the first offense, and then be referred for discipline for any offenses that take place after the initial warning.

## **IDENTIFICATION**

All staff members, substitutes, and visitors must wear or have on their person an identification badge. Visitors will receive a campus badge upon check-in. Office aides will be identified by an office assistant badge. Students will not be removed from class, by anyone, without proper identification and approval.

## **IDENTIFICATION OF SELF**

Students must, upon request, identify themselves to School District personnel (including substitute teachers) or authorities when on or near school property, on school busses, or at any school-sponsored activity. Failure to self-identify or provide correct information will result in an automatic suspension.

## **LEARNING LUNCH**

Learning Lunch is time set aside during lunch for students to bring up any failing grades. Students who are assigned to come are required to attend. Failure to attend has the same consequence as failing to serve a detention.

## **LIBRARY**

The SJSHS library provides a variety of information sources for student and faculty use. Books, magazines, videotapes, audiotapes, and computer software are available. Audio-visual equipment and computers are also available for student and teacher use. Any materials taken from the library must be checked out. Failure to check out materials may result in disciplinary action and could be considered theft. Library hours are 7:45 a.m.- 4:10 p.m. daily. Should a book become lost, damaged or destroyed, the student will pay for the book at replacement cost.

## **LOCKERS**

Lockers are provided for student convenience and are the property of the school. Lockers are subject to periodic inspection by the school staff at any time. Students are responsible and accountable for all contents of their assigned lockers. There is a \$6.00 rental fee each year for locker maintenance. Upon request a student will be assigned a locker. Students must have office approval to switch lockers. Students are provided a school lock for their P.E. lockers. These locks must be checked in at the end of the year. Students will be assessed \$8.00 for lost or missing locks. The school is not liable for items stolen from lockers. Students should lock lockers and leave valuables at home or in the school safe.

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it. Unclaimed articles will be collected quarterly and donated to Wags and Rags.

## **LUNCH HOUR AND CAFETERIA**

Student behavior in the lunchroom should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. Students are allowed to take their lunches to club meetings or classrooms with teacher permission. Students are not to go into areas where classes are being held during their lunch hour. No student grade 6-8 will be able to leave campus during lunch unless accompanied by a parent/guardian and checked out through the office.

## **MEDICATION - Handling and Storage of Medications**

All medications, excluding those approved to be kept by students for self-medication, must be delivered by the parent or other responsible adult to the employee assisting with the self-administration of medication. The employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, a medication administration plan must be developed for the student before any medication is given by a school employee.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment, excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured and locked at all times.

## **MEETINGS**

With principal approval, students and school organizations may use the school facilities for meetings. Meetings will be announced in the bulletin--not over the PA system. Please see the school secretary to schedule an event.



## **MOTOR VEHICLES**

Driving to school and parking on school grounds are privileges granted by parents and the Board of Trustees. Irresponsible driving may result in the loss of driving and parking privileges on SJSHS property. Students must register their vehicles (including motorcycles) and use school issued parking permits. Students who drive to school are to drive carefully and obey the laws, obey posted speed limits (5mph), lock vehicles (drivers are responsible for vehicle contents), yield the right of way to buses and pedestrians at all times, and park only in designated student parking spaces. Parking permits must be visible at all times while parking on campus during school hours. School parking lots are under the control of the school district as are vehicles parked on school property. In exchange for the right to park on school property students must consent to school searches of their vehicle. Vehicles illegally parked in handicap spaces, fire lanes, or in other unapproved areas are subject to fines, towing(at the students' expense), and loss of SJSHS parking privileges.

## **PRESENCE OF LAW ENFORCEMENT OFFICERS**

Our school welcomes the presence of our local law enforcement officers. Among other things, they will provide law enforcement resources aimed at reducing crime and addressing issues that affect campus safety and welfare. Their visits may include bringing trained dogs onto campus with the purpose of searching for illegal substances. They also may provide guidance on ethical, legal, and general Law Enforcement issues in a classroom setting as well as explain the role of law enforcement in society.

## **REWARD TRIPS/SKI TRIPS/END OF YEAR ACTIVITIES**

Participation in these events will be determined by grades, attendance and/or behavior. Any student who has excessive discipline slips (five or more), has been suspended or has excessive absences (8 days per semester), or has a failing grade, will not be allowed to attend these activities which are used as rewards. Attendance policy applies to all trips.

## **SCHOOL CLOSURE**

School may only be called off by the Superintendent. This notification will be on KSRA Radio prior to 6:30 A.M. on the morning of the closure.

## **SCHOOL INSURANCE**

Insurance is available to all students. Purchase of this program is optional. An application packet will be available for each student to take home on the first day of school.

## **SEARCHES AND SEIZURE** (see Board Policy 3370)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

### **School Property and Equipment as well as Personal Effects Left by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by students, without notice or consent of the students. This includes student vehicles parked on school property. The Superintendent or Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

### **Seizure of Property**

If a search produces physical evidence that the student has violated or is violating either the law or the District's policies or rules, such physical evidence (contraband) will be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Searches and Seizure** (see Board Policy 3370P)

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

(continued)

7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

### **STUDENT COUNCIL**

The student council is an organization for students to express their opinions, to assist in the administration of the school, and to participate in the management of school enterprises. The council promotes leadership, initiative, and self-control among its members. The student council includes elected representatives from all classes. Elections are held each May. Eligibility rules apply to membership in the student council.

### **STUDENT RECOGNITION PROGRAM**

SJSHS is proud of the responsibility shown by its students. Students are often referred to the office for special recognition of hard work and good citizenship. Each month students are selected from each grade level (6-8) and curriculum area (9-12) and honored at an assembly for their academic achievement as our "Students of the Month." Through our PBIS (Positive Behavior Interventions and Supports) program, students will be recognized weekly, monthly, and each semester for demonstrating positive and responsible behavior. We also hold an end-of-year awards celebration.

### **STUDENT RECORDS**

SJSHS saves permanent student records for seven years following graduation or withdrawal from school. Parents have the right to examine their child's record, request copies of documents in the record, and challenge contents of the record. A fee will be charged for all copies. Parents should contact the principal with any questions concerning their child's record. Transcripts will be provided upon request of parent or student. The high school is closed from June 15 through August 15. Request for transcripts during this time must be made in writing; each transcript copy will cost \$5.00.

### **STUDENT RIGHTS**

Students do not abandon their rights as citizens when entering school, but those rights are not unlimited, and, of course, must be balanced with responsibilities. Students have the right to privacy, due process, freedom of expression, and freedom to assemble--unless their conduct violates the school's rules or creates a substantial risk to the educational process or the health and welfare of others. Students will be treated with respect and shall not be subjected to degrading, inappropriate language in any school setting.

### **STUDENTS OF THE YEAR**

SJSHS administration and staff will acknowledge one graduating male student and one graduating female student as 'Students of The Year' also known as "Victor Ludorum" & "Victrix Ludorum." Selection is based upon several factors that may include academic achievement, participation in extra-curricular activities, community service and other criteria as determined by administration and staff.

## **SURVEILLANCE**

### **Video cameras are in use to monitor student behavior**

#### **Student records:**

1. The district will comply with provision of federal and state law regarding student records requirements. Video recordings considered for retention, as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used in district schools.
3. Students may not be notified when a video camera is in use. Signs will be posted that indicate video camera usage at all school facilities in which video camera equipment is operational.

#### **Storage/security:**

Video recordings held for review of student incidents will be maintained in their original form pending resolution. Recordings then will either be erased or retained as necessary as part of the student's behavioral record in accordance with established, district procedures.

#### **Use:**

1. Video cameras will be in constant use at the Salmon Jr.-Sr. High School and may be used in other schools and buildings as deemed necessary by the district.
2. Staff and students are prohibited from tampering with or otherwise interfering with video equipment.
3. Remote access of the surveillance equipment can be used by law enforcement in the case of an emergency. The system will not be monitored by law enforcement on a regular basis.

#### **Viewing requests:**

Requests for viewing video recordings will be limited to the appropriate supervisor, school administrator, district insurers, or law enforcement.

## **TELEPHONE**

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency.

## **TEXTBOOKS**

Textbooks are issued by the classroom teacher and become the personal responsibility of the student. Students are responsible for the condition of the textbooks and will be charged if the text is returned in a damaged condition or if the book is lost. The school strives to build an attitude of respect and privilege toward the use of textbooks. Books should not be marked in or defaced in any manner.

## **TRESPASSING**

Individuals coming on campus, who the administration deem to have no legitimate business, may be subject to trespassing charges and will be reported to the appropriate law enforcement agency.

## **VISITORS**

Any person other than SJSHS students, staff or Board of Education personnel, are regarded as visitors and must report to the office for a visitor pass before going anywhere in the building. Students from other schools are not permitted to visit the school or individual classes.

# BEHAVIOR EXPECTATIONS

	School Wide	Classroom	Hallways	Cafeteria
RESPECTFUL	<ul style="list-style-type: none"> <li>*Respond appropriately to adult directions</li> <li>*Treat others how you want to be treated</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Be a cooperative learner</li> <li>*Give your best effort at all times</li> <li>*Adapt to teacher expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' personal space</li> <li>*Keep halls and lockers clean</li> <li>*Have patience</li> </ul>	<ul style="list-style-type: none"> <li>*Line up in an orderly fashion</li> <li>*Use appropriate voice level</li> <li>*Use manners and courtesy</li> <li>*No one eats alone</li> </ul>
RESPONSIBLE	<ul style="list-style-type: none"> <li>*Be accountable for school property</li> <li>*Own you behavior</li> <li>*Dress for success</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time and prepared for class</li> <li>*Be accountable</li> <li>*Care for classroom supplies and equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Allow traffic to flow</li> <li>*Greet and speak to others appropriately</li> <li>*Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Have lunch number ready</li> <li>*Keep food on trays and in the cafeteria</li> <li>*Leave area neat and tidy</li> </ul>
READY TO LEARN	<ul style="list-style-type: none"> <li>*Attend, Try, Achieve</li> <li>*Take charge of your education</li> </ul>	<ul style="list-style-type: none"> <li>*Be organized</li> <li>*Know your learning needs</li> <li>*Go beyond expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Gain permission to pass through the halls</li> <li>*Travel without disrupting the learning of others</li> <li>*Enjoy other students' projects and successes</li> </ul>	<ul style="list-style-type: none"> <li>*Use lunch time wisely</li> <li>*Fuel your mind and body</li> </ul>

# BEHAVIOR EXPECTATIONS

	<b>Bathroom &amp; Locker rooms</b>	<b>Office</b>	<b>Outside</b>	<b>Assemblies Field Trips/Games</b>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>*Honor privacy</li> <li>*Use facilities as intended</li> </ul>	<ul style="list-style-type: none"> <li>*Honor Privacy</li> <li>*Make requests politely</li> </ul>	<ul style="list-style-type: none"> <li>*Respond appropriately to adult directions</li> <li>*Use appropriate language</li> <li>*Return all borrowed equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Use proper etiquette for the setting</li> <li>*Respect others' rights and property</li> <li>*Show good sportsmanship</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>*Be sanitary</li> <li>*Report any problems to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>*Gain permission to be in the office</li> <li>*Be aware that the office is a place of business</li> </ul>	<ul style="list-style-type: none"> <li>*Stay within the bounds</li> <li>*Engage in activities appropriate to the setting</li> <li>*Report any incidents to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>*Sit in designated area</li> <li>*Enter/exit in an orderly manner</li> <li>*Leave your area clean</li> </ul>
<b>READY TO LEARN</b>	<ul style="list-style-type: none"> <li>*Use facility when appropriate</li> <li>*Be aware of time</li> </ul>	<ul style="list-style-type: none"> <li>*Follow sign-in - sign-out procedures</li> <li>*Respond promptly to office requests</li> </ul>	<ul style="list-style-type: none"> <li>*Be active</li> <li>*Enter/exit the building quietly</li> <li>*Treat others how you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>*Listen, watch, and learn from the presentation or performance</li> <li>*Be a positive example of a SJSHS student</li> </ul>

# BEHAVIOR CONSEQUENCES

<b>Tier 1 Behaviors</b> (Teachers assign consequences)	<b>Consequences</b>
Swearing/inappropriate language with peers	Warning
Skipping detention	Parent conversation
Disobeying staff directives	Detention
Teasing peers	Clean-up duty
Dress code violation	School job assignment
Tardiness	Restitution assignment
Leaving class without a hall pass	Loss of privileges
Texting/game playing during class	Mediation
In unauthorized areas	Opportunity to correct
Refusing to do classwork	
Cheating or plagiarism	
Forgery or dishonesty	
Public display of affection	

<b>Tier 2 Behaviors</b> (Principal/designee assigns consequences)	<b>Consequences</b>
Swearing/offensive speech directed at staff Theft Repeated defiance of staff directives Vandalism Bullying Lunchroom violations Acceptable Use violations Sexual, verbal, physical harassment Truancy Disrespect/defiance of a substitute teacher Fighting or causing physical injury Threats or intimidation Failure to identify self Willful, repeated Tier 1 behaviors Parking/Traffic violations	Detention Loss of privileges Counselor meeting Principal meeting Parent meeting Behavior contract No-contact contract Schedule change Restitution assignment Check-ins with counselor In-school suspension Out-of-school suspension

<b>Tier 3 Behaviors</b> (Principal, Superintendent or School Board Assigns consequences)	<b>Consequences</b>
Continued bullying Drugs/alcohol/tobacco violations Repeated harassment Possession or use of a weapon Fighting or physical injury Physically aggressive actions Willfull, repeated Tier 2 violations Theft Vandalism or property destruction Acceptable use violations	Alternate education plan Law enforcement involvement In-school suspension Out-of-school suspension Expulsion



## **STUDENT CODE OF CONDUCT**

1. The District's student conduct rules and discipline procedures must be interpreted to ensure an optimum learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by school staff.
2. Students must comply with rules established for the governing of schools.
3. Students must pursue their course of study and make reasonable progress.
4. Students must respect the authority of teachers and the school's authority to impose disciplinary action, subject to review through the grievance and appeal process.
5. Teachers must hold students strictly accountable for disorderly or antisocial conduct while under the teacher's supervision, and make recommendations for administrative disciplinary action.
6. Students or other persons who willfully create a disturbance on school premises during school hours or at school activities or meetings may be referred to law enforcement authorities.
7. Students who damage property at school or while under school jurisdiction may be suspended and punished. The student and their parent or guardian shall be liable for damages.
8. Teachers may temporarily exclude students from the classroom or activity area for disrupting the educational process in violation of disciplinary standards.

## **ACADEMIC INTEGRITY/HONOR CODE**

As members of the Salmon Jr.-Sr. High School community, we believe in cultivating an environment of academic honesty. We value truth and trust in all facets of education. It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism or cheating impedes a student's academic progress and compromises the trust between teacher and student. This trust is fundamental to the learning process.

The Academic Integrity/Honor Code has been created to establish a common understanding among staff, students, and parents as to what constitutes academic dishonesty. The penalties are intended to promote growth in character, not simply to punish students. To promote academic honesty, we encourage a sense of fair play, with credit sought only when it is deserved. The policy serves as a guide to uphold academic honesty.

## **ACADEMIC DISHONESTY/CHEATING/PLAGIARISM**

Students are expected to do their own work. The Academic Integrity/Honor Code of Salmon Jr.-Sr. High School addresses plagiarism and cheating. Academic dishonesty is considered to be any type of cheating that occurs in relation to a formal academic exercise which can include plagiarism or forging of signatures. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during an exam, test, or quiz
- Talking with other students during an exam, test, or quiz
- Allowing someone else to see or use one's work at any time
- Having, using, or trying to use unauthorized written aids during an exam, test, or quiz
- Using or sharing unauthorized information from electronic devices, including calculators/phones/computers, on tests or assignments
- Claiming sole credit for work completed with other students
- Copying work assigned to be done independently
- Allowing others to copy one's work or the work of another person
- Using purposely deceitful practices to improve one's grade or someone else's grade

- Fabricating, altering, or copying laboratory data or reports. Accessing, corrupting, or changing anyone else's computer work or data

Plagiarism is the act of taking the language, ideas, thoughts, works of art or music of another and presenting them as one's own without proper acknowledgement. Plagiarism includes, but is not limited to, the following:

- Submitting work created by another person as one's own (whether that work was stolen, purchased, or shared freely)
- Copying or closely paraphrasing sentences or passages from print or electronic sources without properly citing the source. Claiming ownership of work that is not original in thought and language

### **DISCIPLINARY ACTION / CONSEQUENCES**

If a staff member determines that a student is in violation of the Academic Integrity/Honor Code, he or she will follow the procedures outlined below. The teacher will investigate the infraction and notify the Principal of all offenses with a discipline referral.

**First Violation** - no grade until the work is completed honestly and teacher contacts parent/guardian, 30 minute detention. Assignment is to be worked on during detention.

**Second Violation** - no grade until the work is completed honestly and teacher contacts parent/guardian, 60 minute detention, Assignment is to be worked on during detention.

**Third Violation** - no grade until work is completed honestly and teacher contacts parent/guardian, parent/student conference with Principal and teacher. Student will be placed on Academic Probation and will be prohibited from any future position of leadership in any club and/or activity. Future honors and/or AP classes will require department chairperson approval.

### **ACCESSORY TO SERIOUS VIOLATIONS**

A student who is an accessory to a serious offense is guilty of misconduct and can be punished just as if he had committed the offense. A student will not do anything that might cause, encourage, or assist a serious violation to take place.

### **BUS RULES**

Schedules are available in the office. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Bus drivers are totally responsible for your safety. Help out by behaving well during your ride. Some rules for bus behavior: If you wouldn't do it in the family car, don't do it on the bus. Keep all parts of your body in the bus. Obey the driver. Avoid getting bus conduct notes - you may end up walking. Students need a note from your parent to be able to ride a different bus or get off at a different stop. Vehicle safety rules are posted in each bus and must be followed.

## **CELL PHONES, MP3 PLAYERS, PSP, ELECTRONIC DEVICES, EAR BUDS**

Cell phones must be turned off and put away upon entering the classroom. They may be used by students **outside the classroom before and after school and during the lunch period, and with teacher approval for educational purposes in the classroom.**

1. 1<sup>st</sup> Offense - Device is taken by the teacher and kept until the end of the class period and student is assigned lunch detention.
2. 2<sup>nd</sup> Offense - Device is taken by the teacher and delivered to the Office cell phone safe where the student may pick up the phone at the end of the school day and the student is assigned detention.
3. 3<sup>rd</sup> Offense - Device is taken by the teacher and delivered to the Office cell phone safe where a parent may pick up the phone at the end of the school day and the student is assigned detention.
4. 4<sup>th</sup> and Subsequent Offenses - The Principal will determine appropriate consequences.

## **CROWD DISPERSION**

Students gathered around or drawn to an illegal activity (example: fighting) must immediately disperse or they may be found guilty of promoting an act that is disruptive, distracting, incompatible to the school mission, or harmful. Disciplinary action taken will depend on the circumstances and severity of the incident.

## **FAILURE TO SERVE A DETENTION**

All students are expected to serve their assigned detentions. If they can't serve at the assigned time they must make arrangements with the staff member who assigned the detention. Failing to serve detention time will result in additional disciplinary action.

## **HAZING, HARRASSMENT & BULLYING** (see Board Policy 3290F)

The Salmon School Board has enacted a policy to maintain a safe learning environment for students that is free from hazing and harassment. Our school does not tolerate any hazing or harassment of students or faculty at any time. Hazing, harassment and bullying are violations of Idaho Code 18-917 & 18-917A, and perpetrators may be legally prosecuted for these types of behavior.

**Hazing** means any conduct or method of initiation into any organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person.

**Harassment & Bullying** means a knowing and willful course of conduct directed at a specific person which seriously alarms or annoys the person and which serves no legitimate purpose. The course of conduct such as this would cause a reasonable person to suffer substantial emotional distress.

We shall respond to hazing and/or harassment and bullying in a manner that effectively deters from future incidents.

## **POSSESSION OF A KNIFE**

Knives of any variety are not allowed in Salmon Jr.-Sr. High School. Students caught in possession may be suspended. A knife with a blade over 2.5" is considered a weapon and its possession may result in suspension and referral to police. If you accidentally bring a knife to school, you can self-report/turn it into a staff member, upon discovery, without penalty.

## **POSSESSION OF A LIGHTER OR MATCHES**

Lighters and matches are not allowed in Salmon Jr.-Sr. High School. As their only purpose is to create fire, they pose a safety hazard. Students found in possession may be suspended in-school. If you accidentally bring matches or a lighter to school, you can self-report/turn it into a staff member, upon discovery, without penalty.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

This behavior includes but is not limited to kissing, hugging, and inappropriate use of the hands. Holding hands is the only display of affection allowed at SJSHS. Relationships between high school and junior high students are not permitted. Parents will be notified of violations.

## **SKATEBOARDS**

Skateboards are not to be ridden in the building or on the sidewalks at SJSHS, such use in the building or on campus sidewalks will result in disciplinary action.

## **VANDALISM**

The defacing, damaging, or destroying of school materials or facilities.

## **WEAPONS-FREE SCHOOL**

The Salmon School District will suspend or expel from school any student who possesses a weapon during school-sponsored activities or on school property, including school buses or vehicles. Expulsion may be for a period of up to one calendar year. Students are entitled to a due process hearing. The District will follow normal procedures for conducting an expulsion hearing.

A weapon is defined as:

- A handgun, rifle, shotgun, or other firearm of any description (including BB or pellet guns), loaded or unloaded, which can discharge any shot, bullet, or other missile or projectile.
- Any knife with a blade longer than 2 1/2 inches or width greater than 1/2 inch.
- Any explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, or similar device. Any part or combination of parts that may be readily converted to any of the above devices. Any object designed to function as a weapon.

The provisions of this policy shall also apply to the threatening or intimidating display or use of any item capable of causing death or serious bodily harm. Building principals may allow properly safeguarded exceptions to this policy on an individual case-by-case basis for legitimate educational purposes. The District shall not admit a student who has been expelled from another district for a weapons violation until that student has completed the expulsion period for that district. The timing will be based on written confirmation from the district that initially expelled the student. Under Idaho Code 18-3302, it is unlawful for any person under the age of 21 to carry a deadly or dangerous weapon on school property (except for persons participating in authorized school educational activities such as hunter education, or persons in private vehicles delivering children to and from school or school activities). The District shall promptly report any person in violation of this law to the proper law enforcement authorities.

**Drug Free School Zone** (see Board Policy 3300)

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

For purposes of this and the following policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

**Substance and Alcohol Abuse** (see Board Policy 3320)

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. As provided by law, there shall be instruction in health and physical fitness, including effects of alcohol, stimulants, tobacco and narcotics on the human system. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term defined in statute (I.C. § 37-2732C). It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

The mere fact that a student previously disclosed use of alcohol or a controlled substance, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a

controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement, suspension and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he/she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate.
5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion. Students will not be readmitted until they participate in a drug/alcohol evaluation and agree to follow the evaluation recommendation. The evaluation is conducted at the student's expense.
6. As a condition for readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The district will provide counseling services and any other services available to student and/or the student's parents.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use. Reenrollment prior to the following school year is dependent upon proof of the student following the recommended treatment plan.

### **Student Use of Tobacco or Electronic Cigarettes**

Student use or possession of tobacco or electronic cigarettes is not permitted on school property. This applies not only during school hours but during any school-sponsored activity, whether on or off school property. As provided by law, there shall be instruction in health and physical fitness, including effects of tobacco on the human system.

**DRUGS, ALCOHOL, & TOBACCO - Disciplinary Actions/Consequences**

**First Violation:** (excluding meth use and/or selling drugs, alcohol or tobacco on school premises)

- Parent/Guardian will be contacted.
- Law enforcement or School Resource Officer (SRO) will be contacted.
- 3-day out-of-school suspension

**Second Violation:** (excluding meth use and/or selling drugs, alcohol or tobacco on school premises)

- Parent/Guardian will be contacted.
- Law enforcement or School Resource Officer (SRO) will be contacted.
- 4-day out-of-school suspension

**Third Violation:** (excluding meth use and/or selling drugs, alcohol or tobacco on school premises)

- Parent/Guardian will be contacted.
- Law enforcement or School Resource Officer (SRO) will be contacted.
- Student will be suspended for 5 days
- Student will be recommended to the Board of Trustees for expulsion.
- 

**POSSESSION/USE/SELLING OF PRESCRIPTION OR ILLEGAL DRUGS, ALCOHOL, OR TOBACCO AND TOBACCO SUBSTITUTES ON SCHOOL PREMISES - Disciplinary Actions/Consequences**

- Parent/Guardian will be contacted.
- Law enforcement or School Resource Officer (SRO) will be contacted.
- OSS suspension for up to 5 days
- Student may be recommended to the Board of Trustees for expulsion.

**DRUG RELATED OFFENSES ARE CUMULATIVE IN GRADES 9-12.**

# ACCEPTABLE USE POLICY

The Salmon School District #291 (SD291) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The SD291 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- SD291 makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert media staff/IT staff/faculty immediately of any concerns for safety or security.

## Technologies Covered

SD291 may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the SD291 network, the SD291 Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the SD291 network, the SD291 Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, SD291 will seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

## Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.



## **Web Access**

SD291 provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the SD291 Technology Coordinator or SD291 Technology Committee.

## **Email**

SD291 may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social/Web 2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, SD291 may provide users with access to web sites or tools that allow communications, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Mobile Devices Policy**

SD291 may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher of staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. ***Please remember, the Acceptable Use Policy applies to privately-owned devices accessing the SD291 network, the SD291 Internet connection, and private networks/Internet connections while on school property.***

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT personnel. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources with express permission from IT staff. You may be able to download other file types, such as images. For the security of our network, download such files only from reputable sites, and only for educational purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Examples of Acceptable Use - I will:**

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behaviors online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (i.e. images, messages, & posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Examples of Unacceptable Use - I will not:**

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software on or within the SD291 network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I met online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information of such activities.
- Attempt to hack or access sites, servers, content, account or password of another that isn’t intended for my use.

Users should use their own good judgment when using school technologies.

**Limitation of Liability**

SD291 will not be responsible for damage or harm to persons, files, data, or hardware. While SD291 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SD291 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violation of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Legal action and/or prosecution.

### **Sanctions**

**1<sup>st</sup> Offense:** *Written warning* for inappropriate use

**2<sup>nd</sup> Offense:** *4 school days suspension* from all network resources

**3<sup>rd</sup> Offense:** *8 school days suspension* from all network resources

**4<sup>th</sup> Offense:** *16 school days suspension* from all network resources

**5<sup>th</sup> Offense:** *1 Semester suspension* from all network resources

**6<sup>th</sup> Offense:** *2 Semesters suspension* from all network resources

***\*Severe offenses, such as pornography access, violence, threats, security breaches or those deemed serious by school administration, may result in suspension from network resources on first offense with no warning given.***

***\*\*Blanking out screen or quickly closing a screen so a staff member cannot see it is an automatic 20 school day suspension from network resources.*** Students will receive an Internet Access Conduct Agreement at orientation or upon transfer into SJSHS.

# ATHLETICS & ACTIVITIES

## Activity Fees 2017 - 2018

Participants in all EXTRA-CURRICULAR activities must purchase an activity card.

Activity Card-all grades	\$30
Travel Fee grades 9-12	\$55 first sport, \$40 second sport, \$25 third sport
Travel Fee grades 6-8	\$45 first sport, \$30 second sport, \$20 third sport
Activity Card Family	\$300
Adult Activity Card	\$125
Senior Activity Card (55+)	\$ 50

## Extracurricular and Co-Curricular Participation Policy (see Board Policy 3380)

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment, **however, participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. § 33-512(12). As representatives of our school and District, students participating in such activities are expected to meet high standards of behavior.

## Eligibility Requirements for Extracurricular and Co-Curricular Participation

There are three categories that affect student eligibility for extracurricular and co-curricular activities: academic performance, attendance, and compliance with the district's drug free policies.

### I. Academic Performance requirements for Extracurricular and Co-Curricular Activities

It is the goal of Salmon School District to insure that all students graduate. In keeping with this ideal it is necessary to have eligibility for extracurricular and co-curricular activities follow closely eligibility for graduation. The eligibility period begins and ends with the storing of grades on PowerSchool at the end of each semester for both high school and junior high school students.

#### A. Previous Semester:

1. Student must have been enrolled full-time—enrolled in and received credit in a minimum of 6 classes. Charter school and home school students must meet eligibility requirements as outlined by the IHSAA Rules and Regulations-Rule 8.
2. Students must have earned a 2.0 GPA and must have passed all classes (no F's).

#### B. Current Semester

1. Student must be enrolled full-time—enrolled in and receiving credit in a minimum of 6 classes. Charter school and home school students must meet eligibility requirements as outlined by the IHSAA Rules and Regulations-Rule 8.
2. Student must maintain a 2.0 GPA and be passing all classes (no F's).
  - a. *Grade Checks:* Students participating in extracurricular and co-curricular activities will be subject to weekly grade checks conducted on the first school day of the week. If a student's GPA falls below a 2.0 or if they have a failing grade (F), the student will be notified that they are on academic probation. The student has two weeks to reach the *2.0 GPA and passing all classes* requirement. If a student's GPA remains below a 2.0 or the student has a failing grade (F) in the same class for three (3) consecutive weeks, then the student becomes ineligible to participate in competition. Once the student has reached a 2.0 GPA and is passing all classes, the student can return to competition.

- C. Student must be on track to graduate based on the district's graduation requirements. If the student does not meet this requirement, a Student Improvement Plan must be on file at the school (IHSAA Rule 8-1).

## II. **Attendance** requirements for Extracurricular and Co-Curricular Activities

- A. To be eligible for extracurricular and co-curricular activities—practice or competition, students must be in attendance for all classes that day.
- B. Students must be in attendance the entire day before a scheduled event. Thursday's attendance determines eligibility for Thursday, Friday and Saturday scheduled events.
- C. Excused absences include: School-sponsored activities, bereavement, court appearances (must have note from court clerk), and illness or hospitalization (must have medical note).
- D. Any student who receives an out-of-school suspension will be suspended from extracurricular and co-curricular activities for the duration of the suspension. This includes practice, travel, and competition.
- E. A student may receive one exception per school year to this policy from the Principal/Athletic Director if notified prior to the event. This procedure requires the student/parent to contact office with a written note and must be approved by the principal.

## III. **Other** requirements for Extracurricular and Co-Curricular Activities

- A. Participants in all IHSAA sanctioned extracurricular and co-curricular activities must purchase an activity card and pay a travel fee per activity.
- B. Students participating in extracurricular and co-curricular activities must have all fees/fines paid from the previous school year before they can participate in activities in the current school year.
- C. Participants in extracurricular and co-curricular activities must have medical insurance. Insurance can be obtained at the school. Please see athletic director for details. No student will be allowed to participate without proof of insurance.

## **Student Travel to and/or from an extracurricular or co-curricular activity**

- I. Unless other arrangements are authorized prior to departure, students will board the bus at the school designated as the point of origin for the trip and will return to the point of origin in the bus. There are two approved stops to pick up or discharge students—Gibbonsville along Highway 93 North and the Tendoy store along Highway 28. Students may be released to parents in a face-to-face situation at the close of an activity before the bus begins the return trip. Such release requires a parent signature.
- II. The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.
- III. Students are expected to follow all school bus rules. Food and drink not in glass containers will be allowed on the bus with permission of the bus driver. Students, along with coaches/sponsors, will be responsible for cleaning any debris at the conclusion of the trip. Any infraction within the school year of the bus rules will result in the following action:
  - A. First Infraction: Student will receive a discipline referral.
  - B. Second Infraction: Student will receive a discipline referral. Student will be declared ineligible for transportation to the next two (2) extracurricular or co-curricular events.
  - C. Third Infraction: Student will be declared ineligible for transportation to extracurricular or co-curricular activities for the remainder of the school year.
- IV. Infractions occurring on Out-of-School Trips: During an out-of-school trip, if the authorized person 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 authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

## **Extracurricular or Co-curricular activity Suspension**

The Board 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.

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

- a. A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.
- b. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
- c. This type of activity suspension cannot be appealed.

### **II. 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 the student has been arrested or it reasonably appears to the District that the student has violated criminal law, other than infraction or minor traffic violations; has been involved with alcohol, tobacco, drug paraphernalia, controlled substances or drugs, **in any location, either on or off campus**, during the scholastic year in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed. The following disciplinary actions/consequences will go into effect should a student test positive on a school administered drug test for extracurricular or co-curricular activity eligibility.

#### **a. First Violation**

- i. Student suspended from competition and travel in extracurricular and co-curricular activities for 14 calendar days
- ii. Student must participate in a drug evaluation/counseling program
- iii. Student must submit to weekly drug testing for 6 weeks at the student's own expense
- iv. If the student refuses to participate in the program described above, the student will be suspended from extracurricular and co-curricular activities for the remainder of the current semester and the next semester.

#### **b. Second Violation**

- i. Student suspended from competition and travel in extracurricular and co-curricular activities respective activity for 28 calendar days
- ii. Student must participate in a drug evaluation/counseling program
- iii. Student must submit to weekly drug testing for 3 months at the student's own expense
- iv. If the student refuses to participate in the program described above, the student will be suspended from extracurricular and co-curricular activities for the remainder of the current semester and the next 2 semesters.

#### **c. Third and Subsequent Violations**

- i. Student suspended from competition and travel in extracurricular and co-curricular activities respective activity for 90 calendar days
- ii. Student must participate in a drug evaluation/counseling program
- iii. Student must submit to weekly drug testing for 6 months at the student's own expense
- iv. If the student refuses to participate in the program described above, the student will be suspended from extracurricular and co-curricular activities for the remainder of the current semester and the next 3 semesters.

### **III. Right to Appeal**

- a. The student or parent/guardian may appeal any positive drug test results by requesting in writing that the sample be tested again by the certified laboratory at the expense of the parent/guardian or student.
- b. The student or parent/guardian may submit any documented prescription, explanation, or information that could be considered whether a positive drug test has been satisfactorily explained.

### **V. Informal Hearing Process**

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

### **VI. Appeal Process**

- A. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to an extracurricular or co-curricular activities exceeds nine (9) school days.
- B. The parent/guardian must request an appeal in writing to the superintendent within two (2) school days from the notification of the activity suspension decision.
- C. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) school days of the request.
- D. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
- E. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two (2) school days of the panel's decision.
- F. The panel's determination is final, and is not appealable to the Superintendent or Board of Trustees.

**DRUG RELATED OFFENSES ARE CUMULATIVE IN GRADES 9-12**