

WELCOME TO SACAJAWEA JUNIOR HIGH SCHOOL

Students!

The faculty at Sacajawea Junior High School extends a warm welcome to you. This handbook has been prepared to help you understand the policies, procedures and schedules for the upcoming school year. You are expected to know and abide by these school rules and procedures. We hope that they will be of value in helping you achieve a successful and worthwhile school year.

You are encouraged to share the special pride we have in Sacajawea Junior High School. You can make this year successful by doing well in your classes, becoming involved in school activities and by letting others know the many good things that make you proud.

We are proud to have you as a part of our school. We wish you the best of success and happiness this year and hope you attend your school with pride and dignity.

GUIDING PRINCIPLES

WE BELIEVE

Students are the center of the educational process.
Education is the foundation for success.
Parents must be engaged in the education of their children
The district and the community must share a passion for education
Emotional & physical safety is necessary in the educational environment.
Learning is life long.

VISION

To achieve the highest individual potential

PURPOSE

To educate and inspire learners for life.

MISSION

Strive.....Achieve.....Succeed.....Go Beyond

PHILOSOPHY--SACAJAWEA JR. HIGH SCHOOL

In accordance with the Lewiston School District philosophy, Sacajawea Junior High School is dedicated to providing educational experiences to enable students to reach their potentials according to individual ability levels. We believe that our program should provide opportunities through classroom procedures and extra-curricular activities to teach students to participate in the fundamental democratic processes of a free society.

We recognize the responsibility we have to adapt our school program to the basic needs of our students--educational, social, emotional, economic, cultural, and technological. We are aware of the rapid rate of physical, mental, and social maturation of the pre and early adolescent student and recognize our responsibility to help them through this developmental period with the greatest amount of success. We believe that our program will be only as strong as those who plan and administer it. Therefore, we feel that we must remain current on educational trends. This will be accomplished through the use of higher educational facilities, in-service programs, readings, professional organizations and the community.

We recognize our responsibility in preparing students for education in institutions of higher learning, and/or to provide students with skills, knowledge, and abilities for future employment. We believe there should be coordination of efforts among students, staff, family, and community to aid students in planning their future programs of study.

Ours is a shared responsibility with the home, the social services agencies, and other community institutions to develop a child physically, emotionally, intellectually, and socially. It is our philosophy that we are all part of a team that has but one objective -- an educational program that will give the junior-high-age students adequate training to allow themselves to find their place in the social scheme and to reach their highest potential in life.

DISCRIMINATION

The District does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. Individuals who need accessible communications or other accommodations in order to participate in programs and services of the District are invited to make their needs and preferences known to the administration at the Central Services Office.

DISABILITIES POLICY

Programs and related services for students with disabilities are available for all eligible students. Compensatory (remedial) services are available in schools designated as target schools under federal guidelines. Teaching for homebound students, psychological testing, counseling, social work, and Indian Education services are available to all buildings.

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Lewiston School District is prohibited from discriminating against students on the basis of a disability. Lewiston 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, Lewiston will educate students with disabilities within its regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal, school counselors, or the Director of Special Services, 748-3000, 3317 12th Street, Lewiston, ID 83501.

Independent School District No. 1

Lewiston, Idaho

Directory Information Disclosure

Independent School District No. 1, Lewiston, may disclose "directory information" from the education record without prior parental consent after giving notice of its intention to do so. "Directory information" is information in a student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. Independent School District No. 1 may determine how much directory information from education records will be disclosed. Directory information includes, but is not limited to, the following data about the student:

- a. student's name,
- b. address,
- c. date and place of birth,
- d. telephone number,
- e. participation in officially recognized activities and sports,
- f. weight and height as a member of an athletic team,
- g. class designation,
- h. dates (but not a day-to-day record) of enrollment,
- i. diploma and awards received,
- j. school or school district where the student was previously in attendance,
- k. official activities,
- l. photographs or video productions of students used by the District for recognition of student achievement and community relations, including, but not limited to, publications in the District's or school's newsletters, in the school setting and on the District's or school's website.

This District shall provide, on the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

This District may disclose directory information about former students without notice.

Independent School District No. 1 considers these items to be directory information. In most instances, disclosure is helpful to both the institution and the student. In addition, two (2) federal laws require Independent School District No. 1 to provide military recruiters, upon request, with three (3) directory information categories: names, addresses and telephone listings.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the District by sending a written notice to:

Dr. Robert Donaldson, Superintendent
Lewiston School District
3317 12th Street
Lewiston, ID 83501

Please be sure to include the name of the student, school the student attends, and provide signature of the parent/guardian or adult student.

Independent School District No. 1
Lewiston, Idaho
NOTICE OF COMPLIANCE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Independent School District No. 1, Lewiston, to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

2019-2020 SCHOOL CALENDAR

Teacher Orientation	August 19, 20
School Starts	August 21
Labor Day	September 2
School Improvement - No school	October 3
October Vacation Day - No school	October 4
End of Quarter 1 / Early Release Day (12:30)	October 25
Parent Conferences -Junior High - No school Nov 1	October 29, 30
Thanksgiving Vacation	November 27-29
Winter Break	Dec. 23 - Jan. 3
End of Semester 1 / Early Release Day (12:30)	January 16
School Improvement - No school	January 17
Martin Luther King/ID Human Rights Day	January 20
Presidents' Day	February 17
Student-Led Conferences (7 th & 8 th)-No School Mar 6	March 4, 5
Parent Conferences (9 th)-No School Mar 6	March 4, 5
End of Quarter 3 / Early Releases Day (12:30)	March 20
Spring Vacation	March 23-27
Memorial Day	May 25
School Ends	May 29
LHS Graduation	May 30

ACTIVITIES AND ATHLETIC PROGRAMS

Students who attend games, music programs, dances, or any other school-sponsored after-school activities are governed under the same rules and regulations set forth in Lewiston School District Rules and Regulations, the Student Handbook, and Idaho Code. Students who attend games will represent Sacajawea Jr. High with pride and respect.

Please refer to the handbook for Student Athletes grades 7-12 for all rules and regulations governing student athletics.

The following Activities and Athletic programs are provided during the school year:

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
7, 8 Football 9 Football (LHS)	7,8,9 boys V Basketball	7-8 boys & girls Track
7, 8, 9 girls V Volleyball 7-8 girls JV Volleyball	7-8-9 girls V Basketball 7-8 boys JV Basketball	9 boys & girls Track (LHS) 9 boys & girls Tennis (LHS)
7,8,9 boys/girls Cross Country (at LHS)	7-8 girls JV Basketball 7- 8 Wrestling	9 boys Baseball (LHS) 9 girls Softball (LHS)
9-12 varsity Soccer (LHS)	9 th Wrestling (at LHS)	9 boys & girls Golf (LHS)
8, 9 Cheer	8, 9 Cheer	
9-12 Swim Team (LHS)		

Cheer -8th and 9th grade cheerleaders are chosen in the spring for the following school year. They support all our school sports.

STUDENT ACTIVITY CARD

Students can purchase the Student Activity Card at registration. The proceeds of this purchase are used to finance all extracurricular activities. This money is used to pay for uniforms, equipment, supplies, awards and letters for athletic events.

Students who purchase an activity card will admit them free to all athletic events at our school (except tournaments) and will qualify them for reduced rates at Sac dances.

ACTIVITIES, ORGANIZATIONS and SERVICES

Dances - School dances are held two or three times a year from 3:00-6:00 pm. ALL school rules and regulations apply.

It is to be noted that Sac dances are for Sac students only.

Drama Club -- a group of interested students who perform one or two plays each year.

Freshman Dance (9th)--is held annually with the freshman students from Jenifer & Sacajawea.

Nurse: The school nurse is in the building one morning a week, and available to any and all students upon their request.

S.A.R.P. (Substance Abuse Resource Program) - Provides support for students who may have concerns about substance abuse.

Student Council - student body officers, elected homeroom representatives, and presidents of clubs make up the Student Council.

Student Support Groups - These peer groups are professionally designed to address the needs of the participating students desiring support in specific areas.

After School Academy - Provides an opportunity for students to complete homework or get missing assignments completed. It is held on Tuesdays and Thursdays from 3:00 to 4:00 and is supervised by a Sac staff member

COUNSELING SERVICES

Guidance services are available for every student in the school. A student may sign up to see a counselor by completing a request form found inside the Counselor's Office. If a parent or guardian wishes to talk with any teacher, counselor or principal, please telephone for an appointment.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Office (SRO) program was implemented to provide a direct relationship between law enforcement and the school. Staffed by a handpicked, full-time officer from the local police department, students are exposed to a perspective of the law enforcement individual as a friend and advocate, rather than adversary.

The basic concept behind the SRO program centers upon reduction of juvenile related crime by educating students on law related issues. It is believed that through educational efforts, students will develop the self-esteem necessary to make socially appropriate choices rather than succumb to negative peer pressure.

BUILDING -SCHEDULES, REGULATIONS, MISC INFORMATION

Building Hours

Building hours are from 7:30 am to 4:00 pm. Students are not allowed to enter the building before the admittance bell rings at 8:10 A.M. daily unless they have a pass from a teacher, and by checking in with the front door monitor. The cafeteria will be open at 7:45 A.M. daily and breakfast will be available until

8:05 am. In the morning before school, students of each grade level should gather in their respective areas:

Grade 9: In front of the northeast doors

Grade 8: In front of the west entrance

Grade 7: In front of the main front entrance

Bell Schedule - Regular

Grade 7 Grade 8 Grade 9 Grade 9 Access

Period	Start	Finish									
1	8:15	8:35	1	8:15	8:35	1	8:15	9:21	1	8:15	9:08
2	8:38	9:25	2	8:38	9:25	2	9:25	10:22	2	9:12	10:05
3	9:28	10:15	3	9:28	10:15	3	10:26	11:23	Access	10:08	10:38
4	10:18	11:05	4	10:18	11:05	4	11:27	12:24	3	10:42	11:35
Lunch	11:05	11:35	5	11:08	11:55	Lunch	12:24	12:54	4	11:39	12:32
5	11:39	12:26	Lunch	11:55	12:24	5	12:58	1:55	Lunch	12:32	1:02
6	12:29	1:16	6	12:29	1:16	6	1:59	2:56	5	1:06	1:59
7	1:19	2:06	7	1:19	2:06				6	2:03	2:56
8	2:09	2:56	8	2:09	2:56						

Bell Schedule - Early Release

Grade 7 Grade 8 Grade 9

Period	Start	Finish	Period	Start	Finish	Period	Start	Finish
1	8:15	8:35	1	8:15	8:35	1	8:15	8:55
2	8:39	9:09	2	8:39	9:09	2	8:59	9:39
3	9:13	9:43	3	9:13	9:43	3	9:43	10:23
4	9:47	10:17	4	9:47	10:17	4	10:27	11:07
5	10:21	10:51	5	10:21	10:51	5	11:11	11:51
6	10:55	11:25	6	10:55	11:25	6	11:55	12:30
7	11:29	11:59	7	11:29	11:59			
8	12:03	12:30	8	12:03	12:30			

BUS SERVICE

Appropriate behavior is expected of all students while riding school buses as per Lewiston School District and Sacajawea Junior High School Discipline Code (refer to enclosed 5020 Discipline Code). Only students living more than one and one-half miles from school may ride buses. Once students arrive at school on the bus, they are required to stay on the school grounds.

BUS PASSES

Students shall not be permitted to ride a school bus for personal transportation such as a birthday party, overnight stay, and going to a friend's house. (*Lewiston School District Rules and Regulations Sec. 5040 -17*). Special circumstances may be allowed by administrative approval only. Written requests from parents must be on file prior to consideration of a bus pass.

CAFETERIA STANDARDS

Expectations for student conduct apply throughout the school campus. Failure to comply with the cafeteria rules may lead to the assignment of detention time, lunch room cleanup duties, and/or suspension from the use of the cafeteria. Students are allowed to charge up to three meals. After three charges, you may not be allowed to eat. Students are never allowed to charge ala carte items, and are not allowed to purchase these items if your account is in the hole. Students may bring sack lunches to school. If you have questions, contact the school dietitian at 748-3064.

CAMPUS / CLOSED CAMPUS / SACAJAWEA & ELEMENTARY CAMPUSES

Closed Campus

Sacajawea Junior High School is a closed campus. Once a student who attends Sacajawea Junior high school has arrived on school grounds, they are required to remain on campus for the entire day unless they have permission from the principal or Assistant principal. Students may go home for lunch -- if within walking distance -- and if the parent requests it in writing through the principal. Those students are then expected to go home for lunch.

Student Lunch Time Checkout Procedure:

- 1- A parent may sign out his/her child for lunch and must sign them back in upon their return.
- 2- If a parent sends a note for their child to be picked up by another adult on the student contact list, the office staff will contact the parent to confirm the note. Once confirmed, the adult will sign the student out and back in upon return to the school.
- 3- A child will not be released to a noncustodial adult without being on the child's contact list.
- 4- If an adult is not on the contact list, they may be added, by request of the parent.

Students who are not under the direct supervision of an adult by attending detention, an academic after school program or after school activity, must leave campus by 3:00 pm daily.

Elementary Campuses

Students are not allowed on elementary school grounds at any time during the elementary school day. Students who pick up siblings are required to wait in a designated area. Exemplary student behavior must be displayed at all times.

CHANGE OF ADDRESS

We must have the correct home address and a telephone number of parents/guardians and where they can be reached during the school day for emergencies. Inform the office immediately if you change your address or telephone number.

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 of 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 district's 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 49-303/49-303A 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.

Hardship waivers shall be requested if desired by the minor or the minor's parent, guardian or custodian at the initial hearing.

HALLWAYS

Students are to remain in their grade-level wing unless they are attending an assigned class in another hallway.

HALL PASSES

Hall passes are required of all students in the building during lunch, or during class time.

INJURIES/ACCIDENTS/INSURANCE

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available at the school office. If a student is injured during the course of the school day, he/she should report to the office to receive assistance and/or contact parents. An accident report will be filed in the office.

LIBRARY

The library is open to students and the public daily from 7:30 am - 3:30 pm except on Early Release days and under special circumstances. All materials will be checked out through the VALNet system and all students must have their own card. The first card is free, but replacement cards cost \$1.00. Patrons cannot check out any materials if they are delinquent at any other library in the system. Our school charges a fine of 25 cents per day for overdue books.

LOCKS, LOCKERS, & P.E. CLOTHES

Each student will be assigned a locker by his or her homeroom/Advisory teacher. Students are not allowed to change lockers. Students wishing a locker reassignment will need to check with the teacher who issued the locker. Students are encouraged to have locks on their lockers at all times. For students providing their own locks, a key or combination must be on file in the office. It is the student's responsibility to keep the locker combination confidential.

Students are responsible for all textbooks and equipment issued to them and should make certain that their name is in each book. All personal items and books are to be kept in lockers. Neither Sacajawea Junior High nor the Lewiston School District can be held liable for any lost, stolen or damaged property when left at school.

Lockers are not to be written on, marked, scratched, or used as bulletin boards. The cost of repairing any damage to lockers will be charged to the student. Periodic locker clean-outs may be scheduled.

Inspection of student lockers

The principal may authorize the inspection of school property, including lockers assigned to students, for reasonable cause. Reasonable cause is defined as when a reasonable person, in view of the facts of the matter, could assume that articles could be uncovered that are potentially harmful to the students, to school property or disruptive to the educational process.

Unauthorized or illegal items may be taken into custody by school authorities. A reasonable effort will be made to notify the parent or guardian. Items considered potentially dangerous, disruptive, or that can interfere with the educational process may be removed from student possession.

Only P.E. clothes may be kept in P.E. lockers or baskets during weekdays. Students are to take P.E. clothes home on Fridays for cleaning and bring clean clothes on Monday.

LOST AND FOUND

A 'Lost & Found' is located at the end of the north (9th grade) hallway. All articles lost or stolen should be reported to the office. Check for lost articles at the office after checking all other sources.

5425. MEDICATION

There are students with chronic illnesses, long-term health conditions as well as students recovering from temporary illnesses who need to have medication administered at school. When medication must be administered to students at school, the goal is to provide for students' health needs safely. Therefore,

- 1) The parent must provide a written request in order for over-the-counter medication to be administered to students. The School Medication Form must be completed in order for any prescription medication to be administered to students.
- 2) All prescription medication must be in the original container with the student's and the doctor's names and directions clearly marked on a pharmacy label.
- 3) All over-the-counter medication must be in the original container with parent's special instruction in writing for their individual child which includes the time or situations to be given and the dosage.
- 4) For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
- 5) A designated staff member should assist students in taking medication except for self-administered medications as described below.
- 6) All medication, except those approved for keeping be students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse.
- 7) Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the person administering the medication.
- 8) If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
- 9) If the student's AM dosage is forgotten at home, the parent will be called to authorize administration of the missing dose. If the missing dose is administered at school, it will be recorded in the medication log.
- 10) The District will not administer medication in dosages that exceed the maximum dosage guidance of the current *Physicians' Desk Reference*.
- 11) Unused medications must be returned home or destroyed when treatment is complete or at the end of the school year.
- 12) Staff members involved with the administration of medication should be sensitive to and will be aware of issues of confidentiality in carrying out this responsibility.
- 13) Self-administration of medication (prescription and non-prescription) is permitted with written authorization of the parent or guardian and when the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own.
- 14) The Lewiston School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
- 15) Student will not be allowed to self-administer narcotics, prescription painkillers, Ritalin, or other medication for emotional disorders.

PARENTAL COMPLAINT GUIDELINES

In the event a professional employee receives a parental complaint, the employee should attempt to resolve the difficulty by meeting with the parent. In the event that either party feels that the matter cannot or will not be resolved by an employee-parent conference, then the issue should be remitted to the building principal.

In the event an administrator receives a parental complaint about a professional employee, the employee will be notified of the complaint. The employee should attempt to resolve the difficulty by meeting with the parent. In the event a parent, teacher, building principal complaint is not resolved, the Superintendent will become involved in the resolution .

RESTRICTED AREAS

The following are restricted areas -- and are off-limits:

- Hallways before school and during lunch time
- North & south restrooms during lunchtime
- The gym foyer during lunch
- The bike racks and parking lot
- The area in and around the tennis courts
- The track & field house

TELEPHONE

There is telephone for student usage at the office. For an emergency (illness, etc), office personnel will contact parents.

TEXTBOOKS / FINES

Teachers will issue textbooks to students at the beginning of the year. Each text is identified with a number. Students are to return the same textbook to the teacher at the end of the year. Students are expected to take good care of the books. It is recommended that a book cover be used. Fines are issued to students at the end of the year for missing books, covers or interiors that are damaged, torn pages, writing in the book, etc.

VISITORS

The Lewiston School Board does not allow visitors from other schools to attend classes with students. Parents/guardians and other registered visitors are permitted with administrative approval.

ATTENDANCE REGULATIONS

Philosophy

The Board of Directors considers full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the scholastic day and ensures quality Education. There is a clear connection between student academic success and consistent school attendance. Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years and that parents/guardians are responsible to ensure that children are in attendance.

Excused Absences

Excused absences shall include approved school activities, personal illness, family emergencies, and pre-arranged absences that are approved by the principal through the office and will be considered on individual merit. Students are expected to make up all graded assignments when possible or practical within a reasonable time after an excused absence. Failure to do so will be reflected in the grade the student will receive for that grading period. Teachers are expected to assist with make-up assignments or activities given in lieu of assignments. In rare instances when neither of the above is possible nor practical, the principal must be consulted and the grade for work missed may not be counted in the final grade computation.

The parent/guardian is asked to call the school (**by 8:00 am**) on the day a student is absent from school. If no call is made, a written statement indicating the reason for the absence should be sent with the student on the day of returning to school.

Pre-Arranged Absences

Pre-arranged absences are those approved by the parents for family trips, hunting, church conventions, etc. A request must be made in advance of the absence with a note signed by the parent or guardian and presented to the office. The request may be made before the absence by telephone, but a written note must follow to enable the student to be excused for the absence. A 'Pre-arranged Absence' form will be issued to the student, signed by his/her teachers, and returned to the office. Arrangements for make up work are the responsibility of the student, who will be expected to be able to continue with the course work of each class upon return to school after the absence.

Checking in/out of School during the School Day

When a student checks out of school for reasons other than illness (doctor, dental, funerals, etc), a call or note from the parents or guardians to the office requesting the absence is required. A 'Temporary Dismissal' form will be issued. When a student becomes ill while at school, he/she must check out with the office. The office will call home. A 'Temporary Dismissal' form will be issued. **Note: A PARENT OR GUARDIAN MUST PICK UP THE STUDENT.** Students not following this procedure will be considered truant. When a student arrives at school at times other than the regular start of the school day, he/she must check in at the office.

Unexcused Absences

Absences for other reasons shall be considered as unexcused. The student and parent/guardian assume the responsibility for making up the work missed. Work missed during an unexcused absence may be made up for credit based on the administrator's discretion. If student is allowed to make up work missed, full credit will be given.

Suspended Students

On the day of the suspension, teachers will be notified and the assigned work for the student will be sent to the office by 3:00 pm for the parent to pick up the following day. Work missed during an unexcused absence may be made up for full credit based on the administrator's discretion. All work is due upon the return of the student to the classroom.

Tardies

Students are expected to get to class on time. Excessive and habitual tardies are not acceptable and will result in detention, Saturday School, suspension, or expulsion from school.

Unexcused Tardies (per semester) 1st unexcused tardy..... warning by the teacher

All other tardies.....30 minutes detention and parents notified by the teacher

Truancy

Willful absence of the student without the knowledge of the school or parents/guardians is considered truancy. It is unexcused and may lead to Saturday School, suspension, or expulsion from school. Excessive absenteeism/truancies may result in referral to the District's Attendance/Truancy Court. Work can be made up at the discretion of the school administration.

Withdrawal from School

Parents should notify the school if they plan to withdraw their child from this school. Once the withdrawal is validated, the student will be issued a 'Drop Sheet' to be completed by teachers. The 'Drop Sheet' provides the following information: the grade earned by the student at the time of the withdrawal, teacher comments about the student, and an indication of whether or not the student owes any fines. This 'Drop Sheet' is returned to the office and signed by the principal. A copy of the 'Drop Sheet', along with a copy of immunization record if requested, are sent with the student to expedite enrollment in another school

Last Day of School

Students are expected to attend the last day of school. Attendance is taken as usual, and routine procedures are followed in terms of attendance regulations, truancy, etc. Final examinations are typically scheduled during the last three (3) days of school. Students are not allowed to take final tests prior to their scheduled time.

Reminder: students are required to clear their lockers and take home personal items prior to the last day of school. Any items left in lockers at the conclusion of locker cleanout will be removed.

GRADES AND REPORT CARDS

GRADE REPORTS

Students will receive reports every two weeks. Please note that grade reports will be mailed at the midterm and end of each quarter. **Report Cards or Progress Reports are issued 8 times per year – at the end of each quarter (Report Card) and each mid-quarter (Progress Report).** The progress report is given to the student, who signs it in the presence of the teacher. It is to be signed by the student's parent/guardian and returned to the issuing teacher. Attendance reports are listed on each report card / progress report.

A calendar of events concerning school-related activities will be included with each report.

Grades used on the report cards will be as follows:

	<u>Value/GPA</u>	<u>Percent</u>
A - Excellent	4 points	90 - 100
B - Above average	3 points	80 - 89
C - Average	2 points	70 - 79
D - Below Average	1 point	60 - 69
F - Failure	0 points	00 - 59
IN - Incomplete	0 points	
P - Passing	0 points	
W - Withdrawal	0 points	- No Credit
NC - Not in school long enough for grades to be given		
E - Non-G.P.A. Credit; student working up to ability but not at grade level.		
EES grade: A grade with (*) behind it -- Differentiated instruction, passing with credit and recorded GPA.		

PATHWAYS TO PROMOTION

The Lewiston School District Pathways to Promotion Policy is for students in grades 7 and 8. Pathways to Promotion is a way of ensuring that students have the knowledge and skills necessary for success at the next grade level. Students will be required to pass 80% of their courses during the school year and cannot fail both semesters of Math, Science, Social Studies or Language Arts in order to automatically advance to the next grade. A system of interventions will be provided throughout the school year to help prevent failure by providing additional time and support. If a student does not pass 80% of his/her courses, summer school may be required. Summer school will primarily focus on the specific knowledge and skills that the student did not acquire during the school year.

HIGH SCHOOL CREDITS

It is expected that a ninth grader will earn twelve (12) credits during the year. A 9th grader, who earns a semester grade of 'D' or better in a class, earns one (1) high school credit in that subject. Four (4) credits must be in the basic academic core subjects of English, Science, Math, Reading and/or Speech. In addition, 9th graders are required to complete one (1) credit of Technology, and one (1) credit of P.E. High school students, including ninth graders, receive pass/fail grades as teacher aides. **Grade 9 students must earn a minimum of nine (9) credits during the current school year to be in good standing and advance to Lewiston High School the following year.** Students not in 'good standing' by the end of the spring semester each year will be required to enroll in the District's summer school program, enroll in online courses, and/or enroll in correspondence courses. Students who are not in good standing by the end of the summer session will be required to enroll at the Tammany Alternative Center for the succeeding fall semester. Exceptions will be considered on a case-by-case basis and may be granted by the building administrators at Lewiston High School and Tammany Alternative Center.

GRADUATION REQUIREMENTS

The board of Directors, Independent School District No. 1, has set the requirements for all students who graduate from Lewiston High School. The minimum graduation requirements of the District shall be as follows:

<u>Course Name</u>	<u>Semester Credits</u>
English	8
Speech Communication	1
Reading (test-out option available)	1
Social Studies	8
*Mathematics	6
Science	6
Health	1
Physical Education	3
Technology	1
Humanities	2
Professional Technical	2
Electives	15
TOTAL	54

*Geometry or equivalent with 2 credits completed during senior year.

Students must take the ACT, SAT or Compass Test and successful completion of Senior Project and Civics Test.

ATTENDANCE-BASED CREDIT DENIAL -

Students in grades 7-8 are expected to attend school on a regular basis. Excessive absences, unexcused absences and/or truancies may result in failure of classes and/or required remedial activity. All absences are subject to review.

All students in grades 9-12 are expected to attend school on a regular basis. Credit may be withheld for excessive absences, unexcused absences and/or truancies. All absences are subject to review. Patterns of excessive absences, unexcused absences, or truancies may result in denial of credit in the related class or classes.

Administrative Procedures

- A) Parents/guardians will be notified in writing if a student has accumulated in excess of six (6) absences and (12) absences in one or more classes.
- B) Students with ongoing attendance problems may be referred to the District's Attendance/Truancy Court.
- C) If a student exceeds twelve (12) absences in any class during a semester, credit may be withheld.
- D) Parents will be notified in writing if credit is withheld.
- E) If a determination is made to withhold credit, the student may make an appeal to an attendance review board.
- F) If an appeal is made, it is the responsibility of the student/parents to provide substantial documentation that:
 - 1) Clears up unverified absences, unexcused absences or truancies.
 - 2) Illustrates extenuating circumstances that led to excessive absences,
 - 3) Health or legal issues preventing the student from attending school.

Appeals Process will be reviewed with students and Parents by Administration when necessary.

HOMWORK REGULATIONS

(Lewiston School District Rules and Regulations Sec. 5220...Adopted 4/10/95)

Homework is varied assignments intended to be carried out during non-teaching hours. Homework is an important part of learning. It enhances learning outside the classroom and beyond the school day. Homework should be directly related to the curriculum, clearly explained, and assessed. Homework should increase as the student progresses through school. Teachers and parents/guardians share the responsibility for motivating and providing opportunities for homework. The student has the ultimate responsibilities for the successful completion of homework.

The ultimate goal of homework is to enhance learning. To accomplish this goal, assignments typically address one or more of these purposes:

- * Develop regular study habits and teach responsibility.
- * Foster communication between the school and home.
- * Provide a different learning environment.
- * Provide information about lesson effectiveness, student knowledge, and student effort.
- * Provide independent practice and/or reinforce skills.
- * Extend classroom learning.
- * Improve academic achievement.
- * Prepare the student for future lessons.

In the event that a parent/guardian is concerned about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following conference steps should be followed: (1) parent-teacher-building principal, and then (2) parent-teacher-building principal-superintendent.

5020. DISCIPLINE CODE, STUDENT

1. Preface

A. Authority Vested in Board of Directors

The Board has broad powers in establishing and enforcing rules regarding student activities insofar as the rules relate to the educational process.

The powers and duties of the Board of Directors are described in Section 33-512, Idaho Code, and Section 20, CHARTER, Independent School District No. 1, Nez Perce County, Lewiston, Idaho.

School discipline is central to the educational process. Effective learning cannot occur in an unsafe environment. Schools in which discipline is emphasized have an inherent order and sense of safety. Every student shall have the responsibility to respect the rights of all students to learn and all teachers to teach.

B. Freedom from Abuse

"Certificated employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code." (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles. Students are expected to display respect to teachers and others at all times.

C. Statutory Authority

Idaho Code establishes the teacher's right to control students as follows:

"Powers and duties of teachers.-In absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the 'Rules and Regulations of the board of trustees

in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees." (Section 33-1224, Idaho Code)

2. Philosophy

The Board of Directors is committed to providing all students an equal educational opportunity. Furthermore, every student has those rights of citizenship granted by the Constitution of the United States and the State of Idaho. Moreover, citizenship rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law. Education is one of these citizenship rights.

A primary responsibility of the District and its employees shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby changes are brought about.

INDEPENDENT SCHOOL DISTRICT NO. 1 AND EACH SCHOOL WITHIN THAT SYSTEM IS AN ACADEMIC COMMUNITY COMPOSED OF ALL STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS/GUARDIANS, AND THE COMMUNITY-AT-LARGE. The rules and regulations of a school are the laws of that academic community. All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of school citizenship. As cited in the preface of this policy, a basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the school community and the rights of the other members of that academic community. What must be emphasized is that education is not only a right; it is also a privilege which must be guarded by appropriate conduct.

3. General Policy

It shall be the policy and the goal of the District to encourage appropriate student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a positive atmosphere for learning. Students on school grounds or in places under school jurisdiction will abide by the rules which are established by that school to achieve these objectives.

Admission to the schools of the District carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the District, and comply with Rules and Regulations implementing these policies. In addition, the student will safeguard the property of the school and will respect the rights and privileges of others in the school community.

Each student will accept responsibility for his/her conduct. In order to accomplish the educational purposes of this District in an effective school environment, the Board has approved a set of rules covering students' rights and responsibilities. When violations of these rules occur, the school is authorized to take appropriate action designed to ensure more responsible behavior on the part of the student. When violations of the laws of the United States, the State of Idaho, and/or its subdivisions are also involved, the school may also refer such matters to parents, legal guardians, or appropriate civil authorities.

4. Student Rights

A. Student Expression

Freedom of student expression is an inherent constitutional right and is provided for in the school program. The right of free speech does not include the right to disrupt or violate the educational process. Freedom of student expression applies also to the students' dress and appearance, provided that they do not cause disruption to the educational process or present health or safety problems. When such disruption or violation occurs as determined by the teacher and/or building principal, the student shall be subject to disciplinary action. Orderly procedures for student expression include the following:

1. Students are entitled to present their personal opinions insofar as these expressions do not disrupt the educational process.

2. Non-school sponsored materials must bear identification as to the author, the publishing agency, and the distributing organization. The student who broadcasts, publishes, and/or distributes written or duplicated material on the school premises is responsible for its content.
3. Official school publications or broadcasts, including the school newspaper, yearbook, and radio station, should reflect the policy and judgment of the student editors, broadcasters, and advisors. They have the responsibility to refrain from libel and obscenity. Final responsibility in these matters shall rest with the building principal.
4. Radio broadcasts and/or the distribution of such material as specified in Sections 2 and 3 above must take place at a reasonable time and location approved by the principal or designee and must not interfere with the educational process.
5. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Such expressions must be free of libel, slander, obscenity, and inflammatory statements.
6. A student shall not use written, oral, or visual expression to advocate or encourage the commission of a crime.
7. Commercial solicitation is not student expression. It may be conducted only as authorized by Board Policy and District Rules and Regulations.

B. Assembly

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, regulations, or require staff on duty beyond regular hours, provide 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. If any assembly is not so conducted, students participating shall be subject to disciplinary actions.

When students participate as members of approved student body organizations, they shall assemble as authorized by the principal or designee.

C. Search and Seizure

All students have the right to be secure in their persons and effects against unreasonable searches and seizure. Therefore, to assure that the rights of the student are balanced with the total needs of the school community, the following rules will apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

1. School administrators may authorize a "reasonable" search of students, lockers, desks, and vehicles when such persons and/or objects are located on school property are within school jurisdiction.
 - a. There must be reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating, either the laws or rules of the school.
 - b. The scope of the search must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
 - c. A student will be asked to consent to the search; however, failure of the student to consent will not necessarily halt the search by school officials.
- d. Strip searches are considered **excessively intrusive** and may be conducted only when based on probable cause and only when it is believed that a

student possesses a deadly weapon or other such item that constitutes an immediate danger to the lives of other students or staff.

2. Parents/guardians of a student should be notified as soon as possible following a search. A student who has been searched will not be released by school authorities before the school officials have spoken to the parent/guardian or have made a reasonable effort to contact the parent/guardian, except if arrested by police.
3. Police may conduct a search in a school when the officer who is conducting the search has a warrant.
4. A search warrant shall specify the place to be searched and the item(s) to be seized.
5. Unauthorized or illegal items may be taken into custody by school authorities.

Items considered potentially dangerous, disruptive, or that can interfere with the educational process may be removed from a student's possession. A reasonable effort will be made to notify parents/guardians.

D. Freedom from Discrimination

No student shall be discriminated against by reason of race, religion, sex, economic status, ethnic origin, physical or mental disability, pregnancy, marital status, previous arrest, or incarceration. A student claiming such discrimination shall file a complaint as outlined under due process.

E. Parking

At those schools where off-street parking lots are provided, students have the right to utilize space as authorized by the building principal. Students are subject to the laws of the community, which include respecting handicapped parking and fire lanes.

SACAJAWEA VEHICLES POLICY

Students who bring their cars to school are to park in designated area and are not to be in or around the vehicle once they arrive on campus and during the school day. This includes motorcycles, or bicycles (including the bicycle racks) once on school grounds.

F. Interview/Interrogation by Police or other Law Enforcement Officers

In the event that a member of a law enforcement agency request an interview with a student during school hours and/or on school property, the following procedures shall be followed (except in cases of alleged child abuse/neglect):

1. When law enforcement authorities want to interview a student, the law enforcement authority will fully and completely explain the situation to the principal or designee. The school official will determine the appropriateness of conducting the interview on school premises.
2. The principal or designee shall contact the parents/guardians of the student to be interviewed and advise them of the circumstances. The principal shall request a parent/guardian to be present at the interview. No child will be interviewed without the consent of the parent/guardian.
3. The building principal or designee shall be present whenever a student is being interviewed.
4. School authorities shall not permit a student to leave the school with an officer of the law unless the student's parent/guardian is present and consents or unless an arrest is made. If an arrest is made, a reasonable effort will be made to notify the parent/guardian.
5. Students may be interviewed at school by law enforcement or family services personnel without parent/guardian consent when an abuse or neglect incident is being investigated.

G. Due Process

When an incident of misconduct occurs, a student shall be given written or oral notice of any charges

against him/her; and said student shall have the opportunity to defend himself/herself against these charges prior to a disciplinary action. When a major incident or prolonged series occurs, a parent/legal guardian shall be given written or oral notice.

Students are hereby advised of their right to appeal and are instructed as to who represents the next level of appeal. Generally, the line of authority will be the teacher, principal, the Superintendent and, finally, the Board of Directors.

H. **Sexual Harassment** -

Sexual Harassment is defined as unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, or innuendo. Uninvited or unwelcome verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

General Information

1. It is the policy of the Lewiston School District that the educational environment for students be free from sexual harassment. Harassment on the basis of sex is prohibited. The School District will investigate complaints of sexual harassment whether the complaint is formal, informal, written, or verbal.
2. All complaints regarding sexual harassment alleged to have occurred as a result of a staff member's actions or a student's actions on school grounds during the school day or off school grounds at a school activity/event will be expeditiously investigated and appropriate action will be taken based on the School District's findings.
3. The School District will not coerce, discriminate, or retaliate against any persons filing complaints or persons acting as witnesses to complaints.
4. Due to the damage that could result to the career and/or reputation of any person falsely accused of sexual harassment, all investigations and hearings surrounding such matters will be designed—to the maximum extent possible—to protect the privacy of and to minimize suspicion toward the accused as well as the complainant.
5. A staff member or student found by the District to have made false accusations of sexual harassment will be subject to appropriate disciplinary sanctions including discharge (staff member) or suspension or expulsion (student).
6. School officials are expected to comply with the reporting requirements of Idaho Code, Section 16-1619 (abuse of children).

5. **Student Responsibilities**

A. **Respect for the Law and Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the State of Idaho, and/or its subdivisions.

All student conduct in the District is based on respect and consideration for the rights of others.

Students have the responsibility to know, respect, and abide by all school rules and regulations. Students have the further responsibility to conduct themselves in such a manner that would reflect honor and

dignity upon the individual, the school, and the community.

B. Compliance with Rules

Students shall comply with all Rules and Regulations adopted by the District. The following rules identify, but do not limit, the types of activities covered by District regulations:

1. Alteration of School Records - A student shall not falsify or alter a school record or any communication between the home and the school.
2. Disruptive Actions - The building principal may deny attendance through suspension for any disruptive action. The principal may recommend to the Superintendent, and subsequently to the Board, the expulsion of a student for just cause.

Idaho law provides for denial of school attendance in Idaho Code, Section 33-205:

"Denial of school attendance- The board of trustees may deny attendance at any of its schools by expulsion to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils. Any pupil having been expelled may be readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such readmission shall not prevent the board from again expelling such pupil for cause."

Immediate disciplinary action will be taken against individuals participating in disruptive activities. The Board considers the following as examples of disruptive actions:

- a. Alcohol, Drugs, and Narcotics- No student will be allowed to possess, use, or be under the influence of alcohol, illegal drugs, or narcotics at any time within school buildings, on any District property, or at any school activity whether on or off school property. (Drug-Free School Policy & Procedures)
- b. Fighting- Fighting or aggressive behavior directed toward another person in a threatening manner.
- c. Gambling- Gambling or possessing gambling devices on school premises or during school activities. Gambling is defined as risking something of value in the hopes of winning something of value and includes such things as dice, cards, pitching coins, or betting.
- d. Hazing- Requiring another student to perform humiliation or unnecessary tasks by using coercion of any type.
- e. Incorrigibility- Unmanageable or unruly behavior.
- f. Insubordination- Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.
- g. Lascivious Literature- Possessing or distributing lascivious literature or materials on school premises or during school activities.
- h. Profanity- Cursing, using profane or vulgar language.
- i. Tardiness- Habitual lateness to classes.
- j. Tobacco- The possession or use of tobacco including e-cigarettes by students is not permitted on school property.
- k. Unsafe Behavior- Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING -

The Board of Directors is committed to providing a safe school environment for students, employees and visitors while attending school, riding the school bus and attending District-sponsored activities on school premises or at other location where the activity is sanctioned by the District. It will be a violation of this policy for any student, employee or visitor to bully, haze, intimidate or harass another individual. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

a. DEFINITIONS

HAZING

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

HARASSMENT

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic or physical nature on the basis of age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location, familial status or weight.

BULLYING

"Bullying" refers to any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on school property or immediately adjacent to school property or grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property;
- c. Is sufficiently severe, persistent, or pervasive so as to create an intimidating threatening, abusive, or hostile educational environment.

CYBER BULLYING

"Cyber bullying" includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email message, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school, and/or be in violation of a school policy or state law. Administration shall, in their discretion, contact local law enforcement.

INTIMIDATION

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

b. RETALIATION/FALSE CHARGES

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

c. CONFIDENTIALITY

It is recognized that harassment, hazing, intimidation, bullying and cyber-bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence. In instances

where the allegation involves suspected child abuse, harm to self or others, the District official must report the case to the proper authorities as required by law.

d. REPORTING PROCEDURES

- i. Any student, and/or parent of a student who believe the student is being harassed, intimidated, hazed and/or bullied should immediately report the situation to school personnel.
- ii. Any District employee who receives a direct report from a student, becomes aware of an incident, or in good faith believes that a student is being subjected to harassment, intimidation, hazing and/or bullying from another student(s) is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be reported to the superintendent or designee.
- iii. Any District employee who witnesses harassment, intimidation, hazing and/or bullying of a student should take immediate action to intervene and subsequently report to the building principal.
- iv. Any student who becomes aware that a fellow student is being subjected to harassment, intimidation, hazing and/or bullying should immediately report to a counselor, teacher or the principal.
- v. Parents will be notified of the nature of any complaint involving their child(ren) and the outcome of any investigation.

e. INVESTIGATION

When a report of harassment, intimidation, hazing and/or bullying is received by the principal or superintendent/designee, immediate steps will be taken to do the following:

- i. Obtain a written statement from the complainant regarding the allegations;
- ii. Obtain a written statement from the accused;
- iii. Obtain a written statement from witness/es, if any; and,
- iv. Prepare a written report detailing the investigation and any disciplinary action taken by the administration.

Documentation related to the incident may be maintained as a part of the student's education record. Additionally, all hazing, harassment, intimidation, bullying or cyber-bullying complaints will be reported as required by the State Department of Education. However, if there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining student's permanent record.

4. Off-Campus Events- Students attending school-sponsored functions such as games, music programs,

or other activities at home or away are under the same regulations as if they were at school.

5. Dress and Appearance- Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel. When a student's attire is found to be in violation of this policy, the student will be required to modify his/her attire in such a manner so that it no longer violates this policy.

SACAJAWEA DRESS CODE:

It is the policy of this Sacajawea Junior High that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. Clothes must be clean and shoes must be worn at all times. Costumes of any type are prohibited. Shorts and skirts must be longer than fingertips and shirts must have straps that cover the shoulders. No hats, bandanas, bandana headbands, hoods, or sunglasses in the school building. Sleepwear cannot be worn. Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh and chest, and midriff must be covered when walking, sitting, bending, or reaching (applies to males and females alike). Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence or violent acts or that contains innuendos referring to obscene behavior shall not be permitted.

Complaints will be dealt with in the office. Repeated offenses will result in disciplinary action.

6. Refusal to Identify Self- All persons must, upon request, correctly identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.
7. Cooperation with District Personnel- Students must obey the lawful instructions of District personnel as based on Idaho Code 33-1224.
8. **SACAJAWEA POLICY REGARDING FUND RAISING:** Fundraising for student activities is regulated as per Lewiston School District Rules and Regulations - Section 5130. Fund Raising 1-3. Students are not to fund raise on their own at any time while on the campus, or to sell items of any nature to other students without the permission of the school administration.
9. **SACAJAWEA POLICY regarding skateboards, roller blades, wheelies, bicycles, scooters:** They are not permitted to be used on school property at any time.
10. **SACAJAWEA POLICY REGARDING OPEN CONTAINERS:** Open containers of any kind are not allowed in any building at any time. Sealed containers may be allowed in the cafeteria as part of a lunch.
11. **SACAJAWEA POLICY REGARDING ELECTRONIC DEVICES:** All electronic devices including but not limited to cell phones, smart phones, I-pods, pagers, and MP-3 players and other handhelds are to be off and not visible during the entire school day (8:10-2:56), **unless student has preapproved computing device (refer to page 33-Student Use of Student Owned Computing Devices).** Before school and after school cell phones, pagers and other electronic devices can be used outside the buildings only. In the occasion that a student violates this policy the following steps will occur:
1st OFFENSE: Electronic device is confiscated and turned in to the office.
The item will returned to only the parents at the end of the day (after 2:56).
2nd OFFENSE: Electronic device is confiscated and turned in to the office.
The item will be returned to only the parents at the end of the day (after 2:56).
Student will serve a detention
3rd OFFENSE: Electronic device is confiscated and turned in to the office.
The item will returned to only the parents at the end of the day (after 2:56).
Student will be suspended.
Additional offenses or refusal to comply with a request to surrender the cell phone will be considered an

act of insubordination. Rules for governing insubordination will apply as outlined.

This Policy will also apply to new technologies and/or gadgets deemed disruptive to the learning environment that may be developed for similar purposes.

12. **PUBLIC DISPLAY OF AFFECTION:** Sacajawea Junior High School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

C. Criminal Acts

The following activities are among those defined as "criminal" under the laws of the State of Idaho and the City of Lewiston. In addition to serving as grounds for suspension or expulsion from District attendance, students should also know that these activities carry a potential for arrest and court action if remanded to civil proceedings.

Any perpetrator of a criminal act will be referred to the appropriate legal authority. The list is partial only and "criminal acts" are not necessarily limited to the following:

1. Arson- the intentional setting of fire.
2. Assault- Physical threats or violence.
3. Burglary or Theft- Stealing of school or personal property.
4. Explosives, Possession of -- Explosives, including firecrackers and fireworks.
5. Extortion, Blackmail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
6. False Alarms or Bomb Threat- Instigating or taking part in false alarms or a bomb threat.
7. Firearms, Possession of--Firearms are prohibited on school property or at school sponsored events.
8. Loitering- "A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils..." (Section 33-512, Idaho Code)
9. Malicious Mischief- Property damage.
10. Reckless Driving- Driving vehicles in a dangerous manner on or near school grounds or during school activities.
11. Rioting- A disturbance of the peace by two or more persons assembled together.
12. Larceny/Theft- The unlawful taking of property from the possession of another person.
13. Robbery- The unlawful taking of anything of value by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
14. Substance Abuse- Sale, use, or possession of alcoholic beverages or illegal drugs. (Drug Free Schools Policy & Procedures)
15. Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.
16. Unlawful Interference with School Authorities- Interference with school personnel by threats, force, or violence.
17. Weapons, Possession of- Possessing, handling, or transmitting any object which may be considered a weapon at any educational function or school event.
18. Vandalism- Willfully or maliciously destroy, damage, deface, or otherwise injure real or personal

- property. Graffiti is a form of vandalism.
19. Threatening Violence on School Grounds- Willfully threatening 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 constitutes a criminal act and is subject to disciplinary action.

SACAJAWEA FIRE - BOMB - INTRUDER PROCEDURES

An emergency evacuation plan is posted in each class area. You should study the plan and become familiar with it. When the fire or bomb alarm is sounded, you are to walk quietly while leaving the building. In the case of an intruder, students are to remain in their classrooms with teacher supervision and await further instructions.

Procedural Rules and Regulations

A. Disciplinary Actions

This means all forms of correction other than suspension or expulsion. No form of discipline, other than suspension or expulsion, or the penalties prescribed for absenteeism, shall be enforced in such a manner as to prevent the student from accomplishing specific academic grade, grade level, or graduation requirements. The following is a partial list of disciplinary actions which may be taken by the teacher and/or the building principal or designee.

1. Guidance- A conversation between the student and school personnel. The purpose of this form of meeting is to inform the student that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.
2. Conference- A meeting of student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior or learning process. The school will seek the assistance of the student's parent(s)/legal guardian(s) in helping the student.
3. Detention- Requiring that a student remain after school for a period of time. Students may be detained up to thirty (30) minutes at the elementary level or sixty (60) minutes at the secondary level after the regular hour of dismissal. Detention times may be longer with parent/guardian permission. Prior arrangements will be made when a bus student is detained.
4. School Cleanup- Requiring a student to clean up certain areas of the school.
5. Rearrangement of School Schedule- Assigning a student a new schedule of classes and/or teachers when the behavior of a student is such that the student cannot conduct himself/herself in an acceptable manner.
6. Restriction of Extracurricular Activities- Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.
7. Saturday School- Requiring that a student spends time at school on a designated Saturday. Prior arrangements will be made.
8. In-School Isolation/Intervention Rooms- Requiring that a student leave the regular classroom setting due to continued disruptive behavior to spend time in a designated area within the school that is supervised by an adult.
9. Corporal Punishment is in violation of District policy.
10. District Guidelines- The individual circumstances of the student and the severity of the incident will determine the nature of the disciplinary action. The disciplinary actions are listed as guidelines, and the District may resort to immediate suspension or expulsion for severe misconduct even if it is first-time offense. Determination of the appropriate disciplinary action shall be made by the administrator in charge.

B. Suspension

This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for stated period of time not to exceed five (5) school calendar days for any given suspension authorized by a building administrator. A suspension also includes a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parent/guardian. Due process procedures will be followed in all suspensions. Student suspension notices will become part of the student's permanent record. Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of the seriousness of the violation.

The decision to allow a student to make up the work missed during a suspension will be made at the discretion of the administrator. If a student is allowed to make up the work missed, credit will be given. The student and the parent assume the responsibility for making up any schoolwork missed due to the suspension.

The disability(ies) of an identified student requires additional considerations as outlined in the Special Education Rules and Regulations.

C. Expulsion

This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

In compliance with the **Gun-Free Schools Act**, a student who is determined to have brought a firearm to school or to places under school jurisdiction will be expelled from school for a period of not less than one year. The Superintendent or designee may modify the expulsion requirement on a case-by-case basis. (Firearm is defined in Section 921 of Title 18, United States Code.)

The District will not admit a student who has been expelled from another district for violating the **Gun-Free Schools Act** until that student has completed the expulsion period of not less than one year. The date of re-admittance will be based on written confirmation from the district that initially expelled the student. A student who wished to challenge this decision is entitled to a due process hearing.

The Board may deny attendance at any of its schools by expulsion for just cause.

"No pupil shall be expelled without the board of trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses, and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him."
(Section 33-205, Idaho Code)

Due process procedures will be followed in all expulsions. Student expulsion notices will become part of the student's permanent record.

The disability(ies) of an identified student requires additional considerations as outlined in the Special Education Rules and Regulations.

SACAJAWEA DISCIPLINE CODE CONSEQUENCES

DETENTION

- 1) Parents will be notified of the detention by the issuing teacher and the response from parent will be documented before the detention is handed into the office.
- 2) Students receiving after school detention must report to the detention room by 3:00 pm prepared to work quietly and independently until 3:30pm.
- 3) Students receiving lunch detention must report directly to the SALC room at their designated lunch time. A school lunch will be delivered to the SALC room.
- 4) Students who do not serve detention successfully will be assigned additional detention time.
- 5) Students who accumulate 4 or more detentions in any quarter will be assigned an in school suspension.
- 6) Students who to earn 5 or more detentions will be assigned a Saturday School.

SATURDAY SCHOOL

Saturday School Procedures and Regulations

- 1) Students may be enrolled in Saturday School for the following reasons:
 - a) Accumulation of 5 or more detentions in any given quarter.
 - b) Behavior problems that break Sacajawea or Lewiston School District rules.
 - c) Teachers or parents who recommend academic Saturday School.
- 2) Transportation to and from Saturday School is the students' responsibility to arrange.
- 3) The school will notify parents of students required to serve Saturday School.
- 4) Students are expected to serve from 9:00 am to 12:00 noon, unless otherwise determined, on Saturday morning at Sacajawea JHS. Any student arriving late will not be admitted to Saturday School.
- 5) Time spent in Saturday School does not reduce detention
- 6) If a student is assigned for academic make-up work, credit will be given at the discretion of the teacher.

SACAJAWEA ALTERNATIVE LEARNING CENTER (S.A.L.C.)

Students can be assigned to the S.A.L.C. in two ways:

- 1) An individual teacher may send a student to the S.A.L.C. for a period due to disruptive behavior or academic concerns. The assigning teacher must notify S.A.L.C. teacher of referral, reason, and expectations of student while in S.A.L.C. The assigning teacher must notify parent of student infraction.
- 2) **School administrators may assign a student to the S.A.L.C. due to discipline infractions for a lunch period, a single class period, multiple periods or multiple days.**

When a student has been sent to the S.A.L.C. six or more times, a Student Assistance Team (S.A.T.) meeting will be initiated by an administrator to discuss and plan for the student's academic and behavioral future.

Student Activities Limitations

Any student whose name is placed on the pending Saturday School list and/or Detention List will be ineligible for participation in all school related activities such as teams, clubs, dances, games, assemblies, etc. until all Saturday School/Detention time is served.

5470. SUBSTANCE ABUSE, STUDENT

1. Forward

The District recognizes that student substance abuse is detrimental to educational, emotional, physical, and social development. Furthermore, such abuse results in behavior that adversely interferes with one's performance at school, adversely affects one's health, and may endanger the safety and well being of others. The District and community resources are committed to actively confronting this problem and shall take positive, encouraging, and supportive action through education, training, counseling, peer

support, family involvement, and appropriate referrals to community support groups.

Because of the pervasive nature of substance abuse, it is essential that it be viewed as a total community problem, one in which the school, family, local law enforcement, and treatment agencies share in the responsibility for prevention and intervention.

2. Definition

Substance abuse is defined as the use of a substance, lawful or illicit, which results in a student's educational, emotional, social, and/or physical impairment.

3. Policy Statement

Prevention is the first step in deterring harmful involvement with substances. The District will implement an integrated curriculum approach to prevention directed toward providing students with appropriate information and developmental experiences which will enable them to make responsible decisions regarding substance usage.

While student substance abuse will not be tolerated, the school will assist the harmfully involved student in seeking supportive and rehabilitative services within and outside the school. If treatment becomes necessary outside the school setting, every effort will be made to ensure a successful continuation in/or re-entry into the school program.

The administration is charged with implementation of this policy through procedures that provide for prevention, identification of the substance-abusing student, facilitating intervention with provisions for appropriate support services, and continuation of staff training.

LEGAL CONSEQUENCES

Manufacture, distribution, dispensing, possession, or use of illicit drugs is against Lewiston School District policy and is against the law! Legal consequences can be severe, including loss of driving privileges and/or monetary fines and/or imprisonment.

Student Substance Abuse Policy (Lewiston Public Schools)

PROCEDURES

A) Self-Referral and voluntary Disclosures

Students who have problems with substance abuse may seek assistance from a student assistance resource person (SARP). SARPs may include both faculty and students specifically trained to discuss substance abuse and locally available options for assessment and treatment.

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substance **WHILE ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION** before he/she is reasonably suspected to be in violation will be provided anonymity to the extent that disclosure is held confidential on a faculty "need to know" basis. Notification will be provided to the parent(s)/legal guardian(s). Counseling at the school level and appropriate referral for additional community services will be offered. In the case of an unsafe situation, District personnel may call law enforcement or medical personnel.

B) Identification-Intervention

1) Student exhibits behavior(s) of concern-substance abuse suspected

- a) Definition of "Reasonable Cause/Suspicion" as defined in Idaho Code 33-210 "means an act of judgment based upon training in recognizing signs and symptoms of alcohol and controlled substance abuse, which leads to a reasonable and prudent belief that a violation has occurred". The fact that a student has previously disclosed use of a controlled substance or alcohol shall not be deemed a factor in determining a reasonable suspicion at a later date.

- b) An administrator or designee will notify the student's parent, guardian, or custodian when the student is reasonably suspected of using or being under the influence of alcohol or a controlled substance. Additionally, the administrator or designee will report the incident to law enforcement.
- c) The school's SARP will gather data from other school staff members who work with the referred student.
- d) The school's Student Assistance Resource Team (SART) may meet to consider possibilities for further action.
 - 1) SARP may gather data from other school members who work with the referred student and will conduct a pre-assessment interview with the referred student.
 - 2) Student Assistance Resource Team (SART) will meet to determine if the current information constitutes "reasonable cause/suspicion" of substance abuse.
 - 3) Principal or SARP contacts parent(s) to gather additional data and share concerns about suspected substance abuse.
 - 4) If substance abuse is confirmed or if it is determined that there is reasonable cause/suspicion that there is substance abuse, other possible interventions may include:
 - a) Referral for formal substance abuse evaluation (at parent expense)
 - b) Attendance at awareness sessions addressing substance abuse/dependency.
 - c) Referral to supervised treatment program, residential or outpatient (at parent expense).
 - d) Referral of student and/or family to appropriate school or community support groups.
 - e) Referral for medical and/or psychological assessment (at parent expense)

If a student violates the Student Discipline Code, established procedures will be followed.

2) Substance abuse witnessed

A violation occurs when a student uses, is under the influence of, possesses, or distributes alcohol or a controlled substance on school grounds or at school-sponsored events wherever held.

- a) Staff member will attempt to obtain student's identity and, if appropriate, inform student of observed violation.
 - 1) If incident occurs during the instruction day, the student should be asked to accompany staff member to the office or a reasonable attempt should be made to detain student until school official can assume responsibility.
 - 2) If incident occurs outside the instructional day, a reasonable attempt should be made to detain student until an administrator or law enforcement official can assume responsibility for further action. Given the potential volatility of a confrontation, a "reasonable attempt to detain" may consist of nothing more than a verbal directive. In either event, it is important that staff member obtains identity of any other witnesses and/or confiscates substance or evidence substantiating its abuse.
- b) Staff member will immediately report incidents of substance abuse to the principal along with details relating to incident.
- c) If principal can corroborate that a substance abuse incident has occurred, the following steps should be taken. In addition, actions should be considered in accordance with the Student Discipline Code.

All Offenses

- 1) A conference with the student and the parent(s)/guardian(s) will be conducted.
- 2) Law Enforcement liaison will be contacted, who will initiate or conduct Law Enforcement Evaluation.
- 3) SARP/SART (substance abuse resource team) will conduct a pre-assessment interview.
- 4) Parent(s)/guardian(s) must accompany student for conference with administrator and/or SART prior to return from suspension.
- 5) Failure to comply with mandates will result in further disciplinary action designed to bring about compliance with mandates.

First Offense

- 1) Student will be suspended for a minimum of three (3) days.
- 2) SART will be convened to determine course of action. Mandates may include:
 - a) Participation in school counseling
 - b) Formal substance abuse evaluation (at parent's expense)

- c) Referral to supervised treatment program (residential or outpatient)
- d) Referral of student/family to appropriate community support groups
- e) Attendance at awareness sessions addressing substance abuse/dependency
- f) Other interventions deemed appropriate by SART

Second Offense

- 1) Student will be suspended for five (5) days.
- 2) SART will be convened to determine course of action. Mandates will include:
 - a) Attendance at awareness sessions addressing substance abuse/dependency or professional counseling services (at parent's expense)
 - b) A formal substance abuse evaluation and referral for treatment programming will be initiated based on recommendation of student assistance team/resource person
 - c) Other as determined by the SART and stated on the SARP Form

Third Offense

- 1) Student will be suspended for a minimum of five (5) days.
- 2) Student will be recommended to the Board for expulsion, the duration of which will be determined by the Board. The student with disabilities may be referred to the Child Study Team for consideration of a more restrictive environment.
- 3) Student must present evidence that he/she has participated in substance abuse evaluation and a professional treatment program (at parent's expense) prior to consideration for reinstatement.

Tobacco Offenses

- 1) Law enforcement liaison will be contacted.
- 2) SARP will be notified of all tobacco offenses and will determine if it is appropriate to convene the SART for further action.

Student Use of Student Owned Computing Devices

General Usage

Lewiston School District Provides the opportunity for students to bring a personal computing device to school to use as an educational tool. **The use of these devices will be at teacher discretion.**

- 1. Students must obtain teacher permission before using a personal computing device during classroom instruction. Students using devices will be allowed access to the Internet via the District's "open" wireless network, where available.
- 2. Student use of a personal computing device must support the instructional activities currently occurring in the classroom.
- 3. Students must turn off and put away personal computing devices when requested by staff.
- 4. All use of personal computing devices is subject to governance under District Policy 4063 including disciplinary actions for misuse. (Refer to Policy Regarding Electronic Devices, pg. 23 #11)

Expected Student Behaviors and Responsibilities

The Lewiston School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a personal computing device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable measures to protect against the theft or damage of their personal device. It is not the responsibility of the Lewiston School District to provide access to charging of personal computing devices.

Students are expected to:

- 1. Ask for permission before using the device and prior to accessing the Internet with a personal computing device.
- 2. Turn off the device at request of school personnel.