SMHS Student Handbook
2026- 2027



St. Maries High School
424 Hells Gulch Road
St. Maries, ID 83861

2026-2027
STUDENT HANDBOOK

Welcome!

We would like to take this opportunity to welcome you to St. Maries High School. The staff of SMHS believes that the purpose of the school is to provide a quality education that will promote the growth of the individual while enabling each person to become a responsible member of society.

The purpose of our school rules and regulations are to insure that our building will run smoothly and that each student will have rights and responsibilities. This booklet is only a partial listing of all rules and regulations; a full copy is available in the office.

We hope each student has a good year and that our school will continue to develop and provide an outstanding education for all students.

> *"St. Maries Joint School District #41 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability."*

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St. Maries Joint School District #41 2026-2027 Calendar

2026

August

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	17 - Secretaries Return/Buildings Open
24	25	26	27	28	25-27 Teacher Prof Dev/Work Days
31					First Day of School - August 31 Full Day - No Early Release

September

M	T	W	TH	F	
	1	2	3	4	3,4 - No School
7	8	9	10	11	7 - Labor Day
14	15	16	17	18	
21	22	23	24	25	
28	29	30			14,21,28 Early Release

October

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	5,12,19,26 Early Release
19	20	21	22	23	29 - End of Qtr 1
26	27	28	29	30	30 - No School, 1/2 Tchr Wk Day, 1/2 Tchr PD

November

M	T	W	TH	F	
2	3	4	5	6	5 - PK-8 After School PT Conferences
9	10	11	12	13	6 - No Students, PK-12 PT Conference, 9-12 E-Day
16	17	18	19	20	
23	24	25	26	27	23-27 No School Thanksgiving Break
30					2,9,16,30 Early Release

December

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	7,14 Early Release
21	22	23	24	25	12/21 - 1/1 No School Christmas Break
28	29	30	31		

2027

January

M	T	W	TH	F	
				1	12/21 - 1/1 No School Christmas Break
4	5	6	7	8	4 - Return from Christmas Break
11	12	13	14	15	21 - End of Qtr 2
18	19	20	21	22	22 - No School, 1/2 Tchr Wk Day, 1/2 Tchr PD
25	26	27	28	29	4,11,18,25 Early Release

February

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	15 - No School, Presidents' Day
22	23	24	25	26	1,8,22 Early Release

March

M	T	W	TH	F	
1	2	3	4	5	25 - PK-12 After School Open House
8	9	10	11	12	26 - End of Qtr 3
15	16	17	18	19	26 - No Students, PK-12 PT Conference; 9-12 E-Day
22	23	24	25	26	1,8,15,22 Early Relase
29	30	31			3/29 - 4/2 Spring Break

April

M	T	W	TH	F	
			1	2	3/29 - 4/2 Spring Break
5	6	7	8	9	5 - No School, 1/2 Tchr Wk Day, 1/2 Tchr PD
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	12,19,26 Early Release

May

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	3,10,17,24 Early Release
31					31 - No School Memorial Day

June

M	T	W	TH	F	
	1	2	3	4	4 - Last Day of School
7	8	9	10	11	7 - Teacher Work Day

- First and Last Day of School Instruction
- No School
- Non Instructional Contract Days
- Paid Holidays
- After School PT Conferences
- PK-12 PT Conf / 9-12 E-Day
- Early Release Mondays

St. Maries High School - Staff Directory

Board of Trustees

Paul Sotin Board Chair Alan Imel Trustee Dennis Humphrey Trustee Heather Wilcox Trustee

Administrative and Service Personnel

Dr. Teresa Rensch Superintendent, TJ Hammond Principal, Kim Keneally Activities Director, Bobbie Peet Guidance Counselor, Kriss Gibson Building Secretary, Nancy McKelvey Attendance Secretary

Teachers and Support Staff

Asbury, Chelcie Special Education
Bailey, Viviana Spanish
Bassler, Andrew US History
Biggerstaff, Pat Special Education Support
Clark, Sue Special Education Support
Cloud, Aaron Algebra/Business Math
Cummings, Erick Automotive
Daniel, Alyssa English
Daniel, Cooper Business Education
Dorman, Kaleigh School Resource Officer
Gentry, Jennifer Art
Hodges, Adam History/Government
Jones, Becky Special Education Support
Jorgensen, Mattie English
Louthan, Stephen Algerbra1/Biology
Maetche, Jake Fitness
McCann Becky, Student Support
Miller, Jennifer Special Education
Morgan, Susan Special Education Support
Pfeiffer, Tony Ag Mech
Riberich, Rusty Forestry/AgMech
Taylor, Brandon Photography, Student Support
Whidden, Greg Music
Wilkinson, Rachel Math
Wittrock, Pam Special Education Support

INTRODUCTION

St. Maries High School strives to enable its students to succeed. It is our desire that students attending our schools will mature academically, socially, culturally, and physically. The friends you make in high school, the manner of conducting yourself as you go about your classes and extracurricular activities, and your attitude toward those with whom you make contact - casual as the contact may be - will affect life more than you realize. These relationships and experiences will be enhanced by a businesslike attention to punctuality, attendance, orderliness and a considerate, courteous attitude that will build a good record that is sure to be to your advantage. An understanding of what your school expects of you and what you may expect from your school will produce mutual respect, which will create an exciting and stimulating learning atmosphere. This handbook is presented to familiarize you with high school rules and policies. You are encouraged to read this handbook so that you will know the rules and policies. Enjoy your days in high school!

A STATEMENT OF PHILOSOPHY

St. Maries Joint School District No. 41 is dedicated to providing all students with the opportunity to acquire skills and knowledge that will enable them to reach their maximum potential. The Board of Trustees, administration, and staff are “Committed to Quality Education”.

AFTER SCHOOL STUDY HALL

The After School Study Hall is mandatory for any late work a student is wanting to turn in within the timeframe set by the class instructor. A student must attend one session per missing assignment. This will be held Tuesday, Wednesday and Thursday 2:40 pm to 4 pm in the Media Center. Students may also attend to work on current assignments as a staff member will be available to help with these assignments.

ATTENDANCE POLICY

This policy criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance. The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student’s presence in the classroom with the regular teacher contributes to time on task, and time on task contributes directly to learning.

1. Any student absent beyond ten (10) days per semester may mean the loss of credit in those missed classes or grade level retention.
2. An absence, for ANY REASON, other than a school-sponsored or an

administration-approved absence will count toward the ten (10) day limit. School-

sponsored or administration-approved absences are:

a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, school clubs, academic field trips, and others deemed co-curricular.

b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother.) Any extended bereavement may be reviewed by the Building Attendance Committee.

c. Medical or dental appointment, illness, or hospitalization verified by a licensed medical provider's note which cites specific dates.

These are the ONLY absences which WILL NOT be used in calculating the attendance record.

3. Absences which will be counted in the ten (10) day limit will include such areas as: illness, family trips, work days, vacations, visiting friends or relatives, suspensions in and out of school, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Building Attendance Committee.

4. Students will be expected to gather, complete, and submit any and all missing or incomplete class assignments, work, and/or projects. Students will be afforded one (1) day for every one (1) day of absence to complete and submit such assignments, work, and/or projects (Policy No: 501.02).

5. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.

6. After seven (7) absences from school/class, a second letter will be sent to the student's home, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.

7. Upon the student exceeding the tenth (10th) absence, the student may have credit withheld or be denied grade promotion and may be referred to the Building Attendance Committee. If referred, that student, with parental/guardian accompaniment must appear before the Building Attendance Committee. The Building Attendance Committee will consist of the building principal, guidance counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.

8. The Building Attendance Committee will review the absence reports to determine if the student will have credit withheld or be denied grade promotion, which will occur unless extenuating circumstances surface. Extenuating circumstances will be considered by the Building Attendance Committee.

9. The Building Attendance Committee can, after hearing a student/parent/guardian's appeal for attendance waiver, deny credit, or put certain stipulations on a student whose credit or grade promotion will be dependent upon an agreement reached with the student/parents/guardians concerning attendance for the remainder of the semester.

10. Any decision to withhold credit or deny grade promotion can be appealed to the Superintendent by the student/parent/guardian. The student/parent/guardian must request a meeting in writing with the Superintendent within ten (10) school days from the Building Attendance Committee hearing. If students/parents/guardians do not accept the Superintendent's decision, they may appeal such decision through a request of a hearing with the Board of Trustees to be held at the next regularly scheduled Board Meeting. Any request to appear before the Board of Trustees must also be in writing.

11. If the student/parent/guardian appeal is not granted, the student will remain in that particular class for the remainder of the semester with a NO CREDIT (N/C) grade assigned, which will not affect the student's GPA, if the student has a passing grade at the end of the semester. If the student does not have a passing grade at the end of the semester, he or she will receive a failing grade for the semester. If disciplinary issues occur, the student may be suspended per Board policy.

12. If the student/parent/guardian appeal is granted, the student will return to class with the Building Attendance Committee's stipulations. If the stipulations are violated, a loss of credit or grade level promotion will result.

13. The Building Attendance Committee may also make decisions regarding the student's participation in extracurricular activities.

(Policy No: 501.01)

TARDIES

Students in grades 9-12 will serve a lunch detention after three (3) tardies. For any student who has reached a total of five (5) tardies, a warning letter will be sent to the student/parent/guardian, and the student will be referred to the Attendance Committee for consideration. If a student is more than 10 minutes late for class without a valid or excused reason the student will be counted as absent in that class for that day. Such absence from class will also result in the student not being allowed to participate in team practice, games, or school functions that day. **(**Policy No: 501.01)

ABSENCES AND PARTICIPATION IN ACTIVITIES

A student who is absent during any part of the day and is scheduled to participate in an after-school activity, athletic event, evening performance, team practice or school function, may not participate unless the absence is extraordinary and cleared by the principal/activities director or the absence is pre-arranged. The parents must send a note to the building principal requesting a prearranged excuse at least one (1) day prior to the absence. Before the prearranged excuse will be granted, it must be approved and signed by all the student's teachers **(**Policy No: 501.01)

ANNOUNCEMENTS

Announcements to the student body are made each morning at the beginning of third period. All announcements must be in the office no later than 8 am. of the morning they are to be announced. No announcements will be made if it is not submitted to the office by the designated time. A club, organization advisor or an administrator must authorize all announcements.

Parents can access announcements on our school district web site www.sd41.org and the St. Maries High School Facebook page.

ASSEMBLIES

Assemblies of various types will be conducted during the year. Students will be dismissed to the assembly at the end of the class period prior to the assembly. Information for dismissing students to the assembly will be given over the P.A. system. Students are required to attend all assemblies. Students not attending the assembly will be considered truant.

BELL SCHEDULES

Your lunch period is determined by your fifth hour class. Upon registration, check with the registrar to see when your lunch is. No food will be allowed out of the multi-purpose room and students bringing their lunches are encouraged to eat in the multi-purpose room. No students will be allowed past the office door during lunch periods.

St. Maries High School

2026-2027 Bell Schedules

Regular Bell Schedule		
	Start	Finish
1st Period	8:00	8:50
2nd Breakfast	8:50	8:57
2nd Period	8:57	9:51
3rd Period	9:55	10:45
4th Period	10:49	11:40
Lunch	11:40	12:08
5th Period	12:12	1:02
6th Period	1:06	1:56
7th Period	2:00	2:50

Monday Bell Schedule		
	Start	Finish
1st Period	8:00	8:46
2nd Breakfast	8:46	8:53
2nd Period	8:53	9:41
3rd Period	9:45	10:31
4th Period	10:35	11:22
Lunch	11:22	11:50
5th Period	11:54	12:40
6th Period	12:44	1:30
7th Period	1:34	2:20

BOMB THREAT
School administrators will investigate calls or written threats of bombs. Any student involved in these threats will be referred to the school board for an expulsion hearing. (Policy No. 502.02)

CELL PHONES/HEADPHONES & EARBUDS
Cell phone and headphone/earbud use is limited to before school, after school, and during the student's lunch period. Cell phones are not to be used in the classroom, or in the hallways during class time, or in the bathrooms during class time. Cell phone use is only allowed between classes or during lunchtime. Cell phones are to be left in the classroom, on the teacher's desk, when using the restroom during class time. When using the restroom or leaving class for any other reason, students will leave cell phones on the desk.
A complete copy of this policy can be obtained through the office or obtained through the District website.
(Policy No. 505.06)

CHEATING/PLAGIARISM
Students found guilty of cheating or plagiarism will be subject to teacher classroom rules and a discipline referral to the office. This will usually result in a zero for the assignment/test. A second offense could result in suspension. A third violation could lead to removal from the class with no credit issued.

CLOSED CAMPUS
Campus will be closed for all students during the school day. If a student does leave campus without permission, he/she will be considered truant. If it becomes necessary for a student to leave school after having arrived at school, that student must have permission from the office. Students who check out because of illness should go home and not remain at school and will not be allowed to participate in after school activities.

For 18 year old students who check themselves out of school may not return without a verified doctor or dentist note. It is not permissible for students to leave for food, coffee, etc. Once the student leaves, their absence will be marked unexcused for the remainder of the day unless a note is provided.
(Policy No. #502.08)

Students are not allowed in the gym before school or after school unless they are participating in a school sponsored activity such as a sport, band, or leadership. Doors will be open to students by 7:50 A.M. and students waiting for a bus are to remain outside.

CLUBS & ACTIVITIES
All students are encouraged to participate in the activity program. All students holding offices in classes and clubs must be passing all classes, complete the required paperwork, and are required to purchase an ASB card prior to participating in any activity.
(Policy No. 503.06)

COUNSELING AND GUIDANCE

The counselor works with students in making plans for the present and future. The counselor will evaluate educational and vocational information and relate this information to the student's ability and interest. He/she also helps students evaluate study time and techniques in the organization of schoolwork. Students are expected to discuss vocational and scholastic problems with the counselor. Student-counselor conferences will be held strictly confidential.
(Policy No. 604.01)

DRESS AND GROOMING

Safety and good judgment determine the basic standard for dress and grooming at St. Maries High School. Students shall dress in a manner that does not disrupt the educational process. Clothes must be clean and shoes must be worn at all times.Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh and chest, and midriff must be covered when walking; sitting, and bending or reaching (applies to males and females alike) when standing skirts and shorts must be at fingertip length when arms are at students side.Clothing that refers to gangs, drugs, alcohol (Coors)/tobacco, sex, violence or that contains innuendoes referring to obscene behavior, shall not be permitted. Clothing having forms of hate speech/symbol as recognized by the Anti-Defamation League (www.adl.org) shall not be permitted. Any clothing that obstructs visual identification of students will not be allowed, such as “hoodies”. Blankets are not allowed in school. When a student’s attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner so that it no longer violates this policy.
(Policy No. 502.04)

DRIVING POLICY

Driving to school is a privilege. Public transportation is provided, therefore, the privilege of driving to school and parking on school grounds may be revoked. Parking illegally may result in the student’s vehicle being towed at the owner’s expense. (Policy No. 502.08)

DRUG AND ALCOHOL POLICY PHILOSOPHY

St. Maries School District recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism. We support prevention, early intervention, and appropriate referral. Our desire is to identify and document any behavior/appearance that would be considered problematic to the student. We will be involved in disciplinary action when needed.
We believe in the value of training employees to help recognize students in need and to increase awareness levels with respect to substance abuse. We wish to encourage continuing training in this area among employees through the district programs and through our employees' own efforts.

St. Maries School District believes that along with the parents and the community, the school has a role to play in helping students understand the health risks and total dangers of alcohol and drug use. Therefore, we wish to cooperate by acting as a resource to students, parents, and teachers. It is our intent to act as an educator, identifier and referring agent. Our intent is to promote the safety, health, and well-being of our students.

NON-DISCIPLINARY PROCEDURES

Self-referral: Students who are concerned about their involvement or the involvement of another person with drugs or alcohol are encouraged to ask a staff member for assistance. This staff member will help the student contact appropriate resources. All self-referrals (including those from athletes and other participants in school-sponsored activities) will be treated without disciplinary action.

DISCIPLINARY PROCEDURES

Once a student is reasonably suspected of being under the influence of any controlled substance, regardless of any previous voluntary action disclosure, school administrators must immediately initiate procedures to seek law enforcement evaluation of a student. The fact that a student has previously disclosed use of a controlled substance may not be used as a factor in determining reasonable suspicion at a later date. Idaho Code 33-210

The unlawful possession and illicit use of tobacco, drugs and alcohol in the St. Maries schools is deemed to be wrong and harmful. The standards of conduct listed below clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school function or activity. Disciplinary sanctions consistent with school board policy, administrative policies at each building level, and local, State and federal laws, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct outlined in this policy.

ALCOHOL USE/DISTRIBUTION

The drinking and/or possession and/or distribution of alcoholic beverages by students on or in all school properties or during school-sponsored activities are prohibited.

ALCOHOLIC BEVERAGES

All persons found in violation will be referred to police for citation under Idaho Code 23-949 and 23-612. Idaho Code 18-1502 will apply to persons under 21 years of age. Student involvement in such activity shall be subject to suspension and/or recommendation for expulsion from school at the discretion of the school administration. The administration shall cooperate with the local, state, and federal narcotic agencies in the detection, prevention, and prosecution of any and all possible violations.

OTHER DRUG USE

Persons in possession of or under the influence of illegal or illicit drugs of any kind or attempting to sell or use said drugs are to be immediately reported to law enforcement authorities. Student involvement in such activity shall be subject to suspension and/or recommendation for expulsion

from school at the discretion of the school administration. The administration shall cooperate with the local, State, and federal narcotic agencies in the detection, prevention, and prosecution of any and all possible violations.

It is the policy of the St. Maries School District that any student who uses, sells, transmits, or traffic in any substance; including alcohol, should receive professional assistance and treatment as appropriate.

The administration is hereby directed to provide education designed to foster an understanding of the dangers of tobacco, alcohol and drug usage. Compliance with this Policy is mandatory.

(Policy No. 502.03)

DRIVERS LICENSE-REVOCATION

Idaho Code 49-303/49-303A states that students who drop out of school prior to the age of 18 will have their driver's license suspended. Personal or family hardships must be documented by the parent/guardian in writing, in order for the student to receive a waiver for this statute. Waivers may only be granted by the school principal or his/her designee. Please review the following guidelines:

1. A public school principal or designee shall provide written notification to a minor and the minor's parents, guardian or custodian of the school districts intent to request that the department suspend the minor's driving privileges because the minor has dropped out of school and has failed to comply with Idaho Code 49-303/49-303A.
2. The minor or the parent, guardian or custodian of the minor shall have fifteen (15) calendar days from the date of receipt of this notice to request a hearing before the public school principal or the principal's designee for the purpose of reviewing the pending suspension.
3. The requested hearing shall be conducted within thirty (30) calendar days after the public school principal or the principal's designee receives the request.
4. The public school principal or the principal's designee shall waive the requirements of Idaho Code 49-30349-303A for any minor under its jurisdiction for whom personal or family hardship requires that the minor have a driver's license for his or her own or his or her family's employment or medical care. Consideration will be given to recommendations of teachers, guidance, school officials or other academic advisors prior to granting a waiver.
5. Any person denied a hardship waiver by the public school principal, or the principal's designee may appeal the decision to the board of trustees.
6. The public school shall notify the department of all students not in compliance with Idaho Code 49-303/49-303A or who have been granted a hardship waiver.

DUE PROCESS FOR STUDENTS

In the event a student is accused of violating a policy, regulation, or rule established by the school district, building administration, or classroom teacher; the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction, if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed and a school district employee will then notify the student of the alleged infraction. The

   employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request a school counselor and/or principal and the school district employee involved will hold an informal hearing with the student as soon as possible. Parents/Guardians will be notified.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent/guardian of the student will be notified and an informal hearing with the student, the parents/guardians, and school personnel will be held within three school days. The results of this informal hearing must be given, in writing, to the parents/guardians within 10 days after the informal hearing.
4. In the event the informal hearing does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within 10 days of receipt of the decision, appeal to the

Board of Trustees and a formal hearing will be held. The results of this formal hearing will be given to the parents/guardians within 10 days after the formal hearing.

Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to legal counsel present.

ENROLLMENT-SCHOOL DAY

All students are required to attend all classes each day, whether receiving credit or not for that class. State law requires immunization records before enrolling. State law requires a birth certificate within thirty (30) days of registering.

FIGHTING/WEAPONS

Fighting will not be tolerated under any circumstances. Students who get into a fight may be suspended for up to five days. If a student continues to get into fights, he/she may be referred to the school board.

Students who either encourage a fight to continue or incite a fight through teasing or harassment of another student are subject to the same suspension as are those who are actually fighting. Students are encouraged to utilize the counseling, administrative or teaching staff to help resolve differences that may lead to a fight. Joint School District #41 has a zero tolerance policy on weapons.

SAFETY/ FIRE DRILLS

Fire and safety drills are held as directed in accordance with state requirements. They are for everyone's safety and students are expected to treat them accordingly. Each room has a clipboard with general guidelines for the classroom.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disrupt the educational process of the school, or slander or infringe upon other individuals.

Grade Levels

Traditional grades at the high school level are determined by number of credits earned, not by age. For example, if you are 17 and only earned 9 High School credits, you will be considered a Freshman. You will need to complete Freshman courses prior to being eligible for upper level courses. Your **Credits** determine grade level.

0-12 Freshman
13-26 Sophomore
27-38 Junior
39-up Senior

If you enter high school with zero credits, you are placed into Freshman courses. If you enter high school from a non-accredited or home school program, you will need to take a placement exam to determine proper placement into required courses.

COMMENCEMENT PARTICIPATION POLICY

Those students having completed the required courses and having met the necessary credit requirements are eligible to participate in the graduation ceremony. Students who are short one credit or more from fulfilling the graduation requirements may not participate in the exercises.

GRADING POLICY

As per district policy, students who have excused absences are allotted one day for each day absent to make up missing work. Students who do not turn in work will have a "Zero" indicated in the gradebook. Assessments mark the end of any unit and therefore closes the time missing work can be turned in. When the unit closes all "zeros" in the gradebook will be changed to a "1" and can no longer be turned in.

Grading Scale
A 92-100
A- 90-91.99
B+ 88-89.99
B 82-87.99
B- 80-81.99
C+ 78-79.99
C 72-77.99
C- 70-71.99
D+ 68-69.99
D 62-67.99
D- 60-61.99
F 59-below
P Passing
F Failure

GRADUATION REQUIREMENTS

St. Maries High School is accredited by the State of Idaho and the Northwest Accrediting Association. As a member of these associations, the schools meet the requirements of graduation set up by these organizations and the Joint School District #41 Board of Trustees. Note: Diplomas

are only issued in the spring.

ATHLETIC TEACHING AREAS/TRACK/FOOTBALL FIELD USAGE

The gymnasium, track, and football field are considered a classroom during regular school hours; therefore, students not enrolled in a P.E. class will not be allowed in the gymnasium teaching areas during class time.

HARASSMENT

The St. Maries School District believes that students have the right to learn in an atmosphere that is most conducive to the achievement of their fullest potential. Moreover, the St. Maries School District is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. Consequently, racial, sexual, and any other types of harassment of students, whether verbal, written, or physical and whether engaged in by employees of the District or other students, is unacceptable and will not be tolerated.

NOTE TO STUDENTS AND PARENTS

Verbal threats or comments of physical harm or injury will not be tolerated. Any verbal threats or comments about harming the school or school property will not be tolerated.

Bullying behavior, hazing, intimidation, or menacing behavior of any kind will not be tolerated. The Board of Directors has directed each school administrator to take disciplinary actions related to harassment, bullying, or threatening. Depending on the nature of the incident, a student involved in harassing another student is subject to suspension, expulsion, and/or a law enforcement referral.

Complaint Procedures: Building principals and the superintendent are responsible for investigations related to harassment, hazing, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having no involvement in the complaint presented. Any student, employee or third party who has knowledge of conduct in violation of this Policy shall immediately report his/her concerns. Complaint forms can be found on the school district's website (Policy No. 502.14).

INTERNET AGREEMENT

Students must have on file with the high school office a signed Internet Usage Agreement prior to using the Internet. Internet agreement forms are included in the online registration. If not online, the form will be sent home with the student and must be signed by the student and the parent or guardian (Policy No. 502.17).

LOCKERS AND LOCKS

Upon registration, all students will have the option to have a locker assigned to them. Students entering school after the registration period will also have the option to have a locker assigned to them by the office. Lockers should be secured at all times. The school carries no insurance for lost or stolen items and is not responsible for them. Students keep their assigned lockers and

should not share lockers with other students. Changes in locker assignments must have the approval of the Principal. Students will be responsible for damage to their assigned locker. P.E. lockers will be assigned during class time. Students SHOULD secure their lockers with a lock at all times. The school is not responsible for lost or stolen items.

LOST AND FOUND

If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Material left in the lost and found may be donated to charitable organizations for disposal.

MEDICATION

The Board of Trustees recognizes that students attending schools in St. Maries Joint School District No. 41 may be required to take medication while at school, either on a short-term or daily basis. The role of the District is to protect the health and safety of all students. If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

If a student must take medication during the school day, the District will implement the following guidelines:

SELF-ADMINISTRATION OF A METERED-DOSE INHALER AND/OR EPINEPHRINE AUTO-INJECTOR

1. Any student for whom a metered-dose inhaler or a dry powder inhaler is prescribed by a physician or other authorized medical professional, for treatment of asthma or other potentially life-threatening respiratory illness, will be permitted to self-administer such medication during the school day.
2. Any student for whom an epinephrine auto-injector is prescribed by a physician or other authorized medical professional, for treatment of a severe allergic reaction (anaphylaxis), will be permitted to self-administer such medication during the school day.
3. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler and/or epinephrine auto-injector at all times.
4. A student who is permitted to self-administer medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the school nurse or the school administrator.
5. For purposes of this section of this policy:
    A. “Medication” means a meter-dosed inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or an epinephrine auto-injector to alleviate severe allergic reaction (anaphylaxis) prescribed by a physician and having an individual label; and
    B. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

If a student requires blood glucose testing or insulin injections during the school day, the following applies:

DIABETES – HIGH SCHOOL STUDENTS

Students may self-administer blood glucose testing and insulin injections. In practicing self-administration, students are required to practice universal precautions for the disposal of waste (Policy No. 504.14).

PARKING

The gym parking lot is the designated place for students' cars during the school day. Joint School District #41 assumes no responsibility for theft or damage.
In an effort to protect the students' cars and other possessions, we ask the following of students:

- Do not be in the parking lot during break or any class period.
- Do not loiter in the parking lot when the school day is complete.
- Vehicles must be parked legally & in designated areas only
- Speeding and reckless driving
- Students found in the parking lot during class time will be considered truant
- Parents are not allowed to meet students in the parking lot to give them items. Please drop items off at the office and they will be given to the student at the appropriate time. The school needs to verify everyone on campus for safety concerns. .

Students may lose driving privileges if they disregard the above-listed rules and citations can be issued for misuse of parking lot.

The staff parking lot is congested and reserved for staff members and visitors. If a student parks in the staff parking lot, they are at risk for being towed. In the event of documented illness or injury, special permission can be granted through the office.

All students are to use the student entrance at the southside of the high school, at the top of the "Goat Trail." If your parent/friend brings you to school, please have them drop you off at the bottom of the Goat Trail (Policy No. 504.05).

REGISTRATION FEES

At registration, students may choose to purchase a student activity card for $30. This card admits them to attend all activities and assemblies sponsored by the student body. Lost activity cards should be reported to the office immediately. Duplicate activity cards will be issued for $5. All students participating in sports teams, pep band, and clubs are required to purchase a student activity card.

SCHEDULE CHANGE

Prior to dropping a class or changing a schedule, the student must meet with the counselor and/or principal. The principal will initiate a "Change of Class Schedule" form, which must be signed by all teachers concerned with the change, and returned to the office as soon as possible.

SCHOOL VISITORS

For the safety and security of our students, students who are not members of the student body will not be allowed to visit the school or allowed on school grounds during the school day. Parents

or other adults visiting the school are to check in at the main office.
Prior approval is required for guest teachers or presentations given by non-district employees.

SEARCH AND SEIZURE

The Board of Trustees of St. Maries Joint School District No. 41 is committed to providing students and employees with orderly and secure schools and workplaces that are free of drugs and weapons. To that end, the Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol, non-authorized medication or any other intoxicant (as those terms are defined by State or federal law or District policy) on District property or at any District-sponsored event. This prohibition applies to employees, students, patrons, visitors and any other person on District property.

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, including students and their personal effects. These searches can occur both in school and during school-sponsored activities. To that end, the need to search is based on the right and responsibility that school officials have to maintain discipline and to ensure the proper functioning of the educational process. Students have a reduced expectation of privacy at school and during school-sponsored activities than at their home. Additionally, students should have little or no expectation of privacy in their use of school property, such as desks and lockers.

All persons are responsible for the security of any vehicle, locker, desk, bag or other item they possess or bring onto 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 conjunction with other District security measures, a dog may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District-sponsored event. A dog's alert constitutes reasonable suspicion and only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of, bringing onto District property or responsible for that place or item will be called to the scene to witness the inspection. The inspections shall be unannounced and may be made at the discretion of the Superintendent or his or her designee.
In the event the dog alerts on a locked vehicle, the owner or person bringing it onto District property shall be asked to open it for inspection.

Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students and loss of parking privileges on District property for students. Visitors or patrons may be banned from District property.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis or when reasonable suspicion reveals that the search will disclose evidence of illegal possession or activity. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the School District or the school (Policy No. 502.06).

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the School District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities (Policy No. 502.06).

SEX DISCRIMINATION

All courses and co-curricular activities (exclusive of athletics) offered by St. Maries High School, particularly pep club, choirs, industrial arts, vocational education, and others are available to both female and male students. No preference will be given to a student's choice on the basis of sex. Members of both sexes are encouraged to participate in all courses.

STUDENT CONDUCT

Students are expected to use good judgment in their actions and activities while at school. The following items will not be tolerated and will result in consequences that can include suspension and/or expulsion from school and a parent conference.

1. Causing the evacuation of the building by pulling the fire alarm.
2. Theft or possession of stolen property.
3. Abusive or vulgar language in the halls, classroom or school grounds.
4. Unacceptable conduct in the halls, classroom or school grounds.
5. Inappropriate showing of affection in the halls or school grounds.
6. Vandalism to school property - this includes writing in lockers, etc.
7. Use or possession of objects and/or materials that pose a threat to the students - this includes, but is not limited to: water balloons, eggs, pennies, squirt guns, snowballs, etc.
8. Objectionable literary or pictorial materials - this includes material displaying or advertising alcohol, tobacco, or drugs.
9. Hazing.
10. Fighting.
11. Tobacco, Alcohol, and Drugs.
12. Incorrigibility.
13. Improper use of the Internet.
14. Theft of Education. Theft of education occurs when behavior of student/students is such that others are robbed of the class time intended to be spent learning. Teachers are unable to teach due to these inappropriate behaviors.

(Policy No. 502.01, 502.02)

STUDENT RECORDS

Student records are available for examination by parents/guardians and students, over 18 years of age, upon request. If records are to be examined please contact either the counseling

department or a building administrator.
Parents/Guardians or eligible students have the right to:

Inspect and review the student's records. Request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the ACT and its regulation authorize disclosure without consent.

File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the ACT.
Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the ACT are met. A due process hearing regarding the contents of records.

THREATS TO SCHOOL PERSONNEL
Any threats to school personnel, which include threats to life or to do bodily harm, will result in suspension and an expulsion hearing before the school board.

TOBACCO POLICY PHILOSOPHY
The St. Maries School District recognizes the health risk involved with the use of tobacco. We are also aware of the research that shows a direct correlation between early use of tobacco and early use of drugs and alcohol. We believe that along with parents and the community, the school has a role to play in helping students understand the health risks associated with the use of tobacco. Therefore, we wish to cooperate with parents and the community by acting as an educator, resource, and referral agent. Our intent is to promote the health and wellbeing of our students.

Section 18-1502-A of the Idaho Code pertains to the use of tobacco by a minor. The basic premise for this section of the law states that it is a misdemeanor for a minor to use or have in possession tobacco of any kind.

Tobacco Use - Smoking and/or possession of any type of tobacco is prohibited by any student enrolled in St. Maries School District #41 or other persons under the age of 18 on or in school property, or at any school function. Student involvement in such activity shall be subject for suspension and/or recommendation for expulsion from school at the discretion of the school administration.

1. First offense will be referred to police for citation under code 18-1502. 2. Second offense - student will be referred to the Board for expulsion, and referred to police for citation under Idaho Code 18-1502.

(Policy No. 502.03)

TRANSPORTATION TO ACTIVITIES
When students leave for any school-sponsored activity during the school day or meet at the school prior to leaving, they must utilize the school provided transportation to the activity and back. Students wishing to ride home with parents must present the coach or advisor with a written

request. STUDENTS WILL BE RELEASED TO THEIR PARENTS/GUARDIANS ONLY!
(Policy No. 503.09)

WEAPONS

Any student causing, attempting to cause or threatening to cause physical injury to another person will be recommended for expulsion.

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon of any kind. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for purposes of this policy. Examples of weapons include, but are not limited to the following: knives of all types, tasers, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals.
(Policy No. 504.02)

POSSESSION/USE

Possession, use, or attempt to use anything as a weapon will result in the student being referred to the school board for expulsion.
(Policy No. 504.02)

WITHDRAWAL FROM SCHOOL

If it is necessary for a student to withdraw from school, the student should obtain a "Student Withdrawal" form from the office. Students under the age of 18 MUST HAVE a parent's written permission. The withdrawal form and textbooks must be presented to each of his/her teachers. Secure all signatures required on the form and turn the form in at the office. Withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time, and may be cited for trespassing.

ST. MARIES JOINT SCHOOL DISTRICT NO. 41
PUBLIC NOTICE OF SECTION 504,
TITLE VI, TITLE VII AND TITLE IX DISCRIMINATION AND SEXUAL HARASSMENT POLICIES AND GRIEVANCE PROCEDURE

St. Maries Joint School District No. 41 hereby advises students, parents, employees and the general public it does not discriminate on the basis of handicap (Section 504) race, color or national origin (Title VI and Title VII) or sex (Title VI, Title VII and Title IX), and offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Grievance procedures are available to interested persons and inquiries regarding this non-discrimination policy may be directed below:

1. Section 504 Coordinator (Handicap Discrimination)
   Jenifer Miller, Special Education Director
   P. O. Box 384, 240 S. 11th Street, St. Maries, Idaho 83861
   Telephone: (208) 245-5543

2. Title IX Coordinator (Sexual Discrimination)
   Dr. Teresa Rensch, Superintendent of Schools
   P. O. Box 384, 240 S. 11th Street, St. Maries, Idaho 83861
   Telephone: (208) 245-2579

SECTION 504 OF THE REHABILITATION ACT

St. Maries Joint School District No. 41 does not discriminate on the basis of handicap conditions in admission or access to its programs and activities. No person shall be denied employment solely because of any physical, mental or medical impairment, which is related to the person's ability to engage in the activities involved in the job for which application has been made.

TITLE VI (SECTION 601) OF THE CIVIL RIGHTS ACT OF 1964

As required by Title VI of the Civil Rights Act of 1964, St. Maries Joint School District No. 41 does not discriminate on the basis of sex, race, color or national origin.

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

Title VII prohibits employment discrimination on the basis of color, national origin, and sex; therefore sexual harassment is job discrimination. As required by Title VII of the Civil Rights Act of 1964, St. Maries Joint School District No. 41 does not discriminate on the basis of sex, race, color or national origin.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

As required by Title IX of the Education Amendments of 1972, St. Maries Joint School District No. 41 does not discriminate on the basis of sex in the educational programs or activities that it provides. The District does not discriminate in employment of persons on the basis of sex, including recruitment, appointment, salary and benefits.

Title IX also protects students from unlawful sexual harassment in all of the school's programs and activities whether they take place in the facilities of the school, on a school bus, in a school's class, at a class training program sponsored by the school at any other location, or elsewhere in relation to the school or a school-related activity. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is. The District will not tolerate any conduct against students in violation of these requirements and disciplinary action will be strictly enforced against all individuals who engage in prohibited conduct.

Sexual Harassment is defined as any unwanted sexual advances, including a request for sexual favors, or verbal or physical conduct of a sexual nature which alarms or annoys you, interferes with your privacy or creates an intimidating, hostile or offensive environment. Examples of Sexual Harassment include, but are not limited to: telling offensive jokes, questioning or commenting on someone's sexuality, displaying sexually explicit photographs, spreading sexual rumors, making comments about someone's body or attire or standing or rubbing against a person, making suggestive noises, gestures or comments or lude, obscene or indecent images..

A hostile environment is one that interferes with one's work performance and may include such events as verbal comments, displaying sexual materials and unwanted sexual contact. To be illegal, a hostile environment must be severe and pervasive, an isolated remark, or event is not sufficient to constitute a hostile environment. The incident must also be unwelcome.

The District is responsible under Title IX to respond to written or verbal reports of sexual harassment and sex discrimination, and all staff must report incidents of sexual harassment or sexual discrimination to appropriate administrative personnel. Title IX prohibits retaliation against anyone who has made a complaint, testified, assisted or participated in any manner in any investigation, proceeding or hearing relating to a complaint of sex discrimination and sexual

harassment.

The District's official responsible for the coordination of activities relating to non-discrimination on the basis of sex is Superintendent Dr. Teresa Rensch. She can provide information on Title IX, including information about her position as coordinator, complaint procedures and district policies to any student or employee who feels that his or her rights under Title IX have been violated by the District or its officials. In addition, any student or employee may make an inquiry or complaint directly to the U.S. Department of Education, Office of Civil Rights.

Under federal law, any school receiving federal money is required to have a policy against sexual discrimination and notify employees, students and parents of this policy. The District's policy against Sexual Harassment (Policy No. 502.12), the Form to report Sexual Harassment 502.122, the District Title IX Policy (Policy 502.121) can all be located on the District's website, in any District Administrator or Counselor's Office or in the student handbook.

A COPY OF THIS DOCUMENT SHALL BE POSTED IN THE MAIN OFFICE AND FACULTY ROOM OF EACH SCHOOL BUILDING AND THE SCHOOL'S ADMINISTRATIVE OFFICES. EACH SUCH LOCATION SHALL ALSO HAVE COPIES OF THE DISTRICT'S POLICIES ON SEXUAL HARASSMENT AND TITLE IX AS WELL AS THE SEXUAL HARASSMENT REPORTING FORM.
(Policy No: 602.04)

*****School Academic and Athletic Administration reserves the right to amend the handbook as necessary. Unique situations may arise during the school year and must be addressed with the best interest of our community and students in mind. We appreciate your understanding.

St. Maries High School Behavior Matrix

Tier 1 Behaviors

Behaviors including but not limited to:

- Board Policy Discipline (502.07)
  - Academic dishonesty, disobeying directives
  - Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District
- Tardiness, sleeping, cell phone use, profanity, littering, bus citations, and dress code violations
- Violation of classroom policy
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruptive to the educational environment
- Inappropriate language or non-targeted speech in violation of school policy
- Minor bullying
- Behaviors that can be resolved without an administrator

Interventions/consequences

- Behaviors must be recorded into Skyward
- Talking with students in a one on one conversation
- Calling parents
- Changing seating chart
- Detention
- Clean-up duty
- Quiet room and de-escalation

Tier 2 Behaviors

Behaviors including:

- Repetitive Tier 1 behaviors documented in Skyward
- Destruction, misuse, or defacing of school property
- Safety issues that can harm students or staff
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited
- Repetitive targeted inappropriate language to peer or staff member
- Escalated bullying

- Behaviors that staff have been written up and require intervention of an administrator.
- Ex. drugs, alcohol, tobacco, vape, threats, fighting, non-compliance with staff instructions

Interventions/consequences

• Mandatory call to parents • Conference with teachers • Behavioral contract • Must record in Skyward • Temporary removal from the classroom	• Loss of student privileges • Loss of activities participation • In-school/out of school suspension • Contact Law Enforcement as warranted • Loss of bus privileges • Class period suspension

Tier 3 Behaviors

Behaviors including:

- Repetitive Tier 1/Tier 2 violations
- Harassment, sexual and physical
- Bullying that poses an immediate threat
- Weapons/Guns
- Online or verbal threats to staff or students
- Hazing – For purposes of this Policy, the term “hazing” shall have the meaning set forth in Idaho Code
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District Policy
- Physical Altercation/Fighting
- Drugs, Alcohol, Nicotine
- Vandalism/Damage to property
- Theft/Stealing

Consequences

- Out of School Suspension
- Contact Law Enforcement
- Potential Expulsion at the discretion of the Board
- Safety and/or re-entry plan
- Mandatory behavioral contract
- Mandatory call to parent
- Record in Skyward