

# Sacajawea Middle School

3610 12th Street  
Lewiston, Idaho 83501  
Phone: (208) 748-3400  
Fax: (208) 748-3449



## Student Handbook 2020-21

This handbook belongs to: \_\_\_\_\_

## **WELCOME TO SACAJAWEA MIDDLE SCHOOL**

Students!

The faculty at Sacajawea Middle 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 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 at Sacajawea Middle 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.

Mr. Uhlorn, Principal

### **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 lifelong.

### **VISION**

**To achieve the highest individual potential**

### **PURPOSE**

**To educate and inspire learners for life.**

### **MISSION**

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

**Have a great year!**

Sacajawea Middle School

# **WE ARE THE BRAVES**

**B**elieve in Yourself and Your Abilities

**R**espect Others, Self, and Property

**A**chieve...Succeed...Go Beyond

**V**alue Your Education and Learning

**E**ncourage Others to do Their Best

# Table of Contents

School Calendar .....	5	Medication.....	18
Bell Schedule.....	6	Authority Board of Directors .....	16
Activities and Athletic Programs.....	7	Philosophy .....	16
Counseling Services .....	8	Statutory Compliance.....	17
School Resource Officer.....	8	General Policy.....	17
School Nurse.....	8	Freedom from Abuse.....	17
Injuries, Accidents, Insurance.....	8	Student Expression.....	17
Bus Services .....	8	Assembly.....	17
Bus Passes.....	8	Search and Seizure.....	18
Bus Behavior .....	8	Freedom from Discrimination.....	18
Building Hours.....	8	Equity.....	18
Breakfast Hours .....	8	Due Process.....	17
Library .....	8	Hazing, Harassment, Intimidation, Bullying,	
Cafeteria Standards .....	9	Cyber Bullying.....	18-20
Lunch Check Out Procedure.....	9	General Information ..	18
Locks and lockers .....	9	Definitions.....	19
Inspection of Lockers .....	9	Retaliation/False Charges ...	19
Hallway and Passes .....	9	Confidentiality .....	19
Lost and Found .....	9	Reporting Procedures .....	20
Telephone .....	9	Investigation .....	20
Elementary Campus/Closed Campus .....	10	Discipline Code of Consequences.....	20-21
Textbook Fines.....	10	Denial of School Attendance .....	21
Visitors.....	10	Criminal Acts.....	22
Checking in and out during the day .....	10	Law Enforcement Interview .....	22
Attendance Policy/Procedures .....	10-11	Substance Abuse.....	23-25
Grades.....	12	Policy .....	23
Work habits.....	12	Legal Consequences.....	23
Pathways to Promotion .....	12	Procedures.....	23-25
Homework .....	12	Discrimination.....	26
Academic Dishonesty.....	12	Disabilities .....	26
Student Responsibilities.....	13	Notice of Compliance.....	26
Respect for the Law/Rights of Others.....	13	Directory Information Disclosure.....	26
Compliance with Rules.....	13		
Identification of Self.....	13		
Dress Code .....	13		
Profane/Obscene Language.....	13		
Open Containers .....	13		
Electronic Devices.....	14		
Student Expectations/Use of Devices .....	14		
Cell Phone.....	14		
Parent Complaint Process.....	14		
Sacajawea Standard Response Protocol.....	15		

## 2020-2021 SCHOOL CALENDAR

Teacher Orientation.....	Aug. 24-25
School Starts.....	Aug. 26
Labor Day.....	Sept. 7
School Improvement Day - No School.....	Oct. 1
School Improvement Day - No School.....	Oct. 2
End of 1st Qtr/Early Release – Secondary.....	Oct. 30
End of 1st Qtr/No School – Elementary.....	Oct. 30
* Parent Conferences evenings – All grades....	Nov. 4-5
No School Elementary Only.....	Nov. 5-6
No School – K-12.....	Nov. 6
School Improvement Day – No School.....	Nov. 25
Thanksgiving Break.....	Nov.25-27
Winter Break.....	Dec. 21–Jan 1
School Improvement Day – No School.....	Jan. 4
MLK. Jr. / Idaho Human Rights Day.....	Jan. 18
End 1st Sem/Early Release – Secondary.....	Jan. 22
End of 1st Sem/No School – Elementary.....	Jan. 22
Presidents’ Day.....	Feb. 15
Student led Conferences (Middle School Only)...	Feb 24-25
No School Middle School Only.....	Feb 26
End of 3rd Quarter/Early release.....	Mar. 26
Spring Vacation.....	Mar. 29-April 1
School Ends.....	June 4
LHS Graduation.....	June 5
Teachers’ Last Day.....	June 7





## SACAJAWEA MIDDLE SCHOOL --- CLASS SCHEDULES

### REGULAR

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
6-1	8:20-8:42	7-1	8:20-8:42	8-1	8:20-8:42
6-2	8:45-10:45	7-2	8:45-9:45	8-2	8:45-9:30
Lunch	10:45-11:15	7-3	9:45-10:45	8-3	9:33-10:18
6-3	11:20-1:20	7-4	10:48-11:33	8-4	10:21-11:21
6-4	1:23-2:08	Lunch	11:33-12:03	8-5	11:21-12:21
6-5	2:11-2:56	7-5	12:08-12:53	Lunch	12:21-12:51
		7-6	12:56-1:56	8-6	12:56-1:56
		7-7	1:56-2:56	8-7	1:56-2:56

### EARLY RELEASE - 12:30 pm

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
6-1	8:20-8:34	7-1	8:20-8:34	8-1	8:20-8:34
6-2	8:36-9:56	7-2	8:36-9:16	8-2	8:36-9:11
6-3	9:58-11:18	7-3	9:16-9:56	8-3	9:13-9:48
6-4	11:20-11:55	7-4	9:58-10:33	8-4	9:50-10:30
6-5	11:55-12:30	7-5	10:33-11:08	8-5	10:30-11:10
		7-6	11:10-11:50	8-6	11:10-11:50
		7-7	11:50-12:30	8-7	11:50-12:30

## **STUDENT ACTIVITY CARD**

Students can purchase the student activity cards 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 have free admittance to all athletic events at SMS (except tournaments) and reduced rates at SMS dances.

### **Activities**

**Dances** - School dances will be held up to two times a year from 3:15-5:15 pm. ALL school rules and regulations apply. **It is to be noted that SMS dances are for SMS students only.**

**Drama Club** -- group of interested students who perform a least one play each year.

**Student Council** - student body officers and elected advisory representatives 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

**Kindness Club** – meet twice per month to promote kindness throughout our school.

### **After School Academy and After School Tutoring**

After school academy is an extended learning opportunity for students which takes place on Tuesday and Thursdays after school until 4:00 PM and is supervised by a SMS staff member. During the week teachers are available to students requiring assistance in any subject area until 3:30 PM.

## **ATHLETIC PROGRAMS**

Students who participate in school-sponsored 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 will represent Sacajawea Middle School with pride and respect.



**The following Athletic programs are provided during the school year**

### **Fall Season**

7th & 8th Football  
7th & 8th Girls Volleyball  
7th & 8th No-Cut Volleyball  
6-8 Cross Country (at LHS)  
8 Cheerleading

### **Winter Season**

7th & 8th Boys Basketball  
7th-8th No Cut Boys Basketball  
7th & 8th Girls Basketball  
7th-8th-No Cut Girls Basketball  
6-8 Wrestling  
8 Cheerleading

### **Spring Season**

7th & 8th Boys Track  
7th & 8th Girls Track  
6th Grade district wide Track Meet  
Cheerleading Competition  
Cheer-8th Cheerleaders are chosen in the spring for the following year. They support all our school sports.

6<sup>th</sup> grade students may be given the opportunity to participate in SMS based intramural programs for Volleyball and Basketball.

## **ELIGIBILITY FOR ATHLETICS/ACTIVITIES**

In order for a Sacajawea Middle School student/athlete to be eligible to participate one must

- Complete all district required forms
- Earned credit in at least five (5) classes from the previous quarter (not including Advisory). All first quarter 7th grader students are eligible.
- Have no outstanding balances.

### **Student Behavior at School Sponsored Events**

Students attending school sponsored events are expected to adhere to the same guidelines of conduct and behavior as they would during the school day.

- Students must comply with the following:
- Students are to remain on site, watching the event, until the event is completed.
- Once you leave you won't be allowed to re- enter.
- No one is to behave in such a manner as to disrupt the normal progression of the event or endanger themselves or others. Misconduct may lead to removal from the event.
- Once dismissed, the student must leave the school grounds.
- Additional consequences may occur at the discretion of the administration.
- Loitering on school grounds during events is not permitted.
- During athletic events, students are to stay off of the playing area during the game.

## 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 Officer (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.

## SCHOOL NURSE

The School District nurse is available to any and all students upon request.

## 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.

## BUS SERVICE

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.

**Students in need of day care or courtesy busing must meet District criteria, which is available upon request.**

## BUS BEHAVIOR

Appropriate behavior is expected of all students while riding school buses as per Lewiston School District and Sacajawea Middle School Behavior Support Plan.

## BUILDING HOURS

Building hours are from 7:30 am to 4:00 pm. Students are allowed to enter the building at 8:00 am by checking in at the main office and reporting to a classroom/library. In the morning before school, students of each grade level should gather in their respective areas:

- **Grade 6:** In front of the northeast doors and modular
- **Grade 7:** Blacktop area between the main building and the gym
- **Grade 8:** Blacktop area on the west side of the gym.

## BREAKFAST

The cafeteria will be open at 7:45 A.M. daily and breakfast will be available until 8:10 am.

## LIBRARY

The library is open to students and the public daily from 7:45 am - 4:00 pm except on early release days and under special circumstances. All materials will be checked out through the VALNet system. All students must have their own card. The first card is free, but replacement cards cost \$1.00. Patrons cannot check out any material if they are delinquent at any other library in the system.

## RESTRICTED AREAS

The following are restricted areas -- and are off-limits to students during the school day:

- The bike racks and parking lot
- The area in and west of the tennis courts
- The track, football bleachers & field house
- The faculty lounge





## CAFETERIA STANDARDS

### CAFETERIA BEHAVIOR

Breakfast will be served from 7:45 to 8:10 daily. 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. All food and drink must be consumed in the cafeteria unless arrangements have been made with building administrator.

### 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.

## LOCKS, LOCKERS, & P.E. CLOTHES

### SCHOOL LOCKERS

Each student will be assigned a locker by their Advisory teacher. Students are not allowed to change lockers. Students wishing a locker reassignment will need to check with their Advisory teacher. Students are encouraged to lock 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 their locker combination confidential.

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.

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 Middle School nor the Lewiston School District can be held liable for any lost, stolen, or damaged property when left at school.

### 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 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.

## PE LOCKERS

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.

## HALLWAYS

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

## HALL PASSES

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

## LOST AND FOUND

A 'Lost & Found' is located at the end of the north (6<sup>th</sup> grade) hallway. All articles lost or stolen items should be reported to the office. Please check for lost articles at the office after checking all other sources.

## TELEPHONE

The schools are served by business phones, for this reason, students will be permitted to use the school phone only for emergencies. After school activity plans should be made at home before the student comes to school.

Parents/guardians should feel free to call the school anytime and messages will be delivered to the student or teacher.

Please do not ask teachers or students to come to the phone while school is in session except in an emergency.



## CAMPUS & ELEMENTARY CAMPUSES

### CLOSED CAMPUS

Sacajawea Middle School is a closed campus which means once a student who attends Sacajawea Middle School has boarded the bus or arrived on school grounds they are required to remain on campus for the entire day unless they are checked out by parent/guardian or have permission from the Principal or Assistant Principal.

### ELEMENTARY CAMPUS

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

### TEXTBOOKS / FINES

Teachers may 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 school 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

Visitors are required to check in at the office and must wear an I.D. tag. Students from other schools and adults, without good reason to be present, are not permitted to visit the building while school is in session.

### 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.

## ATTENDANCE REQUIREMENTS – K-8 STUDENTS

### PHILOSOPHY

Students in grades K-8 are expected to attend school on a regular basis. Regular attendance is a critical factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.

### F

### ADMINISTRATIVE PROCEDURES

- A. A letter will be sent to the parent/guardian of a student who has accumulated in excess of six(6) absences per semester.
- B. A designated staff member, may conference with a student and stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated (10) absences per semester.
- C. The administrator will request a conference with the parent/guardian of a student who has accumulated twelve (12) absences per semester. Other designated personnel may attend in order to resolve concerns regarding attendance.
- D. When a student has been absent in excess of twelve (12) days, either excused or unexcused, in any semester, he/she may be referred to Attendance/Truancy Court. An administrator has the discretion to refer the student earlier on a case-by-case basis.
- E. Students will be considered for retention for absences of more than twenty (20) days during any one school year.
- F. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

Attendance Matters!



Every Student, Every School, Every Day

### 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.

### 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.

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.

### 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.

### EXCESSIVE ABSENCES

Students who miss ten (10) consecutive days of school and their school has not been notified by a parent/guardian of the reason(s) for their absence and the school has attempted to contact the parent/guardian as outlined in policy, will be dropped from school. At the time the student returns to school, the student may be re-enrolled.

### 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 a suspension may be made up for full credit. The student and parent assume responsibility for making up missed work. All work is due upon the return of the student to the classroom. Students suspended are not allowed on any school district property until the suspension is complete.

### TARDIES

Students are expected to get to class on time. Excessive and habitual tardies are not acceptable and may result in disciplinary action.

### 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 will result in referral to attendance court.

### 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

Report Cards or Progress Reports are mailed 8 times per year – at the end of each quarter (Report Card), each mid-quarter (Progress Report) and upon request.

Attendance reports are listed on each report card.

Grades used on the report cards will be as follows:

	Value/GPA	Percent
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	0 - 59
IN - Incomplete	0 points	
P - Passing	0 points	
W - Withdrawal	0 point	
NC – No Credit		
X – Not assessed at this time		

\* indicates modified curriculum and/or instruction

### WORK HABIT SCORES

Work habit scores are reported as 3, 2, or 1. These scores indicate work performance related to expectations at the time of reporting.

### WORK HABIT RUBRIC

- 3 – Student meets expectations and demonstrates work habit goals
- 2 – Student is progressing toward expectations; needs additional practice and supports
- 1 – Student is not meeting expectations and is not presently demonstrating work habit goals

### WORK HABIT GOALS

- Assignment completion by deadlines:
  - Turns in assignments, projects, etc., before or on time.
- Respectful to others and the learning environment:
  - Appropriately uses school property, and treats the school staff, students, and administration in a respectful way.
- Comes to class prepared and on time:
  - Brings materials to class, including writing utensils, notebooks and books on time.
- Constructively participates:
  - Is an active listener, takes notes, and participates in an appropriate manner.
- Self-directed learner:
  - Takes responsibility for one's own learning, uses class time wisely

### PATHWAYS TO PROMOTION

The Lewiston School District Pathways to Promotion Policy is for students. Pathways to Promotion is a way of ensuring students have the knowledge and skills necessary for success at the next grade level.

## HOMEWORK 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-director of student services.

## ACADEMIC DISHONESTY

There is a clear expectation at Sacajawea Middle School that all students will complete assignments with honesty and integrity. Academic dishonesty (cheating, use of non- authorized electronic devices, stealing, copying or sharing work, working together without teacher permission not giving appropriate credit to authors, plagiarizing, inappropriate use of Internet, forgery etc.) won't be tolerated and will result in consequences which escalate with each cumulative offense.

### Academic Dishonesty

#### Cheating

- Copying answers.
- Asking neighbors for help
- Using any device, implement, or study aid on test.
- Using identical papers for separate courses.
- Buying essays / papers.

#### Plagiarism

- Submitting another's work as your own.
- Incorrect sourcing and citation.

#### Facilitation

- Allowing a student to copy off of your paper.
- Sharing test questions with a student from another class.
- Taking a test for someone else.

#### Fabrication

- Falsifying research or data.
- Changing grades.
- Inventing sources.

This is not meant to be an exhaustive list of potential instances of Academic Dishonesty.

## STUDENT RESPONSIBILITIES

### RESPECT FOR THE LAW

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.

### 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:

- Alteration of School Records – A student shall not falsify or alter a school record or any communication between the home and the school.
- 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.

### IDENTIFICATION OF SELF

All students must, upon request, correctly identify themselves to school authorities in the school building, on school grounds, or at school sponsored activities.



## SACAJAWEA DRESS CODE

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

- Clothes must be clean and shoes must be worn at all times.
- No hats, bandanas, sport headbands, hoods, or sunglasses in the school building.
- 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).
- References to gangs, drugs, hate symbols, 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 may result in disciplinary action.**

### PUBLIC DISPLAY OF AFFECTION

Having boyfriends/girlfriends is not unusual in middle school. You need to speak with your parents about their expectations in this regard. Sacajawea Middle School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all public displays of affection while on campus or while attending and/or participating in school-related activities.

### USE OF PROFANE/OBSCENE/HATE LANGUAGE

The use of profane/obscene/hate language before, during, or after school, or at school sponsored events is not in keeping with the standards of behavior expected of all students. Profanity is not tolerated and will be subject to disciplinary actions.

### OPEN CONTAINERS

**Water bottles** are allowed **with permission** from the building administrator and classroom teacher. Sealed containers may be allowed in the cafeteria as part of a lunch. Outside drinks need to be consumed and disposed of before entering the building each morning.



## STUDENT USE OF PERSONAL ELECTRONIC 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.**

- 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.
- Student use of a personal computing device must support the instructional activities currently occurring in the classroom.
- Students must turn off and put away personal computing devices when requested by staff.
- All use of personal computing devices is subject to governance under District Policy 4063 including disciplinary actions for misuse.

## STUDENT EXPECTATIONS AND USE OF DEVICES

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:

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



## CELL PHONES/ELECTRONIC DEVICES

All electronic devices including but not limited to cell phones, smart phones, I-pods, pagers, and MP-3 players and other handhelds deemed disruptive to the learning environment are to be off and in lockers during the entire school day (8:15-2:56), unless student has a preapproved computing device. In the event that a student violates this policy the following steps will occur:

**1st OFFENSE:** Electronic device is confiscated and turned into the office. The item will be returned to a parent or designee after a parent is contacted.

**2nd OFFENSE:** Electronic device is confiscated and turned into the office. The item will be returned to a parent or designee after a parent is contacted. Student may be subject to disciplinary action.

**3rd OFFENSE:** Electronic device is confiscated and turned into the office. The item will be returned to a parent or designee after a parent is contacted. Student may be subject to disciplinary action.

Additional offenses or refusal to comply with a request to surrender an electronic device will be considered an act of insubordination and dealt with accordingly.



## 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 Director of Student Services will become involved in the resolution.

## SACAJAWEA – Standard Response protocol

An emergency evacuation plan is posted in each class area. You should study the plan and become familiar with it. When the fire alarm is sounded, please follow instructions 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.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## **LOCKOUT! Get inside. Lock outside doors.**

### **STUDENTS**

Return inside  
Business as usual

### **TEACHER**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **TEACHER**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## **EVACUATE! To the announced location.**

### **STUDENTS**

Bring your phone  
Leave your stuff behind  
Follow instructions

### **TEACHER**

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

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

### **TEACHER**

Lead safety strategy  
Take attendance



## **HOLD! In your classroom. Clear the halls.**

### **STUDENTS**

Remain in the classroom until  
the "All Clear" is announced

### **TEACHER**

Close and lock classroom door  
Business as usual  
Take attendance



© Copyright 2009-2016, All Rights Reserved. The "I Love U Guys" Foundation, Bailey, CO. The Standard Response Protocol and Extended Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SPP Terms of Use". SPPX POSTER | V 2.0.1 | Revised: 06/12/2017 | <http://iloveuguyz.org>

## 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,

- 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.
- 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.
- 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.
- For short-term medication, a sufficient amount of medication should be provided for the period during which the medication is to be given.
- A designated staff member should assist students in taking medication except for self-administered medications as described below.
- All medication, except those approved for keeping by students for self-medication, will be kept in secured storage to reduce the potential for accidental loss or misuse.
- Each time a staff member administers medication, a record will be maintained, noting the time, amount, and name of the person administering the medication.
- If a change in dosage for prescription medication occurs, parents must provide written verification from the doctor.
- 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.
- The District will not administer medication in dosages that exceed the maximum dosage guidance of the current *Physicians' Desk Reference*.
- Unused medications must be returned home or destroyed when treatment is complete or at the end of the school year.
- 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.
- 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.
- The Lewiston School District shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
- Student will not be allowed to self-administer narcotics, prescription painkillers, Ritalin, or other medication for emotional disorders.

## AUTHORITY INVESTED IN THE BOARD OF DIRECTORS

The Board of Directors 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.

## 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.





## 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)

## 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.

## 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.

## 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:

- Students are entitled to present their personal opinions insofar as these expressions do not disrupt the educational process.
- 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.
- 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.
- 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.
- 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.
- A student shall not use written, oral, or visual expression to advocate or encourage the commission of a crime.
- Commercial solicitation is not student expression. It may be conducted only as authorized by Board Policy and District Rules and Regulations.

## 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:

- Be conducted in an orderly manner.
- Not interfere with the educational process.
- Not impede the free movement of traffic.
- If any assembly is not so conducted, students participating shall be subject to disciplinary action.

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

## SEARCH AND SEIZURE

All students have the right to be secure in their persons and effects against unreasonable searches and seizure. Therefore, to assure 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.

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.

- 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.
- 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.
- 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.

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.

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.

Police may conduct a search in a school when the officer who is conducting the search has a warrant. A search warrant shall specify the place to be searched and the item(s) to be seized. 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.

## FREEDOM FROM DISCRIMINATION

No student shall be discriminated against by reason of race, religion, gender, sexual orientation and gender identity or expression, 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.

## EQUITY

The District recognizes the importance of diversity within the educational system and will incorporate best practices which lead to reducing disparities in order to enhance a culture of equity among all its academic community members.

## 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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING

### GENERAL INFORMATION

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.

- 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.
- 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.
- The School District will not coerce, discriminate, or retaliate against any persons filing complaints or persons acting as witnesses to complaints.
- 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.
- 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).
- School officials are expected to comply with the reporting requirements of Idaho Code, Section 16-1619 (abuse of children).

## **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:

- Harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property;
- 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.

## **SEXUAL HARRASSMENT**

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:

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

### **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.

### **HATE SPEECH/SYMBOLS**

Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.

### **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.

### **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.

## REPORTING PROCEDURES

- 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.
- 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.
- 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.
- 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.
- Parents will be notified of the nature of any complaint involving their child(ren) and the outcome of any investigation.

## 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:

- Obtain a written statement from the complainant regarding the allegations;
- Obtain a written statement from the accused;
- Obtain a written statement from witness/es, if any; and,
- 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.



## DISCIPLINE CODE CONSEQUENCES

### 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.

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.

**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.

**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.

### **DETENTION**

- Parents will be called by the member issuing the detention.
- Detention time is to be served within 24 hours.
- Students receiving after school detention must report to the detention room by 3:00 pm prepared to work quietly and independently until 3:30pm.
- Students who do not serve detention successfully will be assigned additional detention time.
- Students who accumulate 4 or more detentions in any quarter may be assigned an in school suspension.

### **INTERVENTION ROOM (SALC)**

- An individual teacher may send a student to the intervention room for an individual period due to disruptive behavior or academic concerns. The assigning teacher must notify the intervention room teacher of referral, reason, duration, and expectations of student while in the intervention room. **The assigning teacher must notify parent of student infraction before the end of the day.**
- School administrators may assign a student to the intervention room due to discipline infractions for a lunch period, a single class period, multiple periods or multiple days.

**SCHOOL CLEANUP**- Requiring a student to clean up certain areas of the school.

**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.

## **RESTRICTION OF EXTRACURRICULAR ACTIVITIES**

Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.

## **IN SCHOOL SUSPENSION**

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.

## **DENIAL OF SCHOOL ATTENDANCE**

"Denial of school attendance- Based on Idaho Code, Section 33-205 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:

- 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)
- Fighting- Fighting or aggressive behavior directed toward another person in a threatening manner.
- 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.
- Hazing - Requiring another student to perform humiliation or unnecessary tasks by using coercion of any type.
- Incorrigibility - Unmanageable or unruly behavior.
- Insubordination- Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.
- Lascivious Literature - Possessing or distributing lascivious literature or materials on school premises or during school activities.
- Profanity - Cursing, using profane or vulgar language.
- Tardiness - Habitual lateness to classes.
- Tobacco - The possession or use of tobacco including e-cigarettes by students is not permitted on school property.
- Unsafe Behavior - Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities.
- 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.
- Cooperation with District Personnel - Students must obey the lawful instructions of District personnel as based on Idaho Code 33-1224.

## **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 consecutive 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 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

## **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

## 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:

- Arson- the intentional setting of fire.
- Assault- Physical threats or violence.
- Burglary or Theft- Stealing of school or personal property.
- Explosives, Possession of -- Explosives, including firecrackers and fireworks.
- 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.
- False Alarms or Bomb Threat- Instigating or taking part in false alarms or a bomb threat.
- Firearms, Possession of--Firearms are prohibited on school property or at school sponsored events.
- 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](#))
- Malicious Mischief- Property damage.
- Rioting- A disturbance of the peace by two or more persons assembled together.
- Larceny/Theft- The unlawful taking of property from the possession of another person.
- 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.
- Substance Abuse- Sale, use, or possession of alcoholic beverages or illegal drugs. (Drug Free Schools Policy & Procedures)
- Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.
- Unlawful Interference with School Authorities- Interference with school personnel by threats, force, or violence.
- Weapons, Possession of- Possessing, handling, or transmitting any object which may be considered a weapon at any educational function or school event.
- Vandalism/Graffiti- Willfully or maliciously destroy, damage, deface, or otherwise injure real or personal
- 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.

## INTERVIEW/INTERROGATION BY POLICE OR OTHER LAW ENFORCEMENT OFFICER

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):

- 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.
- The principal or designee shall contact the parent/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.
- The building principal or designee shall be present whenever a student is being interviewed.
- 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.
- Students may be interviewed at school by law enforcement or family services personnel without parent/guardian consent when an abuse or neglect is being investigated.





## STUDENT SUBSTANCE ABUSE POLICY (Lewiston Independent School District)

Lewiston School District recognizes that student substance abuse is detrimental to educational, emotional, physical, and social development of our students 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..

### 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.



## SUBSTANCE ABUSE DEFINED

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

### PROCEDURES

#### ▪ **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 district 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.

Substance Abuse Resource Program (S.A.R.P.) – will provide support for students who may have concerns about substance



## IDENTIFICATION-INTERVENTION

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

- 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.
- 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.
- The school's SARP will gather data from other school staff members who work with the referred student.
- The school's Student Assistance Resource Team (SART) may meet to consider possibilities for further action.
- 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.
- Student Assistance Resource Team (SART) will meet to determine if the current information constitutes "reasonable cause/suspicion" of substance abuse.
- Principal or SARP contacts parent(s) to gather additional data and share concerns about suspected substance abuse.
- 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:
  - Referral for formal substance abuse evaluation (at parent expense)
  - Attendance at awareness sessions addressing substance abuse/dependency.
  - Referral to supervised treatment program, residential or outpatient (at parent expense).
  - Referral of student and/or family to appropriate school or community support groups.
  - Referral for medical and/or psychological assessment (at parent expense)
  - If a student violates the Student Discipline Code, established procedures will be followed.

### SUBSTANCE 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.

- Staff member will attempt to obtain student's identity and, if appropriate, inform student of observed violation.
- 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.

- 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.
- Staff member will immediately report incidents of substance abuse to the principal along with details relating to incident.
- 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.

## TOBACCO OFFENSES

Idaho Code:39-5703. States it is unlawful for a **minor** to possess, receive, purchase, use, or consume **tobacco** products or electronic **smoking** devices.

- Law enforcement liaison will be contacted.
- Student will be suspended three days

SART will be notified of all tobacco offenses and will determine if further action is necessary





## SUBSTANCE ABUSE-STUDENT (con't)

### ALL OFFENSES

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

### FIRST OFFENSE

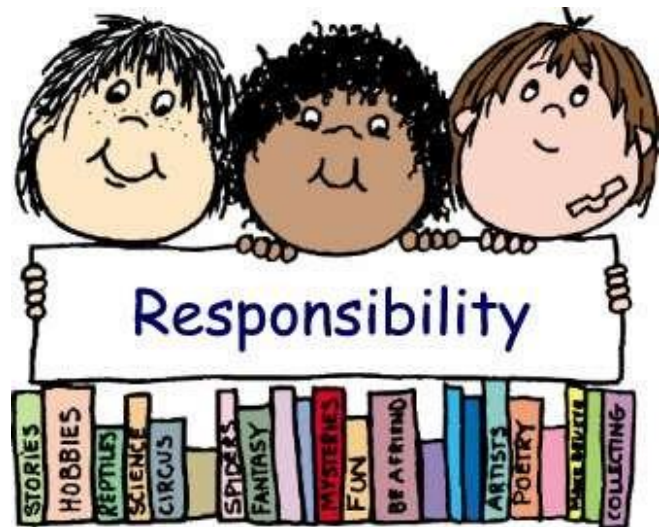
- Student will be suspended for a minimum of three (3) days.
- SART will be convened to determine course of action. Mandates may include:
  - Participation in school counseling.
  - Formal substance abuse evaluation (at parent's expense).
  - Referral to supervised treatment program (residential or outpatient).
  - Referral of student/family to appropriate community support groups.
  - Attendance at awareness sessions addressing substance abuse/dependency.
  - Other interventions deemed appropriate by SART.

### SECOND OFFENSE

- Student will be suspended for five (5) days.
- 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).
- A formal substance abuse evaluation and referral for treatment programming will be initiated based on recommendation of student assistance team/resource person.
- Other as determined by the SART and stated on the SARP Form.

### THIRD OFFENSE

- Student will be suspended for a minimum of five (5) days.
- 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.
- 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



## **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 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

