

**PARMA HIGH SCHOOL
137 PANTHER WAY
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GREETINGS from the Principal and ASB President
Welcome Parma Panthers to the 2023-2024 school year

At the beginning of each school year, I try to find a quote, video clip, or story that will help motivate staff and students to be the best version of themselves for the upcoming school year. We have been using the theme at PHS for the last five years
GRIT, GRACE, and GROWTH

There have been obstacles in the past that have either slowed our progress or changed our direction slightly. Even so, these three words have guided the decision-making process at PHS consistently. Our purpose and goal have always been to “encourage the development of lifelong learners utilizing the ability to think critically, act ethically, and contribute to the enhancement of society.” In order to accomplish this purpose we all will have to show a little GRIT and GRACE to achieve this purpose and then GROWTH will be our desired results.

Here are three thoughts to keep with you this year:

“If you are afraid to fail, you will never do the things you are capable of doing.”
- Coach John Wooden

“Teachers can open the door, but you must enter it yourself.” -Chinese proverb

“In a world where you can be anything, **be kind.**” – Jennifer Dukes Lee

We are Panther Strong!

Monique Jensen, Parma High School Principal

Welcome Parma High School students of 2023- 2024! I am Baylee Morgan, your ASB President. I am honored to be serving the student body. We as ASB officers have planned some wonderful activities for our upcoming school year. I look forward to the opportunity to build a strong culture of commitment and pride with our Panther family. Hoping this year if it is your last or your first brings you some amazing panther memories.

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SCHOOL BOARD

Chairman	Kurt Kaiser
Vice-Chairman	Sara Bartles
Board Member	Dennis Atkinson
Board Member	Stewart Beswick
Board Member	Oney Eguia

ADMINISTRATION

Superintendent	Stoney Winston
Principal	Monique Jensen
Social-Emotional Counselor	Amber Stokes
College and Career Counselor	Cory Fortin
Activities/Athletic Director	Rikki Tolmie
Financial Manager	Suzanne Gentry
Office Manager/Registrar	Lynsi Harris
District Nurse	Lindsey Barroso
Federal Programs Director	Kristie Sitts
Head of Maintenance/Transportation	Keri Tveidt

BUILDING STAFF (Listed by main content area taught)

Christine Fendley	English I	Kylie Surmeier	Math I
Bailey Reece	English II	Lesley Marks	Math II, Calculus
Hailey Gibson	English III	Karen Barbour	Math III
Paula Clark	English IV/College Prep		
Carli Flowers	US History I/Economics	Judy Ketterling	Phy Science/Chem/Physics
Scot Garrick	US History II/Government	Dan Kling	Bio I/Bio II
Sullivan Redfield	Choir	Yolanda Ramirez	Foreign Language
Michael Calkins	PE/Health		
Toby Leonard	Band	Drew Carrell	Ag-Science
Montana Manapat	Art		
Stephanie Windle	Business	Shelly Staniec	District Librarian
		Susan Beck	IDLA
	Resource Room Aide		
	Resource Room Aide	Barb Davis	Janitor
Wayne Hamilton	Resource Room	Danielle Cruz	Janitor
		Jim Libengood	Janitor

STUDENT GOVERNMENT

Student Body Officers

President	Baylee Morgan
Vice-President	Caden Stevens
Secretary	LeeAnn O'Leary
Treasurer	Travis Stockett
School Board Representative	Isy Asumendi
Sergeant-at-Arms	Olivia Peterson

Senior Class

President:	Isy Asumendi
Vice-President:	Lupe Carrillo
Secretary:	Thomas Jensen
Treasurer:	Travis Stockett
Historian:	Fiorella Hernandez

Junior Class

President:	Megan Atkinson
Vice-President:	Haylee Gentry
Secretary:	Serenity Kameyer
Treasurer:	Megan Rogers
Historian:	Berklee Guerrero

Sophomore Class

President:	Doni Riley
Vice-President:	Liam Sutherland
Secretary:	
Treasurer:	Nate Murdock
Historian:	Riley Greer
Representative:	

Freshman Class

President:	Mikayla Pena
Vice-President:	Treyson Roche
Secretary:	Mackenzie Libengood
Treasurer:	Olivia Atkinson
Historians:	Yuritzzy Erbe and Cierra Foz
Representatives:	Layla Page

FIGHT SONG

*Parma Panthers brave and strong and true,
we will fight our best for you.
We will back you in your mighty stand
as the bravest in the land,
for we know that you are loyal ones
of our dear old Parma High,
and we'll fight, fight, with you all the way
on your march to victory.*

PURPOSE

Parma High School encourages the development of lifelong learners utilizing the ability to think critically, act ethically, and contribute to the enhancement of society.

GOALS

To ensure all students are adequately prepared for future success, we

- set clear, high expectations;
- monitor student progress through intervention and mentor teams;
- evaluate, reflect, and adjust using compiled data;
- encourage a positive, respectful, safe school climate and culture;
- support strong community involvement; and
- inspire extracurricular and co-curricular participation.

PARMA HIGH SCHOOL BEHAVIOR EXPECTATIONS

POSITIVE

- Attitude Talk Tone

RESPECTFUL

- Caring Kind Compassionate

INDIVIDUAL RESPONSIBILITY

- Present Punctual Prepared

DEMONSTRATE EXCELLENCE

- Initiative Intention Inclusion

ENSURE SAFETY

- Be mindful of Yourself, Others, and Property

CLUBS AND ORGANIZATIONS

Activities are an important part of your high school career. Good records in extracurricular activities along with a good GPA are two excellent recommendations for college entrance and scholarship applications.

ACADEMIC ACHIEVEMENT REQUIREMENT FOR ALL EXTRACURRICULAR ACTIVITIES

Every week a D/F report will be sent to each coach, teacher, and/or advisor.

All coaches/advisors monitor their athletes.

If a student has an "F" on the report, he or she will be ineligible for that week. The student will be allowed to participate in practices but not in games, field trips, and club or group activities during this week. At the end of this week, if the student still has an "F", he or she will no longer be allowed to **participate** in practices, games, field trips, or club/group activities until grade has improved.

A student becomes eligible when a printed **PowerSchool** grade report is presented to the coach/advisor or athletic director indicating a "D" or better in that class.

ACADEMIC ACHIEVEMENT REQUIREMENT FOR CO-CURRICULAR OVERNIGHT TRIPS

All students attending overnight trips must have grades that are a 65% or better in all classes one week prior to **and leading to** the departure of the event. Grades must remain in passing status

through the duration of the trip **or student will be sent home at their expense (with administrator discretion). If a student fails to meet the grade requirement, the cost of the trip will not be refunded.**

If a student is unable to attend a school overnight trip, the student may lose their deposits that were required to be paid in advance for the trip.

1. **ASSOCIATED STUDENTS (ASB):** Anyone in grades 9-12 may belong upon payment of dues (ASB card). In order to participate in any sport, cheerleading, drama, band or choir--or to vote in candidate elections, court elections, etc.--a student must belong.
2. **STUDENT COUNCIL:** The Student Council is the policy-making body for the students. Membership is limited to the elected officers of the ASB and representatives from each recognized group in the high school.
3. **CUB NATION:** Anyone in grades 9-12 may belong upon payment of dues (\$5). Cub Nation's goal will be to spread school spirit and support our fellow students in all that they do. This is a great opportunity to become more involved in our school and build new relationships.
4. **BUSINESS PROFESSIONALS OF AMERICA (BPA):** Students enrolled in any office occupations course are eligible to belong to this co-curricular organization. BPA gives the student an opportunity to participate in competitive contests at the district, state, and national levels.
5. **FUTURE FARMERS OF AMERICA (FFA):** A club designed for those students taking Vocational Agriculture, it allows students to utilize information gained in the classroom for project experience. FFA also gives the student an opportunity to participate in several judging contests, state conventions, and outdoor activities.
5. **NATIONAL HONOR SOCIETY (NHS):** The object of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Parma High School. Membership is open to juniors and seniors and is based upon scholarship, service, leadership, and character, as defined by the National Honor Society.
7. **DRAMA CLUB:** Currently Drama club is inactive. This club is open to all students who have been enrolled in one semester of drama. Drama club members are involved with providing entertainment for school and community activities.
8. **PUBLICATIONS:** The Publications class is involved in the development of the school yearbook.

9. **LEO'S CLUB:** This service organization, with affiliation to Lions Club International, is open to all students.
10. **FUTURE HISPANIC LEADERS OF AMERICA (FHLA):** This is a Hispanic service and leadership organization and all students are welcome to join.
11. **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA):** A group of athletes who are brought together by their common faith of Christianity. FCA is a worldwide organization with a chapter here at Parma High School.
12. **RODEO CLUB:** Currently Rodeo club is inactive. Rodeo club is an organization for those students who have or want to develop a love and appreciation for the sport of rodeo, with opportunities to compete at District, State and National levels.

FEES

Textbooks	No charge unless damaged or lost.
Insurance	<u>THE SCHOOL DISTRICT DOES NOT BUY HEALTH INSURANCE TO COVER STUDENTS.</u>
ASB Card	\$30.00. Required for students in any sport, cheerleading, drama, band, or choir. The card allows students to enter all regular season home sports contests for free, takes \$1.00 off adult prices at away sports/games/matches.
Annual/Yearbook	\$61.00
Driver Education	\$175.00
IDLA	\$75 (per class) (The District does not pay for credit recovery IDLA courses)
Chromebook Protection Plan (optional)	\$25

Class Dues

Freshman	\$20
Sophomore:	\$20
Juniors:	\$20
Seniors:	\$20

*The district will pay the course fee for each student enrolled in Idaho Digital Learning Academy (IDLA) courses, if the course is part of the student's full-time enrollment. The district may require a student to pay a course fee if a student enrolls in additional courses beyond full-time enrollment, or a student elects to participate in summer school courses. The District will not cover the cost of retake courses. District Policy #638.

ACTIVITY MONEY – DISTRICT POLICY #838

Student body activity funds are to be used to finance a program of extracurricular activities augmenting the activities provided by the Parma School District. Projects for the raising of funds shall generally contribute to the educational experience of students and shall not detract

from the instructional program. (All fundraising projects must be approved by the athletic director and principal – District Policy #838).

DISCLOSURE OF STUDENT DIRECTORY INFORMATION – DISTRICT POLICY #681

Parma High School, in accordance to policy, may disclose directory information after giving written, public notice annually to parents and students.

LIMITED OPEN ENROLLMENT – DISTRICT POLICY #631

In accordance to policy, Parma High School can accept out-of-district students on a case-by-case basis.

SCHOOL DANCES AND OTHER SPECIAL ACTIVITIES

The principal and/or activities director, **and only they**, can grant permission to schedule an activity or place an event on the school calendar. Forms are located in the PHS Front Office. Students/advisors are recommended to ask permission for an activity as far in advance as possible.

Dance regulations restrict attendance to the members of the student body, with this exception: A member of the student body may bring one guest, if the guest is approved prior to the event by the principal or the principal's designee. PHS students are allowed to bring one guest (either one Parma student or one non-PHS guest) If there are behavior issues with the non-PHS guest you bring, then you will not be allowed to bring another non-PHS guest to any other dance.

No dance will extend beyond 12:00 midnight. Students leaving the building during the dance will not be permitted to re-enter.

SCHEDULING

All social functions must have the approval of the class or club advisor and the principal **two weeks** in advance. Scheduling an event requires the completion of an activities form from the front office.

Before final approval of a function will be given, the class or club must be able to verify that they have made adequate plans for the event, including lining up chaperones, clean-up, and getting it on the master calendar.

TRANSPORTATION – DIST. POLICY #730

Transportation to and from school is provided to students living more than 1.5 miles from school. Persons authorized by the district are eligible to ride buses. Any time a student is on a bus, he/she is expected to follow all bus rules. Failure to do so may result in disciplinary action from the Transportation Department Supervisor.

MEETINGS

All meetings of any class or club must be approved by an advisor. Meeting times and date should be placed in the daily bulletin.

LIBRARY

Panther Library opens at 7:30 a.m. and closes at approximately 4:15 p.m. unless prior arrangement is made to stay open later. The library has books, magazines, and a small computer lab for student use with a networked printer for printing class assignments at no cost. Students are not required to have an ID card to check out books, and the library does not charge overdue fines. If a book is lost or ruined, the student will be expected to pay for replacement cost, but the librarians will do their best to find the lowest replacement price.

BOOK/FEE/EQUIPMENT/FINE RESPONSIBILITIES

Meeting personal financial obligations is regarded as an important attribute of a responsible adult and citizen. The personal responsibilities of students at Parma High School include the prompt return of books and supplies in good condition, and prompt payment of all participation fees and fines for lost or damaged items. Students are responsible for their obligations and will be held accountable for meeting them.

GRADUATION REQUIREMENT

All students graduating from this school district will meet Idaho's and the Parma School District's graduation requirements.

DENIAL OF PROMOTION OR CREDIT – DISTRICT POLICY #522

Students not meeting the ninety percent (90%) attendance requirements will not receive credit or be promoted even though they may have passing grades. The parent/guardian who has valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the building attendance committee. Such requests must be made within five (5) days of receiving notice of the denial. The building attendance committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted. The attendance committee will consist of the building principal, school counselor, and three (3) teachers designated by the principal.

The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within ten (10) days after the attendance committee submits its decision. The superintendent will render a decision on the appeal within ten (10) days after receiving the appeal.

The decision of the superintendent may be appealed to the board for a final decision. The appeal must be filed with the superintendent's office within ten (10) days after the superintendent notifies the parent/guardian of his or her decision. The board will address the appeal in executive session. The parent/guardian will have an opportunity to appear before the board for an informal hearing. The parent/guardian will be given an opportunity to present

written or oral information as to why the student should not be denied credit or promotion. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses. Upon reviewing the decision of the attendance committee and superintendent, and the basis for the appeal by the parent/guardian, the board will uphold or overturn the superintendent's decision in Executive Session and issue a written decision within ten (10) days. The board's decision will be final.

The student will be allowed to continue to attend classes pending the board's determination in this matter.

DISTRICT REQUIREMENTS

Parma High School operates on the semester credit system. Fifty-two (52) credits are required to graduate.

SUBJECT	REQUIRED
English (Writing skills emphasis)	8
*Careers and Speech	1
*Can be substituted for Ag Personal Skills Development (1 semester)	
Mathematics (2 credits of Math I 2 credits of Math II)	6
Science	6
Physical Science (9 th grade)	2 credits required
Biology (10 th grade)	2 credits required
2 credits of science for which Biology is a prerequisite	
Social Studies	8
U.S. History I (10 th grade)	2 credits required
U.S. History II (11 th grade)	2 credits required
American Government (12 th)	2 credits required
*Economics (12th grade)	1 credit required
*Sociology (12 th grade)	1 credit required
*Can be substituted for DC Bus Management/Bus Personal Finance (2 semesters total) or Ag Business and Economics (2 semesters total)	
Health and Physical Education	3
Health	1 credit required
Physical Education/Athletic Training	2 credits required
*Starting with the class of 2027, 1 semester of PE is required for graduation	
Humanities:	4
Drama, Foreign Language, World History, Choir or Band, Applied Art or any course that compares/contrasts cultures	
Computer Class	2
Business Occupations, Publications, Information Tech	
Required credits for core classes	38
Area of Concentration	8 (minimum)
Electives	6

****Starting with the class of 2027, all freshman students will be required to take *Freshman Seminar* during their first year of high school at Parma High School.**

ADDITIONAL GRADUATION REQUIREMENTS

1. Participate in ISAT 2.0 Math and English Language Arts (11th grade), Biology EOC (11th grade), and SAT College Entrance Exam (11th grade). Students must pass the Idaho Civics exam in the 12th grade.
2. Complete Senior Project, including paper and presentation as assigned by senior instructors.
3. Must be enrolled for 8 classes per semester.
4. May earn credits toward a Parma High School diploma through correspondence or alternative programs. Correspondence and alternative credits must be approved in advance by the principal and counselor. Correspondence credits will be limited to three (3). Alternative credits will be limited to six (6).
5. May earn credits toward a Parma High School diploma by passing (80%) a school-formulated competency examination to test out of a course. Credits earned in this matter will be limited to 4. Pass/fail of the exam will be determined by the content department and principal.
6. Summer school credit from an approved accredited high school program may be used for graduation. Six (6) semester credits may be accumulated and accepted as the equivalent of an academic semester meeting the eight (8) semester attendance recommendation. Arrangements for this need to be approved with the high school counselor prior to enrolling for the class(es).
7. Early graduation may occur when a high school student completes the number of credits required by the school district prior to completing eight (8) semesters of high school work. The students must petition the superintendent and local school board to get approval.
8. Students who complete graduation requirements early will be allowed to participate in the regular, scheduled graduation and receive a diploma at that time.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian(s) and Salutatorian(s) will be determined in the second semester of senior year (generally at the end of the 7th semester). GPA determines these honors. GPA will be carried to the second decimal place.

The following requirements will be used to select the valedictorian(s) and salutatorian(s). Valedictorian(s) and Salutatorian(s) will be required to complete the College Prep area of

concentration (see below for definition of College Prep area of concentration). The top GPAs of the senior class will be Valedictorian(s) and Salutatorian(s).

Students earning this honor of class valedictorian or salutatorian will not have any recorded behavior or disciplinary actions on record, starting at the beginning of 2022-23 school year.

College Prep Requirements

Both the valedictorian and salutatorian must have the College Prep area of concentration. In order to complete the College Prep area of concentration, one must have the following beyond the regular Parma High School graduation requirements:

- 2 years of foreign language
- 2 additional years of lab sciences, including Chemistry, Physics, and/or Biology II
- Honors English III* and College Prep Senior English
- Dual Credit US History II*/DC Government
- 4 years of academic math (up to Calculus if student starts in Math II, or up to College Algebra/Trig if student starts in Math I)
- 2 years of business classes, including Bus Apps I & Bus Apps II
(The PHS Business Accounting course is the only course that may be substituted for PHS Bus Apps II and only in extenuating circumstances with principal approval.)
- Earn a proficiency score of a 3 or 4 on the State ISAT test**

*Required starting with the graduating class of 2023

**Required starting with the graduating class of 2024

ADVANCED OPPORTUNITIES PROGRAMS

State-funded advanced opportunities include Mastery Advancement Program (MAP) and Fast Forward. MAP provides roughly \$1,500 in scholarship money upon early graduation. Fast Forward allocates \$4,125 for each Idaho 7th-12th grade student for overload, dual credit classes, and CTE certification exams. More details about these opportunities can be found on the school website or <http://www.sde.idaho.gov/site/advancedopp/>. The dual credit/advanced opportunities form must be completed and turned into the office in order to request monies.

IDAHO DIGITAL LEARNING ALLIANCE

Idaho Digital Learning Alliance offers online distance courses to Idaho students. IDLA offers core classes and elective options. Course listings, descriptions, and schedules can be found at www.idiglearning.net. IDLA costs will be paid for through Fast Forward or through district

funds unless students are retaking a class or drop a class after the drop deadline. Students will also be responsible for cost of a failed class.

DUAL CREDIT COURSE EXPECTATIONS

To remain enrolled in dual credit or honors classes, students must maintain a grade percentage of a 75% or higher or with a grade that is acceptable with teacher and principal approval. Additionally, students found cheating/plagiarizing in a dual credit course will automatically be removed from the class.

TESTING REQUIREMENTS

1. As per state law, all juniors (Grade 11) will be required to participate in the Idaho Standards Achievement Test (ISAT) in English Language Arts and Mathematics, and the Idaho Science End of Course Assessment.
2. All students will take the PSAT in the 9th and 10th grades to be used to monitor progress and as a practice test for college admissions. More information about PSAT can be found at www.collegeboard.org.
3. All students must successfully complete a civics test with a minimum 70% in order to graduate.
4. Parma High School will require all graduates to take a college entrance exam. To aid students in meeting this requirement, the SAT will be given to juniors each spring during a regular school day.
5. The WIDA exam will be given annually to students who meet English Language Learning requirements.
6. ASVAB military entrance exam will be given to all juniors. Results are used for military entrance and career exploration.

LOSS OF CREDIT/CREDIT RECOVERY

When a student loses credit that is a graduation requirement, that credit must be taken through summer school or an online option such as an IDLA course. Credit recovery courses will not be allowed to be taken in-person while the Parma High School enrollment numbers are high in certain course sections.

COUNSELING PROGRAM

Parma High School is committed to meeting personal/social, academic, and college/career needs of students. Students are encouraged to meet with the counselor if they are in need of assistance or resources in these areas.

The Career Center has resources and personnel available to all high school students and parents to help them with academic, career, and post-secondary decisions. Each year, students will update their four-year course plans and be able to receive individual advising to meet their college and career goals.

Various resources for college, career, and academic planning are available in the Career Center. CIS, O*NET, and Occupational Outlook Handbook, as well as computer programs, are available to give students the most up-to-date information on careers, technical schools, apprenticeships, colleges, financial aid, and scholarships. Information concerning college entrance exams--the PSAT, ACT, and SAT--is available to help prepare for these examinations.

Many more resources are available online at <http://www.parmaschools.org> under the high school counseling link.

SCHEDULE CHANGING

Administrative and parental/guardian permission must be secured in order for a student to drop a class. Changes must be made within the first week of the semester. After the end of the first week of the semester, any student who drops a course will receive an "F" for the course unless arrangements are made with administrative and parental/guardian approval.

HOMEWORK POLICY

Homework is assigned as an important reinforcement to the "learn-practice-apply" knowledge cycle. Therefore, every effort should be made to ensure that students consistently complete all homework assignments.

GRADING PHILOSOPHY

Grading standards at Parma High School will strive for objectivity and fairness while adjusting to the relative needs of academic disciplines. Specific grading procedures for all classes may be provided upon request from the teacher.

CHEATING/PLAGIARISM

"Integrity is not a conditional word. It doesn't blow in the wind or change with the weather. It is your inner image of yourself, and if you look in there and see a man [or woman] who won't cheat, then you know he [or she] never will."—John D. MacDonald. At PHS we stress integrity and, therefore, cheating of any kind is prohibited. Some examples of cheating include copying another student's work, allowing someone to copy your work, using secret notes, taking pictures of tests, sharing completed test electronically, and plagiarism.

Consequences for cheating:

First Offense--a student caught cheating on course assignments or exams at P.H.S will lose credit for that assignment or exam; parents will be notified, and a conference may be held.

Second Offense--a student caught cheating a second time may be given a three day out-of-

school suspension and removal from the course with a “Fail” grade.

Any cases deemed or considered academic fraud may result in a recommendation for expulsion made to the Superintendent and Board of Trustees. The student may be suspended, pending the outcome of the hearing.

Any incident of cheating may result in suspension or expulsion from athletics, organizations, and clubs. If a student fails a class due to cheating, they may only take the class to retrieve credit through either summer school or an online opportunity.

AI

The use of AI tools, such as ChatGPT, is allowed for the purpose of self-learning, ideation, and inspiration. However, direct plagiarism or copying and pasting of AI-generated work as student-generated work will be treated as plagiarism. Students are expected to use the tool in accordance with academic integrity guidelines and cite any text generated by the tool.

INCOMPLETE and/or MISSING WORK

Students who have missing work due to absences due to illness or other unforeseen emergencies, will have the number of days they were absent to make-up the work upon returning to school. EX: If a student unexpectedly misses 1 day, they will have 1 day upon returning to school to complete and turn in the missing work. If a student unexpectedly misses 5 days, the student will have 5 days upon returning to school to complete and turn in the missing work. After this designated time, the missing work will become a zero in the gradebook. This arrangement is not intended for known or pre-arranged absences.

Any incomplete work for a class must be cleared within two (2) weeks after the end of the semester. Any incomplete not cleared by then will be changed to an “F.” In extenuating circumstances, **with principal or teacher permission**, students who have an incomplete due to extended illness or injury may arrange to have more time to clear up the incomplete.

EARLY FINAL EXAMS

Final exams will not be given at any other time than those scheduled by the school. Any exceptions to this policy will be considered only after a written request by a parent or guardian is made and approval is granted by the principal.

FINAL EXAMS

Final exams are given at the end of each semester. Students will be exempt from taking their finals in a non-dual credit course if they miss 3 or fewer days per semester (absence for any reason: doctors excuse, parent excuse, absent, etc.); 3 or fewer school excused absences, no more than 2 tardies per class period, and have a 80% or better in the course. Students may choose to take the final, but will be given the grade earned on the test. There will be no negotiating on which grade will be recorded as the final grade.

PROGRESS REPORTS

Grade checks throughout the school year for students and parents will be available online at www.parmaschools.org on the high school webpage under the PowerSchool tab. Contact the school office to receive login information. Report cards will be handed out at parent-teacher conferences. A final year-end report card will be mailed to parents. Report cards can be mailed at any time upon request.

ATTENDANCE DISTRICT POLICY #522 and 523

The board of trustees of this district recognize that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be habitual truant, the board may expel or unenroll the student.

CALCULATING ATTENDANCE

Absence from class for any reason, including family convenience and school-approved activities, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in extraordinary circumstances, students are expected to be present at school and in their assigned grade or subject.

Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, and medical or dental appointments with a note from said office.

The school will provide written notice of absences to the student's parent/guardian not less than quarterly and more frequently if the student's attendance drops below ninety-five percent 95% and/or the student is at risk of losing credit or promotion, or of being expelled due to habitual truancy.

ATTENDANCE REQUIREMENTS

ALL STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY MUST SIGN OUT AT THE OFFICE WHEN LEAVING CAMPUS AND SIGN IN AGAIN WHEN RETURNING. Any violation of this requirement will be considered a truancy.

For a full-day absence, it is the responsibility of the parent/guardian to notify the high school secretary of the student's absence by 10:00 a.m. the day the student is gone, even if the student is over the age of 18. Students in grades 9-12 will be denied course credit for excessive absences; i.e., those not meeting the 90% attendance rule.

PARMA HIGH STUDENTS WILL FOLLOW IDAHO DRIVING CODE 49-303A. Any student who has been verified by the school as dropped from enrollment will be reported to the Department of

Transportation as per the Driver's License Policy.

<https://legislature.idaho.gov/statutesrules/idstat/Title49/T49CH3/SECT49-303A/>

DEFINITIONS

"Ninety percent" (90%) is defined as attendance 90% of the time each class meets each semester

"Tardy" is when a student is not in the room when the bell stops ringing. Tardies begin when the bell finishes and continue for the first 10 minutes. From that point on a student is considered absent or truant. The tardy count will start at zero each semester.

Consequences for tardies:

3 Tardies in a single class = 1 before/after school detention arranged by the principal

6 Tardies in a single class = 1 class absence; 3 before/after school detentions; students may lose the privilege of leaving campus during the day; parents/guardians will be notified.

9 Tardies in a single class = 1 day of ISS; students may lose the privilege of leaving campus during the day; parents/guardians will be notified.

12 Tardies in a single class = 2 class absences; 1 day of ISS; students may lose the privilege of leaving campus during the day; parents/guardians will be notified.

"Truancy" is defined as a student being absent for all or any part of the school day, without the prior approval of parent, guardian, or school authority. This includes a student on campus but not in the assigned classroom. Consequences for each truancy will be determined by the principal or his/her designee. Individual circumstances and previous history will be taken into account when determining consequences.

"Absent" is when a student is not physically in attendance in class in which he or she is enrolled. Some absences may occur that will not be counted as absences adhering to the 90% attendance policy. Those absences will be limited to the following: student participation in sponsored activities, medical/dental attendance, major illness as verified by a physician, and bereavement for a member of the immediate household.

All other absences from class will be counted toward adhering to the 90% attendance guidelines.

Students who exceed the number of allowable days of absence will be notified by the school of their violation of the 90% attendance requirement. Students/parents will be given an opportunity to respond in writing their appeal for credit to the building attendance committee.

LOCKERS

Lockers are for student convenience and are issued during registration. Students may have a locker partner of their choosing or may be assigned one. If, at any time during the year, a student chooses to change lockers, he or she must get permission from the office. Lockers are school property and **subject to search and inspection at any time, in accordance with District Policy #542.** Decoration of lockers is permitted; however, the decorations/pictures are to be in

good taste and not lewd/suggestive/provocative and must be removed at the end of the school year. Lockers are expected to be closed and locked. Please do not jam locks with paper or coins. If issues with this occur, disciplinary action can ensue.

VISITORS

All visitors and patrons must check in at the office immediately upon arrival at the school. Visitors are to pick up and display a visitor's pass. All visitors will be screened through the Idaho Sex Offender's Registry website prior to conducting business or observation within the building. Students may NOT have visitors during the instructional day.

EMERGENCY DRILLS (FIRE, EVACUATION, LOCKDOWN, HALL-CHECK)

Follow directions as posted in each room or as given by the teacher and administration for each of the different emergency drills. Emergency drills will be practiced regularly.

TELEPHONE

The telephone inside the office is **NOT** available to students except in **EMERGENCIES**.

TECHNOLOGY AGREEMENT

All students using technology provided by the school district must first sign a technology user agreement, which also requires the signature of a parent/guardian. Students are expected to follow classroom and computer lab rules.

In accordance to District Policy #698, if a student violates the district technology agreement policy, consequences may include but are not limited to: the loss of network privileges, loss of device usability, and possible suspension. Consequences will be assigned on a case by case situation.

ELECTRONIC DEVICES – DISTRICT POLICY #518

Parma High School prohibits the use of cell phones, iPod's, personal computing devices, video games, etc., in the classroom during school hours, unless explicitly authorized by the classroom teacher for educational purposes. Misuse of an electronic device will be reported to administration and dealt with as an act of insubordination. Should a cell phone or electronic device be used inappropriately, the following consequences may occur:

First offense: Device will be taken away. The student's name will be recorded and the device may be picked up after school by the student.

Second offense: Device will be taken away. The student's name will be recorded and the parent/guardian is required to pick it up, or authorize its return to the student after school.

Third offense: Cell phone will be taken away. The student will be suspended for a minimum of one day, and the phone will be returned to the parent/guardian.

PHS recommends leaving electronic devices at home or in a vehicle and is NOT responsible for the loss, damage, or theft of any electronic item brought on campus.

SCHOOL LUNCH PROGRAM

The school lunch program serves a well-balanced, nutritious meal each day school is in session. Breakfast is free to all students and will be served daily from 7:25 – 7:45 a.m.

Cost: Lunches cost \$2.80. Children of low-income families who qualify for the Federal Program of Free or Reduced Price lunches may pick up an application at the kitchen office.

Payment: School lunches may be paid for by checks for the amount of ticket purchases only. You may also pay with card with food services, at the district office, or online with MySchoolBucks. The cafeteria will NOT cash checks. The office will not cash checks.

SALES TIMES 7:25-7:45 a.m.

Conduct: Students are expected to be orderly with no cutting in line, unnecessary noise, or scuffling. Students should be careful so that food spillage and waste are kept to a minimum. Students who deliberately create disorder will be suspended from eating in the cafeteria for one week for the first offense or for the remainder of the year should a second offense occur. After eating, students are expected to behave and conduct themselves appropriately for the remainder of the lunch period. Lunchtime should not include any activities that could endanger or harm a student. Students are not permitted to be in the gym area or any school district parking lots. (**Please see Automobiles/Driving Policy regarding vehicle usage during lunch, page 23*)

EMERGENCIES OR ILLNESS AT SCHOOL

If your child becomes ill at school or suffers an accident requiring attention, you will be notified to come and pick up your child or told where your child is if they have been transported to a medical facility. It is the parent/guardian's responsibility to pay for any medical treatment needed by your child.

***Please make *sure* we *have* current phone numbers *for* you at home, *work*, and *emergency* backup phone *numbers* so someone can be reached in an emergency.

IMMUNIZATIONS - DISTRICT POLICY # 565

Parma High School students will be required to follow District Policy No. 565 in regards to immunization requirements.

MEDICATION

The school nurse is only in the building on a part time basis. If you are hurt or become ill, you need to go to the main office after obtaining permission from your teacher. Parent/guardians of students who need to take a prescription or other medication during the day must bring the medicine to the office in the prescription bottle or the bottle the medication was purchased in and a note signed by the attending physician explaining the medication. Trained personnel will disperse the medication in the office. Medication is not allowed to be kept in lockers. The

general school staff is not allowed to give medication including aspirin, non-aspirin, etc. to students.

LOST AND FOUND

NEVER, NEVER, LEAVE ANYTHING OF VALUE IN YOUR LOCKER. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES. Items found can be turned into the front office. If you have a missing item, please check the front office. Unclaimed items will be disposed of annually, two weeks after summer break begins.

AUTOMOBILES/DRIVING POLICY

Students driving to and from school are expected to have a valid driver's license and documentation of appropriate paperwork. Students driving cars or motorbikes to school must, upon arrival, park their cars or bikes in the student parking area. Students are not allowed to drive cars during classes or between classes unless granted special permission by the office.

All law enforcement regulations are to be respected, if not, the student will forfeit their right to drive their cars on campus. **Students must adhere to the 10 mph speed limit in the parking lot.**

High School students should neither loiter at nor visit the other schools in the district unless they have official business and have checked in with the school's administration.

Students are not allowed to sit in or loiter in parked cars during the lunch break. Abuse of this rule will also result in loss of parking privileges.

ALL STUDENTS LEAVING THE SCHOOL GROUNDS DURING THE SCHOOL DAY MUST HAVE A RELEASE FORM ON FILE IN THE OFFICE, SIGNING OUT AT THE OFFICE WHEN LEAVING THE CAMPUS, AND SIGNING IN AGAIN WHEN RETURNING. Approved purposes for leaving the school grounds during the school day include travel to religious release programs, and student employment or appointments.

STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS FOR LUNCH unless written authorization from a parent or guardian is on file in the office.

If students leave the school grounds without proper authorization, the principal will review the circumstances and determine if the student should be considered truant.

STUDENT PARKING – DISTRICT POLICY # 542

Students are permitted to park on school premises as a matter of privilege, not of right. School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security, are contained inside. Such patrols and

searches may be conducted without notice, without consent, and without a search warrant in accordance with District Policy No. 542.

PROHIBITION OF WEAPONS – DISTRICT POLICY #541

Students attending Parma School District schools will abide by District Policy #541 in regards to Prohibition of Weapons and are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.
4. Threatening by word, electronic means or act to use a firearm or other deadly or dangerous weapon to do violence to any person on school grounds or to disrupt the normal operations of the school district's operations by making a threat of violence.
5. Knowingly possessing, altering or repairing a firearm or other deadly or dangerous weapon in the furtherance of carrying out a threat made by word, electronic means or act to do violence to any person on school grounds or to disrupt the normal operations of the school district.

“Possess” is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student's person;
2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
4. The student's locker; or
5. Any other school-related or school-sponsored event, regardless of location.

“Deadly or dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, **except that such item does not include a pocket knife with a blade of less than 2½ inches in length as defined in 18 U.S.C. Section 930.** “Weapon” additionally includes a knife with a blade of any length.

“Firearm” shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921, and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns. Antique firearms are specifically excluded.

“On school grounds” means in or on property owned or operated by a school district, public charter school or private school.

**Students are prohibited from carrying a pocketknife of any kind during school hours or school events.

Disciplinary actions for violation of this policy:

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student’s actions; the risk of harm to the students, district personnel, and patrons; the student’s academic standing; the likelihood of recurring violation; and the student’s prior conduct.

SUSPENSION – DISTRICT POLICY #543

The superintendent or principal may temporarily suspend any student for the following reasons:

- disciplinary reasons or for any other conduct disruptive of good order or the instructional effectiveness of the school
- failure of a parent/guardian to furnish, and/or to request from a previous administrator, out-of-state records for a student transferring into this district

Temporary suspension by the principal will not exceed five (5) school days in length. The superintendent may extend the temporary suspension an additional ten (10) school days. If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students’ health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days.

When a student is suspended, schoolwork will be provided to the student to complete while serving the suspension. The completed work is due the day the student returns to the building. If work is not completed, the student will receive an incomplete or zero for the work.

HARASSMENT, INTIMIDATION, OR BULLYING – DISTRICT POLICY #506

It is the policy of this district to maintain a learning environment that is free from harassment. Each student and employee has the right to attend school and work in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students, district employees, and patrons; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse effect upon a student's educational environment.

DEFINITIONS

Harassment is defined to include verbal, written, graphic, photographic, audio or video depictions of any kind, or physical conduct relating to an individual's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implies or overt threats of violence motivated by the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
4. Criminal offenses directed at persons because of their sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

The entirety of District policies 506 and 506.5 will be followed if an issue arises outside the above stated information.

DRUG, ALCOHOL, AND TOBACCO USE – DISTRICT POLICY #551

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

- Disclosure is held confidential on a faculty need-to-know basis; and
- Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building

principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

The guidelines outlined in District Policy No. 551 will be followed if an issue arises.

STUDENT RIGHTS

In considering procedures designed to ensure that the majority of students will not be hampered in their educational pursuits and that school activities will not be disorganized, it shall be the policy of the Parma School District to recognize that:

- the right to academic freedom in the classroom, which is a recognized freedom, under certain conditions, for teachers, has a result in the students' right to learn, to know and to have access to all points of view;
- students are entitled to freedom of expression of their view, so long as the expression of their views does not contribute to uncontrolled student behavior or disruption of the school;
- the right to know is relative and is based upon the students' ages and maturity;
- students may engage in those legal activities which do not substantially disrupt the on-going program of the school, invade the rights of others, or present a clear present or potential danger to the health, safety and welfare of others;

- with these rights, the district will follow corresponding responsibilities for students to uphold regulations designated by the Board of Education, administration and staff to protect the rights of other students and ensure the equitable pursuit of educational objectives;
- the student shall accept the primary responsibility for maintaining acceptable standards of decorum in the classroom and on the school premises. Beyond that, it shall be the responsibility of teachers and administrators to enforce reasonable rules in regard to student conduct.

STUDENT RESPONSIBILITIES

1. To attend school, arrive on time to class, and be prepared
2. To respect the learning environment
3. To respect other people and their property
4. To demonstrate acceptable behavior patterns

Any violation of the above will result in the following consequences:

Step 1 Teacher-Student conference -- the teacher may notify home and document the incident.

Step 2 Teacher-Student conference -- teacher contacts parent/guardian by phone and documents incident.

Step 3 Student sent to office for class period, Student-Administrator conference, and notification of parent/guardian.

Step 4 Student sent to office. Student-Admin.-Parent/Guardian-Teacher conference. In-house suspension.

Step 5 Student referred to office. Conference with Student-Admin.-Parent/Guardian-Teacher. Out-of-school suspension, or permanent removal from class or school.

This procedure does not preclude additional disciplinary action by the teacher, such as detention at any of the steps. **Severe misconduct may require elimination of some of the steps and immediate, appropriate consequences.**

An in-house suspension is an alternative to out-of-school suspension. It allows a student to do homework while staying in an enclosed environment. In order for a student to complete the term in the suspension area, he/she must first show completion of all the schoolwork assigned by the teachers during the suspension. In-house suspension will count against student attendance as an unexcused absence.

HALLS AND CLASSROOMS

1. Be prompt to class; be ready for work when the bell rings.
2. The teacher, not the bell, dismisses the class.

3. Outside beverages are not allowed in the school with the exception on days approved by principal.

4. Students are not to leave the classroom without permission from the teacher.
5. There shall be no running, scuffling, or yelling in the halls or restrooms.
6. Music will not be allowed to be played in the halls over personal speakers.
7. Classes in session are not to be disturbed. If it is necessary to contact someone, notify the office.
8. Avoid blocking the flow of traffic through the halls by congregating and/or sitting in groups that would restrict flow of people.
9. Students in the halls during class time **must have a pass.**
10. Couples shall exhibit proper behavior while at school or school activities. Intimacy shall be limited to holding hands. Violation may lead to disciplinary actions.

PROFANE/ABUSIVE LANGUAGE and INSUBORDINATION

No profane or abusive language or insubordinate action will be tolerated at P.H.S. Violation may result in suspension or possible expulsion.

SOFT-CLOSURE EXPECTATIONS

In the event that Parma High School has to close the school building in any situation, students will have a responsibility to continue their education as a request of the school, the district, and the State of Idaho. Information on procedures will be shared by the school district regarding this situation.

DRESS CODE – DISTRICT POLICY #517

It is the policy of this school district that students shall dress in a manner, which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

PROHIBITIONS

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

Students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:

1. Drug usage, including alcohol and tobacco;
2. Controlled substances of any kind;
3. Drug paraphernalia;
4. Gangs;
5. Violence;
6. Sexually explicit, lewd, indecent, or offensive material; or

7. Illegal acts.

MINIMUM SAFE ATTIRE

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- Students must wear clothing including both a shirt, with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Hats and other head covering are not permitted during school hours with exceptions of religious head coverings and those authorized by the principal.
- **Attire shall have adequate coverage**
- **Clothing must cover undergarments**
- Length of shorts, skirts, or dresses should be no more than approximately 2 inches above the knee.
- **Clothes shall not be transparent, ripped, torn, or exceedingly distressed unless the student is wearing a base layer that fits the above requirements.**
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, and other activities where unique hazards, specialized attire, or safety gear is required.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent. This policy applies to all individual schools. Schools may not enact more restrictive or less restrictive dress and grooming codes.

BELL SCHEDULE

Period 1	Period 2	Period 3	Period 4	Lunch	Period 5	Period 6	Period 7	Period 8
7:45 - 8:37	8:41 - 9:33	9:37 - 10:29	10:33 - 11:28	11:28 - 12:01	12:05 - 12:57	1:01 - 1:53	1:57 - 2:49	2:53 - 3:45

ACTIVITIES/ATHLETICS

EXTRACURRICULAR ACTIVITIES

All participants in extracurricular activities must purchase an activity card. Athletes must have proof of insurance, current physical exams prior to the 9th and 11th grade years, and be eligible under IHSA standards. This includes having passed at least six (6) classes the previous semester and meeting age requirements set by IHSA.

Academic Achievement Requirement for all Extracurricular Activities at Parma High School

Any homeschool student planning to participate in Parma High School activities must contact the Athletic Director, at 208-779-4069 ext. 1405 to make arrangements to meet IHSA eligibility requirements. It is recommended that homeschool students take the ISAT test that will be given in the spring. If this is not possible, students will need to submit test scores from any nationally-normed test such as the PLAN, PSAT, ACT, SAT or COMPASS. A minimum composite, core or survey test score within the average or higher-than-average range as established by the test service is required for participation in activities. Another option is to submit a portfolio that meets IHSA standards as described on the website, www.idhsaa.org.

EXTRACURRICULAR ACTIVITIES AND ATTENDANCE

1. Students absent from a school-sponsored class trip shall be considered absent from school. All school assignments must be made up.
2. Any students participating in an extracurricular activity (or co-curricular activity) must be in regular attendance on the day of the competition/activity for at least half day. Only the Principal or Athletic Director may grant emergency exceptions.
3. Discipline as a result of tardies, misbehavior, or other violation sometimes results in after-school detention time. Detention time takes priority over participating in extracurricular activities.

Eligibility and Participations in Interscholastic Activities

The Parma School Board believes that athletics is an important part of the high-school community, and participation in sports is of value to each individual. Athletics contain lessons relevant to life. These lessons are learned when training and competing in athletics. Participation in Parma's athletic program helps to instill the following life-long values/skills: self-discipline, punctuality, teamwork, reliability, responsibility and dedication. An athletic program must be based upon reasonable standards and discipline in order to facilitate the development of the values/skills named above.

Coaches and/or advisors are expected to set reasonable standards for continued eligibility, including--but not limited to--training and other participation requirements, academic performance, and sportsmanship. Such standards will be in writing and distributed to the students at the beginning of the sports season or enrollment period. Student participants in all extracurricular activities are expected to comply with such requirements. Coaches and/or

advisors may suspend students for failing to comply with training and participation requirements.

LISTED BELOW ARE THE RESPONSIBILITIES OF ALL PLAYERS

1. **Controlled substances** – A player must be in top physical condition to develop his/her full potential as an athlete. If a student is found to be distributing or trafficking in any controlled substance at school or during any school-sponsored activity, the consequences will be imposed automatically at the 3rd offense level. Use and/or possession of drugs, steroids, alcohol, or tobacco in any form at school or during any school-sponsored activity will not be tolerated. **All student athletes will be subject to the procedures and consequences as outlined in the Parma School District Random Drug-Testing Policy #578.**
 - **1st Offense** – The student/athlete will be suspended from competing in any sport for a period of 3 weeks or 3 events--whichever is greater--and cooperate with all the recommendations set forth by the Student Assistance Team (S.A.T., comprised of a teacher, principal and counselor). Non-cooperation will result in an automatic six-month suspension from all athletic activities. A student may choose to cooperate at any time during this suspension. Suspension days are served from the 1st day of school and conclude on the last day of school. Time during the summer will not count as suspension days. Therefore, suspensions will carry over from one school year to the next. If a senior cannot fulfill his/her suspension days before graduation, he/she may not be allowed to participate in the graduation ceremony or the senior trip. Cooperation will include, but not be limited to, the following:
 1. Submit to a drug/alcohol assessment
 2. Participate in a drug education class
 3. Be subject to monthly drug testing for the remainder of the school calendar
 - **2nd Offense** – The student will be suspended from competing in any sport for a period of 8 weeks or 6 events, whichever is greater, and cooperate with all the recommendations set forth by the S.A.T. Non-cooperation will result in an automatic one-year (12 months) suspension from all athletic activities. The student may choose to cooperate at any time during the suspension.
 - **3rd Offense** – One-year suspension and cooperation with all S.A.T. recommendations. Non-cooperation will result in suspension from all athletic activities indefinitely.
 - **4th Offense** - Out of athletic activities permanently

All students will be required to participate in all practice sessions during said period of suspension. Students will not be allowed to sit on the bench with the team during all contests for said period of suspension.

2. **Attire/Grooming/Training** – The coaches of the district establish the standards for dress, grooming and training. Any attire or grooming that the Coach/Athletic Director/Principal deems inappropriate may result in suspension for a period of time to be determined by the Coach/Athletic Director/Principal.
3. **Academic Achievement Requirement for all Extracurricular activities at Parma High School** – Academic achievement is extremely important to athletic eligibility. To be academically eligible for athletics, a student must be enrolled full time and receive passing grades in at least six (6) full-credit subjects for which credit is granted, or qualify under eligibility of IHSAA Policy 8-14-16 for non-traditional students. Failure to meet the Parma School District academic eligibility requirement will result in dismissal from the team.
In addition to the above IHSAA semester eligibility rule for athletics, all students involved in extracurricular activities at Parma High School must have a passing grade in every class to be eligible to participate in any games, field trips, club, or group activities.
4. **Lettering** – Decisions of discipline and issuance of Letter Awards are the responsibility of the coaching staff. No letter will be given to a player if he/she becomes ineligible or quits the team during the season. An athlete must finish the season in good standing in order to receive a letter.
5. **Equipment** - Lost equipment is the responsibility of the player, and he/she must assume financial liability if issued equipment is lost or damaged. Replacement equipment will not be issued until payment is made for lost or stolen items. Charges for lost equipment will be prorated minus 10% for each year of age.
6. **Field/Court Conduct** – Athletes should project an image of poise and respect. This includes the following:
 - Athletes should display respect for the flag and be attentive during the national anthem.
 - Athletes should not use profanity.
 - Athletes should never berate or be disrespectful towards an official.
 - Athletes should show respect and sportsmanship toward their opponents.
7. **Parent/Coach Communication Standards** – Parents of athletes should contact the coach if disagreements or disputes arise. Such meetings should be arranged and not conducted after a game or practice.
8. **Attendance** – Students must be in school half day of any athletic event in order to be eligible to participate. In emergencies/extraordinary circumstances, the Principal and/or Superintendent may waive this rule. The Athletic Director may waive this rule in the event the Principal or Superintendent is unavailable.
9. **Transportation** –
In reference to District Policy #720, the district will provide transportation to all school-sponsored activities for students participating as individuals or team

members representing the district that are scheduled at a location outside this district. Students riding to an activity in a school bus are expected to return on it. (The principal alone can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent/guardian with the coach/advisor in writing.

If a student participant wishes to ride home with someone other than his/her parent/guardian, arrangements must be made in writing the day prior to the event with the principal or athletic director.

Under no circumstances will student participants be allowed to transport themselves or other students to or from the activity, except in the presence of his or her parent/guardian.

This policy does not apply to activities, such as proms or other school-sponsored dances in which student participation is optional, or attendance as a spectator at an athletic event.

10. **Activity cards** – All athletes are required to purchase an Associated Student Body activity card to participate in extracurricular activities.
11. **Outside food and beverages at athletic events** – During Parma High School Extracurricular Activities outside food and drink will not be allowed.
12. **Termination of participation** - If a student participating in any athletic program desires to terminate his/her participation, this student must first notify the head coach of his/her intentions. The student will not be allowed to participate in any other sport until all equipment is turned in and payment made for any lost items.

CONCUSSION GUIDELINES – DISTRICT POLICY #569.50

This district is concerned about the health, safety, and well-being of students, including those who participate in extracurricular contact sports for both girls and boys, such as, but not limited to - football, wrestling, soccer, basketball, cheer, and baseball/softball. In an effort to maintain the health and safety of students, the following guidelines from the Idaho High School Activities Association will be strictly followed:

Action Plan:

Coaches, trainers, and other adults associated with a school athletic team will receive appropriate training regarding injuries to student athletes, including concussions. If a player is suspected of having a concussion, the following steps should be taken:

1. Remove athlete from play.

2. Ensure athlete is evaluated by an appropriate health care professional; i.e, Physicians, Physician Assistants, Advanced Practice Nurses or any other qualified medical provider trained in the evaluation and management of concussions who had a directing physician.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion. (Fact sheet available from CDC at www.cdc.gov/concussion.)
4. Allow the athlete to return to play only with a) permission from an appropriate health care professional, b) the consent of a parent and/or guardian, and c) clearance by the student via the "Return To Learn" protocol (www.protocolww.biavt.org).

Signs and Symptoms:

Signs Observed by Coaching Staff:

Appears dazed or stunned, is confused about assignment, forgets plays, is unsure of game score or opponent, moves clumsily, answers questions slowly, loses consciousness, shows behavior or personality changes, can't recall events prior to hit, can't recall events after hit.

Symptoms Reported by Athlete:

Headache, nausea, balance problems or dizziness, double vision or fuzzy vision, sensitivity to light or noise, feeling sluggish, feeling foggy or groggy, concentration or memory problems, confusion.

Additionally, students with a concussion should NOT return to sports or recreation activities on the same day the injury occurred. He/she should delay returning to activities until a health care professional experienced in evaluating for concussion says the student is cleared and has been cleared through the "Ready To Learn" protocol (www.protocolww.biavt.org). This means, until permitted, not returning to physical education class and/or sports practices or games.

***All handbook items related to Parma School District policy are automatically deferred to the most recent adoption of said policy in the District Policy Handbook.**



Please sign and return this lower portion to your 4th period teacher.

I have read and understand the Parma High School handbook outlined above.

Student Name (Please print): _____

Student Signature_____Date:_____

Parent/Guardian Name (Please print):_____Date: _____

Parent/Guardian Signature_____Date:_____

4th period Teacher_____Date:_____

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