



# Potlatch School District No. 285

Home of the LOGGERS!

**“Loyal and True”**

**We pledge allegiance to you.**

**This is our motto, “We are all for one and all for  
Potlatch High School!”**

**Cheers to our school! Forever more may we rule!**

**Forever more you will find us always  
Loyal and True!**

**GO! GO! GO! GO!**



# POTLATCH

## Junior-Senior High School

[www.psd285.org](http://www.psd285.org)



# *LOGGER PRIDE*

130 6<sup>th</sup> Street Potlatch, Idaho 83855  
(208) 875-1231 office (208) 875-1028 fax

**Normal Day: 1<sup>st</sup> Bell at 7:56**

1. 8:00 – 8:55 (55 min)
2. 8:58 – 9:50 (52 min)
3. 9:53 – 10:45 (52 min)
4. 10:48 – 11:40 (52 min)
- Lunch: 11:40 – 12:15 (35 min)
5. 12:18 – 1:10 (52 min)
6. 1:13 – 2:05 (52 min)
7. 2:08 – 3:00 (52 min)

**Homerom: 1<sup>st</sup> Bell at 7:56**

- HR. 8:00 – 8:35 (35 min)
1. 8:38 – 9:25 (47 min)
2. 9:28 – 10:15 (47 min)
3. 10:18 – 11:05 (47 min)
4. 11:08 – 11:55 (47 min)
- Lunch: 11:55 – 12:30 (35 min)
5. 12:33 – 1:20 (47 min)
6. 1:23 – 2:10 (47 min)
7. 2:13 – 3:00 (47 min)

*“Every Student, Every Day!”*

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### **What We Believe**

The Potlatch School District Community believes that every child deserves a safe, nurturing environment that prepares life-long learners to contribute to our global society.

### **Our Vision**

We envision a community where the best available tools are used to educate our children in the most efficient and effective way.

### **Our Mission**

Our goal is to help children become responsible, academically competitive, technologically literate, motivated and engaged in the learning process.

## **Potlatch Jr.-Sr. High School Calendar 2022-2023**

August 25-29	District In-Services and Staff Work Days- NO STUDENTS
August 30	First Day of School
September 5	NO SCHOOL- Labor Day
September 15	Staff PD Day- NO STUDENTS
September 16	NO SCHOOL
October 27	End of Quarter 1
October 28	Staff Work/ PD Day- NO STUDENTS
October 31-Nov 3	Parent-Teacher Conferences
November 4	NO SCHOOL
November 23-25	Thanksgiving Break- NO SCHOOL
December 9	Teacher PD Day-NO STUDENTS
December 20	Early Release at 1:30
December 21-Jan 2	Winter Break- NO SCHOOL
January 13	End of Quarter 2/ End of Semester 1
January 16	Martin Luther King, Jr. Day- NO SCHOOL
January 17	Staff Work/ PD Day-NO STUDENTS
February 17	Teacher PD Day-NO STUDENTS
February 20	President's Day- NO SCHOOL
March 23	End of Quarter 3
March 24	Staff Work/ PD Day- NO STUDENTS
March 27-31	Spring Break- NO SCHOOL
April 21	Teacher PD Day- NO STUDENTS
May 12	Teacher PD Day- NO STUDENTS
May 29	Memorial Day- NO SCHOOL
June 1	End of Quarter 4/End of Semester 2/Last Day of School
June 1	Early Release at 1:30
June 3	Graduation Day
June 6	Teacher Check Out



## **WELCOME**

Welcome to Potlatch Jr.-Sr. High School. This student handbook has been prepared to help you understand our policies, procedures and programs for the 2022-2023 school year.

### **Belief Statements**

1. All students can learn.
2. It is the combined responsibility of the family, school district and community to provide an environment that allows students to realize their potential and prepare them to become productive citizens.
3. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
4. Learning is a lifelong process.
5. Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
6. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
7. Students learn best when they are actively engaged in the learning process.

### **Student Rights and Responsibilities (Reference Policy #3200)**

1. To be informed of and adhere to reasonable rules and regulations established by the board of trustees, school administrators, and teachers. This student handbook is a reference with which students should be familiar.
2. To respect the rights and individuality of fellow students, as well as teachers, administrators and all other personnel involved in the school community.
3. To refrain from libel, slander, and obscenities in verbal and written expression.
4. To dress and groom yourself in a manner that meets reasonable standards of health, cleanliness and safety. (Refer to dress code on page 31).
5. To be punctual and present in the regular or assigned school program.
6. To refrain from conduct or behavior that disrupts the educational process.
7. To strive to meet one's potential.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school and at school-sponsored activities.

Students who commit criminal acts or disrupt the educational process are liable to prosecution under the laws of the United States and the State of Idaho and/or disciplinary action by the school. The action(s) taken shall be consistent with the level of the misconduct.

# 1. ACADEMICS

## 1.1. Graduation Requirements for High School Students

<u>Subject</u>	<u>Required</u>
English	8 Semesters
Speech	1 Semester
Math	6 Semesters
Science (One year each Physical & Biology)	6 Semesters
American Government	2 Semesters
US History	2 Semesters
Personal Finance	1 Semester
Physical Education (PE)*	2 Semesters
Health	1 Semester
Humanities (Includes World History, Music, Foreign Language, Art, Drama)	2 Semesters
Computer Applications 1	1 Semester
Total Required Subjects	32 Semesters
+ Electives	16 Semesters
<b>Total Requirements</b>	<b>48 Semesters</b>

Forty-eight (48) Semester credits are required for graduation. This permits 16 credits to be chosen from electives. Drama, PE, Music, Yearbook and other electives may be repeated for credit.

\*While the state does not have a PE credit requirement, PHS requires 2 credits to graduate. Students participating in an IHSAA activity can earn ONE (1) PE credit toward PE credits, the other PE credit has to be taken in the classroom. (See the Counselor to fill out a form.)

**A college entrance exam will be taken by the end of the Junior year.**

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English I Math Physical Science Comp App.1 (1 sem)	English II Math Speech (1 sem) Health (1 sem) Biology Science U. S. History	English III Math Speech (1 sem) Science elective U.S. History (if needed) PE (if needed) Humanity (if needed)	English IV Math (if needed) Science (if needed) Government Personal Finance PE (if needed) Humanity (if needed)
+ 2.5 electives	+ 2.5 electives	+ 3 Elective	+ 3 Electives

## ACADEMICS (continued)

### 1.2. Class Credits Toward GPA

To Calculate a student's GPA, grades received in all high school classes will be used.

<u>High School Classes</u>	<u>Dual Credit Classes</u>
A= 4 points	A= 4.5 points
B= 3 points	B= 3.5 points
C= 2 points	C= 2.5 points
D= 1 point	D= 1.5 points

Note: GPA Score is taken to 3 decimal points (i.e., 39.643 to minimize the occurrence of ties.)

College courses taken by high school students are, at times, for Dual Enrollment and Advanced Placement purposes and others are taken to get a head start on secondary education goals. We at PHS support this student effort by giving more points for Dual Credit classes.

#### Valedictorian/Salutatorian Awards

(Reference Policy #3700)

To be eligible for Valedictorian or Salutatorian honors, students will need to complete their final four (4) semesters at Potlatch Jr.-Sr. High School. Students who transfer halfway through their Junior or Senior year will not be eligible for these top honors.

The Valedictorian of a senior class will be the student(s) with the highest grade-point average after seven (7) semesters of high school. The grade point average will be carried out to three (3) decimal places, using the fourth decimal place only to "round-up" the third decimal place as necessary. The fourth decimal place will not, by itself, break ties.

#### Breaking A Tie

Use the following list. For each item, whichever of the tied participants has what the criteria is looking for, receives the high rank and the tie is broken. If both participants are equivalent (i.e., in #1 they have the same GPA), continue to the next item on the list.

1. Use the highest GPA listed on Transcript through 1<sup>st</sup> semester of senior year.
2. Use the participant who has taken the highest number of AP and/or DC classes.
3. Use the participant who has the highest score on a common PSAT, SAT, ACT test.
4. Use the highest number of A's earned in all classes if step 3 doesn't break the tie.
5. Use the highest number of B's earned in all classes if step 4 doesn't break the tie.
6. Use the highest number of C's earned in all classes if step 5 doesn't break the tie.

(Reference Policy #2700)

#### Standardized Test Scores

If a student has taken the ACT or SAT, multiple times, use the highest composite score from a single test date, and if only taken once, all scores may be posted.

## ACADEMICS (continued)

### Honor Roll

Students earning a 3.0 (or higher) grade point average in a 9-week period will be included on the Honor Roll. The Honor Roll is posted online at the end of each quarter. Semester Honor Roll will also be published. A student must have five (5) solids to be included on the Honor Roll.

### Incomplete Grades

All incomplete grades need to be taken care of two weeks after each quarter. Failure to do so will result in the grade of "F". Circumstances that prevent a student from completing the course (i.e. extended illness, funeral etc.) will be taken into consideration.

A student with an "incomplete" may not qualify for the Honor Roll until that work is made up. A student has two weeks after the end of the grading period to remove the "incomplete". If not completed in that time period, the grade will be recorded as an "F". Any student receiving a "D" or "F" on their report card will not be eligible for the Honor Roll.

### IDLA Classes

IDLA classes must be passed with a "C" or better or the student may be ineligible to take any other IDLA classes the following semester.

### Dual Credit Classes

Participation in the dual credit program will be contingent on Counselor and Principal approval. Students with cumulative GPA below 2.5 will not be considered for the dual credit program.

### General Information

Every student should be enrolled in at least seven courses every semester. Teacher's Aide, Library Aide, Office Assistant and P.E. Assistant cannot be counted as one of the seven courses toward the Honor Roll or GPA., but these TA classes do receive ½ credit per semester.

Permission to be a TA is needed by the Teacher, Counselor AND Principal.

### Basic Core Classes

Students are also required to demonstrate basic achievement in Language, Reading and Mathematics by achieving a proficient score on each section of the 10<sup>th</sup> grade ISAT and other measures required by the State Board of Education.

### Class or Schedule Changes

All class changes will be coordinated by the Counselor or Principal. Dropping any course requires a signed drop slip from the classroom teacher and then turned into the Counselor. All classes taken will be transcribed including classes that are retaken for a better grade.

**1.3. Academic Integrity:** Integrity means living your life with the values of honesty, trust, fairness, respect and responsibility, through good times and bad. Academic integrity is applying those same values to all academic pursuits, even in the face of challenge.

**Academic Dishonesty:** To violate or to intend to violate the rules deliberately for one's own gain. With regard to academic performance, conduct that constitutes cheating/plagiarism includes, but is not limited to cases illustrated by the following examples:

1. Plagiarism: copying of language, ideas, thoughts, images, programming, or computer code of another without proper acknowledgment/citation.
2. Unpermitted collaboration on assigned work or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports and homework.
3. Unauthorized use of a cheat sheet, marks/writing on body, teacher textbook, formula, note-card or notes, calculator, computer, cell phone, language-translation website or device, or any other technology device that would inappropriately enhance one's work.
4. Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals or other assignments.
5. Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval.
6. Sending or receiving unauthorized information through hand signals or other gestures, talking, text messaging, looking at someone else's test, showing your own test, conveying information electronically including e-mail.
7. The purchasing and/or using of another's work or thoughts as your own.

Each violation will be recorded in Skyward for district-wide tracking and the Principal will be notified of the infraction. The student and parents will be contacted for each offense with the provided documentation.

· **First offense:** The student will receive a "Zero" for the work and will not be allowed to make up that grade by extra credit or any other method unless other arrangements have been made with the teacher.

· **Second offense:** All the above consequences and any of the list below for a period of time decided by the Principal:

1. Cell phones to be held in the High School Office for the entire school day.
2. Loss of extra-curricular activities.
3. **Closed campus-** Students are not allowed to leave the school property.  
Example: They cannot go to the Grange during lunch.
4. In or out of school suspension.

· **Third offense:** A third offense in the same class will result in an "F" for the quarter.

*\*All documentation should be available to administration, parents, and the student(s). In the event of a disagreement, the students can appeal in writing the validity of the infraction with the administration no later than 30 days after the reported violation.*

## ACADEMICS (continued)

### **1.4. Student Progress**

#### Report Cards

The school year is divided into four quarters of approximately nine weeks each. At the end of each quarter teachers will determine the level of performance and accomplishment in their respective classes for each student. Report cards should be reviewed by the parents.

#### Progress Reports

The school will provide students and parents an online Skyward password protected account for the purpose of checking on student grades. There will be a link to this system on the school website. Please do not share your password with other students. It is the intention of the school to have these grades updated at a minimum of one-week intervals.

Potlatch School District believes that effective Parent-Teacher cooperation will be beneficial for all students. Parents and Teachers are encouraged to stay in regular contact in order to keep our students highly motivated and engaged.

## 2. ATHLETICS & EXTRACURRICULAR CLUBS

### 2.1. Athletic Eligibility Policy #3360 Extracurricular Expectations

At Potlatch School District No. 285 we believe:

1. Extracurricular activities should provide a positive experience for students. Just as they grow in skills in the classroom, so will they grow in skills for athletic and other competitions.
2. Upon graduation, each student shall have had the opportunity to reach his/her full potential as a competitor, and each participant shall have had an opportunity to contribute to the success of his/her team.
3. Students should learn from coaches and advisors:
  - a. That he/she is unique and worthwhile.
  - b. That he/she is an integral part of any team.
  - c. That dedication, effort, discipline and cooperation are required for successful team participation in any event.
  - d. That a “team effort” means a sharing of success and failure.
  - e. That each person involved in extracurricular activities deserves the respect due to the highest achieving competitor.

Coaches/advisors have a very strong influence on their athletes/participants. Potlatch School District expects that coaches and advisors will set the example and demonstrate the attitude that will allow the athlete/participant to achieve the following goals:

1. Competitors shall demonstrate good sportsmanship by showing respect for their own teammates, opposing team members and all officials.
2. All participants will be given instruction so as to improve their skills.
3. All participants will be given the opportunity to participate equally in practices.
4. All competitors shall be given the opportunity to participate in interscholastic contests to the point where the student feels as if he/she has contributed to the winning or losing of the game. This does not necessarily mean equal playing time.
  - a. All junior varsity and junior high athletes will play at each contest.
  - b. At the varsity level it is understood that the league standings and post-season play requires that the goal of the coach is to win. The use of all players is preferred, but will be at the discretion of the coach.
5. All participants shall adhere to training and practice rules and thereby learn self-discipline.

#### Extracurricular Activities Listed

Extracurricular Activities include, but are not limited to:

Football	Band Trips/Pep Band	Basketball	Wrestling
Knowledge Bowl	Volleyball	Baseball	Cross Country
Track	Softball	Cheerleading	Dance Team
Drama	Choir	BPA	FFA
FCCLA	National Honor Society	IDFY	Drill Team

## ATHLETICS & EXTRACURRICULAR CLUBS (continued)

### Training and Practice Rules for all extracurricular activities:

1. Attendance at practice is mandatory.
  - a. Exceptions to the mandatory practices are Sundays or National Holidays.
  - b. Camps, summer leagues, etc. during the off-season are optional.
  - c. Maximum effort is required at practices.
2. In order to be eligible to participate in extracurricular activities, students must be on track to graduate. Students must have at least 2.0 GPA and no Fs from the previous grading period. Students not meeting either one of those requirements will be required to have an academic improvement plan in place as developed by the Potlatch School District. To support academic success, that plan may include “Athlete Study Table.” Grades will be checked every 3 weeks by administration. Students found with missing assignments or failing grades will also be required to attend “Athlete Study Table.” Students who choose not to attend “Athlete Study Table” and students who attend but don’t meet minimum grade requirements may be suspended from participation at the discretion of the Athletic Director or Principal.
3. A physical is required for participation in athletic activities. In addition to the physical required upon entrance into sports, all athletes will obtain a physical in the *7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades*.
4. All participants in extracurricular activities are prohibited from using or possessing alcohol, drugs and tobacco. A **first violation** of this rule during non-school sponsored activities **and/or** school sponsored activities will result in **a suspension from participation in all school events for ten (10) school days\*** from the time and date of school administration’s notification of the violation to **both** the student-athlete and his or her parents and/or guardians. **\*Please note – games or events played on weekends, holidays, or breaks are considered “school days” as well.** Participation will be required in the Teen Support Program (Policy 3340) or unless the student opts out of the Teen Support Program and will be required to take a 90 calendar day suspension from all extra-curricular activities. During the 90 calendar day suspension students will not be allowed to participate in any activities that do not impact their grade. During said **ten (10) school days suspension** the student will be required to attend team practices and team events, but sit on the sidelines during the course of play. A **second violation** of this rule in the same school year will result in **removal from the team for the remainder of the season and a 90 calendar day suspension from all school activities on school district property**. If the violation occurs on campus, or at school sponsored activities off campus, other sanctions will also apply (see Policy #3340).
  1. Students who fail the Teen Support Program by showing any positive, adulterant or tampered Urine Analysis drug test or sample or admission or conviction of a drug or alcohol related offense in regards to substance abuse will result in a one calendar year suspension from all school sponsored activities that do not impact a student’s grade. This one calendar year suspension shall be from the date of the Teen Support Program failure, admission or conviction of a drug or alcohol related issue.
  2. **Obscenities** and **vulgarity** are prohibited at all contests and practices.
  3. All **harassment** and **hazing** is prohibited in the locker room, on buses and on the field or other event venue.
  4. All participants are subject to the random drug testing program as outlined in Policy #3350.

## ATHLETICS & EXTRACURRICULAR CLUBS (continued)

5. Any participant who intentionally associates with others at social functions where alcohol or illegal drugs are being consumed, and is not accompanied by his/her parents/guardians, shall be considered to have committed a violation as outlined in
  - a. Paragraph 4 above. This section (paragraph 8) does not include business establishments that serve alcohol to adults, but allow minors to be present.
6. The “date of the violation” shall be defined as the “date the student and parent/guardian were notified by school administration that the student was found using or in possession of contraband on campus or during a school sanctioned activity” or the “date that the parent and student were notified by school administration that a drug test was returned with a positive result”. Consequences and/or restrictions will not go into effect until after the administration, the student-athlete, and the parents and/or guardians have discussed the violation.

### Seasons Defined:

**Fall-** From the first day of Volleyball, Cheerleading, Cross Country, Dance or Football practice to the day following the last meet or game played (season and postseason as defined in the IHSAA Rules and Regulations).

**Winter-** From the first day of Basketball, Cheerleading, Dance or Wrestling practice to the day following the last meet or game played (season and postseason as defined in the IHSAA Rules and Regulations).

**Spring-** From the first day of Softball, Baseball or Track practice to the day following the last meet or game played (season and postseason as defined in the IHSAA Rules and Regulations).

**Annual-** From the first day of school to the last day of school. Activities included under this definition are: Band/Choir, BPA, FCCLA, FFA, Better Days Club, Honor Society, Knowledge Bowl, Drama, STEM.

All participants **will travel to and from** events on school-provided transportation with the exception that participants may be released at the completion of the activity to their own parents/guardians by the coach for the trip home. In extenuating circumstances, parents may make a written application to the administration **before** the bus leaves Potlatch to request that other arrangements be made.

### Policy History:

Revised on: February 14, 2003, May 18, 2004, March 12, 2009, July 11, 2013, November 10, 2021

Adopted on: unknown date

Reviewed on: April 26, 2005, February 11, 2009, October 13, 2021

## **ATHLETICS & EXTRACURRICULAR CLUBS (continued)**

### **2.2. Athletic Activity Attendance**

Participants in extracurricular activities must attend six of seven classes in order to participate that day. Students must attend six of seven classes on the day prior to all day or Saturday events in order to participate. Exceptions may be made in the case of pre-arranged parent-excused absences.

### **2.3. Athletic Out-of-Town Games**

Students are expected to use good judgment in conducting themselves at out of town games. You are representing your school and others will judge our school according to the way you act. Misbehavior, such as drinking, smoking or fighting will not be tolerated and will result in loss of the privilege to attend such events and possibly more serious consequences.

### **2.4. Athletic Physicals**

*7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades* physicals are required in order to participate in the athletic program.

### **2.5. ASB Cards**

Any student of Potlatch Junior-Senior High School may purchase an Associated Student Body card for **\$30.00**. This card will admit students to all athletic activities sponsored by the school. All students involved in any activity which is part of the ASB and can or does receive funds from the ASB – including but not limited to ASB. Officers, Athletes, Band, and Cheerleaders, for example, must purchase ASB cards.

### 3. ATTENDANCE

#### 3.1. Attendance Policy #3120

##### Compulsory Attendance

Parents are responsible for seeing that their children of age seven (7) or older prior to the first day of school attend school until the child's sixteenth (16<sup>th</sup>) birthday. Unless the child is otherwise comparably instructed, the parent/guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session.

##### Attendance Requirements

Students are expected to attend all assigned classes each day. It is the policy of Potlatch School District that students attend at least ninety percent (90%) of classes in order to obtain credit. Hence, students must attend eighty-one (81) days per semester in order to obtain credit for each class.

##### Procedures at Secondary Level (Grades 7-12)

Parents of students will be notified in writing when their student has missed six (6) days of one or more classes. They will be notified again when the student has missed nine (9) days. The first nine (9) absences are considered the same and none are exempt from being counted against the attendance requirement. When a student reaches the tenth (10<sup>th</sup>) absence, a meeting of the parent, student and Principal will be scheduled. All absences will be evaluated to determine whether some absences were caused by "extraordinary circumstances" beyond the control of the Principal and/or parents of the student. Examples of "extraordinary circumstances" might include illness or injury if verified by a physician, or interscholastic activities at the state level.

If the Principal rules that no "extraordinary circumstances" led to any of the ten (10) absences, then no credit will be given for the class or classes involved.

If the Principal rules that some absences were due to "extraordinary circumstances," then those absences will be designated "Excused". Excused absences will be determined as follows:

1. Absences caused by illness or injury verified by a physician note if the absence is to be considered as an extraordinary case in waiving the 90% attendance requirement.
2. Absences because of death in the family verified by a note from parent/guardian.
3. Pre-arranged absence in which student must travel or be with parent(s) because of extenuating circumstances.
4. Absence due to participation in State or National scheduled event, such as tournament or play-off game.

Each absence determined to be "excused" under "extraordinary circumstances" shall be deducted from the TEN (10) absences under consideration. No credit will be given if a student accumulates TEN (10) non-excused absences.

##### Procedures at Elementary Level (Grades 1-6)

Parents will receive a letter from the Principal when students' absences exceed six (6) restating the 90% attendance policy and notifying them that students are required to attain 90% attendance in order to obtain credit. Students failing to attain the 90% attendance will be the subject of a meeting of the Teacher, Parent and Principal at which it will be determined whether the student will be passed to the next grade. Factors that will be considered include reasons for absences, amount of work made up and readiness of the student to be successful in the next grade.

## ATTENDANCE (continued)

### Making up Work Assignments

When students are absent, missed work assignments and activities must be made up in the manner assigned by the teacher. It is the student's responsibility to contact the teacher and obtain the make-up assignments.

### Extended Illness or Health Condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do their schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

### Excused Absence for Chronic Health Condition

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and their parents shall apply to the Principal or Counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the Principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

Any absence other than those described as excused above will be considered unexcused absences. Examples of unexcused absences include truanancies and other absences for which the student did not receive prior approval from the building administrator. When a student evidences repeated truanancies, a conference shall be held among the parent, student and Principal. At such a conference, the Principal, student and parent shall consider adjusting the student's program or transferring the student to another school and/or engaging in family counseling.

### Unexcused Absences

If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The Principal shall interview the student and their family and prescribe corrective action, which may include suspension for the current semester, expulsion, and/or filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction.

### Tardies (Grades 1-12)

Students are expected to be in class on time. For infrequent tardies, classroom teachers will handle the disciplinary actions.

When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Principal. If counseling, parent conference and/or disciplinary action are ineffective in changing the student's attendance behavior, they may be suspended from the class and if suspended, will receive no credit for that semester.

Legal Reference:        Art. IX, § 9,        Idaho Constitution – Compulsory Attendance at School  
                                  I.C. §33-201        School age  
                                  I.C. § 33-202        School attendance compulsory

### Policy History:

Adopted on: January 8, 2004

Revised on: December 14, 2016, March 8, 2017    Reviewed on: April 14, 2017

## ATTENDANCE (continued)

### **3.2. Attendance Policy #3040**

#### Compulsory Attendance

"The parent or guardian of any child who has attained the age of seven (7) years, but not the age of sixteen (16) years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session."

#### **Idaho Code § 33-202**

#### Attendance Requirements

Parents or guardians are responsible to have children (7 through 16) enrolled and in attendance in a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho. **Idaho Code 33-202 through 205**

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to insure comparability of services at all other schools. Whenever it is determined by the Board, or the Board's designee, under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates' division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Legal Reference:            Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School  
                                  I.C. § 33-201 School age  
                                  I.C. § 33-202 School attendance compulsory  
                                  I.C. § 33-207 Proceedings against parents or guardians

#### Policy History:

Adopted on: December 7, 2010

Revised on:

### **3.3. Make-up Assignments/Work**

A student will have the opportunity to complete work missed due to excused absences. It is the student's responsibility to arrange make-up work and tests with the Teacher.

**Teachers or the Principal may assign time before/after school or during lunch for students with missing assignments. Assembly attendance may be taken away by the administration if assignments are missing or not passing.**

Assignments/tests missed while truant will not be allowed to be made up for credit or grades, unless a Teacher permits.

Extra days to make up work will not be granted for activities-related absences. Exceptions are by approval of the Teacher and/or Principal.

Tests/exams will be made up on the day the student returns. Exceptions are by approval of the Teacher and/or Principal.

## ATTENDANCE (continued)

### **3.4. Leaving Class Procedures**

Before a student may legitimately leave a class, they must obtain permission from the Teacher. The student is expected to then go to the designated area as assigned by the Teacher. Cutting or skipping out during a class period without permission is subject to discipline by the Teacher and/or Principal.

### **3.5. Leaving School Procedures**

If a student finds it necessary to leave the building any time during school hours, or not returning from lunch, they must obtain permission to leave school through the Office from the Secretary or Principal and sign out on the sign-out sheet. The parent must contact the Office prior to departure. Upon returning to school the student should check back in through the Office and then return to class with an admit slip. Failure to check out through the Office will result in an unexcused absence and further discipline.

### **3.6. Assemblies**

Assemblies are part of our total educational program. Students, by law, are under the jurisdiction of the school for the entire school day and therefore are required to attend scheduled assemblies. Students not attending will be deemed truant unless properly excused in advance. Students displaying disruptive/disrespectful behavior at an assembly will be subject to disciplinary consequences.

### **3.7. Athletics Related Absence (see 2.1 p.12 and 2.2 p. 15)**

### **3.8. Driver's License Suspension/Drop-Out Rule**

(Reference Policy #3565 - Idaho Code 49-303A)

When a student fails to meet the enrollment and attendance policy of Potlatch High School, the administration is required to report the student's non-attendance to the Idaho Transportation Department with a request that the student's driving license be suspended. When the ITD suspends driving privileges, it suspends the driver's license and/or privilege of applying for a license, instruction permit, or driver training permit. For a complete copy of the code and procedures, contact the high school office.

### **3.9. Activity Privileges**

Privileges of activities participation and positions of honor and representation may be forfeited by a student who fails to comply with expectations of scholarship, attendance, citizenship and conduct. Included in this definition are activities sponsored by the Potlatch School District, such as sports groups, clubs, dances, senior trip, class field trips, etc. Students must be present for six out of seven periods to be able to participate in activities.

## **4. FACILITIES**

### **4.1. Driving on Campus Procedures**

While the Potlatch School District No. 285 recognizes that automobiles are an integral part of today's society, it also recognizes the need for eliminating unsafe practices during the school day. Therefore, the Potlatch School District maintains a position of assurance to parents that their student(s) will not be allowed to ride in a vehicle between the hours of 8:00 a.m. and 3:00 p.m. with anyone other than a member of their immediate family. Further, recognizing some students have a legitimate interest in using their automobile during the school day, the Board of Trustees has decided on the following:

Students, other than those operating a vehicle themselves, may ride with members of their immediate family only. These are to include:

1. Grandparents
2. Sisters/Brothers
3. Parents/Guardians

Any deviations to the above must first be cleared through the administration. Questions concerning this matter should be directed to the building administrator. For any violation of the **Driving on Campus Procedures** see 5.11 p. 33.

### **4.2. Parking**

All drivers are expected to park appropriately in designated areas only. Violators may be towed, and the driver of the vehicle will have to reclaim it at their own expense.

### **4.3. School Property**

Students are responsible for the proper care of assigned lockers and of all books, supplies and furniture supplied by the school. Consequences of willful destruction of school property and/or vandalism will include:

1. **First Offense:** Two days detention plus damages.
2. **Subsequent Offenses:** Up to five days suspension plus damages.

### **4.4. Campus Security**

Idaho State Code authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in school houses or on school grounds, and to provide for removal from each schoolhouse or school grounds...any person(s)...who loiters in schoolhouses or on school grounds..." Such a violation is a misdemeanor and may result in an arrest.

### **4.5. Visitors**

All visitors to the school must check in at the main office immediately upon entering the building. Each visitor shall wear a visible "visitor" badge obtained at the office. Parents desiring to meet with teachers should arrange a conference with the individual classroom teachers.

## **FACILITIES (continued)**

### **4.6. Dances**

All dances must be chaperoned by at least TWO individuals, one being a staff member. All Junior High students will be excluded from all High School Dances. High School students are not allowed at Junior High Dances. High School students bringing guests not attending Potlatch High School must sign up in the office and must fill out a guest permission form. The age limit for student guests have to be within two years out of graduating high school or younger. No one 21 or older will be allowed to attend. Any student leaving a dance will not be allowed to re-enter. The ASB student council must recommend all dances for approval by the Principal.

### **4.7. Lockers**

High School & Junior High students may check out a locker at the beginning of school. Keeping locks on student lockers is the best way to prevent loss of personal articles. Lockers will be checked by school officials for the best interest of the school. Students with lockers may be asked to be present in case of a locker check. The school is not responsible for lost or stolen items.

### **4.8. Library**

During the school year the library media center is open when the Librarian is working or when a Teacher takes a class to the library. Rules and Procedures in the Library:

1. Regular collection books may be checked out for a three-week period. If not returned or renewed, books will be overdue. If a student has overdue materials, they are not to check out any additional materials until the overdue books are returned or presented for renewal.
2. Only three items should be checked out by a student at any time unless the Librarian permits otherwise.
3. Encyclopedias and magazines may NOT be checked out of the library except for use within a classroom by a teacher unless the Librarian permits otherwise.
4. A reasonable amount of time will be given to a student to find lost materials; however, at the end of the school year if the item is still lost, replacement cost will be charged. Replacement costs are required to be received to the Office before other books can be checked out.
5. The Library Media Center is a place where students may study, do research and recreational reading and use computers without undue noise and confusion. Library computers are not for entertainment purposes unless the Librarian permits otherwise.
6. No food or drink is allowed in the library unless the Librarian permits otherwise.

### **4.9. School Closure**

Information relating to the closure of school due to extreme weather conditions, electrical failure, etc., can be found on the following radio and television stations:

KREM TV (Channel 2)	KRPL 1400 AM	KZFN 106.1 FM
KHTR 104.3 FM	KXLY TV (Channel 4)	KCLX 1450 AM
KMOK 106.9 FM	KZZL 99.5 FM	KHQ TV (Channel 6)
KRAO 102.5 FM	KVTY 105.1 FM	KLEW (Channel 3)

School Closure information can also be found on our website: [www.psd285.org](http://www.psd285.org)

The decision to close school will generally be made by 7:00 a.m. An online app is available for download off the school website which provides text alerts and communication from the District Office.

Please DO NOT call the school for closure information.

## **FACILITIES (continued)**

### **4.10. Communication and Electronic Devices**

Students are not to use personal communication devices on school property during the school day unless as provided for by Potlatch School District Policy #3260, Bring Your Own Technology Program (BYOT). BYOT Policy #3260 allows for personal devices to be used in the classrooms at the teacher's discretion for academic purposes. BYOT Policy#3260 requires forms 3260F and 3270F to be completed and on file with the Teacher prior to device use. When the device is not in use per Policy #3260, the device will remain in the off position. Per secondary school procedure, students are allowed to use personal devices between classes and at lunch.

**Personal communication devices will NOT be allowed wireless unfiltered connection to the school's internet.**

**Cell phones that are seen or heard during the school day outside of Policy #3260 may be confiscated and returned to the parent or legal guardian. A repeat offense may result in a referral to the Principal. Repeat violations may result in detention and/or suspension.**

### **4.11. Computer Networks**

The Potlatch School District provides access to the Internet and the PSD computer network to promote educational excellence.

The use of PSD computer networks is a privilege, not a right. Permission from parents or guardians to use the network is granted upon receipt of a signed Acceptable Use Contract. The district reserves the right to monitor electronic transmissions. School and system administrators may deny, revoke or suspend specific user accounts at any time because of inappropriate use. A complete copy of the District Network Computer Policy is available in the Office and online.

Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, or who knowingly alters, damages or destroys a computer or system shall be guilty of computer crime. Violations are further defined in Idaho Code 18-2201 and 18-2202.

Each student is responsible for any damage they cause to the PSD computers and/or telecommunications networks and will be assessed any costs incurred in restoring the computer or network to its previous working order.

### **4.12. Student Published Materials**

All student materials, in written or any other media format, will be subject to approval by the administration before being distributed on school property.

### **4.13. Textbooks**

Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student is assessed a fee to cover the damages or loss. Fees for lost or damaged books, including library books, will be paid at the end of the school-year. Fees must be paid before any records are transferred to another school or a diploma is issued.

## 5. STUDENT MANAGEMENT

### 5.1. Behavior Expectations

1. Go forth safely!
2. Act through care!
3. Solve problems positively!
4. Step up to integrity!

### 5.2. Statements of Responsibility

**Student's Responsibility:** All students are expected to follow all rules of the Board of Trustees, the school administration and the teachers. Students are required to be courteous, polite and contribute to a good school climate.

#### **Show respect by...**

1. Following directions the first time they are given.
2. Treating peers and school staff appropriately at all times.
3. Looking for ways to show kindness to one another.

#### **Show responsibility by...**

1. Coming to class prepared to learn and participate.
2. Using school property only for its intended uses.
3. Bringing required materials to class.
4. Coming to school with your laptop fully charged.
5. Staying on task throughout the period.

**Parent's Responsibility:** Discipline is the primary responsibility of the parents. It is the parent's obligation by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward school. To ensure student success, parents should visit the school and check with school officials concerning their child's progress.

**School's Responsibility:** It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers and others connected with the school shall provide positive models that are observable as good examples for students to follow.

### 5.3. Students Rights and Responsibilities Policy #3200

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Cross Reference:	3231	Searches and Seizure
	3300	Student Discipline
Legal Reference:	I.C. § 33-205	Denial of school attendance Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

#### Policy History:

Adopted on: March 10, 2005

## STUDENT MANAGEMENT (continued)

### 5.4. Referencing Discipline Policy #3330 & Policy #3315

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

1. Habitual truancy.
2. Incurability/Not able to be corrected.
3. Academic dishonesty.
4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
6. Using, possessing, distributing, purchasing, or selling tobacco products.
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
10. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
12. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
13. Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
15. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruptive to the educational environment.
16. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in Idaho Code.
18. Initiations.
19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
20. Harassment, intimidation, cyber bullying or bullying as defined in Idaho Code and District policy.

## **STUDENT MANAGEMENT (continued)**

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered a threat or an attempted intimidation of a staff member, or an interference with the education environment.

### **Definition of Harassment, Intimidation and Bullying**

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property;
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **Consequences for Harassment, Intimidation and Bullying**

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

### **Disciplining Students on Individual Education or Section 504 Plans**

The District shall comply with the procedural safeguards enumerated in state and federal laws and rules when disciplining students with individualized education plans or 504 plans.

## **STUDENT MANAGEMENT (continued)**

### Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

### Possession of a Weapon on School Property – "Misdemeanor"

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- a) "Deadly or dangerous weapon" means any weapon as defined in United States Code
- b) "Firearm" means any firearm as defined in United States Code

Any person who possesses, carries or stores a weapon in a school building or on school property shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

### Delegation of Authority

Each Teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

## **STUDENT MANAGEMENT (continued)**

### **Nondiscrimination**

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child;
2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

### **5.5. Disciplinary Corrective Actions & Punishment Procedures**

Disciplinary consequences are arranged on a continuum from minor to major depending on the infraction and other factors such as the number of repeated offenses. Commonly used consequences include but are not limited to:

1. Redirection and warning.
2. Detentions—to be served with school personnel, or as assigned by an administrator.
3. Saturday Morning School (SMS)
4. In-school suspension from ONE to FIVE days.
5. Out of school suspension from ONE to FIVE days and can be extended by the superintendent up to TEN days.
6. Expulsion. This action is taken by the school board and they have several options: expulsion for a specified period of time; usually a semester, year, or permanently.
7. Disciplinary actions may also include monetary restitution to pay for the cost of replacing/repairing damaged items and also the cost of the personnel required to perform the job.

### **Traditional Disciplinary Measures**

These include, but are not limited to:

1. Expulsion.
2. Suspension.
3. Detention, including Saturdays.
4. Clean-up duty.
5. Loss of student privileges.
6. Loss of bus privileges.
7. Notification to juvenile authorities and/or police.
8. Temporary removal from the classroom.
9. Meeting with the student and the student's parents.
10. Restitution for damages to school property.

## **STUDENT MANAGEMENT (continued)**

### Alternative Disciplinary Measures/ Conflict Resolution Measures

This is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior, while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior. This discipline technique includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior.
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling.
4. Anger management.
5. Health counseling or intervention.
6. Mental health counseling.
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing.
8. Diversion or use of juvenile specialty courts.
9. Behavioral management plan.
10. Corrective instruction or other relevant learning or service experience.
11. Community service.
12. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

### Detention/Saturday Morning School Procedure

1. A parent must have a one-day notice of a student's detention should it interfere with transportation.
2. Missed detention without notifying the Teacher will result in the detention time being doubled. Two consecutively missed detention sessions will result in the student being assigned a SMS.
3. School extracurricular activities are not an excuse for missing a detention session.
4. A student required to serve three SMS in one semester will be subject to a 3-day suspension.

Referencing Policies 3340, 3340F2, Teen Support Program Extra Curricular 3340F3, 3350, 3350F, 3360, 3360F

### Appeals and Grievances Procedures

Student grievance procedures for discipline problems should first be addressed with the teacher involved. If a student does not feel justice has been served, they may refer the problem to the Principal. The Principal will then contact the teacher for an explanation of the situation. The Principal will then decide based upon the information provided by other parties. If the student still feels that justice has not been served, they may take their case to the Superintendent. Beyond this step the student should ask to be placed on the school board's agenda. This may be done by seeing the Superintendent. At any stage the parent is welcome to be part of the grievance.

**5.6. Office Referral Form & Student Account Reflection**

**POTLATCH JR.-SR. HIGH OFFICE REFERRAL FORM**

GENERAL INFORMATION	LOCATION
<b>Student Name:</b> _____ <b>Date:</b> _____ <b>Time:</b> _____ <b>Grade (Circle One):</b> 7 8 9 10 11 12 <b>Referring Staff:</b> _____ <b>Other Students Who Were Involved:</b> _____ <b>Other Staff Who Witnessed:</b> _____	<ul style="list-style-type: none"> <li>• Bus</li> <li>• Classroom</li> <li>• Hallway</li> <li>• Restroom</li> <li>• Other: _____</li> <li>• Cafeteria</li> <li>• Gym</li> <li>• Parking Lot</li> <li>• Field</li> </ul>

**BEHAVIOR/MOTIVATION**

<i>Minor Behavior Problem (Staff Managed) 3 Minors = Major</i>	<i>Major Behavior Problem (Administrator Managed)</i>	<b>Possible Motivation</b>
<input type="checkbox"/> Aggression <input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Mischief <input type="checkbox"/> Physical Contact <input type="checkbox"/> Property Misuse <input type="checkbox"/> Tardiness <input type="checkbox"/> Other: _____	<input type="checkbox"/> Alcohol/Tobacco/Drugs <input type="checkbox"/> Cheating <input type="checkbox"/> Extreme Disrespect <input type="checkbox"/> Extreme Disruption <input type="checkbox"/> Fighting/Physical Abuse <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Theft <input type="checkbox"/> Truancy <input type="checkbox"/> Vandalism <input type="checkbox"/> Weapons <input type="checkbox"/> Other: _____	To Get: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity  To Avoid: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity

**ACTION TAKEN**

<input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Instructional Change <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Community Service	<input type="checkbox"/> Conflict Resolution Measures <input type="checkbox"/> Detention <input type="checkbox"/> In-School Suspension (Admin Only) <input type="checkbox"/> Out-of-School Suspension (Admin Only) <input type="checkbox"/> Other: _____
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**Staff Notes:** \_\_\_\_\_

**Administrator Notes:** \_\_\_\_\_

**STUDENT MANAGEMENT (continued)**

**STUDENT ACCOUNT AND REFLECTION**

**What happened, in your own words?**

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**What behavior was a problem, according to the adult involved?**

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**When and where did it happen?**

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**Why do you think this behavior was a problem?**

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**What do you think the consequence should be?**

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**What should you do differently next time?**

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**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## STUDENT MANAGEMENT (continued)

### **5.7. Student Dress Code Policy #3220**

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, certain minimum standards shall be observed by all students. The administration shall establish procedures for the monitoring of student dress in school or while engaging in extracurricular activities. Specifics regarding this policy may be found in the student handbook.

#### Policy History:

Adopted on: August 12, 2004

Revised on:

Reviewed on:

### **5.8. Dress Code Procedures**

Student attire must not detract from the educational process. If for any reason a staff member finds a piece of clothing either unacceptable or offensive the student will be asked to change the article of clothing immediately or be sent home. Each violation thereafter will result in additional disciplinary action by the Principal.

#### Inappropriate Content for Clothing and Hats

1. Obscenities or vulgarities in words or pictures.
2. Drug or alcohol references.
3. Harassing or biased words or pictures related to race, religion, gender, national origin, or sexual orientation.

#### Appropriateness of Attire

1. Undergarments should not be visible (boxer shorts, bras, panties, etc.).
2. Midriffs (abdomens or lower backs) should not be visible.
3. Tube tops, halter tops, and single-strap tops are not permitted.
4. Spaghetti strap tops should be worn with another shirt.
5. Shirts that are sheer and/or expose the torso (without another shirt worn under them) are not to be worn.
6. Shorts and skirts must be longer or lower than mid-thigh in length when standing.
7. No face coverings – partial or total, including costumes, unless allowed for health considerations.

#### Additional Requirements

1. Footwear must be worn at all times.
2. Although hats may be worn in school, they must be removed upon Teacher/Principal request.
3. Students may not wear hoodie hats or stocking caps that cover their ears while in the building.

#### Procedures for Dress Code Violations

1. The student will be discreetly referred to the Office as soon as possible.
2. The administrator will explain the inappropriateness of the student's attire.
3. The parent/guardian will be contacted and given an explanation of the violation.
4. The student will be allowed to change clothes if clothing is available.
5. The student will not be permitted to return to class until the inappropriateness is remedied.
6. On the second referral of the same student, the student will be in detention in the in-school suspension room until a parent can bring in a change of clothes.

## **STUDENT MANAGEMENT (continued)**

### **5.9. Classroom Conduct**

Each teacher will have their own specific individual set of classroom rules, but in every class, students are expected to:

1. Follow directions the first time they are given.
2. Go to class prepared to learn and participate.
3. Take required materials to class, such as a writing device, paper, computer and book.
4. Stay on task in class throughout the period.
5. Students who disrupt the educational process are liable to prosecution and/or disciplinary action by the school.

### **Tardy Procedures**

Teachers are encouraged to utilize a classroom management system that engages the students in the classroom environment and strives to eliminate student tardiness. Effective use of rewards and/or penalties are helpful.

### **5.10. Paraprofessionals, Substitutes, and Student-Teachers**

Substitutes and student-teachers have the same authority as regular teachers. Students are expected to treat paraprofessionals, substitutes, and student teachers with the same respect as they would their regular teachers.

### **5.11. Violence Policy**

Violence will not be tolerated in our school! Violence is any word, look, act, or gesture that is offensive or hurts a person's body, feelings or things.

### **5.12. Public Displays of Affection (PDA)**

Graphic displays of public affection (defined as anything other than holding hands) are inappropriate at school and will be addressed as a discipline issue. Repeated display of public affection is punishable by detention or suspension at the discretion of the Principal or his designee. Parents will be notified of violations.

### **5.13. Search and Seizure**

A student has a right to privacy. There must be a reasonable suspicion that prohibited articles are contained on school property before a search is undertaken by school administration. In the event of such search and seizure:

1. The search of school property assigned to the student (locker, desk, etc.) shall be undertaken with the student and at least two (2) adult witnesses being present except under extreme circumstances.
  - a) Illegal items and/or other items which present a threat to the health, safety, or the security of others may be confiscated by school authorities.
  - b) Items which disrupt or interfere with the educational process may be temporarily removed from the student and returned to his/her parent or guardian.
2. In as much as the law assumes no one but the student has access to his or her locker combination, the student may be held responsible for the contents therein.

**Searches of general school property, including lockers and parking lots, may be conducted at any time.**

## STUDENT MANAGEMENT (continued)

### 5.14. Violation of the Driving on Campus Procedures

#### Driving on Campus Procedures

While the Potlatch School District No. 285 recognizes that automobiles are an integral part of today's society, it also recognizes the need for eliminating unsafe practices during the school day. Therefore, the Potlatch School District maintains a position of assurance to parents that their student(s) will not be allowed to ride in a vehicle between the hours of 8:00 a.m. and 3:00 p.m. with anyone other than a member of their immediate family. Further, recognizing some students have a legitimate interest in using their automobile during the school day, the Board of Trustees has decided on the following:

Students, other than those operating a vehicle themselves, may ride with members of their immediate family only. These are to include:

1. Grandparents
2. Sisters/Brothers
3. Parents/Guardians

Any deviations to the above must first be cleared through the administration. Questions concerning this matter should be directed to the building administrator.

#### First Offense:

Driver and passenger(s) of the vehicle will not be allowed to drive during school hours for 45 school days from the day of the offense leaving their keys in the Office during school hours.

#### Second Offense:

Any student 11<sup>th</sup> grade and younger will result in loss of all on campus driving privileges for 45 school days.

For a senior, there will be a suspension and loss of senior sneak privileges for both driver and passenger(s).

No student may drive a vehicle off campus if said vehicle has been prohibited from leaving campus, due to a previous violation involving said vehicle. A violation of this rule will result in a suspension of up to FIVE (5) days.

Students who have lost driving privileges may not drive any vehicle on or off campus during school hours during their suspension period. A violation of this rule will result in a suspension of up to FIVE (5) days.

All drivers are expected to obey safety, noise and speed (10-MPH) rules.

All drivers are expected to park appropriately in designated areas only.

Dirt bikes, A.T.V. or other non-licensed, street legal vehicles are prohibited from being ridden on school district property. Violation of this rule will result in the student leaving their vehicle at home and the assignment of discipline such as detention or Saturday Morning School.

Riding in the back of pickups on school district property is prohibited.

Note: Students are to remember that this policy applies on campus as well as off campus. I.e., do not pick up other students once off campus during lunch. This procedure will be in place for grades 7-12.

## STUDENT MANAGEMENT (continued)

### 5.15. Weapons and Gun Free School Policy #3310

Potlatch School District, in order to comply with Federal Law, Gun-Free School Act of 1994, and to ensure that the school grounds are safe for all students, employees and guests, adopts the following policy concerning dangerous weapons on school grounds. A complete copy of this policy is available online. Any student who brings or has possession of a weapon on school grounds shall be subject to the following disciplinary action:

Expulsion for one year for any weapon which meets the definition of dangerous weapon from Federal Law, Title 18 Crimes and Criminal Procedure, Chapter 44, Section 921. This includes all firearms, explosive devices and many knives.

Other discipline, including expulsion for up to one year for bringing to school or possessing on school grounds dangerous weapons such as, but not limited to, knives, darts, daggers, metal knuckles, lasers, or other deadly or dangerous weapons. A complete copy of this policy is available online at [www.psd285.org](http://www.psd285.org).

NOTE: Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. 33-205 and Policy 3300. The Board may modify the expulsion requirement for a student on a case-by-case basis as provided by Sec. 14601 of the Gun-Free Schools Act of 1994.

### 5.16. Bus Procedures

Under direction of the driver, each student is to be assigned a seat and held responsible for it. The last three or four rows are for Jr.-Sr. High School students.

1. Pupils must be on time; the bus cannot wait for those who are tardy.
2. Unnecessary conversation with the driver is prohibited.
3. Outside of ordinary conversation, classroom conduct is to be observed.
4. Pupils must not throw waste paper or other rubbish on the floor of the bus.
5. No pupil will at any time, extend arms, hands or head out of bus windows.
6. Pupils must not move about within the bus while it is in motion.
7. Any damage to the bus is to be reported at once to the driver.
8. The driver is in full charge of the bus and pupils
  - a. Pupils must face the front of the bus when the bus is moving.
  - b. There will be no eating or drinking on the bus at the driver's discretion.
  - c. Water in a clear sealable container is the only beverage allowed.
  - d. There is to be no offensive language.
  - e. Students must treat each other with respect at all times.
  - f. Students must not reach over the seats or across the aisle.
  - g. If the radio is turned on, it will be at moderate volume.
  - h. No flammables, glass or animals.

**PENALTY:** Violation of these rules will render pupils liable for temporary or permanent debarment from riding the bus.

- 1<sup>st</sup> Offense – Record incident in bus driver's book
- 2<sup>nd</sup> Offense – Contact parents
- 3<sup>rd</sup> Offense – Referral to Principal for bus driver, student and Principal meeting plus a 3-day bus suspension
- 4<sup>th</sup> Offense – Loss of bus riding privileges

## **6. MISCELLANEOUS POLICY & PROCEDURES**

### **6.1. Emergency Drills**

Emergency drills are required by law and constitute an important safety precaution. An evacuation plan is posted in each room. Students are not to go to their lockers or deviate from the evacuation plan. Students not cooperating during an emergency drill (fire drill, lockdown drill, etc.) will be subject to disciplinary action.

### **6.2. Accidents and First Aid**

Students should report any accidents or injury to a staff member, the office, or the principal immediately. School Accident Reports will be filled out and filed with the district office. First Aid kits are in the Office in case of minor injuries. More serious injuries will be referred to the school nurse, emergency personnel and/or a doctor.

### **6.3. Daily Bulletin**

The bulletin will be read and available to all students during first hour. A copy of the bulletin will be posted on the Potlatch school website [www.psd285.org](http://www.psd285.org). Information posted in the bulletin should be brought to the Office by **3:15 p.m.** the day before. All notices for the bulletin must be signed by the Advisor of the organization or emailed to the Secretary by the Advisor.

### **6.4. Insurance**

Students may take out accident insurance through the school if they choose. Students participating in athletics must have insurance. You can pick up a form in the Office for your parent's signature verifying your own coverage. Insurance forms are available in the high school Office.

### **6.5. Medication**

(Reference Medication Policy #3416, #3416 F1, #3416F2, #3510, #3510F1)

Any medication to be taken by a student must be administered through the Office with the exception of inhalers. School personnel are not allowed to issue any form of medicine including aspirin or non-aspirin pills. A student may bring medicine such as aspirin etc., to have available in the Office, along with an "Authorization for Medication at School" form signed by the parent/guardian. Each time medication is issued to a student, an entry will be made on a form and the adult will initial the entry.

### **6.6. Pictures**

Each student is required to have their picture taken for identification purposes. Purchase of photo packets is optional. Hats will not be worn for the school picture.

### **6.7. Records**

(Reference Policies 3570, 3570P)

A complete copy of the District's FERPA (Family Educational Rights and Privacy Act) procedures is available on the school website.

## MISCELLANEOUS POLICY & PROCEDURES (continued)

### **6.8. Transferring Students**

Students who are withdrawing from Potlatch Jr.-Sr. High School will need to report to the Office to conduct a checkout.

### **6.9. School Meals**

The school operates a daily breakfast and hot lunch program. The cost to each student is kept as low as possible, and ensures a balanced meal. Free and Reduced lunches are available to children for families who qualify. Lunch times will be adjusted as necessary for days with a different bell schedule. Crowding and rowdy behavior by students will not be tolerated and offenders will be sent to the end of the line.

Students will be allowed to pre-purchase lunch tickets at the Office. Students will also be allowed to charge hot lunches up to a maximum of **FIVE (5)**, after which no more charges will be allowed. (Reference Policy #8240 for more information)

### **6.10. Military Recruitment**

Section 9528 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 requires school districts to provide the United States Military Recruiting Command with a list which includes the name, address, and telephone number of all high school students registered in the district. Individual students and/or their parents may request that their names be withheld from this list. To facilitate such requests, an “opt-out” form may be picked up at the Office.

### **6.11. Bus Policy #8110**

#### Safety Bussing

Safety bussing is the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board of Trustees, the age, health and/or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than 1½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting fifty (50) mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

## MISCELLANEOUS POLICY & PROCEDURES (continued)

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety bussing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety bussing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the students’ home to school, using the Board approved measuring instrument. The Superintendent or their designee is directed to review all existing safety bussing locations at intervals of no more than three years (3).

Cross Reference:       8100   Transportation  
                              8120   Bus Routes, Stops and Non-Transportation Zones  
Legal Reference:       I.C. § 33-1501   Transportation Authorized  
Other Reference:       [http://www.sde.idaho.gov/site/transportation/annual\\_reporting.htm](http://www.sde.idaho.gov/site/transportation/annual_reporting.htm)  
                              Standards for Idaho School Buses and Operations

### Policy History:

Adopted on: January 10, 2013

Revised on: March 11, 2015