

GENESEE JR/SR HIGH SCHOOL STUDENT HANDBOOK 2022-2023

Welcome to Genesee Junior/Senior High School!

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Genesee Jr/Sr High School. This information has been carefully prepared so that it will help you enjoy school life. Remember, your success is directly related to your efforts.

The Mission of the Genesee Community School, in partnership with family and community, is to provide all students with academic and life skills enabling them to become lifelong learners and responsible, productive citizens of our ever-changing community and world.

SCHOOL ADDRESS AND PHONE NUMBER

PO Box 98/330 West Ash St.
285-1162
285-1495 fax
Website: www.sd282.org

All Genesee staff members can be contacted by e-mail by using the first initial of the first name, full last name@sd282.org Example: Ann Smith - asmith@sd282.org

BULLDOG FIGHT SONG

Hail to the Bulldogs
Cheer them along their way
Onward to victory
May we win this game today
Let's give a cheer for the bulldogs
Long may they reign supreme
Shout 'til the echoes
ring for the glory of
our team!

Mascot - Bulldog

Colors – Royal Blue, Vegas Gold and White

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. The building will be locked at 4:30 p.m.

SCHOOL CLOSING

When school must be canceled or delayed due to severe weather or other emergency situations, announcements will be made on local radio and television stations, and a call out will be made through our student software notification system. This system can also send out emails and other electronic messages to cellular devices if the number and email address are on file in the school software system.

The following radio and television stations are contacted about school closures, but the stations have the discretion on whether they will announce the school closure or not. (Sometimes they broadcast the closure, and sometimes they don't.)

KRPL, KRLC, KMOK, KVTY, KOZE, KWSU, KCLK, KHTR/KQQQ, KCLX/KZZL, KATW FM, KHQ-Ch. 6, and KLEW-TV Ch. 3

ACTIVITY CARDS

A student activity card needs to be purchased by the student to gain free admittance to home athletic events. Also, ALL members of athletic teams, cheerleaders and all students participating in clubs must purchase the student activity card. Students **WILL NOT** be allowed to participate until they have an activity card.

ASSEMBLY OF STUDENTS

Students have the right to peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions or require staff on duty beyond regular hours, provided that such assembly shall:

1. Be conducted in an orderly manner
2. Not interfere with the educational process
3. Not impede the free movement of traffic

ATTENDANCE

In accordance with Idaho code 33-202, all children between the ages of seven and sixteen are required to attend the entire school day, every day that the child's school is in session.

Attendance records for students will be kept and will become a permanent part of student records. Except in extraordinary cases approved by administration, the Board of Trustees will determine if credit will be given to any 7-12 grade students in a subject when the student has not been in attendance at least 90% of the time that class was in session. Absence for more than **eight (8) days in a semester class** shall cause a student to fail to meet the ninety percent attendance requirement for that particular class. Parents will be notified by mail when students are in danger of meeting, or have violated the 90% attendance rule.

Absence from the class for any reason, excluding approved extraordinary absences, shall be counted when the percentage of attendance and eligibility for credit is calculated.

Extraordinary absences (i.e. documented medical, death in the family, etc.) may be granted by the school administration (the principal and when the principal is not available, the superintendent) upon parental contact. The primary consideration whether an absence is extraordinary and warrants being exempted shall include only those situations in which the student had no reasonable alternative to the absence.

After eight (8) days in a semester, not counting approved extraordinary absences, the 7-12 student will appear before the attendance committee with his/her parents/guardians. The committee will be composed of the principal, as well as the counselor and/or a teacher. The committee will make a recommendation to the Board of Trustees for credit or no credit and may assign the student to an attendance contract.

If the student continues to be absent and/or violates his/her attendance contract, the Attendance Committee may recommend to the Board of Trustees that no credit be given to the class(es) for secondary students. The grade will be recorded as "Withdraw with an F". The student and his/her parents/guardians may appeal, in person, to the Board of Trustees at the next regularly scheduled Board Meeting. To appeal this decision and be placed on the agenda, the parents/guardians shall contact the Superintendent of Genesee School District.

EXCUSED ABSENCE PROCEDURE: Students under the age of 18 are to bring a written excuse to the office, signed by the parent/guardian, which includes the date of the absence unless the absence has been verified on the telephone. Students 18 years or older may sign their own absence notes. Excuses brought later than two days after the student returns to school may or may not be accepted and the student could possibly be issued an unexcused absence. Unexcused absences are considered truancy. Make-up work will not be allowed for credit for unexcused absences or out of school suspensions. (See Out of School Suspension Assignment Procedures for more information.)

When students are absent from school it will be their responsibility to find out their assignments and what they've missed either through visiting with the teacher and/or checking their Lumen Portal and Google Classroom. If students know they will be gone and fill out a pre-excused absence form they also need to check with their teachers to see if work is to be completed before they leave or when they return from their absence. The bottom line is students must check with teachers and their digital portals to stay up on their assignments. Extensions for assignments will only be given under emergencies and/or extenuating circumstances.

If a student is absent from school for more than half a day, he/she will not be allowed to participate in school functions on that day without prior permission from the principal. Students must be present 4 class periods to participate unless otherwise approved by administration. When students are participating in extracurricular activities, any assignments, tests, or projects must be made up ahead of time, unless prior arrangements are made with the individual instructor. These absences will not fall under policy 320.4.

Make up Assignments: Any assignments, tests, or projects must be made up ahead of time, unless prior arrangements are made with the individual instructor.

TRUANCY: A student is considered truant when neither the school nor the parents have knowledge of the absence. Parental or qualified student (student age 18 or older) permission will not overcome the presumption of truancy.

The following consequences for truancy will be followed:

1st truancy	a day in-school suspension
2nd truancy	parent conference and 1 day out of school suspension
3rd truancy	3 days suspension and/or referral to county prosecuting attorney
4th truancy	recommendation for expulsion

LEAVING SCHOOL: If for any reason a student finds it necessary to leave during the regular school day, they are to report to the office, obtain permission, and then sign out. If a student goes home for lunch and gets ill, it is the responsibility of the student to have his/her parent call and notify the office. See Policy 470.14 for clarification of open campus privileges for lunch.

CHEATING AND PLAGIARISM (adapted from New York University and Mississippi University for Women)

Students are expected to do their own work with the highest standards of honesty. Cheating includes, but is not limited to giving or using prohibited written and/or oral information during tests, quizzes, or examinations; stealing, buying, selling or any other use of an examination before it has been administered; copying ideas or facts from another's paper during a test situation; obtaining or giving specific information which will be on a test before the test is administered; deceitfully altering any assignments or the instructor's markings; copying computer programs or writing computer programs for another students; or stealing, buying, or selling essays or other assignments.

Students will not receive credit for any work or testing on which they have been caught cheating. Students who have multiple cheating violations will receive disciplinary action. If cheating persists students may be withdrawn from the class(es) with an “F” and could be brought before the school board for additional action.

Plagiarism is presenting someone else’s work as your own. It is important that words, passages, paraphrased passages, facts, and ideas from someone else’s work be acknowledged accurately and completely.

Four ways to avoid plagiarism: 1) when taking notes from any written material, summarize it in your own words. Even these summaries need to be documented as to their source. 2) If copying oral information, make sure you copy it accurately and give credit to the author. 3) When you allow someone else to copy your own work and allow him/her to present it as his/her own or if you submit a copy of someone else’s work, this is plagiarism. Do your own assignments. 4) You are responsible for any work you submit. Although you may not have intended to plagiarize, failing to acknowledge sources still means you have plagiarized.

Students will receive a zero for any work or assignments they have plagiarized. Students who have multiple plagiarism violations will receive disciplinary action. If cheating persists students may be withdrawn from the class(es) with an “F” and could be brought before the school board for additional action.

CLASS SCHEDULE CHANGES

Schedule changes will be limited after five school days. However, with the approval of parents, teachers, and the administration, a schedule change may be permitted for the following reasons: failure to meet a graduation requirement, misplacement, and teacher request.

CLASS WAITING LIST PRIORITY GUIDELINES

1. Students who need the class to meet graduation requirements. Seniors first, then juniors.
2. Students who have had the class previously and show overall low effort/interest, may—at the instructor’s discretion—be given lower preference regardless of class standing (sr/jr/soph/frosh).
3. Seniors who plan to major in a closely-related field in college.
4. Students who have never had the class, or not as many times as other students have. Srs-Jrs-Sophs.
5. Class ranks: seniors—juniors—sophomores—freshman

ADVANCED COURSE WORK (Genesee School Policy 320.14)

Students who opt to take high school courses prior to entering the freshman year will receive high school credit and the earned grade. The course and grade will be listed on student’s high school transcript and used when figuring the high school grade point average. For example, Algebra I taken in the student’s eighth grade year will be listed on his/her high school transcript and used when figuring high school GPA. Algebra I will be counted as a high school elective and cannot be used for high school math requirements for graduation.

ADDITIONAL COURSES (Genesee School Policy 320.13) updated 7/2016

Genesee High School students may take courses offered by other institutions (i.e., correspondence courses, web-based courses, college courses, etc.) for enrichment, acceleration, or remediation. The following guidelines will be utilized by the school administration to regulate these courses:

- 1) Cost of dual credit coursework will be borne by the student and/or parent unless payment is provided by another funding source.

- 2) There will be no limit on the number of credits allowed so long as the course is approved prior to enrollment;
- 3) No course may be taken to circumvent taking a class offered within the school curriculum unless approved by the administration (i.e., a class previously failed by the student and the inability of the school to schedule the student to retake that class);
- 4) The approval process must be completed including parental, administrative and guidance signatures before ordering coursework for credit;
- 5) Coursework must be completed in accordance with the guidelines established by the issuing institution;
- 6) If the student is taking such a course during a class period as part of the regular school day, all work must be completed and a final grade issued by the institution offering the course no later than the last day of the semester. Exceptions may be granted by the administration in extenuating circumstances.
- 7) Courses taken during the senior year must be completed prior to graduation.
- 8) If a student takes a college course outside of the approved dual credit course offerings, the student may appeal to the board of education after the course completion for high school elective credit if the student has received a grade of B or better.
- 9) Summer courses will require proctored exams at the school at a designated time set by the district or as arranged by administration.

Criteria for students to take advanced opportunities online courses:

- 1) Students must have a 3.0 Cumulative GPA
- 2) Students are only allowed to take one online course the first time, regardless if regular school day or overload courses.
- 3) In order to take more than one online/overload course at a time, students must have earned 80% or higher on previous online/overload courses.

DISCIPLINE RESPONSIBILITIES

This year the school district is starting a school-wide initiative promoting school-wide positive behavior. This will be in the form of **Genesee Bulldog Pride**. Each of the letters in the word **PRIDE**, stand for key character components.

P-positive R-respectful I-integrity D-dependable E-excellence

The bullets below are the big ideas behind the expected behaviors within the school-wide positive behavior implementation. A more thorough list of behavior expectations is included on separate pages at the back of the handbook.

	Positive	Respect	Integrity	Dependable	Excellence
	<ul style="list-style-type: none"> ★ Help others ★ Give compliments ★ Encourage others ★ Show optimism 	<ul style="list-style-type: none"> ★ Respect school property ★ Respect the rights of others ★ Listen while others speak 	<ul style="list-style-type: none"> ★ Follow directions ★ Tell the truth ★ Be a good teammate ★ Own your actions ★ Keep commitments ★ Be true to yourself 	<ul style="list-style-type: none"> ★ Get assignments done on time ★ Be on time ★ Do your part ★ Follow rules 	<ul style="list-style-type: none"> ★ Rise to expectations ★ Try your hardest ★ Give your best effort ★ Be your best self

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 and polite and contribute to good school climate.

Show respect by...

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

Show responsibility by...

- Coming to class prepared to learn and participate
- Using school property only for its intended uses
- Bringing required materials to class
- Coming to school with your laptop fully charged
- 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.

CITIZENSHIP

Genesee Pride. Good citizenship is important and expected. Your citizenship is a contribution to our school climate, our community, our state, and our nation. Good citizenship is a prerequisite for participation in all activities.

STUDENT FRIENDSHIPS

Having boyfriends and/or girlfriends and even dates are not unusual in junior and senior high school. You need to talk with your parents about their expectations in this regard, but you also need to be aware that kissing, excessive hugging, etc. are embarrassing and/or uncomfortable to others and inappropriate when done in a public place, such as school. Please limit your display of affection to holding hands. It is important to remember this is a K-12 setting as well, and displaying appropriate behavior for the younger students is equally important. Supportive gestures such as hugs, pats on the back, etc., should be socially appropriate in a school setting.

DRESS CODE, ELECTRONIC DEVICES, CELLPHONES, HATS, FOOD, AND BEVERAGES

Students have the right to dress and groom themselves according to their or their parents' personal tastes as long as dress and appearance do not present health and safety problems or cause disruption or create an immediate or substantial risk of disruption at school or school-sponsored activities. Students are not allowed to wear clothing that displays drugs, alcohol, tobacco, or logos of establishments or companies that market these specific products; ie Corona. If staff and/or administration feel a student's dress is inappropriate, they will discuss the situation with the student and/or contact parents. If needed, the administration will take additional steps for students to dress appropriately at school or school-sponsored activities.

Possession of an electronic communication device by a student is a privilege which may be forfeited by any student not abiding by the terms of (School policy 310.17) and may be viewed on the school district website.

Violations will be referred to the Principal:

First violation: Item will be returned to the student's parent/guardian after a conference has been held with the principal.

Second violation: Item will be confiscated and returned at the end of the school year. Other disciplinary action may include detention or suspension.

Third violation: Item will be confiscated and not returned. Further disciplinary action will include suspension.

Hats, bandanas, headscarves, pajama type clothing, etc. will not be worn in the building from 7:30 a.m. to 3:20 p.m. Students are expected to remove their hats upon entering the building, and may wear them as they leave for the day. Shoes and/or sandals are required, slippers are not permitted. To help maintain the cleanliness of our building and eliminate stains, please **no pop, juice, sugary drinks, coffee or tea type beverages on carpeted areas**. Special occasions may be exempted if designated by the teacher or Principal. We encourage students to bring a water bottle and drink water regularly throughout the day.

UNIQUE HEALTH PROBLEMS

The school should be informed of any allergies, reactions, chronic illnesses, or serious medical conditions which may create medical emergencies. If the parent/guardian wants the school to administer prescribed medication during the school day, the parent/guardian must submit a written request to the school. The medication must be in its original container. The student's name, prescription number, doctor, and directions must be clearly set forth on the container. The medication will be kept in the school office.

If the parent/guardian wants the school to administer non-prescription medication, the parent/guardian must request in writing to the school that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication will be given to the student. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container. Recommended dosage will not be exceeded without a physician's orders. The medication will be kept in the school office.

A pupil with asthma or other potentially life-threatening respiratory illness may self-administer medication administered by way of a metered-dose inhaler prescribed by a physician. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

PATRON COMPLAINT PROCEDURE

In the event of a patron complaint, the employee should initially attempt to resolve the difficulty by meeting with the patron. In the event that the matter cannot be resolved by a patron-employee conference, then the following steps, in this order, shall be used to resolve the matter:

- A. Patron-employee-building principal
- B. Patron-employee-building principal-superintendent
- C. Patron-employee-building principal-superintendent-Board of Education

The substance of any patron complaint conveyed to an administrator shall be conveyed to the employee in a timely fashion.

No disciplinary action shall be initiated by the Board or administration toward a professional employee concerning any complaint made by a patron unless the employee has been notified of the complaint, its substance, the identity of the patron and the complainant has followed the steps above.

STUDENT BEHAVIOR CODE

Simply put, please behave yourself. Respect yourself and others, and others includes everyone. Rules are not made to confine you, but for the smooth flow of the day.

The following types of behavior will result in disciplinary action:

1. Disruption of school - any conduct that substantially disrupts the school function.
2. Damage to or theft of school property - a student shall not cause damage, attempt to steal, or steal school property.
3. Damage to or theft of private property - a student shall not cause damage, attempt to steal, or steal private property either on the school grounds or during a school activity, function, or school event off school grounds.
5. The use, possession, sale or influence of tobacco, alcohol, intoxicants, other illegal and harmful drugs and drug paraphernalia.
6. Violation of rules of conduct for school buses.
 - a. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
 - b. The driver may assign a seat to each student.

- c. Pupils must be on time. The bus cannot wait for those who are tardy. When necessary, pupils must walk on the far side of the road facing traffic when going to the bus stop.
 - d. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push another student.
 - d. Unnecessary conversation with the bus driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the driver's hands.
 - e. Outside of ordinary conversation, classroom conduct is to be observed.
 - f. Pupils must not throw waste paper or other rubbish on the bus floor. Help keep your bus clean at all times.
 - g. Pupils must not at any time extend any portion of their body outside bus windows.
 - h. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
 - i. When leaving the bus, pupils must observe directions of the bus driver. If you cross the road, do so in front of the bus after making sure the road is clear of on-coming traffic. The driver may assist you in making this determination.
 - j. Students riding buses during stormy weather are advised to listen to their radio and/or television for storm warnings and possible school closings.
 - k. Violations of the bus rules will be reported to the school administration. Violations can lead to a loss of bus riding privileges.
7. Violation of attendance rules and/or truancy policy.
 8. Abuse of student driving privileges including reckless driving on or near school grounds.
 9. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
 10. Defiance of reasonable directions or commands of school personnel.
 11. Habitual tardiness.
 12. Harassment, hazing, intimidation, menacing, bullying or cyber-bullying by students is strictly prohibited and shall not be tolerated. Students whose behavior is found to be in violation of policy 452.2 will be subject to discipline, up to and including expulsion.
 13. Interfering with the teacher's right to teach or a student's right to learn.
 14. Threat or assault to a school employee, another students, or other person not employed by the school is not permitted.
 15. Weapons—carrying, using, or storing weapons in a school building or on school grounds will be subject to disciplinary action.

Weapons are identified in three categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons other than firearms (see section C below). Examples are, but not limited to: brass knuckles, knives, chains, and clubs.

Students with such weapons on school property and/or at school activities will be disciplined in a manner which will likely involve suspension or expulsion.

- b. Articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidation. Examples are, but no limited to: Belts, combs, pencils, files, compasses, etc.

Students acting in an aggressive or belligerent manner with any article, or object may be administratively judged to be in possession of a weapon and disciplinary action will be taken.

c. The Genesee Jt. School District No. 282 has a “zero tolerance” for students bringing to school firearms which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Possession and/or use of firearms which include, but are not limited to, pistols, revolvers, and rifles at school or at any school sponsored activity without prior permission of school officials, will result in expulsion from school for a period of not less than one year. (See I.C. 18-3302D).

At the discretion of the Principal, all the above descriptions of misconduct are subject to being reported to the county Sheriff for prosecution.

This behavior holds true for the following places and times:

1. On the school grounds during and immediately before or after school hours.
2. On the school grounds at any other time when the school is being used by a special group.
3. Off the school grounds at any school activity, function or event.

THREATENING VIOLENCE ON SCHOOL GROUNDS (Idaho Code 18-3302I)

Any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds may be referred to the Latah County Sheriff.

SCHOOL DRUG AND ALCOHOL USE POLICY

Whenever an incident involving an illegal substance, including alcohol, or an electronic vaping device the principal will call the police and will notify the student’s parents or guardians. Whenever an incident involving tobacco occurs, the principal will notify the student’s parents or guardians. Any student who violates the standards of conduct shall:

First offense: except in cases of selling illegal drugs, the student will be subject to school suspension of one to three days, and will be subject to applicable provisions of the activities contract. Any student selling illegal drugs will be subject to immediate out-of-school suspension pending an expulsion hearing with the Board of Trustees.

Second offense: the student shall receive three to five days of school suspension and be subject to court referral. The student will be subject to applicable provisions of the activities contract.

Third offense: the principal shall initiate expulsion proceedings according to state law.

Disciplinary action taken with respect to students with disabilities under the IDEA and Section 504 will comply with the requirements of Federal Law.

SUSPENSION

Out-of-School: The administration may suspend a student up to five days. The superintendent may extend the suspension for an additional ten days. The Board of Trustees can then suspend for another five days. Parents will be notified and required to confer with the principal prior to re-admittance to school. Suspended students are not allowed on the school grounds or to participate in any extracurricular activity as a participant or spectator.

In School: The student will be placed in supervised isolation during the entire period of suspension. Students are expected to work on assignments. Bathroom privileges will be granted when other students are in classes. Students may bring a lunch from home or a hot lunch will be brought to them. Parents will be contacted and a conference with the principal is required prior to returning to the classroom. Students may not participate nor be a spectator in extracurricular activities while serving their suspension.

OUT OF SCHOOL SUSPENSION ASSIGNMENT PROCEDURES

1. Assignments: If the assignment(s) is given before the day(s) of the suspension and due on the suspended day, then the student will hand in the assignment to the teacher or administration before leaving the school grounds. The suspended student may also arrange to have his/her parent or other designated person, bring the assignment(s) to school and give to the teacher or administration the day it is due.
2. Preplanned test/exam: The student will meet with his/her teacher(s) on the school day when he/she returns from suspension to arrange for a time to take preplanned tests/exams. There will be a 10% reduction in grade on the tests/exams for each day suspended.
3. Daily Activities/assignments: The student will receive a zero on daily assignment/activities (quizzes, worksheets, skills practice, etc.) on the day(s) the student is suspended.
4. Long term projects: If a long term project, a writing assignment, etc., is assigned or worked on the day(s) of the suspension, the student's grade will be deducted proportionately for the number of suspended days. For example, if the project is for five days and worth 100 points and the student is suspended one day, then his/her grade will be marked down 20 points.

DRIVER'S LICENSE AND ID 49303A

Any student under the age of 18 who drops out of school, or is expelled, will be reported to the Idaho Transportation Department for revocation of their driver's license. Idaho Code 49303A

FINES

All books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the school district borrowed by students shall be returned in the same condition it was issued. Fines will be assessed for late library materials and lost or damaged books. Report cards will be held for any student with a fine or overdue school property. Neither transcripts nor diplomas will be issued to any student with outstanding fines or equipment.

FREEDOM OF EXPRESSION

Students are entitled to present their personal opinions as long as these expressions do not disturb the educational process. The student who publishes and/or distributes written or duplicated material on the school premises is responsible for its content. Such material must bear identification as to the author, also the publishing company, and/or distributing organizations. The distribution of such material must take place at a reasonable time and location approved by the principal and must not interfere with the orderly school process. Such material must be free of libel, obscenity, and defamatory statements against persons.

GRADES

Letter grades will be given for all courses (except teacher assistant, study halls, work release - which shall be graded pass/fail). No incomplete grades may be given for final semester grades.

<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>
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A+	97-100	4.0
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A	93-96	4.0
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A-	90-92	3.7
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B+	87-89	3.3
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B	83-86	3.0
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B-	80-82	2.7
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C+	77-79	2.3
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C	73-76	2.0
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C-	70-72	1.7
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D+	67-69	1.3
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D	63-66	1.0
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F	0-62	0 Any percentage that is 62% and below will be considered a failing grade.
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I	Incomplete	(A student has ten calendar days to make-up assignments in a class that an incomplete was given. First and second semesters the ten calendar days start at the last day of the semester. Second semester, students shall arrange with the instructor to complete all assignments, tests, etc. within the ten day period prior to the teacher finishing his/her school year.)
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P	Pass	
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Although students can access their grades and assignments through the student portal, progress reports will be sent home at the end of each nine weeks. Students with grades of “D” or “F” will have progress reports sent home about every three weeks. Semester grades will be posted on transcripts. Progress reports are sent home on a periodic basis.

GRADUATION/ISATs

Only student who meet graduation requirements (Policy 320.9) will be allowed to participate in commencement exercises. Students who fail to complete credits at their planned graduation date will not be allowed to participate in commencement exercises. Students who have not completed graduation requirements should see the counselor and/or principal to make plans to earn their diploma. This may involve correspondence courses or re-enrollment in the regular program.

EARLY GRADUATION

Students may graduate early upon prior approval of the administration. Students wanting to graduate early should contact the counselor of their intention to do so at the beginning of the semester in which early graduation is to take place. Students who graduate early will not be allowed to participate in extra-curricular activities or athletics. Students who graduate early may attend school activities with prior administrative approval.

FOREIGN EXCHANGE STUDENTS

Depending on their age and educational experience, foreign exchange students will be enrolled in the freshmen, sophomore, or junior classes. The administration, with advice from the counselor, will determine class placement.

HONORS

Honor Roll: GPA is computed each semester for the honor roll.

Highest honors	4.0
Honors	3.6 - 3.99
Honorable Mention	3.3 - 3.59

Salutatorian and Valedictorian will be chosen by the cumulative GPA after the first semester of the senior year. Students must complete 4 semesters at Genesee HS to be considered for Valedictorian or Salutatorian.

National Honor Society: The Genesee Chapter of the National Honor Society is composed of sophomores, juniors, and seniors. Members are selected on the basis of the following four criteria:

Scholarship:	a student must have a cumulative GPA of 3.3
Leadership:	student should demonstrate that he/she has leadership ability
Character:	student is honest, responsible, fair, courteous, and cooperative
Service:	student is willing to serve the school, classmates, and community

Selection is held each school year when staff is asked to nominate students they feel meet all four criteria. Selection is based on staff nominations and objective analysis of the above four criteria.

All members must maintain the standards by which they were selected in order to maintain membership in N.H.S.

School Lunch Program

Genesee School District uses a computerized lunch accounting system. This computerized system tracks students' lunch accounts without the need for meal cards. **Charging is not allowed.** Bring cash or check to the multi-purpose room in the morning. ALL FINANCIAL TRANSACTIONS WILL BE HANDLED BY THE KITCHEN. Students may pay for as many meals as desired or a sum may be deposited into their account. Reminders will be given to students when the account goes below \$5. Daily lunch menus are available in the schools newsletter and the school website sd282.or/foodservices/.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function healthy food choice options should be available. (See Policy 470.17 for more information.)

WATER BOTTLE POLICY

Genesee Schools encourages students to bring a water bottle and drink water regularly throughout the day.

When students bring water bottles for use during school:

- Water bottles must have secure caps
- Students are encouraged not to share water bottles.
- Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions. Teachers have discretion in determining classroom use.

INSURANCE

A private company makes available a policy which covers bodily injury suffered in connection with school activities. This will be available to all students shortly after the opening of school. The school does **NOT** carry accident insurance on students.

BACKPACKS

Backpacks are a necessity for students to transport books and materials to and from school, however once students reach school they are encouraged to use their lockers for storage and take only the books and materials needed for each class. With the issuing of the laptop backpacks, they simply won't hold as many books because they are designed for a laptop. Students are encouraged to use their lockers to keep materials secure when not in use. This especially holds true with the laptop computers in the backpacks. Failure to abide by these standards may result in loss of privileges and/or disciplinary action.

SCHOOL LIBRARY

The school library contains over 17,000 titles, in addition to a newspaper, films, maps, and other information. Computers are available for educational use. Print and non-print sources in the library may be used for recreational reading and for locating specific information to use in furthering knowledge of an assigned subject. Students must have teacher permission to visit the media center during class periods. An atmosphere conducive to research and learning is maintained in the library at all times.

The center is open daily for student use before school, until noon, you can check exact hours with the librarian. Students may check materials out for a 2 week period, with one renewable period; they are financially responsible for all such books and materials which are lost or damaged.

LOCKERS

School lockers, desks, etc. are the property of the district. At no time does the District relinquish its exclusive control of school lockers, desks, etc. provided for the convenience of students.

Students may be assigned a locker for storing belongings and books. Lockers are to be kept clean and orderly at all times. Locks will be issued free. At the end of the school year, a pre-determined fee set by the office will be assessed for unreturned locks. Periodic locker checks may be made to assure compliance with school rules.

Students are strongly encouraged to use their lockers **and the locks** provided by the school. Genesee Jr-Sr High School does not have a theft problem traditionally, but if students are upset with one another they tend to mess with items in their lockers. Many of the "theft" problems at school can be eliminated if students will use their locks on their lockers.

USE OF TRAINED DOGS

All persons are responsible for the security of any vehicle, locker, desk, bag or other items they possess or bring on to district property or to a district sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or district policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on district property or at a district sponsored event.

In an effort to keep the school free of drugs, the district may use specifically trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. Trained dogs' sniffing cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present. Only the dog's official handler will determine what constitutes an alert by the dog.

The above inspections shall be unannounced and may be made at the discretion of the Superintendent or their designee.

STUDENT DISCIPLINE

As part of the school-wide positive behavior program Genesee PRIDE, there are consequences associated with the behavior expectations. Below is an explanation of the consequences and which category they fall regarding the Genesee PRIDE school-wide positive behavior and supports 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 to the principal or 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.

Genesee Leveled Consequences

** 3 minors in one week = 1 major

<p><u>Level 1 - Minor</u> Behaviors that impact primarily the student</p>	<p><u>Level 2 - Minor</u> Behaviors that interfere with the learning of others</p>	<p><u>Level 3 - MAJOR</u> Behaviors that affect an orderly or safe environment</p>	<p><u>Level 4 - MAJOR</u> 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 • 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 bathroom floor or walls • Cheating/Forgery • Climbing in bathroom • Hallway behaviors • Inappropriate language • Leaving room without permission • Looking under bathroom 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><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student • Discussion about expectations • Eye contact • High levels of supervision 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Consult with school counselor/school psychologist for classroom/individual behavior management ideas • Debrief with student 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> • Debrief with student after referred to office and de-escalation. • Follow procedures for immediate

<ul style="list-style-type: none"> • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/ expected behaviors • Verbal warning 	<ul style="list-style-type: none"> • Link rewards to appropriate behaviors • Pre-teaching of expectations • Proximity • Re-teaching of school rules/ expected behaviors • Verbal warning 	<ul style="list-style-type: none"> • Increased supervision • Pre-correction • Priming • Re-teach expectations 	<p>assistance/referral to office</p>
<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Loss of privileges • Moving seat • Loss of computer privileges • Parent contact* • Timeout in room <p><i>*phone call, note, email, weekly report</i></p>	<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Admin/parent/student/ teacher conference • Apology letters • Behavior contract • Loss of computer privileges • Detention • Loss of privileges • Parent contact will be made • Timeout in another location • Timeout in room 	<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Apology letters • Behavior contract • Detention • Loss of privileges • Parent contact will be made • Problem-solving form • Restitution (working with janitor) • Suspension (ISS or OSS) • Timeout in another location • Timeout in room 	<p><i>Consequences may include</i></p> <p>As per Board of Education discipline policies</p> <ul style="list-style-type: none"> • In-School Suspension • Out-of-School Suspension • Restitution • Expulsion • Loss of privileges • Withdrawal from class with 'F' <p><i>* IMMEDIATE office referrals should occur with this level of infraction</i></p>

Updated 9/19/2015

LOST AND FOUND

DO NOT BRING VALUABLES TO SCHOOL. DO NOT STORE VALUABLES IN YOUR LOCKER.

The school cannot guarantee the safety of students' possessions. Fines will be assessed for damaged or lost books or other school materials. The school does not maintain a lost and found container as such, but students may bring lost articles, such as jewelry, books, etc., to the office.

Students are also encouraged to take responsibility with their personal items, especially things of importance like Ipods, phones, money and vehicles. When items are left out or not secured and things come up missing, students and parents naturally get upset. Please take extra responsibility for items of great value and importance to yourself. This will make your time at school more pleasant.

PHYSICAL EDUCATION

All students participating in PE are expected to dress down and shower each day. Students are encouraged to keep extra toiletry items in their PE locker to help with cleanliness and hygiene. A written request from a doctor must be on file if the student is to be excused from PE for more than five days. PE students are responsible for bringing appropriate clothes for PE and expected to launder their PE clothes at least weekly.

SPECIAL EDUCATION PROGRAMS

Some programs for exceptional students are available. The programs include resource rooms to provide intervention or primary instruction and/or supplement regular instruction, Title I, speech therapy, limited psychological services and limited physical therapy on a regular basis.

Genesee School District uses the Response to Intervention (RTI) to meet students' needs. It is intervention and results focused. Collaborative teams use problem-solving to develop interventions that have specific goals that can be measured, assessed, and determined to be effective. RTI is proactive and preventative—it attempts to catch students' concerns early. Information about RTI can be obtained through the principal, Title I teacher, or resource room teachers.

SEARCH AND SEIZURE

School officials may search a student's outer clothing, pockets, property, lockers, desks, etc. by establishing a reasonable cause or securing the student's voluntary consent. Vehicles on school property shall be considered "articles on school property and subject to search with 'reasonable cause.'" General inspections for cleanliness may be conducted at random throughout the school year. The search is reasonable if it meets both of the following criteria:

- The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
- The scope of the search is reasonable related to the circumstances that justified the search in the first place.

Illegal items, which present a reasonable threat to the safety and security of others, may be taken into custody by the administration or designee.

DRIVING

Driving is NOT a right, but a privilege. 9th Grade through 11th grade students at Genesee High School **NOT DRIVE DURING THE LUNCH PERIOD** except in extenuating circumstances **and only with prior approval of the administration, after written or verbal contact by the parent or guardian.** If permission is granted to drive at noon, the student may NOT transport students other than siblings and then only with prior administrative approval.

Senior students who are 18 may leave campus in personal vehicle provided they sign in and out at the office. No other students are allowed to be a passenger in a vehicle except in extra-ordinary situations approved in advance by the Principal or Superintendent.

Students may drive vehicles to school and after school provided the following conditions have been met:

1. Speed limit around school and adjacent streets will not be more than 5 miles per hour.
2. Obey all driving laws (stop signs, crosswalks, etc.).

Consequences for driving violations will be:

- a. First offense-----1 hour detention
- b. Second offense-----1 day out-of-school suspension
- c. Third offense-----No driving to school or parking on school grounds, plus out-of-school suspension.

d. Additional offenses-----Recommendations of expulsion to Superintendent/Board of Trustees
(Violations may be identified by parents/police officers/staff members, but NOT other students.)

TARDINESS

Students are expected to report to class on time with their necessary materials (See Policies 320.5 and 300.2). A portion of a student's grade in a course will be based on attendance and the tardy criteria otherwise known as "work ethic." Each tardy will lower the student's course grade by 1% up to 10%. A letter will be sent home after the student has reached 5 tardies in any given class, explaining the consequences of additional tardiness. If a student goes past 10 tardies another letter will be sent home, then 2% for each additional tardy will be deducted from a student's course grade. Excessive tardiness (15) will be referred to the administration and the student brought before the attendance committee, which may result in the possibility of denied credit.

TELEPHONE

Access to the phone in the High School office may be granted for emergencies and for class or club business only. Permission from office personnel must be secured first. Students will **not** be called from class to receive a telephone call unless it is an emergency.

PROMOTION/RETENTION OF 7th and 8th GRADE STUDENTS

Student in grades seven and eight will earn one credit per semester for each course. With the exception of Algebra I, these credits will not count toward high school graduation. (Policy 320.7)

Students must pass a minimum of 85% of their credits each year to move to the next grade level (12/14 credits). Academic supports will be in place to help all students have a successful academic experience. Attendance will be counted in the credit system. Credit recovery programs will be available for students.

The teacher and Principal will meet with the parent/guardian as early in the school year as possible, and prior to any decision being made to provide ample opportunity for student remediation and parent input.

VISITATION

All student visitors must have prior approval of the principal. Normally, unless for educational purposes, visitors will NOT be approved. Usually no more than 1/2 day for visitation will be granted. Parents and guardians of students are encouraged to visit school at any time as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parents may also call the school to arrange for a conference with a teacher or the administration. For the safety of all, visitors must check in with the office and wear a visitor's badge.

EXTRA CURRICULAR ACTIVITIES

Gifts: Coaches, advisors, teachers, and other school personnel may not accept gifts exceeding a value of fifty dollars (\$50.00)

Activities: All meetings will be conducted before school, during lunch, at a designated activity time, or after school. No major activities will be scheduled during the final week of any semester. Pep assemblies will be scheduled in

conjunction with the cheerleader advisor, coaches, athletic director, and principal. No activities will be scheduled on Wednesday evenings or on Sundays, without prior approval of administration.

Chaperones: In addition to the regular advisor(s), at least one other staff member and two additional parents or patrons must be present at such extracurricular activities as dances, etc.

Funding: All activities will be self-supporting. No class time should be used for promoting and working on activities. The treasurer, with the approval of the advisor, is the only person authorized to make purchases for the organization. The treasurer must secure a purchase order from the high school office prior to making any purchase. Anything bought without a purchase order will not be paid. The treasurer or advisor should be the only person turning money into the office.

Fund Raising: Each group is allowed up to (3) fund-raising activities per year. All fund-raisers need prior approval of the principal and the fund-raising form must be completed by the coach or advisor before activity can be approved. Clubs or classes that hold fund-raising activities must clean up after each activity.

Social Functions: Groups sponsoring parties must have prior approval of the principal. Parties and dances will be held in the multi-purpose room or student commons as available. Other places must have prior approval from the administration. All parties and dances will end no later than midnight. Out of school students are NOT permitted to attend school functions unless approved by the administration. Only 9-12 students are allowed to bring guests to dances, proms, etc. The student is responsible for the conduct of his/her guest.

Students who leave a party or dance early will **not** be readmitted.

Clubs: School-sponsored clubs may be formed upon the approval of the student council and the school administration.

The following groups are recognized:

7-12 classes	National Honor Society	Music Festivals/competition
IDFY	FFA	Athletics
Jr. High IDFY	BPA	Choir
Foreign Language Club	Geography/Spelling Bee	Jr. High FFA

Student Government: The student council promotes school activities and functions, refers student body opinions and points of view to the administration, and exercise powers deemed best for the general welfare of the student body.

SPORTS

Genesee High School is a member of the Idaho High School Activities Association and will conform to all rules and regulations of that organization. GHS participates in the following: football, volleyball, cheerleading, basketball, softball, baseball and track. Other sports and activities may be available under collective co-op status, and must be approved by the Principal/Athletic Director.

Sportsmanship: Good Sportsmanship will be shown at all times whether participating or as a spectator. This means no booing, swearing or derogatory remarks towards officials, players or coaches. Rudeness, flagrant misconduct, nor challenging the decision of an official will be tolerated. Game officials have the right to ask game administration to remove unruly fans, players or coaches from athletic contests.

Out-of-town activities: Students are expected to set a good example by acting with dignity and respect at all times. Failure to do so will result in suspension from activities and trips.

Transportation: Transportation to and from out-of-town activities will be provided by the school. Students must ride school transportation in both directions. A group member may return home with his or her parent(s) only if the parent personally presents a written note to the coach at the away site. Exceptions will be granted only by pre-arrangements through the administration. Failure to maintain this standard will result in the loss of privilege to participate.

Eligibility: Students that are enrolled full time, have passed all of their classes and have no incompletes from the previous semester grading period will be eligible to participate in Genesee Jr./Sr. activities. A student must be in attendance at least ½ of the school day (at least 4 class periods) before he/she can practice or participate in a sporting activity, unless he/she has prior approval from the administration.

Insurance: Students participating in athletic programs must show written proof that they have adequate coverage through a private insurance company. If a parent/guardians desires they may purchase insurance through a private company which covers bodily injury suffered in connection with school activities. The school does not carry accident insurance on students.

Physicals: Each athlete must have an official physical, on IHSAA forms, on file. A Physical taken in the 7th or 8th grade is not valid for high school participation. A student must have one physical at the 7th grade level, one physical as a freshman and one physical as a junior.

Personal Appearance: Personal appearance is important for those representing the school, family, and community. Athletes will conform to appropriate training rules prescribed by the coaching staff. Participants will dress for games as prescribed by the coach.

School Work: Athletic participation is not an excuse for incomplete or late daily assignments and homework. Schoolwork must be turned in on time. If you know you will miss a class because of an early release, it is your responsibility to get the work ahead of time from the teacher.

Drugs, Alcohol, Tobacco (including e-cigarettes): Genesee Junior Senior High School has no tolerance for student use of alcohol, drugs, and tobacco. Thus, consumption or possession of alcoholic beverages, use or possession of drugs or related paraphernalia, and smoking or use of chewing tobacco will not be allowed. Failure to abide by this standard will have the following result:

First Offense: student is given the option of completing a verified substance abuse assistance program, submission to weekly substance testing, at parent/guardian expense, for eight weeks, and suspension from all competition and practice for two weeks (the student will not be allowed to compete after the two-week suspension until the test produces a negative result) OR suspension from participation in activities for twelve weeks of school (not counting holidays and vacation periods).

Second offense: will result in suspension from activities for the current semester and the next semester.

Third offense: will result in the loss of participation in activities.

Annual Notification of Rights under FERPA

GENERAL

It is the policy of this District to conform to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) by allowing parents and eligible students access to the appropriate education records and maintaining procedures to accommodate the rights of access, amendment and challenge while protecting the privacy of students enrolled in the District and their parents from unauthorized disclosures of such information.

RIGHT OF ACCESS

Parents of the student or the student if he or she is 18 years of age ("eligible student") shall have the right of access at reasonable times and places to the education records of the student maintained by the District. This right of access includes the opportunity to inspect and review the records upon request; the right, upon reasonable request, to an explanation and interpretation of the record; and the right to obtain copies of the record for a reasonable fee, or if failure to receive a copy would effectively prohibit the exercise of the right to inspection and review then such copies will be produced at no cost.

A student's natural parents, guardian, or individual holding proper power of attorney acting on behalf of the parents or guardian, in their absence, shall be given access to a student's Education Records for the purpose of inspection and review. Until the school is advised and given authority, of the judicial withdrawal or limitation of rights, the school will afford the right of access to both parents.

PROCEDURE FOR INSPECTION AND REVIEW

The parents or eligible student may inspect and review the student's educational record by filing a written request to inspect and review on forms provided by the District. While oral requests by the parents or eligible student to inspect and review may be honored by the District under exceptional circumstances, a written request procedure will generally be required. All requests for access or disclosure, whether written or oral, will be noted and maintained in the student's permanent education record.

LIMITATION TO ACCESS

The parents of a student or eligible student will be given access only to the Education Records of that particular student. If information pertaining to any student other than the one making the request appears in the requested record, copies of the records with redactions pertaining to other students will be provided to the Parent/Eligible Student from the record before disclosure.

The student will not be allowed access to information concerning his/her parents' financial status.

COST

A copy of the record will be furnished at the rate of 5 cents per page.

A copy of the record will be furnished at no cost to the parents or eligible student if necessary to protect and provide the right to inspect and review the record.

RECORDS MAINTAINED. LOCATION AND PERSONNEL RESPONSIBLE THEREFOR

The following information is maintained in the District's Education Records:

Type of Record
Location of Record
Record Custodian and/or Responsible Person

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

The District will not disclose to anyone other than the parents, student or designated employees and officers of the District, personally identifiable information without the prior written consent of the parents or eligible student, unless the disclosure of such information is specifically authorized by FERPA.

The District will disclose personally identifiable information to and allow inspection of the student's record by the employees and officers of the District who have a legitimate educational interest for having access to the records. The employees and officers who will have access to the records shall include those persons set forth in the Annual Notification of Rights.

Legitimate education interests shall include those instances set forth in the Annual Notification of Rights.

FERPA provides that "directory information" may be disclosed without the prior written consent of the parents or eligible student. "Directory information" includes the following or similar information relating to a student:

- (1) student name, address and telephone number;
- (2) parents'/guardians' names and addresses;
- (3) date and place of birth;
- (4) grade level;
- (5) gender;
- (6) major field of study;
- (7) participation in officially recognized activities and sports;
- (8) weight and height of members of athletic teams;
- (9) dates of attendance;
- (10) degrees and awards received;
- (11) most recent previous education institution attended by the student.

RECORDS OF REQUESTS AND DISCLOSURES

The District will maintain a list of each request for or disclosures of the education record or of personally identifiable information there from. This list will be available for inspection and review by the parents or student upon request.

RIGHT TO SEEK AMENDMENT OF THE EDUCATION RECORD

If the parents or eligible student believes that information contained in the student's education record is inaccurate, misleading or otherwise violation of the privacy or other rights of the student, the parents or eligible student may request, in writing, that the record be amended by the District. The District will furnish a Form for such request. Within ten days after receipt of the Request for amendment, the Building Principal [or other authorized school official] will decide whether to grant or deny the request and inform the parents or eligible student of his decision.

If the request is granted in whole or in part, the District will amend the education record consistent with the decision as soon as possible and destroy all non-conforming information.

If the request is denied in whole or in Part, the District will advise the parents or eligible student of its decision and of the parents' or eligible students right to a hearing pursuant to formal challenge.

NOTICE OF INTENT

If a parent or eligible student initiates a formal challenge to the record, the District will give the parent or eligible student written notice of the date, place and time of the hearing within fourteen (14) days after the receipt of the Request for Hearing. The hearing will be held within thirty (30) days after receipt of the Request for Hearing. In the event the parents or eligible student require additional time in which to prepare for the hearing, the school may grant such additional time as is reasonable to allow the parent or eligible student to effectively exercise his or her rights after receipt of a request for such extension.

The board of trustees, or its designee, will appoint a hearing officer to preside at the hearing and present recommendations to the Board. The appointee may be any person, including an official of the District, who does not have a direct interest in the outcome of the hearing.

The parents or eligible student will be given a full and fair opportunity to present all relevant evidence, including witnesses, and may, at its own expense, retain counsel or other assistance to represent him or her at the hearing. The superintendent or other authorized agent of the District will present all relevant evidence, including witnesses, and may be assisted by counsel to the District.

A verbatim record of the hearing shall be made by tape recording or other suitable means. A copy of the transcript recording may be provided to any requesting party, at his or her own expense.

Following the conclusion of the hearing, the hearing officer shall prepare a written recommended summary of the evidence, decision and reason for decision recommendation which, together with a copy of the transcript and accompanying documents, shall be submitted to the Board of Trustees for review and ratification. The hearing officer's recommendation shall include a summary of evidence presented at the hearing and a statement of the reasons for forming the basis of such recommended decision and shall be submitted to the Board within fifteen (15) days following the final submission of the matter.

The Board shall review the recommendations of the hearing officer in open session of a duly constituted meeting of the board and shall make a final decision on the challenge based upon the record thereof. If the Board modifies or rejects the recommendations of the hearing officer, the Board shall place upon the minutes of the meeting a statement of the reasons forming the basis of the final decision of the Board.

If it is determined that the information challenged is in fact inaccurate, misleading or a violation of the student's rights, the Board shall instruct the superintendent to amend the student's record and to advise the parents or eligible student, in writing, of the revision of the record. The parents or eligible student shall be advised of any action taken by the Board relative to the challenge.

If the amendment requested in the challenge is denied, the District shall advise the parents or eligible student and advise them of their right to place a statement in the student's record explaining any reasons for disagreement with the Board's decision or otherwise commenting on the contested material.

The Statement of Explanation (or Statement of Record) will be placed in the student's permanent file and if the contested information is subsequently disclosed by the District, the explanatory statement shall accompany such disclosed information.

TRANSFER OF STUDENTS

It is the policy of the District to honor requests for transfer of records to schools in which the student seeks or intends to enroll. In connection with the transfer of records to other schools, the District shall make a reasonable effort to notify the parents or eligible student that the record is being transferred unless the parents or eligible student initiated the request for transfer. Notice of the pending transfer will be sent to the parents' or eligible student's last known address. A copy of material to be transferred shall be made available to the parents or eligible student, upon request or within twenty-one (21) days after a request for transfer of such records is received from the other school.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and is prohibited in the Genesee School District. An employee, District agent, or students engages in sexual harassment whenever he/she makes unwelcome advances, request sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: I.

denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or II. has the purpose or effect of:

1. substantially interfering with the student's educational environment;
2. creating an intimidating, hostile, or offensive educational environment;
3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Compliance Officer: Wendy Moore, Genesee School District, Box 98, Genesee, Idaho 83832, 208 285-1162.

A Discussion of Sexual Harassment

I. What is Sexual Harassment? It is unwelcome sexual behavior that makes a student/person feel uncomfortable or unsafe. It can fall into any of three categories: Physical, verbal, or non-verbal.

Physical: pinching, grabbing, touching, standing too close, patting, hugging, kissing

Verbal: threats, insults, comments about a person's body, sexual jokes, suggestions, remarks, pressure to go on a date, whistles or rude noises, sharing stories of sexual exploits (real or imagined), spreading rumors or gossiping about someone, obscene phone calls

Nonverbal: gestures, sexual pictures, making sexual body movements, staring at someone's body

II. Isn't most of the behavior listed above "normal kids' stuff"? No. Sexual harassment creates fear and anger that can affect people for years—it's not harmless fun. Research shows that harassers who are not stopped may go on to commit violent crime such as rape and assault.

III. What is the difference between sexual harassment and flirting? Flirting occurs between two people who are equal in power—both people agree to flirt, and both enjoy it. Harassment makes one person feel uncomfortable and less powerful.

IV. Sexual harassment makes the target/victim feel bad. Victims often feel afraid, ashamed, helpless, put down, and/or angry.

V. If the target or anyone else asks you or tells you to stop, or that what you are doing is making them uncomfortable, **YOU MUST STOP**. To do otherwise would constitute sexual harassment.

VI. Sexual harassment is a form of sex discrimination, and is therefore illegal. There are potentially severe disciplinary consequences here at school for sexually harassing a student or school employee.

VII. Sexual harassment is a violation of a person's civil and constitutional rights—it may be a criminal offense in some cases, including possible fines and/or jail time.

VIII. Sexual harassment is **never** the victim's fault.

IX. REMEMBER ONE BASIC RULE OF THUMB: It's probably sexual harassment if the person the behavior is directed at feels uncomfortable or threatened. IT DOESN'T MATTER WHAT THE HARASSER INTENDED.

Disabilities Policy
Students with Disabilities

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Genesee School District is prohibited from discriminating against students on the basis of a disability. Genesee provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Genesee will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protection. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to Kelly Caldwell, Principal, or Wendy Moore, Superintendent, 285-1161 or P.O. Box 98, Genesee, Idaho 83832.

Statement of Purpose for Parents



The Genesee School District believes that all students should have access to technology. Modern technology tools enhance student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Our goal in providing these services is to enrich the educational development of our students.

We educate students about appropriate online behavior including awareness and response to cyberbullying and interacting with others on social websites. We expect students to act in a responsible, efficient, courteous, and legal manner. All school internet use is filtered and monitored. Additionally, we monitor the safety and security of students when using electronic communications. We take steps to prevent unauthorized access by students and to prevent unauthorized disclosure, use, and dissemination of students' personal information.

Some of our students' materials, drawings, and other creations may be published online. Students may also be involved in videos and/or other creations for class projects or class activities.

Definitions

The Genesee Secondary Technology Acceptable Use Agreement references tech tools, Web tools and services, and electronic communication.

- ✓ **Tech Tools:** Digital tools and equipment that are used in Genesee School District classrooms and schools including such electronic devices as computers, laptops, iPads, iPods, interactive whiteboards, document cameras, digital cameras, etc.
- ✓ **Electronic Communication:** Communication transmitted by means of an electronic device.
- ✓ **Web Tools and Services:** As part of 21st century learning, teachers and students will be using Web tools and services. Examples include social networks, blogs, wikis, videocasts, podcasts, and web applications. This Technology Acceptable Use Agreement refers to students' careful and proper use of Web tools and services.

Genesee Secondary Technology Terms of Agreement

Acceptable uses of technology are devoted to activities that support teaching and learning. Using tech tools correctly and responsibly is very important.

I promise to follow these rules:

1. I promise to use all tech tools and equipment carefully and not damage, change or tamper with any hardware, software, settings or the network.
2. I promise never to use any form of electronic communications to harass, frighten, or bully anyone (cyberbully).
3. I will practice good digital citizenship when interacting with others online.
4. I promise to use the tech tools and the Internet for educational purposes only. This includes software, applications, and any other technology related materials.
5. I promise not to share my passwords with anyone, and will not use anyone else's accounts or passwords other than my own.
6. I will not view, send or display inappropriate digital content (messages, pictures, etc).
7. I promise to tell an adult if I read or see something that is inappropriate.
8. I promise to obey copyright laws.
9. I will only use my school provided email or school provided social networking account at school.
10. I will follow the school's policy regarding the use of my personal electronic devices at school.
11. I promise to print only when I need to print for school projects and assignments.
12. I promise to store digital content only in areas I have been authorized to do so.
13. Any violation of the rules above or other improper use may result in suspension or loss of technology privileges.

CONSEQUENCES OF VIOLATION

THE FIRST VIOLATION OF ANY OF THE ABOVE WILL RESULT IN IMMEDIATE LOSS OF INTERNET/NETWORK PRIVILEGES FOR UP TO 180 SCHOOL DAYS. (Duration of loss of privileges is determined by the severity of the infraction.)

FURTHER DISCIPLINARY ACTION MAY ALSO BE TAKEN BY THE SCHOOL PRINCIPAL.

LOCAL AUTHORITIES WILL ALSO BE CONTACTED IF THE VIOLATION IS ILLEGAL.

PARENTAL NOTIFICATION UNDER PUBLIC LAW 107-110

Under public law 107-110, "No Child Left Behind," local school districts receiving federal funds must notify parents of the following information:

1. At the beginning of each school year, the district will notify parents that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including the following: 1) whether the teacher has met state licensing criteria for the grade-level(s) and subject area(s) taught, 2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived, 3) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree, and 4) if the child is provided services by paraprofessionals, their qualifications.
2. The school will provide information to every parent on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken.
3. The school will give timely notice if the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
4. The school will notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified. The notice shall include: an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, and an

explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child.

5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district will provide annual notice to parents of the availability of these services, the identity of approved service providers of these services and a brief description of the services, qualification and demonstrated effectiveness of each provider.
6. The district Title I Parent Policy (463.6) will be distributed to parents of children participating in the Title I program.
7. The district will involve parents in violence and drug prevention programs. Each school will notify parents of the content of safe and drug-free school programs and activities other than classroom instruction. A parent may object in writing and the school will withdraw the student from the program or activity.
8. The district will notify parents about their right to access all assessment data (except personally identifiable information), questions and current assessment instruments. Parents of children selected to participate in any National Assessment of Educational Progress assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.
9. Parents will be informed that they have the right to inspect third party surveys before they are distributed to students. The district will take measures to protect student privacy when surveys ask for certain sensitive information. Parents will be notified that they have the right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling information; and the right to inspect any instrument used to collect personal information before it is distributed to students.
10. The district will give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: 1)activities involving the collection, disclosure or use of personal student information for the purpose of market or selling information, 2)administration of surveys that contain requests for certain types of sensitive information, and 3)any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.
11. Genesee administers the following screenings at these approximate dates. If you want further information of what the screenings involve, contact Mary Pluhta, RN, at the North Central District Health Department, telephone 208 882-7506. Hearing and Vision- September/October; Scoliosis-February; grades 7-12 Sexuality Classes upon request-April/May; grades 4, 5, and 6 Growing up Classes and Personal Hygiene-April/May, and Kindergarten Round Up-April.
12. *Under No Child Left Behind, local school districts must, upon request, give military recruiters and college recruiters basic contact information (name, addresses, and telephone numbers) about high school students. Parents can request that this information be released only with their consent. Genesee High School will distribute the same list to military and college recruiters; therefore, if parents decide to withhold release of their child(ren) name from the contact list, it will be both for military and college recruiters.*
13. The District will annually notify parents that the District will facilitate the transfer of disciplinary records, with respect to suspension or expulsion to any private or public school for any student enrolled or seeks, intends, or is instructed to enroll, on a full-or part-time basis, in the school.

Title IX Compliance Information

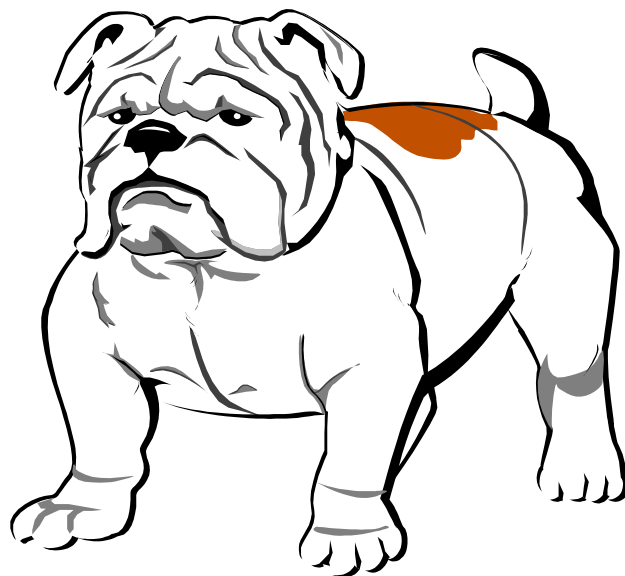
Title IX of the Elementary and Secondary Education Act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Any student (or the parent of a student) may file a complaint regarding rights under Title IX by contacting the District's Title IX compliance officer:

Mr. Kelly Caldwell, Principal
Genesee Joint School District No. 282
PO Box 98
Genesee, ID 83832
208-285-1162 ext. 203
kcaldwell@sd282.org

Genesee Jr. Sr. High Student Handbook



2022-2023

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