

STUDENT HANDBOOK

High
5973 W.
Spirit
83869
(208)



Timberlake
School
Highway 54
Lake, Idaho

623-6303

Principal:
John Klingaman

Assistant Principal:
Athletic Director:

Ryne Eberlin
Jim Simpson

2017-2018

Lakeland Jt. School District #272

2017-2018

Calendar

August 23	Elementary (K-6) Registration noon-7 & Secondary (7-12) Registration 9-3
August 24	Elementary (K-6) Registration noon-7 & Secondary (7-12) Registration noon-7
August 25	Secondary (7-12) Registration 9-3
September 4	Labor Day (no school)
September 5	First day for regular classes
October 6	District-Wide Collaboration (No school for students)
November 2	End of 1 st quarter 42 days
November 3	Teacher Work Day (No school for students)
November 7-9	K-12 scheduled evening parent/teacher conferences
November 20-21	Flex Days (No school for students)
November 22-24	Thanksgiving Break
Dec 18- Jan 1	Christmas Vacation
January 2	School Resumes
January 15	Martin Luther King Jr. Day (no school)
January 25	12:30 Early Release LHS (Senior Projects) End of 2 nd quarter 43 days
January 26	Teacher Work Day (No school for students)
February 1	Evening K-8 conferences 3:00 - 7:00 p.m.
February 2	K-8 Parent/teacher conferences 8am-noon (no school for K-8 students)
February 19	Presidents' Day (no school)
March 15	THS Senior Project Presentations (12:30 Early release for THJS and THS students)
Mar 26 – Apr 1	Spring Break
April 2	School Resumes
April 6	End of 3 rd quarter (No school for students) 42 days (9-12) 41 days (K-8)
May 18	District-Wide Collaboration (No school for students)
May 22	12:30 Early Release LHS (Senior Projects)
May 28	Memorial Day (No school)
June 8	Last day of school for students 1:30 Early Release/End of 4 th quarter 43 days



TIMBERLAKE HIGH SCHOOL

OFFICE PERSONNEL

John Klingaman – Principal	-	Renee Vordahl
	Counselor	
Ryne Eberlin- Assistant Principal		Marie Woodward - Secretary
Jim Simpson – Activities Director		Mary Norberg- Secretary
Casi Reisenauer - Counselor		Jennifer Hammond- Secretary

VISION STATEMENT

Timberlake High School, in partnership with parents and the community, will prepare and inspire students to confidently adapt to the challenges of the 21st century.

MISSION STATEMENT

The mission of Timberlake High School is to develop academic excellence by teaching our students the core educational principles, as defined by district and state standards, which promote lifelong learning and positive values. Our graduates will be able to function effectively in the family, the workplace, and the larger society. Timberlake High School provides a comprehensive system of support to ensure this outcome.

OBJECTIVES

Timberlake High School graduates will be able to:

- Work cooperatively with others using well-developed interpersonal skills.
- Show mastery of language arts, scientific and mathematical principles.
- Demonstrate a high level of self-confidence and motivation with a genuine interest in learning and performing new skills.
- Think independently and solve problems effectively.

- Successfully pursue post high school education or training.
- Demonstrate effective and proficient written and oral communication.
- Demonstrate responsibility and civic involvement.
- Develop knowledge of a variety of cultures.
- Demonstrate knowledge of basic life skills.
- Apply acquired knowledge to the job or career of their choice.
- Achieve a balance between academic, physical, and artistic pursuits.
- Cooperate with others to accomplish a task.

Lakeland Joint School District #272 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex, and/or disability.

LAKELAND SCHOOL DISTRICT MISSION STATEMENT

The mission of Lakeland Joint School District is to provide a quality education, creating responsible citizens who are college and career ready.

LAKELAND SCHOOL DISTRICT VISION STATEMENT

A community committed to academic excellence and dedicated to student success!

LAKELAND SCHOOL DISTRICT CORE BELIEFS

- All students can learn and achieve at high levels. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Parents are the first and primary teachers. They are responsible for their children’s basic needs and values. Their active, collaborative participation is critical to their child’s success.
- Student learning is the priority of Lakeland schools. All students will become confident, self-directed, collaborative, lifelong learners, and responsible citizens in tomorrow’s workforce and community.
- Schools develop confident, self-directed, lifelong learners who will become responsible citizens in tomorrow’s workforce and community.
- Schools teach to and model a universal set of basic values: honesty, self-discipline, responsibility, respect, physical/emotional well-being, and a strong work ethic.
- Schools provide a safe, positive, organized setting with clearly defined expectations for behavior based on mutual respect.
- All Lakeland employees are educational professionals, respected for their skills and commitment to student learning. They are essential to the achievement of the district’s mission.
- The community and the schools are reflected in each other. Mutual support, participation, and partnering are necessary.

SCHEDULING INFORMATION

Refer to the graduation list of requirements on page 26 to help you in planning your course work toward graduation, and more importantly, your future career. We encourage you to include your parents/guardians in your decision making process. Counselors, teachers, and administrators are available to assist you, do not hesitate to ask them questions.

YOU ARE RESPONSIBLE FOR MEETING ALL GRADUATION REQUIREMENTS. Read the sheet containing these requirements carefully (page 26). You cannot receive your diploma or go through the graduation ceremony until you have met all the requirements. If you are planning to attend a four-year college or university after graduation, you should be on a course of study leading to the advanced diploma (college preparatory diploma). Carefully check the entrance requirements for the university of your choice and talk to your counselor or Near Peer Advisor if you have a question. In addition, if you plan on playing college athletics, make sure you are in compliance with NCAA clearinghouse regulations.

Athletes and students involved in other IHSAA extracurricular activities are reminded that in order to be eligible, passing grades must be received in five full credit subjects. Students attempting to regain eligibility for sports must have completed the required 5 credits by the beginning of the semester during which the sport occurs. Students who participate in sports at the high school level will be granted up to two semesters or two credits of PE, one credit for each completed sports season. PE may still be taken for elective credit.

CAMPUS EXPECTATIONS & GENERAL INFORMATION

CODE OF CONDUCT

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional rules and regulations that will supplement the Board's Policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision of school authorities, students shall be subject to the direction of school officials and shall, at all times, be subject to the rules, regulations, and policies of the District, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office and the district administration office for review by students and/or parents.

SCHOOL DAY

The building will open Monday at 8:30 AM and Tuesday through Friday at 7:30 AM for student arrival. Students are not expected in the building earlier than those times listed without special arrangements made with staff. Classes begin at 8:50 AM on Monday and 7:50 AM Tuesday through Friday. School is dismissed at 2:49 PM each day. Students are required to be on time for each class. Unless a student is involved in a school-sanctioned activity, he/she is required to leave the school at the end of the day.

CLOSED CAMPUS

Timberlake High School is a closed campus for all students. Students in grades 10-12 who are in good standing (academics, attendance, and discipline) may apply to have the privilege of leaving school during lunchtime.

Student grades will be checked every grading period and off campus lunch rights may be revoked at any time. Students are required to remain on school grounds in designated areas from time of arrival through the end of the day. Students are permitted to leave the grounds only with the permission of the office by checking out through the office before leaving school.

PUPILS MUST LEAVE PREMISES AT CLOSE OF SCHOOL DAY

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised, school-sponsored activity or with the permission of the principal.

VISITORS

Parents and guardians who wish to visit in a classroom are welcome to do so with permission from the principal. Students are not allowed to have guests visit them during the school day. All parents or guardians must register at the office.

LEAVING SCHOOL

Once students arrive at school (by any form of transportation) they are to remain on school grounds. Students are not to leave the grounds while school is in session without checking out through the office. Should you need to leave during the school day, your parent/guardian must contact the office to make arrangements and you must sign out. In the case of an emergency or special situation, see the principal or vice principal. Failure to follow this proper procedure will result in missed class time being counted as truancy.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school term, he/she will be required to be accompanied by a parent or guardian requesting that a transfer be given. The request should state the reason for withdrawal and student's destination for records to be completed properly. The office will give the student a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school to make the withdrawal at any time. No refunds will be issued or records released until a student has completed the withdrawal process.

FREEDOM OF EXPRESSION AND ASSEMBLY

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights, but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to the equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concern for others, and personal dignity. Students are encouraged to express their beliefs and feelings, but not in a manner that is disruptive or degrading to others.

ILLNESS OR ACCIDENT DURING SCHOOL

Students who become ill or are injured will be sent to the office. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

Student insurance is available to all students at a modest fee. The school district does not carry insurance for students injured during the school day. Students participating in athletic programs must have school insurance or other insurance to cover accidents. If school insurance is not taken, a waiver signed by the parent or guardian must be on file at the school.

MEDICATION

All medication, prescription or over-the-counter, must be left in the office. A note, signed by the parent, must indicate dosage and circumstances under which the medication is to be administered. The original container needs to be provided for prescription medication. Students using an inhaler are also required to have a signed permission slip on file in the office. (They may carry the inhaler with them.)

LOCKERS

Lockers are provided for students at no cost. All hall lockers are combination type and auxiliary padlocks are not permitted. Items of value should never be brought to school and stored in the student's locker. If a situation arises that makes it necessary to bring valuables to school, they should be stored in the office.

The student to whom a locker is assigned is responsible for its condition and contents. It is each student's responsibility to notify the office if a locker is defective. Students should be aware that lockers are the property of the school district and school authorities have the right and obligation to check inside lockers when there is reason to believe they may contain items which threaten student safety or welfare. Students may be personally charged for damage, repairs, or cleaning. Locker combinations will be given only to the student assigned to that locker. Students should be aware that the school is not responsible for any lost and/or stolen property.

FIRE DRILLS

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There is an evacuation plan posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit designated for your room. Once outside, stay with your teacher until directed to return to the building.

STUDENT FEES

All students are required to pay a \$10.00 book deposit. Textbooks are issued to the student as their personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books

while checked out to them. Students who drive must purchase a \$3.00 parking permit from the office or at registration.

All students are encouraged to purchase an ASB card. This card entitles the student to:

- The opportunity to participate in all extracurricular activities.
- Free or reduced price entry to all school home athletic events and music events.
- Receive a student rate at all away games and high school games.

ASB cards cost \$40.00 for grades 9-12. The cost for all athletic events (varsity and sub-varsity) will be \$5.00 for adults and \$3.00 for students.

STUDENT MESSAGES AND DELIVERIES

Students and parents are asked to minimize messages and deliveries to students during the school day.

INTERNET USE/COMPUTERS

In order to use the Internet, students must sign and abide by the Internet Use Agreement Form. Inappropriate use of the computer and/or Internet will result in disciplinary measures and loss of computer privileges. Damaging equipment and deleting/sabotaging school software is against the law and will be prosecuted.

WIFI VOUCHER POLICY

WiFi access will be given to students who use personal electronic devices in school for educational purposes as determined by teachers and administration. Long-term WiFi vouchers may be given to students in which a teacher has requested and been granted permission from the administration to issue a voucher to that student. Long-term WiFi access will only be given for personal tablets or laptops (no iPods or cell phones). The student must load the voucher on their personal device with assistance of the librarian or library aide. If WiFi use is needed within individual classes for educational purposes, teachers will have voucher numbers to distribute to students on a period specific basis.

SCHOOL IS A PUBLIC PLACE

RESPECT for the feelings, property, and the welfare of others is important. Improper attire, improper printed or written material, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

DISCIPLINE GUIDELINES

STUDENT DISCIPLINE

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

- Habitual truancy.
- Incurability.

- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- 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.
- 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.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruptive to the educational environment.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in Idaho Code.
- Initiations.
- 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.
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District policy.

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

- 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;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

TRADITIONAL DISCIPLINARY MEASURES

Traditional disciplinary measures include, but are not limited to:

- Expulsion;
- Suspension;
- Detention
- Clean-up duty;
- Loss of student privileges;
- Loss of bus privileges;
- Notification to juvenile authorities and/or police;
- Temporary removal from the classroom;
- Meeting with the student and the student's parents; and
- Restitution for damages to school property.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

ALTERNATIVE DISCIPLINARY MEASURES

Alternative disciplinary action 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.

Alternative discipline includes, but is not limited to:

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

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 law and rule when disciplining students with individualized education plans or 504 plans.

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 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, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a school building.

In the event that a knife is found to have been accidentally brought to school and the building administration is able to clearly determine the absence of any intent by the student to harm himself/herself or others, the student may be referred for a Re-Entry Hearing (formally called a Show Cause Hearing) before District Office Administration. The outcome of this hearing, which will include a signed behavior contract, shall be presented to the Board of Trustees at the next regularly scheduled Board meeting. At that time the board may hold an expulsion in abeyance and approve the recommended disciplinary action presented by District Office Administration.

This section of this policy does not apply to:

1. law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, non threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the board of trustees of the District or the governing board.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his/her 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.

We believe that the following statements serve as guidelines for students:

- **Students may not interfere with a teacher's right to teach.**
- **Students may not interfere with other students' right to learn.**

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.

DISRUPTION IN CLASS WITH A SUBSTITUTE

Substitute teachers shall be treated like guests at Timberlake. Uncooperative, disruptive or disrespectful behavior will result in **double disciplinary consequence**.

PROCEDURAL DUE PROCESS

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request, the hearing process may be extended to a "higher authority." The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

SEARCH AND SEIZURE

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials. In order to maintain a drug free school, Lakeland School District holds the right to employ the use of narcotic canines (drug dogs) to search all buildings, parking lots, campus, person, and belongings located at Timberlake High School.

STUDENT RESTRAINT

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery or being in the possession of or under the influence of alcoholic beverages or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means: (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to them; (2) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3) of this subsection. It does not include devices or their components, parts or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action.) A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as hereinabove defined.

This policy is progressive for the student's entire school career.

Students who violate the drug and alcohol policy may be subject to the following disciplinary actions:

First Offense: An out of school suspension from three to five days with a parent conference and a reporting to the Superintendent which may result in a recommendation for expulsion. Law enforcement notified. 40 school days suspension from activities. Enrollment in an assessment and intervention program may reduce suspension.

Second Offense: A second offense involves a second event resulting in a violation of this policy. The first violation may have happened previously in student's school career in this district or any other district or school. Suspension and referral to the Superintendent may include a recommendation to the Board of Trustees for expulsion. Law enforcement notified. 1 calendar year suspension from activities.

- Any student, who knowingly sells, delivers or provides drugs or other intoxicants to another student at school, or while under the supervision of school authorities, shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation of expulsion. In all substance abuse cases, the appropriate law enforcement officials will be notified.

USE/POSSESSION/DISTRIBUTION OF TOBACCO OR ELECTRONIC CIGARETTES

Students are prohibited from using tobacco or being in the possession of tobacco products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by; (1) The first offense may result in a one day in school suspension, law enforcement notified, and a 20 school day suspension from participation in school activities; (2) The second offense, within the same school year, may result in a three day out of school suspension with a parent conference, law enforcement notified, 1 calendar year suspension from participation in school activities; and (3) The third offense may result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

HARASSMENT, INTIMIDATION, INITIATIONS, HAZING, BULLYING, CYBER BULLYING, THREATS

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, cyber bullying or threats. This means any intentional written, verbal, or physical act, including, but not limited to one, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). An act of harassment, intimidation or bullying may be committed through the use of a land line, cell phone, computer, the internet or other electronic means.

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

FOOD AND DRINK

All students must consume food and drinks, including MADD coffee drinks, in the commons or designated outside areas. Students will only be allowed to access an academic wing of the building during their lunchtime with permission from that teacher. Food and drink in the classrooms are at the discretion of the individual teacher. In order to maintain an environment that conveys pride in Timberlake High School, students are asked to pick up garbage in the hallways or on the grounds, clean up any messes that have been made, and report spills immediately so that they may be cleaned up appropriately.

DRESS AND GROOMING

The School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste for the activity in which the student is engaged. When a student's appearance causes undue attention, is in poor taste, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action.

To maintain a safe and positive school environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, visors, hoods or bandanas may not be worn in the school during the school day. All headwear worn to school must be kept in the student's locker during regular class hours.
- Pants/shorts may not be excessively baggy and or low riding and worn above the hip.
- Undergarments may not be visible at any time.
- Any form of sleepwear, as determined by administration, is not appropriate or allowed at school.
- FEMALES: Shirts must cover the midriff and must not be excessively low in the front. No cleavage or undergarment may be showing. Shorts and skirts must be fingertip length. No tanktops of any kind are allowed. Examples include but are not limited to; Spaghetti straps, halter tops, tube tops, racerback shirts.
- MALES: All shirts must have sleeves and cover the outside of the shoulder. Examples include but are not limited to; bro-tanks, cut off jerseys, cut off t-shirts.
- Shirts that promote, advertise, or display drugs or drug culture, alcohol or tobacco products may not be worn.
- Shoes must be worn at all times on school premises
- Clothing and personal items that promote, advertise, or display profanity, vulgarity, racially or sexually offensive/suggestive expressions, gang culture, or drug culture are not allowed at school.
- Contacts that alter/conceal the normal appearance of the eye are prohibited.
- Drug culture icons such as hemp necklaces with mushrooms are not permitted.

These guidelines are not all inclusive. If at any time a staff member feels a student's dress is not appropriate or within the guidelines, that student will be asked to change. Failure to follow these guidelines will result in appropriate disciplinary action.

PERSONAL PROPERTY

Cell phones, music players, cameras, expensive watches, jewelry, personal belongings, large sums of money, protection sprays, and other disruptive items or objects of theft should not be brought to school. The school **will not** be responsible if such items are lost, stolen, or damaged. **LOCK YOUR HALL LOCKER, P.E. LOCKER, AND CAR FOR PROTECTION FROM THEFT!**

PERSONAL COMPUTING DEVICES (cell phones, iPads, tablets, laptops, etc.):

Use of devices shall be limited to the period before classes begin in the morning, between classes, during the student's lunch period and after the student's last class in the afternoon. Cell phones are not allowed in class. Using your cell phone in class or having your phone ring in class will result in your phone being taken. Additional occurrences will result in disciplinary action.

1. **First offense**-The phone will be a warning to the student and documented in Skyward.
2. **Second offense**-The phone will be confiscated to the office and not returned until the end of the school day.

3. **Third offense-** The phone will be confiscated to the office and a parent meeting will be scheduled. Student will need to check phone into office each morning for the remainder of the semester.

NO SHOW FOR ASSIGNED DISCIPLINARY OR ACADEMIC DETENTION

Assigned detention is not optional. Failure to show for assigned detention, without prior consent, will result in the following consequences:

- First no show: Reschedule to be determined by administration on a case by case basis.
- Second no show: Reschedule to be determined by administration on a case by case basis.
- Third no show: In School Suspension- parent contact
- Fourth no show: Out of school suspension, parent conference before return to school
- Fifth no show: Referral for a show cause hearing to the superintendent

ATTENDANCE

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine (9) days per semester. The administration shall adjudicate absences where the total number of days is brought below 9 days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience, so long as any required work is made up for the class or classes missed. These exemptions will apply to students participating in sports events, cheerleading, music related events, academic field trips, and others deemed co-curricular. In addition, the building principal may determine whether or not a student shall be excused to attend a school activity based upon the student's attendance record.

Those that are protected based on an identified disability supported by a 504 plan or an Individualized Education Plan (IEP)

Students in secondary schools shall be required to register for a minimum of six classes each day (which may include one scheduled, supervised study hall) unless dual enrolled under Policy 3030 "Part-Time Attendance/Dual Enrollment or excused by the local Board of Trustees.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. If a student is not present for more than 50% of a class period regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his parents in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his parents in writing when credit in any class has been withheld. **Students will be required to make up time before or after school, or during lunch, for every absence over the nine allowed. Time will be made up hour for hour missed; 1 day absent over the nine will require 6 hours of make-up time, 2 days will be 12 hours, etc.**

After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school principal within 10 school days of the notice of loss of credit. The principal shall notify parents and the student of a time for a review hearing to be held within 10 school days of receipt of the petition. The principal after hearing the petition, may request information from other school personnel and then shall approve or establish additional conditions for the reinstatement of credit. In this situation, credit shall be withheld until the completion of the semester and satisfactory fulfillment of the conditions established for reinstatement. (Refer to attendance

procedures outlined in Administrative Guidelines).

Should the student not fulfill the conditions or have additional attendance concerns, credit will be withheld. Students may appeal this denial of credit by requesting a hearing in front of the District Attendance Board. The District Attendance Board would include two administrators from other secondary or elementary schools as appropriate and two teachers from other secondary or elementary schools. The Assistant Superintendent (or designee) would chair this board and vote only in the case of a tie.

Decisions of the District Attendance Board and principal from each building shall be reported to the Superintendent and Board of Trustees at the end of each semester. Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school.

Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes may not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy:

- a. All district-approved testing or counseling
- b. Documented illness or emergency medical treatment
- c. Death in the immediate family
- d. Activities involving state or national recognition
- e. Requirement to appear for legal proceedings
- f. Documented family crisis or emergency
- g. IHSAA sanctioned district or state competitions
- h. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case

ABSENCES CLASSIFIED

Absences will be considered under three categories: Absence, suspension, and truancy. The principal will determine under which heading an absence will be classified.

- a. Absences - Absence from class for any reason (except suspension, truancy, or approved school activity) including family convenience. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian with an explanation of the absence. Contact from the parent or guardian to the school should be made by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy and processed accordingly. School work may be made up for credit either before or after any absence **Unexcused absences** include but are not limited to: oversleeping, car trouble, missing the bus, unverified absences(s) not cleared within 3 days after the student returns to school.

- o **Students may not attend nor participate in extracurricular activities on days that they are absent from a class except with prior administrator approval.**

- b. Suspensions - Absence due to in school or out of school suspension assigned by a school authority for disciplinary reasons. Students will be provided the opportunity to make up work missed during a suspension.
- c. Truancy - An absence that occurs without the knowledge and consent of the parents and concurrence of school authorities. The Superintendent shall be notified. Additional truanancies could result in expulsion by the Board of Trustees. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

TARDIES

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/ she may be suspended from the class. Being on time, whether to class, work, or an appointment is an important habit to establish. Tardies are recorded in attendance records and report cards. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Tardies from doctor/dentist appointments must have a note from the doctor/dentist office to be excused. Tardies from oversleeping, car trouble, snowy roads, etc will not be excused.

Tardies will be cumulative throughout the semester. Tardies will be accrued and counted in overall classes, not on a class by class basis. Excessive tardies will result in appropriate disciplinary action as outlined below.

- 1st Tardy Warning
- 2nd Tardy Warning
- 3rd Tardy Warning
- 4th Tardy 3 Lunch Detentions
- 5th Tardy After School Detention
- 6th Tardy ½ In School Suspension
- 7th Tardy Full Day In School Suspension
- 8th Tardy 2 Days In School Suspension
- 9th Tardy Full Day Out OF School Suspension
- 10th Tardy 2 Full Days Out of School Suspension

LEAVING SCHOOL DURING THE DAY

This is TRUANCY unless the parent/guardian contacts the school in advance (note/phone) and the student signs out in the office prior to leaving. Students should not ask to leave school early so that they can get to work on time.

TRUANCY

Skipping/forging notes or calls, will result in making up double the time missed in detention, PASS, or suspension.

SKIPPING/DISRUPTING ASSEMBLY

Skipping or being disruptive at an assembly will result in disciplinary action.

SENIOR SKIP DAY

Senior Skip Day is not acceptable. Students that participate in Senior Skip Day will be considered truant and will receive no credit for any assignments, quizzes and or tests that were given or due on that day. Discipline, which may include suspension, will also be considered depending on the student's discipline/ attendance record.

TRANSPORTATION POLICIES

STUDENT DRIVING/PARKING

Cars are to be parked in the student lot with doors locked. The student parking lots are located at the east and west ends of the building. Bus transportation is available to students; therefore, absences due to vehicle complications will not be excused. Leaving school at lunch in a vehicle is not recommended.

THE PARKING LOT

- Students may get items out of their vehicles during class time but loitering in the parking lot is not allowed.
- Improper parking, reckless driving, riding in the back of a pick-up, horseplay under slick or snowy conditions, failing to stop or yield right of way etc. is very DANGEROUS and is not allowed.
- Student parking is allowed only in designated student parking areas.

SCHOOL BUS INFORMATION

The following guidelines will apply on all Lakeland buses to and from school, activity busses, field trips, and pep and game buses:

- While riding, students shall keep all parts of the body and any personal objects inside the bus.
- Students shall not use profanity or obscene language or gestures or cause excessive noise.
- Students shall avoid "horseplay" at all times by keeping hands, feet, books, or other objects to one's self.
- Students shall not use or be in possession of tobacco, alcohol, or drugs.
- Students shall not throw objects on, from, or into the bus nor litter the bus.
- No hazardous materials, weapons, dangerous objects, or animals may be brought onto the bus.
- Students shall not eat or drink on the bus while riding to and from school.
- Students shall not abuse fellow students or their property nor vandalize school property.
- Students must promptly respond to a driver's request or direction.

Students may not ride a different bus without first receiving prior approval from the transportation office. Students shall not leave or board a bus at locations other than their assigned home stop or school unless arrangements are approved by the transportation supervisor upon consultation with the building principal.

Students who violate the above rules shall be subject to discipline according to the following guidelines:

- 1st OFFENSE --
 - The student is verbally warned in conference with the driver.
 - Parents will be notified by telephone or letter by the driver.
- 2nd OFFENSE –
 - A written “warning” is sent to the parents to be signed and returned within two school days.
 - A copy is sent to the principal and the transportation supervisor.
 - The transportation supervisor will set up a conference with the driver, parent, and student.
 - A “Behavior Expectation Contract” is to be signed by the parent and student.
- 3rd OFFENSE –
 - A written “citation” shall be issued to the student to be delivered to the parents.
 - With the concurrence of the transportation supervisor, up to three days suspension off the bus shall be assessed.
 - The principal shall be immediately notified and provided a copy of the citation.
 - The transportation supervisor shall contact the parent before the next day’s route to be certain the parent has received the citation.
 - If the student or parents wish to appeal the suspension, a conference of all concerned must be arranged through the building principal.
- 4th OFFENSE –
 - Violation of bus riding behavior rules beyond the third offense will be viewed as multiple infractions jeopardizing the safety of others.
 - A written “citation” shall be issued.
 - With the concurrence of the transportation supervisor, the student shall be suspended from the bus for five days. He/she may also be recommended for expulsion from the bus for the remainder of the year by the Board of Trustees if there are very serious or multiple rule violations.
 - The transportation supervisor shall contact the parent before the next day’s route to be certain the parent has received the citation.
 - If the student or parent wishes to appeal the suspension, they may contact the principal, who will request a review of the case to be conducted by the "Transportation Advisory Board." (All cases with a recommendation for expulsion from the bus shall first be reviewed by the “Transportation Review Board.”)
 - **NOTE:** A continued pattern of school bus rule violations or any very serious offense may result in a recommendation to the Board of Trustees for loss of bus riding privileges for the remainder of the school year.
 - The following are “serious” rule violations or kinds of gross misconduct, which will result in suspension of bus riding privileges and may be followed with a recommendation to the Board of Trustees for expulsion from the bus. Examples are (but not limited to):
- Fighting, hitting, or pushing another student as an act of violence.
- Throwing any object in a manner that may injure another, cause a major distraction to the driver, or damage property.
- Any gross insubordination, physical, or verbal abuse shown toward the driver.

- Bringing onto the bus any dangerous or hazardous materials or objects (i.e. firearms, explosives, knives, chemicals, aerosol cans, etc.).
- Any act of physical, sexual, or racial harassment.

ACADEMICS

GRADING PERIODS

Progress reports will be issued for students to take home every five weeks during the course of a semester. Only semester grades become a part of a student’s permanent record. Semester report cards will be issued on the Friday following the end of each semester. Marking systems vary with individual teachers; however, letter grades are used in all classes and have the following numerical values:

A = 90 – 100	D = 60 –70
B = 80 – 90	F = below 60
C = 70 – 80	P = passing

GRADE STATUS

Each high school student will be identified with grade status. Students wishing to be recognized as Sophomores, Juniors or Seniors must successfully complete the minimum coursework to be advanced. The grade status of each student may be adjusted with principal approval.

- Sophomore grade status must have earned a minimum of 10 credits
- Junior grade status must have earned a minimum of 20 credits
- Senior grade status must have earned a minimum of 32 credits

GRADUATION REQUIREMENTS

It is the responsibility of every student to be certain that he/she has met all Idaho and Lakeland School district graduation requirements. Each student will receive a ‘course offering’ brochure when pre-registering in the spring. Counselors are here to help and advise students in meeting these standards. Graduation requirements/course offerings are available upon request in the office and from counselors.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Criteria for the selection process are listed below:

- The overall grade point of the student. (Weighted and unweighted GPA will be considered)
- The grade point in the four major academic areas.
- Emphasis will be placed on 4 years of mathematics, social studies, English, and science.
- Service to school and community.
- Must achieve a College Preparatory Diploma
- Overall rigor of all coursework.

MAKE-UP WORK

Whenever a class is missed, it is the student’s responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of the absence will be due the day the student returns. If the student will be absent from school for three or more days, it is recommended that the parent contact the office for make-up assignments.

Students knowing of absences in advance (i.e. extracurricular activities) should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes.

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying or checking and using answers from another student’s homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student’s test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, internet or other on-line related resources.

Violators of this policy will be disciplined at teacher discretion on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

HONOR ROLL

There will be an honor roll and high honor roll for each semester grading period. High honors require a GPA of 3.5 and honors require a GPA of 3.0 in academic subjects. Any student receiving any grade of “F” or “D” will be excluded from honor roll.

WEIGHTED GRADES

The weighted grading system is intended to encourage students to pursue a more rigorous high school curriculum, therefore becoming better prepared to be successful in college. By placing weight on Honors and Dual Credit classes there is added incentive to take Honors and Dual Credit classes as taking these classes could result in a potentially higher grade point average. The weighted system will be implemented as outlined below:

<u>Weighting</u>	<u>Traditional Class</u>	<u>Honors/Dual Enrolled Class</u>
“A” Grade	4.0 Grade Points	4.5 Grade Points
“B” Grade	3.0 Grade Points	3.5 Grade Points
“C” Grade	2.0 Grade Points	2.5 Grade Points
“D” Grade	1.0 Grade Points	1.5 Grade Points

Classes that would qualify for weighting:

- English 1-4 Honors
- Math Honors Classes
- AP US History
- All “Non Activity” based College Dual Enrollment Classes

ACADEMIC LETTER

A full time THS student will receive an academic letter or pin after each semester when your semester GPA is 3.75 or above based on a minimum of six classes. The first time that you qualify for the academic letter you will receive the actual letter. For each semester you qualify for this award after the initial semester you will receive an academic pin.

ACCESS TIME

Access time is to be used for academic intervention or make-up. Students that are not in need of these services, must use this time productively and may not disrupt the learning of others. If students wish to seek help in a class other than that in which they were assigned, they must request a pass from the teacher they wish to see prior to the start of Access time. Students moving around without passes will be subject to disciplinary action.

THS STUDENT INTERVENTION

Timberlake High School believes all students are capable of meeting academic expectations and that all students can find success within the classroom. When a student is failing or has failed to respond to the expectations of the class, as laid out by the instructor, the following protocol will be used to guide that student back to accountability and offer remediation and makeup time.

THS STUDENT INTERVENTION

Timberlake High School believes all students are capable of meeting academic expectations and that all students can find success within the classroom. When a student is failing or has failed to respond to the expectations of the class, as laid out by the instructor, the following protocol will be used to guide that student back to accountability and offer remediation and makeup time.

1. **Teacher and Student conversation when students are passing class but need to make up assignment/assessment or have an "I"**- the teacher will have a conversation with the student asking them to submit assignments or take tests that have yet to be submitted or taken. The teacher must provide a list of assignments/tests to be made up and a timeline in which they must be submitted. If the student fails to make up said assignments in the timeframe provided, move to step 2. Teacher will document the conversation.
2. **Teacher and Parent/Guardian Conversation with assigned consequence for student-** The student will now be added to the weekly F-list, by changing the "I" to an "F" in Skyward by Monday morning. An email will be sent each monday morning for students who are on the D/F/I list.
3. **Counselor/Teacher/Administration Meeting with Student and Parent-** Counselor, teachers, parents, and student will have a conference. Steps that have already been taken will be reiterated and the academic plan will be put into place. A copy of the agreed upon plan will be given to teachers of that student, the parents, the counselor, and administration. Students who have below a 2.0 cumulative GPA will be placed on an academic plan until the cumulative GPA is above 2.0. Counselor will document the plan in student file.

4. **Counselor/Teacher/Administration will monitor plan and adjust as necessary-** Counselor and Teachers will monitor the plan for a couple of weeks and check for academic improvement. If necessary, counselor will meet again with the student to review the plan and adjust if needed. If adjustments are made, teachers, parents, and administration will be notified. Counselor will document the adjusted plan in the student file.

AFTER SCHOOL STUDY TABLE

Teachers will be available for after school academic help until at least 3:20 Tuesday – Friday. Students attending after school academic help will be expected to remain on task, work intentionally, and utilize this time as a true extension of classroom time. Those that are found to disrupt the learning of others will be referred to administration for disciplinary action. A certified teacher will be available for academic help until 4:00 Monday –Thursday. Additionally, the library will be open until 4:00 Monday through Friday for academic help and supervision.

ADVANCED OPPORTUNITIES

The Idaho State Department of Education has several new programs to help Idaho students get a jump start on college. For additional information about advanced opportunities, visit the Idaho State Department of Education website at <http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html> . For any further questions regarding advanced opportunities or to sign up for advanced opportunities please see your counselor.

Activities

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be academically eligible for athletics, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following: criteria:

6 classes available must pass at least five

- A. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place as developed by the local school district. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline. The list of students that fall within this category will be provided to the THS counselors for aid in the development and monitoring of this plan. (The number of students with an academic improvement plan will be reported on the Eligibility Verification Report)
- B. Clarify that being “on target to graduate by State Board of Education requirements”, means: a student not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of the summer following their

senior year in order to be eligible for activity participation. Effective for the class of 2010. (The number of students with a graduation plan will be reported on the Eligibility Verification Report.)

C. Student athletes that are off campus full time (NIC or IDLA) must be registered for the equivalent full time credit amount. If a student withdraws from classes that make their schedule less than full time at any, they will be ineligible to participate.

D. Schools may adopt stricter academic eligibility policies.

Extracurricular activities are a part of our total school program, but a student's first responsibility should be to keep up with his/her regular class work. Participation in student activities is a privilege and is subject to the following academic guidelines:

- Students must meet Idaho High School Activity Association academic eligibility standards before the start date of the sports season in order to participate in that sport.
 1. Students must earn five academic credits the previous academic semester.
 2. Students with a cumulative grade point average under 2.0 must participate in an academic improvement plan.

During the sport season, students must be passing all classes to compete in extracurricular activities. For the purpose of extracurricular eligibility student grades will be checked every Monday morning. If an athlete is failing, that athlete will be ineligible for practice and competition until the grade is passing.

RANDOM DRUG TESTING AND DRUG USE PREVENTION POLICY

Effective Fall 2006 all Lakeland Joint School District students in grades 9-12 who wish to participate in interscholastic activities must consent to random drug testing. Lakeland Joint School District also reserves the right to test any student participant in interscholastic activities who at any time exhibits cause for reasonable suspicion of drug usage.

PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES

The interscholastic activities program of Lakeland School District is designed to involve students in wholesome, healthy competition, teach respect for rules and authority, teach respect for property and person of others, develop self-discipline through rigorous training, develop sportsmanship through competition, teach the fundamentals of each activity and develop the individual participant to his/her potential, teach the student the values of working with others as a team, build physical and mental capacities, and to develop the attributes of cooperation and social adjustments, especially stressing high moral character.

Participation in interscholastic activities programs is a privilege granted to those students willing to agree to and abide by the rules and guidance established by the coaches and advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association. To implement and teach the philosophy, the following rules are established for participants to observe and follow.

The student shall:

1. Attend classes regularly, strive for academic achievement, and set positive examples in the school and community with his/her personal conduct.

2. Attend school the entire day before practicing or competing interscholastically unless prior permission for an absence has been granted by administration, or the athlete can provide documentation of an appointment upon return.
3. Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities.
4. Not use profanity or obscene language.
5. Maintain standards of dress set by the school and the coach or advisor.
6. Not be involved in the willful destruction and/or theft of school or personal property.
7. Maintain standards of scholastic eligibility established by IHSAA and/or the school.
8. Not use or possess illegal drugs, alcohol, tobacco, or electronic cigarettes during the school year, nor possess a weapon, as outlined in "B" and "C" under definitions, or be knowingly present while such activity is taking place.

DISCIPLINE REGARDING INTERSCHOLASTIC ACTIVITIES

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or the community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or administration. A violation of rule 8 shall result in one of the following actions and other discipline as designated by the principal, which may include the loss of letter or other award:

- The use or possession of tobacco, or possession of a weapon, shall result in an immediate 20 school day suspension from all interscholastic participation and practice. Five days of practice must follow any suspension before participation in a contest.
- The use or possession of alcohol or illegal drugs (as defined in Board Policy) shall result in an immediate suspension for 40 school days (plus five). A student may choose to reduce suspension under (B) to 20 school days (plus five) by completing an approved substance abuse assessment and treatment program. A contract plus a minimum of 8 hours in the program must be successfully completed prior to reinstatement in any interscholastic activity.
- A student who voluntarily discloses his/her substance abuse problem with a coach, counselor or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.
- A student who knowingly sells, delivers, or otherwise provides drugs, alcohol, tobacco, or electronic cigarettes to another student or a student who has a second violation of rule 8 during the same school year shall be suspended from all interscholastic activities for one calendar year.
- Coaches may impose more strict policies than the student handbook activities code.

DEFINITIONS

- A. Illegal Drugs – as defined in Board Policy #3300 or by State/Federal Law.
- B. School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for inter-scholastic activities under IHSAA rules.
- C. Weapon as defined by board policy 3330
 1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
 2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;

3. “Weapon” (other than deadly or dangerous weapon) means any instrument, item device, or thing which, given the immediate circumstances, constitutes a threat to person or property whether or not the instrument, item, device or thing is inherently a weapon or not. (i.e. and without limitation-pen or pencil, book, bag, or other items that are not normally considered a weapon could be used as a weapon and therefore qualify under this policy).
- D. Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any inter-scholastic contest after a suspension.
 - E. Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from “awareness education” to “addiction treatment”. The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of 5 weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract agreeing to these terms. Failure to fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.
 - F. Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

COMMITMENT TO THE CODE

Prior to participation in an activity, each student shall have a copy of the above “Code” signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

SCHOOL ACTIVITIES/FIELD TRIPS/PERFORMANCES

Any student participating in a school activity, field trip, or performance, in which they will be missing school must be passing all classes and not listed on the assigned detention list as outlined in the intervention protocol.

ASSOCIATION WITH IHSAA

Upon payment of annual dues, Lakeland School district assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the association as currently adopted, or thereafter amended (IHSAA “rules”), for the governing of all high school (grades 9-12) inter-scholastic activities for Lakeland schools, which IHSAA “rules” are incorporated herein as a part of this Philosophy/Code. Said rules as appropriate for grades 7 and 8 shall by this policy also govern interscholastic activities and student participants in grades seven and eight.

ATHLETIC AFTER SCHOOL STUDY TABLE

The following rules apply when athletes have 3:00 PM practice time. They are not required to attend study table when they have late practice, no practice, or on game day.

- All athletes will be in their designated study table area before the 2:55 PM late bell.
- All athletes will submit a current weekly progress report (including NIC and IDLA) to a designated coach each first school day of the week. If an athlete does not submit a current progress report to their designated coach on the first school day of the week, they will be required to attend the after school study table for the remainder of that week. If an athlete is absent on the first school day of the week, they will submit their weekly progress report to their designated coach on the first day they return.
- The athletes that have all A's, B's, and C's on their weekly progress report can voluntarily attend after school study table or they are free to leave the building and return for practice. Athletes who have D's, F's, or I's on their current weekly progress report will be required to attend the after school study table.
- Coaches are expected to maintain accurate records for receiving the weekly progress reports. Coaches will be responsible for updating their list of athletes who are required for study table with the class/teacher that athlete will report to. This information will be kept on google docs and will be shared with administration and the athletic director each week.
- Coaches will be responsible for disciplining athletes who are: late for study table; failed to submit a weekly progress report; not prepared to utilize this time in a productive manner; disruptive behavior during study table; and not reporting to their designated classroom.

ASSEMBLIES AND DANCES

All school policies are followed at assemblies and dances. Infractions are dealt with in the usual manner. Student behavior at these events is subject to the same guidelines as during the school day. Students will be expected to sit in their assigned areas during assemblies.

DANCES

- Doors and admittance to the dance will be closed one half hour after the start of the dance. Once you leave the dance you will not be allowed to re-enter.
- One guest per high school student will be allowed with prior approval from an administrator. Guest must be registered in the office no later than Wednesday the week of the dance.
- Junior High students are not allowed to attend high school dances under any circumstances.
- To attend the Junior/Senior Prom you must be a Timberlake junior or senior or be invited as a guest of a Timberlake junior or senior.

STUDENT RECORDS

POLICY: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, section 513. Lakeland School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term

“Record” is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Access to the records of students shall be as follows:

- The building principal is responsible for carrying out the policy of his/her school.
- Only authorized school personnel shall record data on the records.
- Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes
- Students’ individual records are available for parents to review. Students over 18 years of age or married students of any age may also examine their records. Arrangements for review may be made with the school principals.
- The Board of Education and the Superintendent of Schools may have access to a student’s record(s) in cases of educational needs or discipline problems, which have been referred to them.
- School counselors may keep personal counseling information in a file in their offices. Only the counselors can have access to this information.

Each student’s record is reviewed annually to determine what information is permanent, to be maintained always by the school district, and what information is temporary, which will be used for a particular period of time.

Parents, students 18 years of age or older, or married students may challenge any of the information in their record at any time. Said challenge must be in writing to the building principal involved. The building principal will arrange a meeting between parents, students, teachers, or counselors involved. A review will be made and the issue resolved. If the parent of the student is not satisfied with the review, they may appeal to the Superintendent of schools. The Superintendent will issue his/her decision after a review of the record and the complaint. If the parent or student is not satisfied with the review they may appeal to the Board of Education. The Board will issue a decision after a review of the record and the complaint. The decision of the Board is final.

LAKELAND JOINT SCHOOL DISTRICT 272

HIGH SCHOOL GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015 AND BEYOND

STANDARD DIPLOMA			ADVANCED DIPLOMA		
COURSE	CREDIT	GRADE	COURSE	CREDIT	GRADE
English 1	2	9	English 1	2	9
English 2	2	10	English 2	2	10
English 3	2	11	English 3	2	11
English 4	2	12	English 4 CP or DC	2	12
PICK ONE OF THE FOLLOWING MATH OPTIONS:					
Integrated Math	2	9	Algebra 1	2	9
Algebra 1	2	10	Geometry	2	10
Geometry	2	11	Algebra 2	2	11
Math Applications	2	12	Trig/Pre-Calculus or Math Elective	2	12
Algebra 1	2	9	Geometry	2	9
Geometry	2	10	Algebra 2	2	10
Math Applications	2	11	Trig/Pre-Calculus	2	11
Algebra 2 [1]	2	12	Calculus or Math Elective	2	12
Grade level are the suggested grade levels for a class, but may be altered with school approval					
Health	1	10	Health	1	10
Speech	1	10-11	Speech	1	10-11
Physical Science	2	9	Physical Science [2]	2	9
Biology	2	10	Biology	2	10
Science Elective	2	11	Chemistry	2	11
U S History	2	11	U S History	2	11
U S Government	2	12	U S Government	2	12
Economics	1	12	Economics	1	12
CWP	1	10-12	CWP	1	10-12
Physical Education [5]	1	9	Physical Education [5]	1	9
Humanities [3]	2	9-12	Humanities [3]	2	9-12
Computer Literacy [4]	1	9-10	Computer Literacy [4]	1	9-10
Electives	12	9-12	Electives	12	9-12
TOTAL	46		TOTAL	46	

[1] Students who complete math through Algebra 2, Chemistry and English 4 H will earn the Advanced Diploma. [2] Academically qualified students may take Biology (9th), Chemistry (10th), and Physics (11th-12th) with counselor approval.

[3] Courses approved for the humanities are modern language, art, music, and theater.

[4] Courses approved for computer literacy are Computer Applications, Computer Science, Introduction to Multi Media and Computer Graphics.

[5] The physical education requirement can be completed by participation in one athletic season of school sponsored athletic teams. 1 credit will be awarded upon completion of each sport season with a maximum of 2 credits to be earned through this method.

**Timberlake High School
Class Schedule
2017-2018**

Monday Bell Schedule

7:30-8:30 Collaboration
8:50-9:33 First Period
9:38-10:21 Second Period
10:26-11:14 Third Period
11:14-11:44 First Lunch
11:49-12:32 Fourth Period
11:19-12:02 Fourth Period
12:02-12:32 Second Lunch
12:37-1:20 Fifth Period
1:25-2:08 Sixth Period
2:13-2:50 ACCESS

Tuesday-Friday Bell Schedule

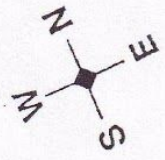
7:50-8:50 First Period
8:55-9:55 Second Period
10:00-11:05 Third Period
11:05-11:35 First Lunch
11:10-12:10 Fourth Period

11:40-12:40 Fourth Period
12:10-12:40 Second Lunch
12:45-1:45 Fifth Period
1:50-2:50 Sixth Period

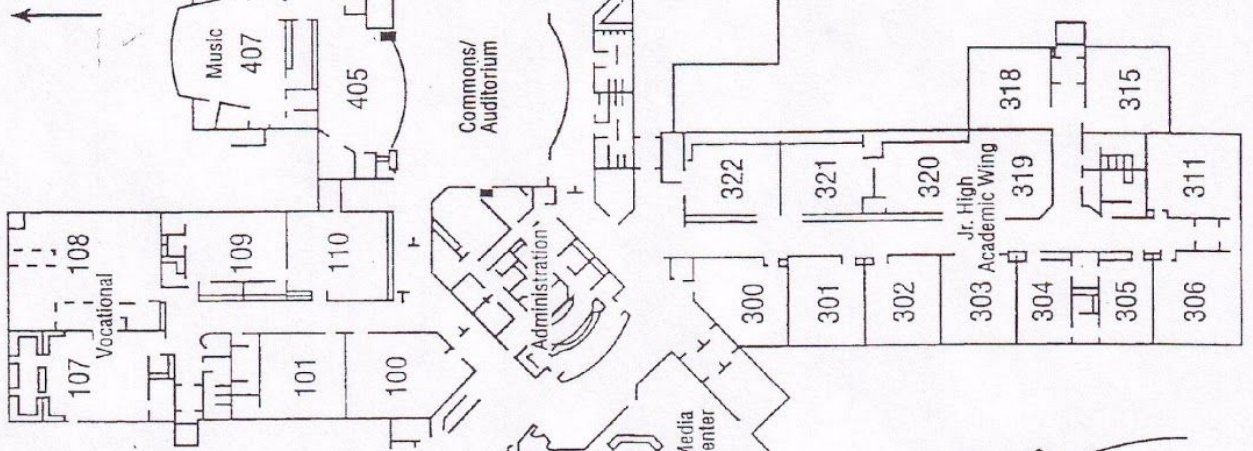
2 Hour Late Start Bell Schedule

9:50–10:30 First Period
10:35–11:15 Second Period
11:20-12:05 Third Period
12:05 – 12:35 First Lunch
12:10 – 12:50 Fourth Period
12:40 – 1:20 Fourth Period
12:50 – 1:25 Second Lunch
1:25 – 2:05 Fifth Period
2:10 – 2:50 Sixth Period

Timberlake High School
 Lakeland School District 272
 Spirit Lake, Idaho

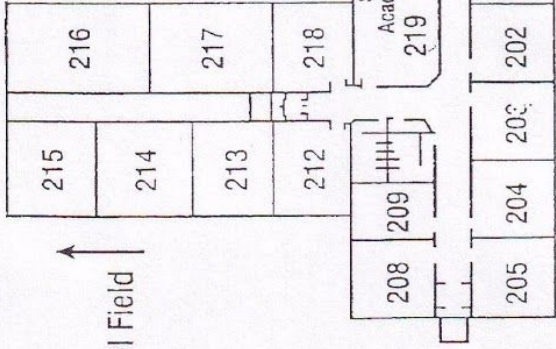


Softball
Baseball
Fields



Bus Drop-Off and Pick-Up

Football Field



Student Drop-Off and Pick-Up Area

Student
Parking
Area

Entry