



## STUDENT HANDBOOK

# Timberlake Junior High School

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Timberlake Junior High School...where challenges are mere stepping stones to success.

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

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## MISSION STATEMENT

The mission of Timberlake Junior High School is to transition students from elementary to high school by cultivating a positive atmosphere of academic excellence, self-reliance, responsibility, respect, and citizenship.

## SCHOOL OBJECTIVES

Timberlake Junior High students will:

- Show an understanding of scientific and mathematical principals.
- Be proficient in oral and written communication.
- Work cooperatively and develop mutual respect for all individuals.
- Think independently and solve problems effectively.
- Achieve a balance between academic, physical and artistic pursuits.
- Obtain knowledge of job and career opportunities and responsibilities.
- Be able to navigate in a technologically rich environment.
- Demonstrate pride in themselves, their school and their community.

Timberlake Junior High teachers and parents will:

- Develop a partnership in order to support academic and social objectives.

Timberlake Junior High teachers, with the support of administration and parents will:

- Provide the highest quality education.

## CLASS SCHEDULES

### **7<sup>th</sup> and 8<sup>th</sup> Grade bell schedule Monday**

7:30 – 8:35	Collaboration
9:00 – 9:42	1st period
9:46 – 10:28	2nd period
10:32 – 11:14	3rd period
11:18 – 12:00	4th period
12:00 – 12:25	Lunch
12:25 – 1:06	5th period
1:10 – 1:51	6th period
1:55 – 2:36	7th period

### **7<sup>th</sup> and 8th Grade bell schedule Tuesday - Friday**

8:00 – 8:51	1st period
8:55 – 9:45	2nd period
9:49 – 10:39	3rd period
10:43 – 11:33	4th period
11:33 – 11:58	Lunch
11:58 – 12:48	5th period
12:52 – 1:42	6th period
1:46 – 2:36	7th period

## 2016-2017 SCHOOL CALENDAR

September 6	First day for regular classes
October 27	Curriculum day (No school for students)
November 4	End of 1 <sup>st</sup> quarter (No school for students)
November 8	K - 8 evening parent / teacher conferences 4:00 p.m. - 7:00 p.m.
November 21	Parent/Teacher Conferences 9:00 am – 12:00 pm (No School for Students)
November 22	Teacher Flex Day (No school for students)
November 23 - 25	Thanksgiving vacation
December 19 -	Christmas vacation begins
January 2	Christmas vacation ends
January 16	Martin Luther King Jr. Day (No school)
January 27	End of 2 <sup>nd</sup> Quarter (No school for students)
February 2	K - 8 Evening parent / teacher conferences 4 p.m. - 7 p.m.
February 3	K – 8 Parent / teacher conferences 8 a.m. to 12 p.m. (No school for K - 8 students)
February 17 - 20	Presidents' Day (No school Friday or Monday)
March 16	7 - 12 Early Release @ 12:20 for Senior Project Grading
March 27 -	Spring Vacation begins
April 2	Spring Vacation ends
April 7	End of 3 <sup>rd</sup> Quarter (No school for students)
May 19	Flex Day (No school)
May 29	Memorial Day (No school)
June 13	Last Day of school for students and end of 4 <sup>th</sup> quarter Early Release 1:20
June 14	Curriculum Day
June 15	Teachers Last Workday

### SCHOOL DAY

The school building opens at 8:40 a.m. on Monday and classes begin at 9:00 a.m. The school building opens at 7:40 a.m. on Tuesday - Thursday and classes begin at 8:00. The last class is dismissed at 2:36 p.m. You are expected to be on time to each class. Unless you are involved in a school-sanctioned activity, you are expected to leave school at the end of the day. Please do not plan to enter the building before the above referenced times unless you have a specific appointment with a teacher.

### CLOSED CAMPUS

Timberlake Junior High School is a **CLOSED CAMPUS**. You are required to remain on school grounds in designated areas when you are not in class. This applies from the time you set foot on school grounds in the morning until school is dismissed in the afternoon. **STUDENTS ARE PERMITTED TO LEAVE GROUNDS ONLY WITH THE PERMISSION OF THE OFFICE**. This permission is granted only with written permission from a parent. You must check out through the office before you leave school. When you return, you must also check back in through the office. This expectation applies to students wishing to go to the high school as well as any other location.

### VISITORS

Parents 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. Upon prior permission from the Principal, a visitor pass for an out of the area student may be issued for lunch-time only. All guests and visitors must register at the office.

### **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. **Students may not call for someone to pick them up without permission from the office. This includes using a cell phone to text or call a parent without permission from the office.** In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

### **TELEPHONE AND CELL PHONES**

Students are welcome to use the office phone for matters relating to school. It is not available for social or personal issues. Because of the potential for disruption and/or distraction, cellular telephones are not to be used in halls or classrooms and should be turned off during the school day. Cell phones may be used before school and after school but not between or during classes (this includes text messaging). Use of a cell phone during any test will be considered as cheating on the test. During the school day, cell phones are to be turned off and must be stored in a student's locker. Any student found in violation of this policy will have their cell phone confiscated as directed in Lakeland School District Board Policy 3265.

### **MEDICATION**

All medication, prescription or over-the-counter, must be left in the office. A medication form, signed by the parent, must indicate dosage and circumstances under which the medication is to be administered. **The original container should be provided for both over the counter and prescription medications.** Students using an inhaler should also have a signed permission slip on file in the office. However, they may carry the inhaler with them.

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school during the school term, s/he should bring a note from either a parent or guardian requesting that a transfer be given. The note should state the reason for withdrawal and student's destination for records to be completed properly. Parents may come to school to make the withdrawal at any time. No refunds will be issued nor records released until a student has completed the withdrawal process.

### **LOCKERS**

Lockers are provided for student at no cost. All hall lockers are of the 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. Students are welcome to decorate their lockers with personal belongings with the understanding that all decorations must be removed prior to the end of school and that all decorations are of a nature which is appropriate for school (Including the attire of people in pictures).

### **HALLWAY BEHAVIOR**

There should be no running, scuffling, or boisterous behavior in the hallways. Due to the large number of students in the hall during class changes and the fact that other students are in class, you are asked to be courteous and show respect for your fellow students. Students may not use aerosols of any type in hallways, classroom, or other public places nor should students have food or drink with the exception of water in a clear container.

### **PERSONAL PROPERTY**

IPods, MP3 players, walkmans, cameras, expensive watches, large sums of money, or other items of significant value should not be brought to school. The school will not be responsible if such items are lost, stolen or damaged. Personal DVD players, CD player, IPods, and MP3 players are not to be visible or listened to during class or between classes. They may be used before school, after school and during lunch.

### **FIRE/EMERGENCY DRILLS**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire horn. 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.

### **ASSEMBLIES AND SOCIALS**

During the course of the year, several assemblies and dances will be held. Socials and assemblies are for full-time enrolled Timberlake Junior High School students only. Student behavior at these events is subject to the same guidelines as during class. Students will be expected to sit in their assigned areas during assemblies. Inappropriate behavior during the regular school day may result in loss of the privilege of attending a social. **Students who are ineligible for activities as a result of failing grades are also ineligible for Socials.**

### **STUDENT FEES**

All students are required to pay a \$10.00 book deposit. This deposit will be refunded if all books are returned in good condition. Textbooks are issued to the student as his personal responsibility for the year. Each textbook is numbered and students will be held liable for damages to books while checked out to them. Classes such as art, industrial technology and shop require a fee for materials.

Students wishing to participate in extracurricular activities need to purchase an activity card. This card entitles the student to:

1. The opportunity to participate in all extracurricular activities.
2. Attend all TJHS home athletic events and music events at no additional charge.
3. Identification as a student at all away games, high school games, and community activities.

## **ACADEMIC INFORMATION**

### **COURSE OFFERINGS**

Seventh grade students are required to take Language Arts, Life Science, Math, and Social Studies, Physical Education and Health. Additionally, students may elect to participate in band, choir, or an exploratory elective program that includes LIFE, Family and Consumer Science, Visual Media Literacy, Literary Circles, and Shop.

Eighth grade students are required to take Language Arts, Earth Science, Math, and U. S. History (including a section on Idaho History), students may elect to participate in band, choir or an exploratory program that includes LIFE, Family and Consumer Science, Visual Media Literacy, Literary Circles, and Shop.

Special programs such as STRIVE (gifted and talented), Resource Room and Learning Disabled classes are staffed according to state and federal guidelines. Admission to these programs is by referral and students must meet the qualification standards. Students or parents who wish to be considered for these programs should consult a teacher, counselor or building administrator.

### **GRADING PERIODS**

Report Cards will be issued on the Friday following each nine-week period. Mid-quarter reports will be issued on the fifth Friday of each quarter. Only semester grades become a part of a student's permanent record. Marking systems vary with individual teachers; however, letter grades are used in all classes and have the following numerical values:

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

### **PROMOTION GUIDELINES**

It is the goal of Lakeland School District that each student exiting each grade demonstrates learning competencies prior to transitioning to the next grade. The minimum competencies are outlined below:

**All students must receive a minimum of 11.5 credits per year in all their classes.** Classes and their credits are defined as:

- Language Arts                                      1 credit possible per semester
- Math    1 credit possible per semester
- Science    1 credit possible per semester
- Social Studies                                      1 credit possible per semester
- Electives and Rotation                         1 credit per semester class

To meet this requirement, students may not fail the same class for two semesters.

Students who are having difficulty meeting these requirements will be expected to participate in an improvement plan that will include one or all of the following components:

- Classroom interventions designed and implemented by the classroom teacher.
- Referral to school support team (required).
- Parent meeting.
- Academic contract.
- Assignment to extra help classes.
- Mandatory summer school for students failing math or Language Arts.
- Alternative requirements as developed with the student, parent and administrator.

### **HONOR ROLL**

There will be an honor roll and high honor roll for each nine week period. High honors require a GPA of 3.5 and honors require a GPA of 3.00 in academic subjects.

### **ACADEMIC ELIGIBILITY**

Junior high students often need close guidance and prompting to make adjustments and keep their work at a satisfactory level. 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 subject to the following academic guidelines:

1. Grades for any student participating in a school activity will be checked at the beginning of the activity and at the end of each grading period. A supplemental grade check will occur at the 3<sup>rd</sup> and 6<sup>th</sup> week of each quarter.
2. The names of students who are not passing all classes will be placed on an ineligible list which will be distributed to teachers and coaches.
3. Those students whose names appear on the list may practice with their team if they attend a noon study hall. Ineligible students will not be allowed to suit-up in competition, sit on the bench, travel to away games, stand with their team during ceremonies (assemblies, banquets) or attend social activities.
4. Ineligible students who are participating in non-athletic activities such as art club or yearbook will be removed from those activities until all grades are passing.
5. Ineligible students requesting removal from the list may file a petition with the principal that certifies passing grades in all classes. This must be completed and approved prior to return to full participation.

### **EXPECTATIONS FOR HONESTY AND INTEGRITY**

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 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 or the Internet.
- Use of a cell phone during a test.

Violators of this policy will be disciplined 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 an assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, limits on activity participation, detention, suspension, or expulsion.

### **ATTENDANCE PROCEDURES**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of students and that regular attendance in class is very important to a student's success in learning in that class. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

We recognize that family situations, personal illness, and professional appointments may require that a student miss school. However, when a student misses school, s/he must also assume the responsibilities and consequences that result. The following guidelines will be observed regarding student attendance.

1. When a student will be absent, we ask that a parent call the school prior to 9:30 a.m. After that time, we will attempt to contact you.
2. If a contact has not been made, the student is expected to bring a note, signed by a parent, stating the reason for the absence. Failure to bring that note or call the school within three (3) days will result in the absence being classified as a truancy.
3. A student desiring a pre-arranged excuse must bring a note or have his/her parent contact the principal prior to the absence.
4. **Students who have excused absences will be given two days to complete make-up work for each day missed. However, this guideline should not be used to delay the completion of work or to prohibit an instructor from setting intermediate deadlines following a lengthy absence. Regularly scheduled tests and long-term assignments may be exempt from this guideline. Students who expect to miss school for an extended period of time should schedule a meeting with their teachers to establish a timeline for completing missed work.**
5. Credit will not be given when a student exceeds nine (9) days of absence in any class. Under extraordinary circumstances that can include extended illness, injury, or other circumstances beyond a student's control, the student may appeal through the Principal to have credit reinstated. **(REFER TO ATTACHED CODE OF CONDUCT FOR APPEAL PROCEDURES AND DISTRICT POLICY STATEMENT).**

### **TARDY PROCEDURES**

Tardiness is part of attendance. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Excessive tardies shall result in disciplinary actions according to the following guidelines:

- |                        |                        |
|------------------------|------------------------|
| 1 <sup>st</sup> Tardy: | Excused                |
| 2 <sup>nd</sup> Tardy: | Warning                |
| 3 <sup>rd</sup> Tardy: | Lunch Detention        |
| 4 <sup>th</sup> Tardy: | 2 Lunch Detentions     |
| 5 <sup>th</sup> Tardy: | After School Detention |
| 6 <sup>th</sup> Tardy: | Saturday School        |

## **PHILOSOPHY OF LAKELAND PUBLIC SCHOOLS**

The philosophy and objectives of Lakeland Public Schools shall be to develop each of its students to his or her fullest capability - morally, academically, socially, and physically.

To reach this goal, the school system will encourage and work at all times for a high sense of moral values and provide adequate opportunities for each student to develop his natural interests and talents. The school wishes to especially stress a high moral code; respect for law; respect for property and person of others; an appreciation of the need for learning; a desire to acquire knowledge for use in life; a close relationship between parents, teachers, and students; wise use of leisure time, and the use of all school activities and curriculum as a preparation for a good and useful life according to the desires and abilities of each student.

### **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 Jt. 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.

#### **A. 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.

#### **B. 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.

### **C. SUSPENSION AND EXPULSION**

Suspension is the temporary removal of a student from school when circumstances are such that he can no longer be kept in school without risk of detriment to the educational program, to himself, to others, or to public property. The primary purposes of suspension are to give the student, his parents, and the school the time needed for resolving a problem and the protection of life and property. The parents must be notified of each suspension. If suspension occurs during school hours, contact with the parent should be made before the student leaves the school grounds.

When a student refuses or fails to submit to reasonable and ordinary rules of order and discipline in such a way that his continued attendance may be expected to interfere with the educational program or the safety or welfare of school personnel or other students, such student may be suspended for up to five (5) school days according to suspension procedures as authorized by law.

Expulsion is the removal of a child from enrollment in the District schools by the Board of Trustees. When deemed appropriate, the principal shall make a recommendation for expulsion in writing to the Superintendent of Schools. This recommendation shall be documented by a history of the student’s general behavior, all previous suspensions, if any, a chronological account of the unacceptable behavior, plus the academic and attendance history of the pupil. If after a study of the case by the Superintendent of Schools it is deemed advisable to expel the student, the Superintendent shall present the study and recommendations to the Board of Trustees for action.

Any expulsion hearing that is set before the Board of Trustees shall be conducted in a manner consistent with the procedures outlined in Idaho Code 33-205, (Denial of School Attendance), as now in effect or hereafter amended.

### **D. DISCIPLINE**

Each teacher in Lakeland public schools should strive to maintain a classroom in which pupils are happy and in which each one is learning. Causes of infractions of rules and departures from good behavior should be studied and correction should be sought through improvement of causal factors before punishment is invoked. Study of individual differences, conferences with pupil and parent, and assistance from the principal and specialists within the school system should be the teacher’s first thought in attempting to help a pupil correct behavior patterns. Students whose behaviors are cause for concern and impede their learning or that of other students shall be subject to appropriate disciplinary measures including but not limited to:

- Expulsion
- Suspension
- Detention, including Saturdays or after school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

For a school to operate and for a classroom to run efficiently, certain rules are needed. Teachers have their own class rules that are posted in their room. Teachers will have their own procedures for handling students who break these rules. Persistent or flagrant offenders will be referred to the office and may be subject to

disciplinary action such as noon detention, temporary suspension from class pending a satisfactory parent conference, suspension from school, or permanent removal from the class involved.

Discipline steps are as follows (subject to principal discretion):

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense – Lunch Detention
- 3<sup>rd</sup> offense – 2 Lunch Detentions
- 4<sup>th</sup> offense – PASS (Positive Alternative to School Suspension)
- 5<sup>th</sup> offense – PASS/Saturday School
- 6<sup>th</sup> offense - Suspension

We believe that the following statements serve as guidelines for you at school:

- **YOU MAY NOT INTERFERE WITH A TEACHER’S RIGHT TO TEACH.**
- **YOU MAY NOT INTERFERE WITH A STUDENT’S RIGHT TO LEARN.**
- **YOU MAY NOT ENGAGE IN BEHAVIORS THAT KEEP YOU FROM ACHIEVING TO THE BEST OF YOUR ABILITIES.**

**THE FOLLOWING TYPES OF CONDUCT WILL PLACE A STUDENT IN A POSITION TO RECEIVE DISCIPLINARY ACTION INCLUDING SUSPENSION AND/OR EXPULSION.**

- DAMAGE, DESTRUCTION OR THEFT OF PROPERTY
- ASSAULT OR THREAT DIRECTED TO ANY STUDENT OR DISTRICT EMPLOYEE (THIS INCLUDES ANY TYPE OF HARASSMENT, INTIMIDATION, INITIATIONS, OR CYBER-BULLYING). TIMBERLAKE JUNIOR HIGH SCHOOL WILL TREAT ANY THREAT TO DO BODILY HARM AS A SERIOUS ISSUE.
- FIGHTING
- POSSESSION OF A DANGEROUS ITEM (This includes laser pens)
- POSSESSION OR USE OF ALCOHOLIC BEVERAGE, TOBACCO PRODUCTS, OR ILLEGAL OR CONTROLLED SUBSTANCES
- DEFIANCE OF AUTHORITY
- REPEATED VIOLATIONS OF BUILDING OR CLASSROOM RULES
- GANG RELATED BEHAVIORS

**THE ABOVE LIST IS NOT INTENDED TO BE ALL INCLUSIVE. STUDENTS AND PARENTS SHOULD UNDERSTAND THAT IT IS NOT POSSIBLE TO LIST ALL BEHAVIORS WHICH ARE DETRIMENTAL TO A POSITIVE SCHOOL ENVIRONMENT. BY EMPLOYING COMMON SENSE AND REASON, STUDENTS SHOULD BE ABLE TO MAKE SOUND JUDGMENTS. PARENTS AND STUDENTS ARE ENCOURAGED TO READ DISTRICT POLICIES RELATING TO STUDENT BEHAVIOR. FOR A COMPLETE LIST OF SCHOOL POLICIES, PLEASE CONTACT THE SCHOOL PRINCIPAL OR THE SCHOOL DISTRICT OFFICE.**

- 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.

**E. 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.

#### **F. CHEMICAL AND SUBSTANCE ABUSE**

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery of 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) substance recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of 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.

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

- First Offense: An out-of-school suspension of up to five days with a parent conference and zeros for the days missed.
- Second Offense: A second offense involves a second event that results in violation of this policy. The first occurrence may have happened previously in a student's career in this district or any other. 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.

However, any student who knowingly sells delivers or otherwise provides drugs, as herein defined, 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 for expulsion.

In all substance abuse cases the appropriate law enforcement officials may be notified.

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:

- The first offense shall result in a one day in-school suspension
- The second offense shall result in a three day out-of-school suspension with a parent conference and zeros for the days missed
- The third offense shall 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.

#### **G. UNUSUAL DISCIPLINARY MATTERS (DANGEROUS ITEMS)**

Guns, ammunition, knives, fireworks, laser pens and other dangerous items are not to be brought to school, onto a school bus or to any school sponsored activity by students. Teachers and principals are authorized to confiscate such items immediately. Pursuant to Idaho Code 18-3302I, appropriate disciplinary action may include suspension from school, reporting to legal authorities for prosecution as a misdemeanor, and/or expulsion from school.

Employees of the school district shall be deemed to have the right to search all students or minors, their belongings, and lockers, who are reasonably believed to be in violation of this policy.

## **H. DRESS AND GROOMING**

The School District reserves the right to insist that the dress and grooming of pupils are within the limits of generally accepted good taste for the activity in which the student is engaged. Pupils shall be required to show proper attention to personal cleanliness, neatness, and reasonable standards of dress and appearance.

Student dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or the disciplinary control by the teacher. A general guide would be to follow prevailing styles but to discourage extremes or instances where a student may call attention to himself by unusual or extreme dress or grooming. Lakeland Jt. School District has consistently taken actions to maintain a safe and positive educational environment.

To maintain a safe, 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 Jt. School District:

- Hats, caps, or other head covering may not be worn during the school day.
- Undergarments should not be visible at any time.
- Pants may not be excessively baggy and must be worn near the waist. Shorts must be at least fingertip length. Leggings must have a skirt or shorts worn over them that are finger- tip length.
- Shirts must cover the midriff, have sleeves that cover the shoulder and must not be excessively low in the front.
- Pajamas or pajama pants are not appropriate at school.
- Face paint or other facial decorations are not to be worn at school.
- Shirts that promote, advertise, or display drug or drug culture, alcohol, tobacco products or messages of a sexual nature may not be worn.
- Any items identified as gang related or gang “colors” will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity. Any gang related activity will be reported to the police and may result in suspension or expulsion from school.

When a student’s appearance causes undue attention, is in poor taste, causes a disruption of the educational environment, or violates any of the above, the student may be asked to change.

Exceptions to this standard of dress are permissible when approved by special announcement from principals for a particular dance or activity.

## **I. TEACHERS’ AUTHORITY**

Pupils are required to comply with the regulations of the school, pursue the prescribed course of study, and submit to the teachers’ authority. Willful disobedience, open defiance of the teachers’ authority, or the use of profane or obscene language are sufficient cause for appropriate disciplinary action.

**J. 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.

**K. DAMAGE TO PROPERTY** Any pupil who shall cut, deface, or otherwise damage any school building or equipment, or who shall be guilty of theft of school district property, shall be liable for disciplinary action and his parents or guardians shall be liable for damages to the amount of the injury or theft to be collected by a school district official for the Board of Trustees.

## **L. BULLYING, HARASSMENT, AND INITIATIONS**

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying shall be subject to appropriate disciplinary, which may include a parent conference, counseling,

suspension, reporting to law enforcement authorities, and/or expulsion from school. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. 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.

#### **M. PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES**

The interscholastic activities program of Lakeland Joint 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 winning and losing in competition; teach the fundamentals of each activity and develop the individual participant to his/her fullest potential; teach democratic values through participation; teach the students the values of participation; teach the student the value 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 to those students willing to agree to and abide by the rules and guidelines 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 inter-scholastically unless special permission for absence has been granted in advance by the principal.
3. Confirm 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, or tobacco during the school year, as defined in "B" under definitions, or be knowingly present while such activity is taking place.

#### **DISCIPLINE**

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or 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 the 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.

- A. The use or possession of tobacco shall result in an immediate 20 school days of suspension from all inter-scholastic activity participation and practice. Five days of practice must follow any suspension before participation in a contest.
- B. 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 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 inter-scholastic activity.
- C. A student who voluntarily discusses 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.
- D. A student who knowingly sells, delivers, or otherwise provides drugs, alcohol, or tobacco to another

student or a student who has a second violation of rule 8 during the same year shall be suspended from all inter-scholastic activities for one calendar year.

#### **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. 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.
- D. 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.
- E. 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, or 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 this “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.

#### **ASSOCIATION WITH IHSAA**

Upon payment of annual dues, Lakeland Joint School District assumes membership in the Idaho High School Inter-scholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the Association 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.

#### **N. ATTENDANCE**

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student’s success in learning that subject. Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world.

#### **SECONDARY SCHOOLS**

Lakeland schools will implement and administer attendance policies in accordance with rules set forth by the Idaho Statute and Lakeland Board Policy.

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that subject was being taught per semester.

Absence from class for any reason including illness and family convenience shall be counted when the hours of attendance and consequent eligibility for credit is calculated.

For students in grades 9 through 12, the attendance policy shall be applied by class each semester. For students in grades 7 and 8, the policy shall be applied by class each semester with any loss of credit considered when determining promotion or retention. 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. 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 deny petitions for waiver establishing additional conditions for the reinstating 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).

During the same semester a second withholding of credit due to excessive absences shall be handled in an like manner except that the principal may establish additional conditions for the reinstating of credit. Credit shall remain withheld until the completion of the semester at which time the principal shall approve or deny the petition. 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 will not be considered an extraordinary circumstance.

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

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

## **ATTENDANCE**

**Absences** – Missing class for any reason including family convenience. For absences unrelated to school activities a parent/guardian with an explanation of the absence shall verify a student’s absence. Contact from the parent/guardian to the school should be made by note, telephone, or in person within three school days of the student’s return to school or such absences may be considered truant and processed accordingly. School work may be made up for credit either before or after any absence. Absences marked unexcused will result in zero credit.

**Single Period Absences** – Single period absences must be prearranged or the student must have a doctor’s note upon his/her return. Arrangements for a single period absence need to be made the day prior to the absence.

**Prearranged Excuse** - If students expect to be absent, they must prearrange such absence(s) in order to coordinate school assignments with teachers. The parents must send a note to the building principal requesting a prearranged excuse at least one day prior to the absence(s) in order for the prearranged excuse to be granted.

**Late to School** - A student who is late to class with no note from a parent is truant. Students are encouraged to bring a note from a parent/guardian stating the reason for the student’s tardiness; however, upon the student’s third late arrival, the student will receive disciplinary action. See Tardies.

**Suspensions** – Refer to district policy

**Truancy** – Refer to district policy

## **O. STUDENT RECORDS**

Policy: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, Section 513.

Lakeland Jt. 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:

1. The building principal is responsible for carrying out the policy of his/her school.
2. Only authorized school personnel shall record data on the records.
3. Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes.
4. 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.
5. The Board of Education and the Superintendent of Schools may have access to a student of students’ record(s) in cases of educational needs or discipline problems which have been referred to them.
6. 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 a student is not satisfied with the review, they may appeal to the Superintendent of Schools. The Superintendent will issue his 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.