

Principal's Welcome Message

August 2023

Dear Student and Parents/Guardians:

As the new school year begins it is important that you take the time to familiarize yourselves with our handbook. Our mission is to help students become responsible, academically competitive, technologically literate, motivated and engaged in the learning process. Our school's five core values of **Safety, Respect, Seeking Solutions, Integrity and Being Prepared** serve as the foundation upon how students will achieve our school's mission. We strive for our students to be leaders in the classroom, in extracurricular activities, and in our community. It is my hope that students will embrace our values and continue to build upon our rich traditions and meet our school's mission.

One way to help support students is to provide them with a tool to enable their success. This handbook is one of the tools that will help students to be successful at Potlatch Jr.-Sr. High School. The handbook includes our school code of conduct and important information on student life. Keep in mind that the code of conduct covers our general expectations. There may be situations that arise that are not specifically in the handbook, These will be monitored and corrected as needed under the guidelines of our general expectations. This handbook can also be used to help stay organized, set goals and practice time management.

The handbook details the shared responsibilities of students and parents. Simply stated our community is based upon the principles of respect and responsibility. Respect for oneself, one another, and property are critical to cultivating and maintaining the positive culture of our school. We all share the responsibility of maintaining these high standards in our community. As our district motto says, "*Small Town, Big Hearts, Bright Futures!*"

If students use the handbook as a guide and resource about our core values and community, they will be better positioned to become successful students and capable, caring, active contributors to a world needing their skills, knowledge, creativity, and commitment to learning.

As your principal, I look forward to watching you grow and positively contribute to our school and community.

Sincerely,

Doug Richards

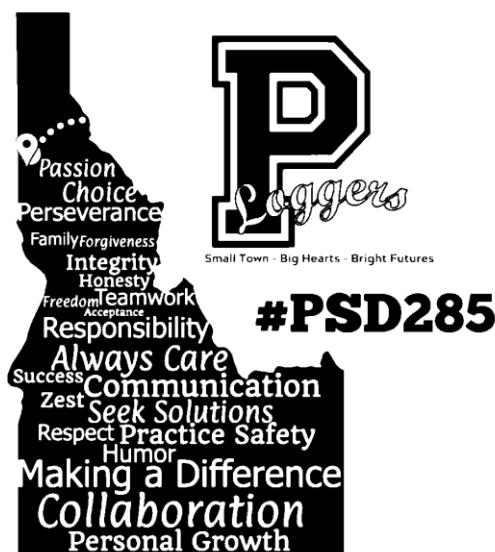


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**SMALL
TOWN,
BIG
HEARTS,
BRIGHT
FUTURES**

POTLATCH

Junior-Senior High School



LOGGER PRIDE

130 6th Street Potlatch, Idaho 83855
 (208) 875-1231 office (208) 875-1028 fax
www.psd285.org

All Potlatch staff members can be contacted by email using their first name.last name@psd285.org.
 Example: Doug.Richards@psd285.org

School Hours: Students are permitted inside the school at 7:30 AM. Before this time, students must be under direct supervision of staff. Students need to make arrangements with staff to be in the building before 7:30 AM. The students must leave the building immediately following the instructional day unless they are with a staff member.

Normal Day: 1st Bell at 7:56

- | | | | |
|--------|-------|---------|----------|
| 1. | 8:00 | – 8:53 | (53 min) |
| 2. | 8:56 | – 9:49 | (53 min) |
| 3. | 9:52 | – 10:45 | (53 min) |
| 4. | 10:48 | – 11:41 | (53 min) |
| Lunch: | 11:42 | – 12:11 | (30 min) |
| 5. | 12:14 | – 1:08 | (53 min) |
| 6. | 1:11 | – 2:04 | (53 min) |
| 7. | 2:07 | – 3:00 | (53 min) |

Advisory: 1st Bell at 7:56

- | | | | |
|--------|-------|---------|----------|
| 1. | 8:00 | – 8:50 | (50 min) |
| 2. | 8:53 | – 9:43 | (50 min) |
| 3. | 9:46 | – 10:36 | (50 min) |
| 4. | 10:39 | – 11:29 | (50 min) |
| Lunch: | 11:30 | – 12:00 | (30 min) |
| 5. | 12:03 | – 12:53 | (50 min) |
| Adv. | 12:56 | – 1:16 | (20 min) |
| 6. | 1:19 | – 2:08 | (49 min) |
| 7. | 2:11 | – 3:00 | (49 min) |

Potlatch Jr.-Sr. High School Calendar 2023-2024

August 25-29	District In-Services and Staff Work Days- NO STUDENTS
August 30	First Day of School
September 4	NO SCHOOL- Labor Day
September 14	Staff Professional Development- NO STUDENTS
September 15	NO SCHOOL
October 20	Staff Professional Development- NO STUDENTS
November 2	End of Quarter 1
November 3	½ Work Day/ ½ PD Day- NO STUDENTS
November 7-9	Parent–Teacher Conferences
November 10	NO SCHOOL
November 22-24	NO SCHOOL- Thanksgiving Break
December 22	Early Release at 1:30
December 25-Jan 5	NO SCHOOL- Winter Break
January 15	NO SCHOOL- Martin Luther King, Jr. Day
January 25	End of Quarter 2/ End of Semester 1
January 26	½ Work Day/ ½ PD Day- NO STUDENTS
February 16	Staff Professional Development- NO STUDENTS
February 19	NO SCHOOL- Presidents Day
March 8	Staff Professional Development- NO STUDENTS
March 25-29	NO SCHOOL- Spring Break
April 5	End of Quarter 3
April 8	½ Work Day/ ½ PD Day- NO STUDENTS
May 17	Teacher Professional Development- NO STUDENTS
May 27	NO SCHOOL- Memorial Day
June 1	Graduation
June 6	End of Quarter 4/End of Semester 2/Last Day of School
June 6	Early Release at 1:30
June 7	Teacher Check Out

What We Believe

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

Our Vision

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

Our Mission

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

Our Motto

“Small town, BIG hearts, bright futures!”

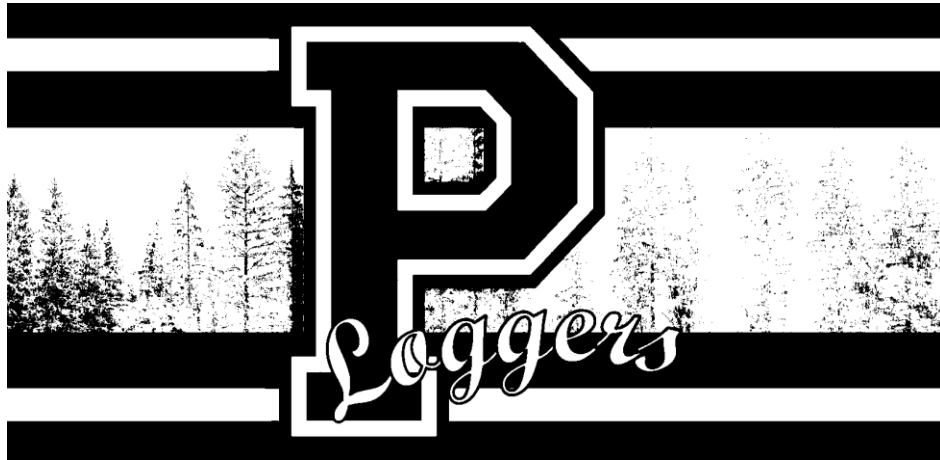
Belief Statements

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

Student Rights and Responsibilities

1. To be informed of and adhere to reasonable rules and regulations established by the board of trustees, school administrators, and teachers. This student handbook is a reference with which students should be familiar.
2. To respect the rights and individuality of fellow students, as well as teachers, administrators and all other personnel involved in the school community.
3. To refrain from libel, slander, and obscenities in verbal and written expression.
4. To dress and groom yourself in a manner that meets reasonable standards of health, cleanliness and safety. (Refer to dress code on page 30).
5. To be punctual and present in the regular or assigned school program.
6. To refrain from conduct or behavior that disrupts the educational process.
7. To strive to meet one's potential.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school and at school-sponsored activities.

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



“Loyal and True”

We pledge allegiance to you.

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

Cheers to our school! Forever more may we rule!

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

GO! GO! GO! GO!



1. ACADEMICS

1.1 Graduation Requirements for High School Students

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

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

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

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

ACADEMICS (continued)

1.2 Class Credits Toward GPA

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

High School Classes

A = 4 points

B = 3 points

C = 2 points

D = 1 point

Dual Credit Classes

A = 4.5 points

B = 3.5 points

C = 2.5 points

D = 1.5 points

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

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

Valedictorian/Salutatorian Awards

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

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

Breaking A Tie

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

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

Standardized Test Scores

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

ACADEMICS (continued)

Honor Roll

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

Incomplete Grades

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

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

IDLA Classes

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

Dual Credit Classes

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

General Information

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

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

Basic Core Classes

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

Class or Schedule Changes

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

ACADEMICS (continued)

1.3 Academic Integrity:

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

1.4 Academic Dishonesty:

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

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

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

- **First offense:** The student will receive a "Zero" for the work and will not be allowed to make up that grade by extra credit or any other method unless other arrangements have been made with the teacher.
- **Second offense:** All the above consequences and any of the list below for a period of time decided by the Principal:
 - 1) Cell phones to be held in the High School Office for the entire school day.
 - 2) Loss of extra-curricular activities.
 - 3) Closed campus- Students are not allowed to leave the school property.
Example: They cannot go to the Grange during lunch.
 - 4) In or out of school suspension.
- **Third offense:** A third offense in the same class may result in an "F" for the quarter.

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

ACADEMICS (continued)

1.5 Student Progress

Report Cards

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

Progress Reports

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

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

2. ATHLETICS & EXTRACURRICULAR CLUBS

2.1 Athletic Eligibility & Extracurricular Expectations (Policy #3360)

At Potlatch School District #285 we believe:

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

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

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

ATHLETICS & EXTRACURRICULAR CLUBS (continued)

Extracurricular Activities Listed

Extracurricular Activities include, but are not limited to:

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

Training and Practice Rules for all extracurricular activities:

1. Attendance at practice is mandatory.
 - a) Exceptions to the mandatory practices are Sundays or National Holidays.
 - b) Camps, summer leagues, etc. during the off-season are optional.
 - c) Maximum effort is required at practices.
2. In order to be eligible to participate in extracurricular activities, students must be on track to graduate. Students must have at least 2.0 GPA and no Fs from the previous grading period. Students not meeting either one of those requirements will be required to have an academic improvement plan in place as developed by the Potlatch School District. (See Policy 3360F)
3. To support academic success, all athlete grades will be checked at least every **three (3)** weeks by administration. Students found with missing assignments or failing grades will be required to attend “Athlete Study Table.” Students who choose not to attend “Athlete Study Table” and students who attend but don’t meet minimum grade requirements may be suspended from participation at the discretion of the Athletic Director or Principal.
4. A physical is required for participation in athletic activities. In addition to the physical required upon entrance into sports, all athletes will obtain a physical in the **7th, 9th and 11th grades**.
5. All participants in extracurricular activities are prohibited from using or possessing alcohol, drugs and tobacco. A **first violation** of this rule during non-school sponsored activities **and/or** school sponsored activities will result in **a suspension from participation in all school events for ten (10) school days*** from the time and date of school administration’s notification of the violation to **both** the student-athlete and his or her parents and/or guardians. ***Please note – games or events played on weekends, holidays, or breaks are considered “school days” as well.** Participation will be required in the Teen Support Program (Policy 3340) or unless the student opts out of the Teen Support Program and will be required to take a 90-calendar day suspension from all extra-curricular activities. During the 90 calendar day suspension students will not be allowed to participate in any activities that do not impact their grade. During said **ten (10) school days suspension** the student will be required to attend team practices and team events, but sit on the sidelines during the course of play. A **second violation** of this rule in the same school year will result in **removal from the team for the remainder of the season and a 90-calendar day suspension from all school activities on school district property**. If the violation occurs on campus, or at school sponsored activities off campus, other sanctions will also apply (see Policy #3340).

ATHLETICS & EXTRACURRICULAR CLUBS (continued)

- 1) Students who fail the Teen Support Program by showing any positive, adulterant or tampered Urine Analysis drug test or sample or admission or conviction of a drug or alcohol related offense in regards to substance abuse will result in a one calendar year suspension from all school sponsored activities that do not impact a student's grade. This one calendar year suspension shall be from the date of the Teen Support Program failure, admission or conviction of a drug or alcohol related issue.
- 2) **Obscenities** and **vulgaritys** are prohibited at all contests and practices.
- 3) All **harassment** and **hazing** is prohibited in the locker room, on buses and on the field or other event venue.
- 4) All participants are subject to the random drug testing program as outlined in Policy #3350.
- 5) Any participant who intentionally associates with others at social functions where alcohol or illegal drugs are being consumed, and is not accompanied by his/her parents/guardians, shall be considered to have committed a violation as outlined in
 - a) Paragraph 4 above. This section (paragraph 8) does not include business establishments that serve alcohol to adults, but allow minors to be present.
- 6) The "date of the violation" shall be defined as the "*date the student and parent/guardian were notified by school administration that the student was found using or in possession of contraband on campus or during a school sanctioned activity*" or the "*date that the parent and student were notified by school administration that a drug test was returned with a positive result*". Consequences and/or restrictions will not go into effect until after the administration, the student-athlete, and the parents and/or guardians have discussed the violation.

Seasons Defined:

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

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

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

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

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

Activity Privileges

Privileges of activities participation and positions of honor and representation may be forfeited by a student who fails to comply with expectations of scholarship, attendance, citizenship and conduct. Included in this definition are activities sponsored by the Potlatch School District, such as sports groups, clubs, dances, senior trip, class field trips, etc. Students must be present for six out of seven periods to be able to participate in activities. (This is also found in section 3.9 on page 20.)

ATHLETICS & EXTRACURRICULAR CLUBS (continued)

2.2 Athletic Activity Attendance

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

2.3 Athletic Out-of-Town Games

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

2.4 Athletic Physicals

7th, 9th and 11th grades physicals are required in order to participate in the athletic program.

2.5 ASB Cards

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

3. ATTENDANCE

3.1 Attendance (Policy #3120)

Compulsory Attendance

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

Attendance Requirements

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

Procedures at Secondary Level (Grades 7-12)

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

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

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

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

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

Making up Work Assignments

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

Extended Illness or Health Condition

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

ATTENDANCE (continued)

Excused Absence for Chronic Health Condition

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program under a 504 plan. The student and their parents shall apply to the Principal or Counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the Principal and school nurse. Appropriate staff shall be informed of the student's needs. Absence verified by a medical practitioner may be sufficient justification for home instruction.

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

Unexcused Absences

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

Tardies

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

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

3.2 Attendance (Policy #3040)

Compulsory Attendance

"The parent or guardian of any child who has attained the age of seven (7) years, but not the age of sixteen (16) years shall cause that child to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. To accomplish this, a parent or guardian shall either cause the child to be privately instructed by, or at the direction of, his parent or guardian; or enrolled in a public school, or public charter school, including online or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees, or other governing body, operating the school attended."—**Idaho Code § 33-202**

Attendance Requirements

PROCEEDINGS AGAINST PARENTS OR GUARDIANS. (1) Whenever the parents or guardians of any child between the ages of seven (7) years, as qualified in section 33-202, Idaho Code, and sixteen (16) years, have failed, neglected or refused to place the child in school as provided in this chapter or to have the child instructed as defined in section 33-202, Idaho Code, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the juvenile corrections act or as otherwise provided in subsection (2) of this section:

ATTENDANCE (continued)

(2) Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is an habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become an habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

(3) Whenever it is determined by the board under provisions providing due process of law for the student and his or her parents that the parents or guardians of any child not enrolled in a public school are failing to meet the requirements of section 33-202, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the district court of the county of the pupil's residence, in such form as the court may require under the provisions of section 20-510, Idaho Code.

3.3 Make-up Assignments/Work

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

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

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

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

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

3.4 Leaving Class Procedures

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

3.5 Leaving School Procedures

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

3.6 Assemblies

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

ATTENDANCE (continued)

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

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

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

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

3.9 **Activity Privileges**

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

4. FACILITIES

4.1 Driving on Campus Procedures

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

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

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

Any deviations to the above must first be cleared through the administration. Questions concerning this matter should be directed to the building administrator. For any violation of the Driving on Campus Procedures see 5.14 p. 33.

4.2 Parking

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

4.3 School Property

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

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

4.4 Campus Security

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

4.5 Visitors

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

4.6 Dances

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

FACILITIES (continued)

4.7 Lockers

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

4.8 Library

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

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

4.9 School Closure

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

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

School Closure information can also be found on our website: www.psd285.org

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

Please DO NOT call the school for closure information.

4.10 Communication and Electronic Devices

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

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

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

FACILITIES (continued)

4.11 Computer Networks

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

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

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

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

4.12 Student Published Materials

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

4.13 Textbooks

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

5. STUDENT MANAGEMENT

5.1 School Values and Behavior Expectations

***SAFETY-** Make healthy decisions, report unsafe situations and be aware of your surroundings.*

***RESPECT-** Honoring the value of yourself, another person or object through your words, actions and attitude.*

***SEEK SOLUTIONS-** Overcome challenges, achieve your goals and don't give up.*

***INTEGRITY-** Having positive character, being honest and trustworthy.*

***PREPARED-** Equipped, flexible and ready for anything!*

5.2 Statements of Responsibility

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

Show respect by...

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

Show responsibility by...

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

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

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

5.3 Students Rights and Responsibilities (Policy #3200)

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

STUDENT MANAGEMENT (continued)

5.4 Referencing Discipline (Policy #3330 & Policy #3315)

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

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

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

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

STUDENT MANAGEMENT (continued)

Definition of Harassment, Intimidation and Bullying

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

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

Consequences for Harassment, Intimidation and Bullying

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

Disciplining Students on Individual Education or Section 504 Plans

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

Gun-Free Schools (Policy 3310)

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

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

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

STUDENT MANAGEMENT (continued)

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:

1. "Deadly or dangerous weapon" means any weapon as defined in United States Code
2. "Firearm" means any firearm as defined in United States Code

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

Delegation of Authority

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

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.

STUDENT MANAGEMENT (continued)

5.5 Student Discipline

As part of our school-wide positive behavior program, there are consequences associated with our behavior expectations. Below is an explanation of the consequences and which category they fall in regarding Potlatch Jr.-Sr. High's school-wide positive behavior and support program. The list of consequences is not inclusive.

Students will be sent to the office when there is a serious offense (such as fighting, the student is out of control, etc.) where the safety of other students or staff members is directly at risk and may receive immediate in-school or out-of-school suspension. Severe offenses (violation of drug or weapons policy etc.) will result in immediate out-of-school suspension and/or recommendation to the Board of Trustees for expulsion. The teacher or staff member informs the office (Principal, Principal Designee, or District Office) when the student is being sent to the office and a brief explanation why. The referring teacher or staff member will document each step of the assertive discipline program through the student information system (SIS) and submit an Office Discipline Referral Form to the Principal or his designee as soon as possible or by the next morning. Any student suspended from school will only be re-admitted after a conference has been held with the Principal.

Appeals and Grievances Procedures

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

5.6 Office Discipline Referral Form & Student Account and Reflection

POTLATCH JR.-SR. HIGH OFFICE DISCIPLINE REFERRAL FORM

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

STUDENT ACCOUNT AND REFLECTION

What happened, in your own words?

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

When and where did it happen?

Why do you think this behavior was a problem?

What do you think the consequence should be?

What should you do differently next time?

Student Name: _____

Signature: _____ **Date:** _____

Potlatch Jr.-Sr. High Leveled Consequences

** 3 minors in one week = 1 major

<p>Level 1 - Minor Behaviors that impact primarily the student</p>	<p>Level 2 - Minor Behaviors that interfere with the learning of others</p>	<p>Level 3 - MAJOR Behaviors that affect an orderly or safe environment</p>	<p>Level 4 - MAJOR Harmful/Illegal Behaviors</p>
<p>Not prepared:</p> <ul style="list-style-type: none"> • No homework • Not having a pencil <p>Off task:</p> <ul style="list-style-type: none"> • Breaking pencils • Leaning in chair • Not doing classwork • Inappropriate use of Technology (Games/YouTube) • Not following directions • Not listening • Out of seat • Playing in desk • Whining <p>Minor disrespect:</p> <ul style="list-style-type: none"> • Refusing to work • Not taking responsibility for actions • Misuse of equipment <p>Other:</p> <ul style="list-style-type: none"> • Copying behaviors • Loitering • Not in line • Sleeping 	<p>Minor disruption:</p> <ul style="list-style-type: none"> • Cell phone use • Inappropriate use of technology • Constant talking • Inappropriate noises • Dress code violation • Out of seat • Poking • Putting inappropriate stuff in urinal or toilet • Talking out • Tattling • Touching • Visiting/talking <p>Minor disrespect:</p> <ul style="list-style-type: none"> • Consistently not following directions • Inappropriate chair manners • Minor destruction of others' and school property • Not lining up on the playground • Standing on furniture • Misuse of equipment 	<p>Disrespect to others:</p> <ul style="list-style-type: none"> • Bodily fluids on the restroom floor or walls • Cheating/Forgery • Climbing in bathroom • Hallway behaviors • Inappropriate language • Leaving room without permission • Looking under restroom stalls • Lying • Profane hand gestures • Refusal to comply with requests • Talking back to adult • Tantrums • Throwing things with intent to harm <p>Bullying:</p> <ul style="list-style-type: none"> • Pinching • Pushing • Teasing • Cyberbullying 	<p>Actions that cause harm:</p> <ul style="list-style-type: none"> • Biting • Fighting • Major destruction of school or others property • Punching • Threatening to do injury to person or property • Throwing furniture • Weapons <p>Major disrespect:</p> <ul style="list-style-type: none"> • Bodily fluids on others • Drugs • Inappropriate language • Profane hand gestures • Sexual behaviors • Sexual harassment • Stealing
<p>Ideas for controlling behavior:</p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/expected behaviors • Verbal warning 	<p>Ideas for controlling behavior:</p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/expected behaviors • Verbal warning 	<p>Ideas for controlling behavior:</p> <ul style="list-style-type: none"> • Consult with school counselor/school psychologist for classroom/individual behavior management ideas • Debrief with student • Increased supervision • Pre-correction • Priming • Re-teach expectations 	<p>Ideas for controlling behavior:</p> <ul style="list-style-type: none"> • Debrief with student after referred to office and de-escalation. • Follow procedures for immediate assistance/referral to office
<p>Consequences may include:</p> <ul style="list-style-type: none"> • Loss of privileges • Loss of computer privileges • Moving seat • Parent contact • Timeout in room 	<p>Consequences may include:</p> <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Apology letters • Behavior contract • Community Service • Detention • Loss of computer privileges • Loss of privileges • Parent contact will be made • Timeout in another location • Timeout in room 	<p>Consequences may include:</p> <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Apology letters • Behavior contract • Community Service • Detention • Loss of privileges • Parent contact will be made • Problem-solving form • Suspension (ISS or OSS) • Timeout in another location • Timeout in room 	<p>Consequences may include: (Per Board Policy)</p> <ul style="list-style-type: none"> • In-School Suspension • Out-of-School Suspension • Loss of privileges • Restitution • Expulsion • Withdrawal from class with 'F' <p>* IMMEDIATE office referrals should occur with this level of infraction</p>

Staff Notes: _____

Administrator Notes: _____

STUDENT MANAGEMENT (continued)

5.7 Student Dress Code (Policy #3220)

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

5.8 Dress Code Procedures

Student attire must not detract from the educational process. If for any reason a staff member finds a piece of clothing either unacceptable or offensive, the student will be discreetly referred to the Office as soon as possible. Each violation thereafter will result in additional disciplinary action by the Principal.

Inappropriate Content for Clothing and Hats

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

Appropriateness of Attire

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

Additional Requirements

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

Procedures for Dress Code Violations

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

STUDENT MANAGEMENT (continued)

5.9 Classroom Conduct

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

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

Tardy Procedures

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

5.10 Paraprofessionals, Substitutes, and Student-Teachers

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

5.11 Violence Policy

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

5.12 Public Displays of Affection (PDA)

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

5.13 Search and Seizure

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

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

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

STUDENT MANAGEMENT (continued)

5.14 Violation of the Driving on Campus Procedures

Driving on Campus Procedures

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

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

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

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

First Offense:

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

Second Offense:

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

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

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

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

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

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

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

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

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

STUDENT MANAGEMENT (continued)

5.15 Weapons and Gun Free School (Policy #3310)

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

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

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

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

5.16 Bus Procedures

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

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

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

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

6. MISCELLANEOUS POLICY & PROCEDURES

6.1 Emergency Drills

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

6.2 Accidents and First Aid

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

6.3 Daily Bulletin

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

6.4 Insurance

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

6.5 Medication

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

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

6.6 Pictures

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

6.7 Records

(Reference Policies 3570, 3570P)

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

6.8 Transferring Students

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

6.9 School Meals

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

MISCELLANEOUS POLICY & PROCEDURES (continued)

6.10 Military Recruitment

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

6.11 Safety Bussing (Policy #8110)

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

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

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

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

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

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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P *Loggers*

SAFETY

Make healthy decisions, report unsafe situations, and be aware of your surroundings.

RESPECT

Honoring the value of yourself, another person or object through your words, actions and attitude.

SEEK SOLUTIONS

Overcome challenges, achieve your goals and don't give up!

INTEGRITY

Having positive character, being honest and trustworthy.

PREPARED

Be Equipped, flexible and ready for anything!

Potlatch Jr.-Sr. High School

