

HOME OF THE PIRATES!

150 WEST LAKE STREET
HAGERMAN, IDAHO 83332
(208) 837-4572
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HAGERMAN JR/SR HIGH SCHOOL

Student Handbook 2020-21

“SAILING TOWARD EXCELLENCE”

MISSION STATEMENT:

TO PROVIDE A SAFE, SECURE ENVIRONMENT AND QUALITY EDUCATIONAL OPPORTUNITIES WHICH PREPARE OUR STUDENTS FOR A LIFE OF LEARNING AND ACHIEVEMENT.

VISION STATEMENT:

Hagerman Joint School District will be a vibrant, nurturing community where all students have pride in their scholastic achievement and are productive, involved citizens of society, with the tools to reach their dreams.

***Updated summer 2018**

This agenda belongs to:

Name _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

This student handbook is written in an effort to share with you information, services, activities, and policies of operation in our school. The purpose of the procedures and regulations has been developed with the welfare of our students, parents, and staff in mind.

Students, it is our hope that you will be involved and contribute positively in the programs we offer. Your participation will enhance academic achievement, self-confidence, as well as foster pride in our school.

Parents, please take some time with your child to read this handbook. We need open lines of communication between home and school to provide opportunities for involvement of staff, students, and parents. We are proud of our heritage and community and welcome your support for your child’s success.

Please sign this acknowledgement to the school that you have read through this student handbook with your child. It will aide in the understanding of the school policies for all involved.

_____ Parent signature date _____

_____ Student signature date _____

When signatures on this page are complete, please bring to the office for copying

BOARD OF TRUSTEES

- Mr. Mark Daily (Chairman)
- Mr. Bryan Whitmarsh (Vice Chairman)
- Mrs. Teri Dorchuck
- Mr. Monte Osborne
- Mr. Brian Moore

SCHOOL COLORS: Black and Orange

School Mascot: Pirate

- Superintendent:** Jim Brown
- Principal:** Mr. Jaren Wadsworth
- Counselor:** Mr. Ray Hoffmann
- Secretary:** Mrs. Melissa Wise
- Attendance Clerk:** Mrs. Elaine Davis

HAGERMAN FIGHT SONG

Cheer, Cheer for Old Hagerman
Break out the echoes, Cheer in her name
Send those volley cheers on high
Shake all the thunder down from the sky

Although the odds be great or small
Old Hagerman will win over all
While her loyal sons go marching
Onward to victory (Rah, Rah, Rah!)

Hagerman Jr/Sr High School
BELL SCHEDULE

15 Min	JH Break	7:55 - 8:10
56 Min	JH 1st period	8:10 - 9:06
56 min	HS 1st period	7:55 - 8:51
15 min	HS Break	8:51 - 9:06
56 min	2nd period	9:09 - 10:05
56 min	3rd period	10:08 - 11:04
56 min	4th period	11:07 - 12:03
25 min	JH Lunch/HS Advisory	12:03 - 12:28
30 min	HS Lunch/JH Advisory	12:28 - 12:58
56 min	5th period	1:01 - 1:57
56 min	6th period	2:00 - 2:56
56 min	7th period	2:59 - 3:52

General Policies and Procedures:

Student Body Cards

Students may purchase student body cards during registration or at the high school office.
All students participating in extra-curricular activities are REQUIRED to purchase a

student body card. Each card entitles students to attend home activities free, busing, and possibly to receive a discount at away games.

Attendance & Lunch Count

Attendance Procedure

Idaho law requires any person less than sixteen years of age must be enrolled in school. State law also requires each district to establish an attendance policy and keep accurate attendance records.

Hagerman School District encourages the 90% attendance rule; if a student is absent from class he/she will be marked absent no matter what the reason; if present, he/she is to be marked present. There are no exceptions. Parents will be informed of absences throughout the Semester. If a student exceeds the 90% attendance policy, the parent must then petition the school stating the reasons for the absences. The petition will be reviewed by the administration and a recommendation will be made to the Board of Trustees to determine whether it was an extraordinary circumstance and if credit should be allowed or denied.

Each teacher will document absences and tardies. Every effort will be made to see that events, activities, and meetings do not occur during class time. A total of 7 days of absences may be missed per Trimester. Absences may be made up by attending 3 Friday schools per absence.

Attendance will be taken technologically at the beginning of each class period. Tardies are marked according to the teacher’s discretion. A tardy is defined as a student being late to class within ten minutes after the class begins.

A hot lunch count will be taken technologically at the beginning of first period.

Philosophy

It is the philosophy of the Board of Trustees that regular school attendance and punctuality are important to the educational process. Regular attendance helps ensure students achieve required academics, personal management, teaming skills, and assists students in achieving positive self-esteem. Regular attendance and punctuality are critical skills for achieving success in the workplace and must be part of the curriculum taught to the students.

- A. A day of attendance is one in which a pupil is physically present for the full day under the guidance and direction of a teacher while school is in session.
- B. A day of absence is:
 - 1. When the student is not present under the direction of a teacher while school is in session.
 - 2. When a student is truant.
 - 3. When a student is suspended out of school.

- C. A student is “tardy” when he or she is not physically present at the place and time at which a class or official activity is scheduled to begin.

Excused Absences

Excused absences include the following:

1. Absence due to verified illness or injury.
2. Professional appointments (doctor, dental, etc...) confirmed by a signed excuse dated for the day of absence.
3. Verified court appearances.
4. Bereavement (death of a member of the student’s immediate family).
5. Religious observances verifiable by an appropriate church official or document.
6. Any absence with permission of parent/guardian.

Absence Procedure

When a student is absent from school, **a parent or guardian** should call the school office by 10:00 a.m. that day with the following information:

- a. Parent or guardian’s name
- b. Students name
- c. Reason for absence
- d. Estimated date of return
- e. Whether assignments are needed

Notification of Parents

A parent or guardian who does not notify the school of a student’s planned absence as provided in the previous paragraph will, if possible, be notified by telephone that the student is absent. Due to the substantial number of students enrolled, and the limited resources available to the District, the school cannot guarantee or assure that each parent can or will be notified of each absence for each student.

Excuses From Parents or Guardians

When a student who has been absent returns to school, the student must present a dated, written excuse, signed by the responsible parent or guardian, requesting that the absence be counted an excused absence and setting forth the reason for the absence. The written parental excuse should be furnished the first day the student returns to school, but written excuses will be accepted if furnished by the end of the third school day after the student returns. If written parental excuse is not provided by the end of the third day, the absence will be classified as an unexcused absence.

Truancy

Any absence that does not meet the excused absence criteria is considered truant. This includes tardies of 20 minutes or more without parental approval.

Students who are at school but not in their designated class without their teacher’s permission will be counted as truant.

Tardies

- A. A tardy is when a student appears 1-10 minutes after a class is scheduled to begin.
- B. The individual teachers will handle tardiness to class. If a student comes to class late, the teacher will note the student's tardiness.
- C. If tardiness becomes excessive, the student will be referred to the Principal or Superintendent for the following disciplinary action:
 - 1. Students who accumulate three (3) tardies or one (1) "10 minute violation" will be required to attend Lunch Detention. After a student has accumulated eight (8) tardies with respect to a particular class, he/she can lose credit for that class for the Semester.
 - 2. Students will be notified of their lunch detention when they receive their third tardy. Additional detentions will be issued for each tardy thereafter.
 - 3. Friday school will be assigned for students with 6 tardies.
 - 4. A student who fails to attend a required lunch detention will receive a (one 1-day Friday school.
 - 5. Tardies may be made up by attending Friday school. 1 Friday school for every 3 tardies.

Notification of Excessive Tardies and Truancies

Parents or guardians will be notified in writing, by mail, e-mail, or alert when their student has received a total of six (6) tardies or any truancy. A second notification will be sent when the student has received a total of seven (7) tardies. When the student has received a total of eight (8) tardies, a third letter will be sent by certified mail notifying the student and the student's parent or guardian that the student will be denied credit for that Semester.

Leaving School

A student who leaves school during school hours or during the noon hour and does not return at the end of lunch hour must have parental permission and must notify the school office of the student's intention to leave school. The Principal must specifically approve any deviation, and approval will only be granted in extreme cases involving the serious injury or illness of the student or a death in the student's immediate family or other urgent circumstance. A student who leaves school during school hours or at any recess without parental permission, and without notifying the school office will be deemed truant, and the absence will be counted as an unexcused absence.

Make-Up Work Required

A student who will be absent on a planned basis (pre-arranged absence) is responsible for obtaining from each teacher a list of class work and homework assignments which will be given during the period the student knows he/she will be absent. The pre-arranged absence form must be handed into the office before the scheduled absence. Students need to be prepared to hand in all homework and/or take tests that were missed during their absence.

A student has two (2) school days to make-up work for each day of class or school missed. An exception is when a student has had prior knowledge about a test, project, or assignment and is absent on the day the assignment is due. In this case, the project or assignment is due or the test must be taken on the day the student returns. Students who are absent from school for school-sponsored activities must make up all missed work. Students should get the assigned work from the teacher before leaving for the activity.

Incomplete Grades

When a student's absence occurs at the end of a nine-week or Semester grading period and the student is required to complete make-up work, the work must, in all cases, be completed and graded no later than fourteen (14) calendar days after the end of the grading period. After the expiration of this period, zero scores will be assigned for all uncompleted work, and the student's grades will be computed accordingly.

90% Attendance (Policy 3050)

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than seven (7) days per semester. The administration shall adjudicate absences where the total number of days is brought below 7 days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
- D. Illness or hospitalization verified by a doctor's statement.

Absences which will be counted in the 90% limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance

Board.

Notification of Excessive Absences

Parents or guardians will be notified in writing, by mail, e-mail, or alert, when their student has received a total of seven (7) absences . A second notification will be sent when the student has received a total of nine (9) absences. When the student has received a total of ten (10) absences, a third letter will be sent by certified mail notifying the student and the student's parent or guardian that the student will be denied credit for that semester and they are under review by the Attendance Committee.

Hearings and Appeals:

Attendance Committee

When a student has a record of absences or tardies (whether excused or unexcused), which is excessive as defined below, the District Superintendent, School Principal, or both, may convene an Attendance Committee to review and take action with regard to the student's excessive absenteeism. ***An Attendance Committee for the Jr/Sr High School shall consist of the Superintendent, High School Principal, Counselor, attendance clerk and two appointed teachers.***

Excessive Absence Defined

As used in this policy, ***the absence of a student enrolled in grades 7-12 will be deemed "excessive" whenever the student is absent more than seven (7) days during a single Semester, without regard to whether the absences are excused or unexcused.*** Notwithstanding the foregoing, excused absences for school-sponsored activities or for medical care or treatment will not be counted as part of the absences. A student who is deemed excessively absent shall be required to submit, along with his/her parents or guardians, a letter explaining the absences.

Denial of Credit for Excessive Absence; Criteria

When a student's record of absences is excessive and totals more than seven (7) absences during any one Semester, the Attendance Committee has the authority to recommend to the Superintendent, and the Superintendent has authority to decide that the student be denied credit for one or more classes, or for all classes in which the student is enrolled during the Semester. In determining whether credit should or will be denied, the Attendance Committee may consider any relevant criteria including, but not limited to the following:

- A. The student's conduct record in the classroom
- B. The impact of absenteeism on student's academic performance
- C. The reasons for the student's absences and the existence of documentation which verifies such reasons
- D. Extenuating circumstances or conditions in the student's or parent's living, socio-economic, employment, or other personal circumstances.

Committee Decision\Action by Committee

Following the interview with the student and the student's parents or guardian, the Committee shall formulate a decision and shall notify the student and the student's parents or guardian of its decision and the reasons for the decision in writing by certified mail. Any decision or action by the Attendance Committee shall be by majority vote. The Attendance Committee's decision shall constitute a recommendation to the Superintendent for the action in accordance with the recommendation. Following receipt of the Attendance Committee's recommendation, the Principal shall notify the student and the student's parents or guardian as to the action to be taken by the Attendance Committee.

Appeals

A student (or the student's parents or guardian) who disagrees with a determination or decision of the Superintendent in connection with an Attendance Committee's recommendation, may appeal to the Board of Trustees. An appeal may be taken by delivering a written statement to the District Office identifying the decision, action, or aspect of the decision or action which the appellant takes issue. The written statement must be delivered to the District Office within ten (10) days following the announcement of the decision or action.

Truancy Policy

Truant definition: A student who stays out of school without permission. Students may also be marked truant for not being in their assigned room and roaming the building without permission. When a student has been found to be truant, the following disciplinary policy shall apply:

1st truancy----Student & parent notified by a school official. Student will serve a 30 minute detention up to 1 day suspension.

2nd truancy----Student & parent notified. Student placed on 1 to 3 days suspension.

3rd truancy----Student & parent notified. Student placed on 1 to 3 days suspension.

Possible loss of credit in class/classes truant in. Notified of potential expulsion.

4th truancy and beyond----Student & parent notified. The Principal will schedule a hearing with the school board to determine expulsion. Student placed on a 1 to 5 day suspension. (No credit given)

Open Campus

Hagerman High School (only) campus is open during lunchtime for grades 9 thru 12. The district does not accept responsibility for the liability of students when they are not on school property. If parents wish their child to remain on school grounds during lunchtime, please contact the principal's office.

Student Code of Conduct

Supervision of students requires that all personnel be consistent and fair in the methods of discipline. The supervising teacher or teaching assistant handles most disciplinary matters. Consistent and/or flagrant violations of school rules and regulations will be called to the attention of the principal. The principal will follow the procedures as listed, unless parents and principal agree on another course of action.

Dress Code

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of the Hagerman School District. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. The Board of Trustees recognizes that the students' mode of dress and grooming is a manifestation of their personal style and individual preference. The Board will not interfere with the right of students and parents to make decisions regarding appearance, except when choices affect the educational program of the schools. Any apparel, which draws undue attention to a student tends to detract from the educational process and is therefore inappropriate. The Board authorizes school regulations which prohibit student dress or grooming practices which:

1. Presents a hazard to the health & safety of the student or to others in school
2. Materially interferes with school work, creates disorder, or disrupts the educational program
3. Causes excessive wear or damage to school property
4. Prevents the student from achieving their own education objectives because of blocked vision or restricted movement

Examples of dress considered inappropriate are as follows:

1. Clothing depicting illegal substances or gang behavior
2. Blouses, shirts, or sweaters with spaghetti straps that are low cut, that do not cover the stomach, back, chest, or reveal undergarments
3. Any article of clothing, jewelry, or makeup which draws attention or is disruptive to the educational process
4. ***Any attire shorter than mid-thigh length-any attire with holes above mid-thigh.***
5. Boxer shorts worn as outerwear
6. Hats, headbands, or other head coverings
7. Tank tops, "muscle shirts"
8. No shoes/barefoot
9. ***If students wear stretch pants, yoga pants, leggings, or tights they must also wear an appropriate top which covers to the top of the thigh.***

*Exceptions to the no hats code may be made for special days or special events. These days and events will be announced in advance.

Behavior in the Halls and Classrooms

1. No running in the halls
2. Lockers/decks and areas around them are to be kept clean
3. No writing on or cutting of desks
4. No sitting on the arms of chairs or tops of desks

5. All four legs of chairs are to be kept on the floor
6. No excessive noise such as loud or boisterous talking or shouting
7. No inappropriate display of affection
8. No jamming of lockers
9. No throwing items (balls, coins, pencils) etc.
10. No backpacks will be left in the hallways

Minor Disciplinary Offenses

These are defined as incidents which disrupt normal school functioning but are not regarded as major offences. They will be handled using the following Discipline Step Procedure:

Step 1** Teacher documents student behavior and conferences with Student.

Step 2** Teacher consequences behavior. Documentation shared with parent and principal.

Step 3** Teacher refers student to Principal's office. This indicates that the student has been unwilling to cooperate with the teacher in solving their problem.

Step 4** Principal may assign one or more of the following:

- a. reprimand or counsel
- b. parents notified
- c. privileges denied
- d. extra-work detail
- e. in-school suspension
- f. suspension from school

Step 5*Electronic Devices:***

Students may not use mp3 or IPOD – type players, cell phones or pagers/beepers at school. The school will not be responsible for items stored in student lockers. When electronic devices are confiscated the following will be in effect:

- a. First offense: taken and returned to student (at the end of the day) with verbal warning.
- b. Second offense: taken and parent must retrieve.
- c. Third offense: parent conference with administrator.

** Step 1 and 2 normally are handled by classroom teacher or referred by other staff personnel.

Major Disciplinary Offenses

The following are examples of major disciplinary offenses and grounds for suspension or expulsion when applicable:

1. Abuse-verbal or physical abuse toward supervisor, teacher, administrator, or student.

2. Breaking and Entering-unauthorized entry into school premises or being in restricted area of school grounds.
3. Cheating-second offense.
4. Damage to Property-causing or attempting to cause damage to school property.
5. Disruptive Behavior-continued disruptive behavior on school grounds or in the classroom.
6. Defying School Authority-disrupting school activities or willfully defying the valid authority of supervisors, teachers, administrators, or school personnel.
- * 7. Drug/Alcohol-using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking Paraphernalia, e-cigarettes, vaporizer.
8. Fire-Alarms-pulling fire alarm. If costs occur, restitution may be required.
9. Gambling & Forgery-involvement in gambling or forgery, (bogus note or bogus phone call).
10. Immoral Behavior-possession of pornographic material.
11. Incurability – when a student is unwilling to follow an adult’s direction
12. Physical Injury-causing, attempting to cause, threatening, or encouraging others to cause physical injury to another person or person’s property.
13. Bullying behavior and/or harassment.
- * 14. Sexual Harassment.
15. Possession of explosives or firearms, threatening someone with a knife.

*Student in violation of ANY Zero Tolerance guidelines will be recommended for expulsion and be referred to the appropriate authorities. The duration of expulsion may be for the remainder of a Semester or if a minimum of twenty (20) school days remains in the present Semester, the student will be expelled for the next Semester or the next school year. (In compliance with Idaho Code 33-205).

Uniform Classroom Rules

1. Follow directions the first time they are given.
2. Be in your place with all necessary materials when the tardy bell starts ringing.
3. Listen to the person speaking without interrupting the teacher or classmates.
4. Respect the rights, property, and personal space of all others in the class, including school property.
5. Follow the procedures given for each class.

*The following types of “misconduct” are specified so that all members of the school community will be aware of the forms of behavior or misconduct which can cause a student to be expelled, suspended, or removed from school or extracurricular activities. On the other hand, it should be clearly understood that no student shall be disciplined for, and no school rules nor policy shall prohibit, impede nor discourage the exercise of constitutionally protected rights of any student.

A. Disruption

A pupil shall not by use of violence, force, coercion, threat, or harassment cause material disruption or obstruction to the education process:

1. Impeding entrance to a classroom or building;
2. Preventing students or other authorized persons from attending a class or school activity;
3. Creating a false emergency;
4. Failure to provide due respect to staff and/or fellow students.

B. Unlawful Actions

No student shall be involved in any conduct on school premises or during a school function or event which violates local, state, or federal law where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, or other employees or visitors. The administration will notify appropriate law enforcement agencies of any student found to be involved in unlawful activity. (Idaho Code 33-210). The Hagerman School District #233 in keeping with requirements of the "Federal Gun-Free Schools Act of 1994", shall expel from school any student who is determined to have brought a weapon to a school. The Superintendent shall have authority to modify such expulsion on a case-by-case basis subject to an informal hearing. (Adopted 5/2/96). Unlawful acts may include but are not limited to:

1. Use, possession, handling, or concealing of dangerous weapons, and/or instruments
2. Use, possession, handling, or concealing of alcohol, tobacco, or drugs
3. Fights or assault
4. Vandalism
5. Stealing or the possession of the property of others
6. Trespassing

The school and the pupil jointly hold school property such as lockers, desks, and books. School authorities have the right to conduct a general inspection of all such property on a regular basis. Such joint control takes away the student's reasonable expectation of privacy. The administrator or his/her designee has the right to search a student's locker when it is reasonably believed that the locker may contain a weapon or other unlawful items. (Idaho code 18-3302D)

C. Moral or ethical affronts against others is prohibited

1. Indecency
2. Racial slurs
3. Obscenity
4. Use of profane/vulgar language or inappropriate gestures
5. Sexual harassment

Driving Privileges for Students

Students will be permitted to drive cars to and from school. Exceptions to this policy will be granted by the Principal or Superintendent only on the merit of the individual case, or

when proper permission slip is signed by parent/guardian at school during registration. If violations occur, one or more of the following will be enforced:

- Parents will be contacted.
- Student will check keys into office.
- Student will be required to ride the bus.
- Student and parent will meet with the administration.
- Student driving privileges revoked.

Hagerman School District Drivers Education Program

Hagerman School District has and will continue to sponsor a Drivers Education Program when possible. This program is provided to Hagerman School District students first and foremost. Any additional room for out of district students will be determined on a year to year basis. **HSD #233 Drivers Education Program Admission Requirement:** Students will meet the same requirements required of our Extra-Curricular policy. In short students must pass a minimum of 5 out of 7 classes in Semester prior to the Drivers Education Course.

Buses

Transportation to and from school is provided to students living more than a mile and one-half from school. Most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after this bell.

Bus Conduct

Proper conduct by the students contributes greatly to the safety of the Transportation System. Pupils are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus can deprive a student of the privilege to ride. Please follow these conduct rules while riding the bus:

Bus Use Rules:

- Students must obey the bus driver's safety suggestions promptly and courteously.
- Remain seated, facing forward while the bus is in motion. Keep hands and feet to yourself at all times. Hands, arms, and head must be kept inside the bus at all times.
- Talk quietly; silence is required at all railroad crossings.
- Eating, drinking beverages, and littering are prohibited on the bus.
- Swearing and inappropriate language is prohibited.
- Hitting and fighting on the bus are not allowed, which includes students who either encourage a fight to continue or incite a fight through teasing or harassing of another student.
- Do not play or tamper with bus or bus equipment (including seats). The emergency door is to be used only in an emergency.
- No smoking permitted on a bus transporting students to school sponsored functions.

Possession, distribution, or use of illegal drugs, tobacco, and alcohol on the bus is prohibited.

Only those pupils, teachers, or other persons properly entitled to ride, shall be allowed on a bus.

Bus Stop Rules:

- Orderly behavior is expected at the bus stop. Use only the bus and bus stop assigned to you. When it is necessary to get off the bus at another stop or ride another bus, the driver will need a note signed by the student's parent or guardian.
- Be on time at the bus stop (five minutes before the bus is scheduled to arrive). The driver will not wait for a tardy passenger.
- Pupils must observe good pedestrian practices in approaching a bus stop; stay well off the roadway when waiting for the bus, and respect the private property at the bus stop.
- If you must cross the street before boarding or after leaving the bus, walk about fifteen (15) feet in front of the bus and wait for the driver's "all clear" signal, and then cross in front of the bus.
- Pupils must not try to board the bus until it comes to a complete stop and the door is opened.
- No live animals, birds, reptiles, fish, or insects are permitted on the bus.

NOTE: Bus drivers may make additional rules as necessary in order to maintain the safety of the bus.

Bus Rules Violation

When a student is in violation of a rule of conduct, the bus driver shall first endeavor to convey to the student the seriousness of the violation. A *Bus Conduct Report* may be issued to report the disciplinary incident involving the student. The bus driver shall sign this report when it is issued, and it must also be signed by the parents and returned to the Principal for his/her signature. Upon continued violation, the bus driver shall refer the student to the Principal of his/her respective school. The Principal and the district Bus Contractor may suspend the student's bus transportation privilege as follows:

First Conduct Report: Student must return citation with the signature of a parent or guardian.

Second Conduct Report: Parent and student meet with Principal.

Third Conduct Report: Parent and student meet with Principal and the District Bus Contractor to determine if a suspension is warranted.

First Suspension: 3 days

Second Suspension: 5 days

Third Suspension: Remainder of the year

- A student receiving a notification of suspension must be in attendance at school on the days of his/her suspension.
- The student must be returned to their home during the afternoon run if the notification of suspension is done after the student has been transported to school.
- Nothing shall prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parents or guardians of such student.
- The cooperation of everyone involved in the transportation program is imperative for safe transportation.
- Any suspension may be appealed to the Superintendent. Suspensions for the remainder of the year may be appealed to the Board. All appeals must be in writing. Appeals made to the Board will be addressed at their next regular meeting.
- The class, organization, etc. will pay all transportation on school activities, unless the Board of Trustees and/or the Superintendent declare it an educational field trip.

Field Trips

Students must obtain **written permission** from parent/s or guardian before they may participate on educational field trips. Field trips at HHS may require the student complete an assignment pertaining to it. Assigning qualified chaperones will be the responsibility of the teacher with the ratio of one adult per seven students.

Food & Drinks in Classroom

In order to keep our school clean there will be **NO OUTSIDE FOOD OR DRINK IN ANY CLASSROOM OR LIBRARY** (bottled water is allowed). The only food and drink in the building should be the items purchased from school organizations, or beverage machines. ***Students who bring cold lunch to school may eat outside or in the cafeteria.*** Open containers of soda, juice, tea, etc. are NOT to be kept in the student lockers. Class parties must be cleared with the building administrator prior to the date of the party.

Fire & Emergency Drills

Fire drills are held monthly and exit routines are posted in every classroom. Be familiar with exit routine. When the alarm sounds, students are to go quickly and quietly outside the building to designated areas posted in each room using Plan A. Proceed to the football field and stay together as a group. The Principal will signal when it is time to return to the building. You will be notified in advance if you are to use Plan B fire drill exit.

Grading

The grades recorded by the teachers are averaged in order to determine a student's academic grade. Core subjects include: Reading, English (Language Arts), Math, Social Studies (History), and Science. To figure GPA (grade point average), add the number value of all letter grades (excluding Teacher Aide,) and then divide by the number of classes. The Hagerman School District adheres to the following grading scale listed below:

A=4.00	
B=3.00	4.00-3.50=High Honor Roll
C=2.00	3.49-3.33=Honor Roll
D=1.00	
F=0.00	

Progress Reports

Progress Reports are sent home during the ninth week of every Semester. These forms are sent from the office for every student in grades 7-12. Parents are encouraged to make an appointment through the office with their child's teacher/s if there are any questions or concerns regarding student progress.

Parent/Teacher Conferences

Student led Parent/Teacher Conferences will be held at the end of each Semester Progress report. Parents will be notified of dates and times. In order to meet the individual needs of their students, teachers must communicate with parents. Conferences make that communication possible. Parents are strongly urged to make an effort to attend with your student. If parents wish to schedule additional conferences during the school year, they may do so by contacting the Principal's office. Teachers are also available daily for conferences between 3:48-4:15 p.m. If at all possible, try to provide the teacher with some notice that you will be in. The Principal is available daily for conference between the hours of 9:00 a.m. and 4:15 p.m. Appointments may be made by calling the office during the morning hours.

End-of-the-Year Student Check-Out

Student check-out forms will be distributed to all students on their last day of school to turn in all books and other materials to each teacher and get their initials on the check-out-form. If any damage has been done to the books, students will be charged for the damage. Teachers will be assigned to a room or hallway to help monitor while students clean desks and lockers. The Principal is the last to sign the check-out through the office. Pay charges, etc. before leaving school. Final report cards will be held until all charges are paid.

Withdrawal from School

The procedure for checking out of school anytime during the year is as follows: Authorization for withdrawal must be made by telephone or in person from parent or guardian. Obtain check-out slip from the office one day before you leave. Return all library and school books to ensure a refund. The principal gives the final signature on a

check-out form. Transfer records for students going to other schools will be made upon request of that school.

Hagerman Classes/Credits
Required for Graduation:
2017 – 20
(six period semester)

	Standard	Hagerman Standard	State 2013
English		8 cr	8
Senior Project		1 cr (req)	– (req)
Speech – 11 th grade		1 cr	1
US History – 11 th grade		2 cr	2
American Government – 12 th grade		2 cr	2
Mathematics		6 cr	6
(Math credits include courses that meet Algebra I and Geometry standards. 2 credits must be taken in last year of high school. Must take pre-algebra before entering 9 th grade)			
Physical Science – 9 th grade		2 cr	2
Biology – 10 th grade		2 cr	2
Elective Science – 11 / 12 th grade		2 cr	2
Humanities		4 cr	2
2 credits traditional fine arts courses (music, dance, theatre, and/or visual arts) and 2 credits practical arts credits (literature, media graphics, web design, video design, etc) (Hagerman School District recommends foreign language)			
Physical Education		2 cr	–
Health/Wellness – 9 th grade		1 cr	1
Consumer Econ – 12 th grade		1 cr	1
Core Courses		35 cr	29
Electives		11 cr	17
(4 credits computer technology is recommended by Hagerman School District)			

Required Credits

Class of 2018	49
Class of 2019	47
Class of 2020	46

Students are required to take one of the following college entrance exams before the end of grade 11 – ACT, SAT or COMPASS

- Student shall receive a minimum of one (1) class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course.
- Beginning in the 2016-2017 school year, Idaho students will be required to take the United States Citizenship Test as outlined in Idaho Code §33-1602.7. The civics test may be taken at any time after enrolling in grade 7 and it may be repeated as often as necessary for the student to pass the test.
- Students participating in one (1) season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the local school district, or eighteen (18) weeks of a sport recognized by the local school district may choose to substitute participation up to one (1) credit of physical education.
- Agricultural science classes will be considered toward science requirements
- Though juniors/seniors can be a teacher's aide for more than one class period, they will receive credit for only one of those class periods.

Graduation Requirements

Hagerman High School is accredited by both the State of Idaho and by the Northwest Accreditation Association, and meets the requirements of graduation, as set by both of these organizations. Hagerman's additional requirements for graduation are:

Correspondence course credits may be substituted for residence work only within the following Criteria:

- Correspondence course work must have prior approval by the administration.
- Correspondence course work must be taken from educational institutions which are accredited by a regional accreditation agency; Northwest association of Schools and Colleges, and/or approved by the State Board of Education.
- A maximum of 8 credits may be accepted.

Non-Public school and credits may be counted as credits required for high school graduation based on the following criteria: Provided the teacher is certified by the State or a certifying body within the non-public school system (i.e. a Catholic school system). The school (system) must be accredited by the State provided the course(s) content corresponds favorably to a course(s) already in the Hagerman curriculum.

Home study credits may be counted as credits required for high school graduation based on the following criteria: The student must score a minimum score of 65% in a comprehensive test over the subject matter for which he/she desires credit. The test will be prepared by the school district. Home study tests and materials must parallel the Hagerman school program. The administration may require other information in

the decision making process. School Board action is required to approve more than 8 credits. Dual Credit classes may be taken from a college or university. The classes must be pre-approved by the Principal. Forms are at the office. A minimum of 58 credits is required for graduation. Certificates available upon completion: High School Diploma or a Certificate of Attendance.

Human Rights

These rights should apply to all persons, students, and staff, and to the entire school days, including travel to and from school:

1. The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, size, religion, physical strength, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc...
4. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education which means that teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.

Relationship Abuse and Sexual Assault Prevention and Response

Such conduct by students, is strictly prohibited and shall not be tolerated on District premises, or at any District sponsored activity, regardless of location including, but not be limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas, and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises, but impacts a District related activity.

Relationship abuse includes the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes any inappropriate touching, sexual violence, sexual abuse, sexual stalking, and rape.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

Addressing Sexual Assault

Any person wishing to report an instance of sexual assault may submit a completed Complaint form 3295.00F located in the office.

When the District becomes aware of a report of sexual violence against a student the District shall direct the nondiscrimination coordinator to investigate the incident in accordance with Policy 32100.00

Smart phones / Electronic devices

Items such as, but not limited to: Cell phones, I-pods, walkmans, radios, tape recorders, beepers, and electronic games that disrupt the learning process will be confiscated. Electronics are lost/stolen/damaged regularly. We recommend to please keep valuable items at home.

Classroom Procedure

- | | |
|----------------------------|---|
| <i>1st Step</i> | <i>Confiscate and Returned after school</i> |
| <i>2nd Step</i> | <i>Parent contact/parent must appear to retrieve electronic device.</i> |
| <i>3rd Step</i> | <i>Loss of privilege remainder of the year</i> |

Riding skateboards, bikes, roller-skates and roller-blades on school property is prohibited. Animals, unless brought with administrator approval are not allowed at school.

Insurance

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. Our District will provide parents and students the opportunity to obtain additional coverage from an approved insurance carrier at a normal cost. Lost, stolen, or damaged equipment or clothing is not covered by District insurance.

Internet Use & Conduct

The use of the INTERNET is available to students in classrooms in the Hagerman School District, and access is a valuable learning tool. Proper use of the INTERNET can open new opportunities for research and communication. With those opportunities come the disadvantages or danger of access to information that may not be appropriate in the schools. Be assured that our district will make every possible effort to limit improper use and to shield users from access to inappropriate materials. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Hagerman School District. A separate Network User Agreement is in place and on file with the librarian. Both parent and student must agree to the policy provisions in order for the student to access the INTERNET.

Rules Regarding Use of BYOT (Bring Your Own Technology) Devices

Students may only use a personally-owned device as part of the BYOT program once the Computer User Agreement with BYOU policy is signed by both the student and parent/guardian, are on file with the school.

- BYOT devices are to be registered with the technology instructor/administrator before using.
- BYOT activities are implemented at the discretion of classroom teachers and building administrators.
- BYOT devices shall be turned off unless students have been directed to use them.
- Students may not share any BYOT device with another student unless their parent/guardian has approved this in writing and the teacher has directed it.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not send abusive messages to other users.
2. Use appropriate language. No swearing, vulgarities, or any inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal personal information about others and be cautious when revealing personal information about yourself.
5. Do not use the network in such a way that it would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property, but open to public scrutiny.
7. Do not submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or that encourages the use of controlled or illegal substances.
8. Do not transmit materials, information, or software in violation of any local, state, or federal law.

Commercial Use

Commercial use of the INTERNET resources by students and staff are prohibited. Users agree not to sell or offer for sale any goods or services that could be construed as a commercial enterprise.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the network, or any of the agencies or other networks that are connected to the INTERNET and is strictly prohibited. This includes, but is not limited to the creation or known transmission of computer viruses.

Copyrighted Material

Copyrighted material must not be placed, copied, or redistributed on the network without the author's or owner's written permission. Permission must be specified in the document, on the network, or must be obtained directly from the author or owner.

Library Rules and Procedures

Courteous behavior is required in the library at all times. Improper conduct will result in the student being removed from the library and habitual offenders will be denied use of the library. Library users are responsible for the books that they have checked out. Users will be charged for books that they fail to return. Users will also be charged for books checked out to them that are willfully or due to negligence damaged. Do not loan out books to others that you have checked out. You are responsible for the book until it is checked in. The maximum number of books that a student may check out at any time is five. This may be further restricted by grade level or teacher request. The librarian may restrict or deny checkout to students with overdue books.

Computers in library are for use on school assignments. Students using the computers for games or anything not education related will be asked to return to class or sit at one of the study tables.

Lost & Found

Any items found should be turned in to the office. Items will be placed in a box in the elementary art room. Periodically the items will be displayed in the hallway for the students to claim. Any items lost should be reported to the office.

Miscellaneous Policies:

Hot Lunch

School lunches are served in the multi-purpose room of the elementary school. Please pay for all lunches in advance or at the time of the meal.

Campus Day

Seniors attending field day or campus day at colleges will be allowed to attend on written application of a parent. As this is not a school function, they will be counted absent for that day.

Situations Not Stated in Board Policy

Whenever written Board Policy does not specifically pertain to a situation or an inconsistency develops, the Superintendent is to make a decision applicable to the situation.

No Discrimination

Federal Law Prohibits discrimination on the basis of race, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973).

It is also the policy of the Joint Hagerman School District No. 233 not to discriminate in any educational programs or activities or in employment practices.

FURTHERMORE, Joint Hagerman School No. 233 does not discriminate on the basis of disability in the admissions to, access to, or operation of its programs, services, or activities. Joint Hagerman School District No. 233 does not discriminate on the basis of disability in its hiring or employment practices as required by the Title II of the Americans with Disabilities Act of 1990. Individuals who need accessible communication or other accommodations in order to participate in programs and services of Hagerman Joint School District No. 233 are invited to make their needs and preferences known to the ADA Compliance Coordinator.

Governance

It is the policy that any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning, and discipline of the pupils shall be prohibited from entering school grounds or school buildings and/or loitering upon same, and shall be reported to appropriate law enforcement agents/agencies for legal action under Idaho Code 33-512 (11). Loitering is defined as follows:

- To be dilatory (not prompt)
- To stand idly around
- To saunter, to idle, to linger, and delay

Parking

Staff parking is east and west of the front entrance to the high school in both paved parking lots. Students are allowed to park along the north side of State Street South, North Second Street, and behind the old gym. Please refrain from parking in front of residences along North Second Street and along Lake Street. Students should also refrain from parking in front of gated areas that surround the football field, west side of the building and the City's storage unit beside the Ag Shop. Guest parking is provided in the designated area painted orange and black in front of the high school.

Registration

Registration takes place during the week before school starts and is held in the high school library. The counselor will check with each student's class schedule before they pay their fees at the office.

Standardized Testing

Standardized tests are given to all students as required by the state and district policies. The tests measure knowledge and skills accumulated by students in various subject areas. Results are given to students, parents, and teachers to review achievement levels and areas needing improvement. Standardized tests become a part of the student's permanent file.

Telephone and Cell Phone Use:

Students needing to call home may use the office phone or the phone located outside the double doors of the library. No in-coming calls will be forwarded for students to classrooms unless there is an emergency. Phone messages will be taken by the school secretary and students notified appropriately. The use of cameras or video in the

classroom is prohibited without a teacher's authorization. ***The use of students' personal cell phones are a privilege. Student and teacher cell phones are to be kept off during class including the use of text messaging. Cell phones will be put in classroom pockets at the beginning of each class. This privilege will be revoked if the use of cell phones is abused. Students will surrender their phones when they are using them during class. A parent will be required to come in and collect the phone.***

Textbooks/Backpacks

Students are responsible for textbooks assigned to them. Textbooks that are lost, stolen, or show excessive wear or damage are charged to the student. Backpacks destroy books. School books should not be carried in backpacks. Backpacks are for personal items only. Students must pay fines for missing or damaged books before their report cards are issued.

Visitor's Policy/Unauthorized Personnel

All visitors must check in with the office upon arrival to school. Visitors will no longer be permitted to attend the school day. This restriction is due to space, insurance requirements, and legal liability.

No student is to be in the school building after school hours unless they are with an advisor or have previous permission. Any unauthorized personnel found in the buildings are in the act of breaking an entering and will be dealt with according to the seriousness of the offense.

Any school district employee has jurisdiction over Hagerman Jr/Sr High School students during any school activity.

Athletics & Extra-Curricular Activities:

IHSAA (Idaho High School Activities Association) Eligibility Policy

6 Period Schedules:

To be academically eligible for athletics, a student must be enrolled fulltime (5 out of 6 classes) and have received passing grades and earn credits in at least 3 out of 4 full credit subjects or the equivalency in the previous Semester or grading period for which credit is granted.

(No consideration is given to GPA)

Hagerman Jr/Sr' High School Activities Policy:

Hagerman Jr/Sr High School teachers will notify each student when he/she has fallen below 70% in any subject. Students will be required to take a progress report home that indicates a "D" or "F". The parent/guardian will have to sign and return the notice to the school. In order to be eligible in any Hagerman Jr/Sr activity (all extra-curricular events) a student must have met the IHSAA requirements. In addition to these standards, a student must maintain a weekly 2.0 GPA and at least a "D" average in each class. The student will be given one week to raise his/her grades to a 2.0 and have no failing classes or become ineligible from games/events. Students who fail to raise the grade to the desired level will remain ineligible until standards are met. Any variance from this policy will be determined by a committee of teachers, the Athletic Director, and Principal. Students may check weekly with the Athletic Director on eligibility.

Definitions:

One week = Thursday to Thursday e.g..

Semester is 18 weeks

Quarter is 9 weeks

Advisors will make duplicate copies of student's deficiency for Athletic Director and Principal.

Etiquette

- A. Students participating in extra-curricular events shall conduct themselves with proper etiquette and perform in such a way that they will develop lasting friendships for themselves and Hagerman Schools.
- B. Any student not representing the high school in an appropriate manner will be held accountable to extra-curricular policy.
- C. Discipline for action given may result from student conduct not related to school activity.
- D. All disciplinary action must be approved by the administrator.

Athletic Insurance

Athletic insurance will be required of all students participating in interscholastic athletics. The only students exempt from this policy will be those who have a signed release from their parents stating they have insurance. All athletes must be covered before the **first** practice of the season.

Student Athletes

Students participating in extra-curricular activities shall be enrolled in at least 5 classes (credits) including advisory per Semester.

Students shall attend ALL of their enrolled classes on the day of the event or they are not to participate in the activity (exceptions will be determined by the principal).

A student missing one (1) period will be allowed to practice at the coach's discretion.

If a student misses more than one (1) period, the student would only be allowed to practice with the administration approval.

Athletic Participation Philosophy

In organized athletics, there is a need to create a certain amount of discipline so that all programs run smoothly. The Board believes that this discipline starts off the field/court, and is a year-round commitment. The Board's philosophy on this subject is that as long

as everyone knows these rules, and there is a violation, then the discipline must be accepted. Below are the basic training and conduct rules that the Hagerman School Athletic Program will operate under.

Policy

Any athlete found to have used alcohol, tobacco, or illegal narcotic drugs during the academic year will be disciplined in keeping with the District drug policy. Any additional violation of the policy may result in suspension from the athletic program for the remainder of the school year. The Board or its designee will be the final voice in implementation of discipline under this policy.

Confirmation shall consist of self-disclosure by the student, observation by an adult, two student witnesses, a police observation or report, or drug test results.

Student responsibility:

- Athletes are on their honor to discipline their own ranks and to work with the coaches and administration on enforcement of these regulations.
- Athletes who, by their presence or support, give approval or sanction to any of the illegal activities noted above shall be subject to discipline.
- Athletes are on their honor to cooperate in discussing allegations regarding themselves or others.

Discipline may include but is not limited to: suspension from participation in athletic events, probation, and suspension from school or expulsion.

Upon signing the Hagerman Athletic Participation Rules document, athletes are signing an honor code. Lack of fulfillment of any part of this agreement will result in disciplinary procedures.

Athletes are on their honor to be home at 10:30 p.m. the night before games unless they are with their parents or attending a school sponsored event.

1st violation: ½ a game (match) Suspension

2nd violation: 1 full game (match) suspension

3rd violation: Sport suspension

Athletes will not enter into behavior **at school or elsewhere**, which could be determined as misconduct. Such misconduct will be dealt with by the individual coach and/or administration and may include a one-game suspension or other disciplinary measure (s).

Misconduct includes but is not limited to:

Violation of Idaho High School Activities Association rules govern student behavior at athletic events (See Athletic Director for IHSAA rules).

Violation of the Code of Conduct of Hagerman Jr/Sr High School.

Violation of the Code of Etiquette of Hagerman Jr/Sr High School.

Athletes shall not be absent from practice without the permission of the coach. An unexcused absence from practice (if the coach requires attendance) will be a one game suspension.

Parental requests for student absence from practices shall be presented to the coach before absence has occurred (except in emergency situations).

Athletes are governed by the entire Hagerman Jr/Sr High School Student handbook and are expected to maintain a high standard of behavior in all circumstances.

Board Commitment:

Counsel with individual's parent(s) or guardian(s) prior to imposing discipline on athletes.

The Board places academics before athletics. Should an athlete become "ineligible" two times during the school year, the athlete's further participation in sports will be reviewed by coaches and/or the administration.

Miscellaneous

Any student attending school activities such as ball games and dances are expected to stay inside the facilities until the activity is over. If a student leaves during the activity he/she is NOT to return to the function unless he/she has prior permission from the person in charge of said activity. Should an out-of-school person be invited, permission must be obtained from the school principal.

Classes & Clubs

- Class and Organizational meetings may be called when the class advisor and class President feels there is a need for a meeting. This is to be cleared through the administration and office respectively at least two days prior to the meeting.
- Any class activity will be planned through the class or club advisor. These activities will then be cleared through the student council and put on the official calendar. The student body president will clear it through the office when he/she deems it necessary to call a student council meeting.
- Monies for class or club events will be collected in advance of the event.
- Any check written on the student body account will first have a purchase order signed by the class or activity advisor and the president. This will be presented to the office before the check is written.
- Hagerman Jr/Sr High School offers the following clubs and organizations with its own requirements that can be obtained through the student council: Business Professionals of America, Future Farmers of America, H-Club, National Honor Society, student council, yearbook, and art club.

Drug Free Schools:

Philosophy

The Hagerman School District recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace

in our society. We recognize that a student's involvement with drugs and alcohol may cause problems in their daily lives, their productivity, performance in the school environment, and in many instances can lead to the illnesses of chemical dependency and alcoholism. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student. We will cooperate by acting as a resource to students, parents, and teachers to promote the safety, health and well being of our students. We will be involved in disciplinary action when needed. The district is committed to maintain schools free from illegal drugs, drug abuse, alcohol, and tobacco, vapors, e-cigarettes.

Policy/Procedures

The use, possession, distribution, or sale of alcoholic beverages or other controlled substances while in school or at school-sponsored events is expressly forbidden. In keeping with the district's commitment to provide a drug and alcohol free school, the district shall investigate and take remedial action whenever there is reason to believe this violation has taken place. Any student, who has been found to be using, possessing, or distributing alcohol or a controlled substance will be disciplined in the following manner:

Definitions

- USE:** Whenever a student has consumed, taken, or is under the influence of drugs or alcohol on or near school property any time during school hours, or at a school sponsored activity.
Includes tobacco/nicotine, alcohol.
- POSSESSION:** To have drugs, drug paraphernalia, or alcohol on your person, or within an area of your person, or within an area of your control, including, but not limited to, car, locker, desk, books, and clothes, on or near district property anytime during school hours or at a school sponsored activity.
- DISTRIBUTION:** To share and/or sell alcohol or other controlled substance to other students or persons on or near district property during school hours or at a school sponsored activity.
- CONTROLLED SUBSTANCE:** Any drug, obtainable with or without a prescription, that can be in a manner dangerous to the health of the user. This includes, but is not limited to marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens.
- ALCOHOL BEVERAGE:** Any beverage that contains alcohol, including, but not limited to, beer, wine, wine coolers, and liquor.
- FOUND:** Positive proof that the student has involvement in use, possession, distribution of alcohol or other drugs.
- STUDENT ASSISTANCE TEAM:** A team approach to deal with students who are having behavioral/substance abuse problems. The team is comprised of the administrators, counselors, and the school psychologist. Optional members may include teachers.
- INTERVENTION:** The process by which designated members of the management Student Assistance Team share information and concerns about a student with their parent(s) or guardian(s) and make recommendations for dealing with the concern.

ACTIVITIES: Any school-sponsored event that takes place outside of the regular school day and/or for which a school letter can be earned, i.e. band, choir, dance, debate, drama, school clubs, sports, etc. A student being disciplined may not practice/participate outside of the regular class day. If the event to be missed is counted as part of the academic grade, i.e. band, choir, drama, debate, the student is to be given an alternative activity to accommodate the grade.

UNDER THE INFLUENCE: Any student judged by an intervention-trained person to be under influence of alcohol or controlled substances during school hours or at a school sponsored event will be subject to policy disciplinary procedures and will be referred to law enforcement as defined under **DISCIPLINARY PROCEDURES**.

VOLUNTARY DISCLOSURE: A student voluntarily discloses use of alcohol or other controlled substances (as defined above) while enrolled in group counseling sessions at the school or in school associated programs. Voluntary disclosures will not be subject to administrative or law enforcement procedures unless the student is in violation of school policy at the time of the disclosure. In an effort to maintain open communication, and to abide by section 33-210, Idaho Code, group facilitators who receive the student disclosure will be obligated to notify parents. This sharing of information with parents serves to include the parents in the planning and support of their child's recovery. Students enrolled in a drug and alcohol group counseling setting must complete a Drug and Alcohol Assessment prior to inclusion. The assessment defines levels of use and should be considered the baseline requirement for a successful recovery plan. Students and parents wishing to schedule an assessment may call the school counselor or a drug prevention specialist of their choice.

ASSESSMENT: The process includes an objective assessment tool, which gathers data relevant to major life areas to determine if a substance abuse problem exists and to what extent. Assessments are given by professional, certified evaluators who are independent of the Hagerman School District. Such assessments may require a fee to be paid by the family.

Alcohol and Drug Violation Procedures

1. First Offense-Law enforcement and parents will be contacted immediately upon verification of the violation. The student will be suspended for one (1) week..
2. Second Offense-Law enforcement and parents will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for one (1) Semester.
3. Third Offense-Law enforcement and parents will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for two (2) Semesters.

Policy for Random Drug Testing Philosophy:

Based upon the input of parents, students, patrons, teachers, coaches, and others involved in student activity programs, officials representing the Hagerman School District find that a mandatory random drug testing program for all students involved in IHSAA sanctioned activities as well as other extra-curricular activities is necessary for the following reasons:

- Health and safety of the individual and others
- Prevention-a reason to say “no”
- Students who publicly represent the school district in various activities are role models to younger students and testing “drug free” lends credibility to them
- Intervention-students may be helped before the problem escalates

The Board of Trustees for the Hagerman School District #233 believes that this program gives a strong message to the student body and the community that drugs and alcohol are not acceptable and offers assistance in prevention of and intervention in substance use and abuse.

This program is not intended to, nor shall be used in any manner which results in the exclusion from participation in or denial of benefits services, programs, or activities of the District to, or in discrimination against any qualified individual with a disability, solely on account or by reasons of such disability. This program shall be interpreted and administered in accordance with Title II of the Americans with Disabilities Act {42 U.S.C.12101, et.seq.} and Section 504 of the U.S. Rehabilitation Act of 1973 {29 U.S.S.~794}.

Definitions:

1. Activity: District-sponsored, IHSAA-sanctioned, Interscholastic activities as identified in the IHSAA's Rules and Regulations Manual. (See Athletic Director or IHSAA website)
2. Activity Season: If identified by the IHSAA, the period beginning the first day of practice allowed by the IHSAA for any activity in which a student participates and ending the last day of competition for the school year. Sport seasons are Fall, Winter, and Spring.
3. Student: Any student participating in a district-sponsored IHSAA sanctioned activity.
4. Disability: This term shall have the same meaning ascribed in 42 U.S. C. 12010 {s} or as otherwise defined under the U.S. Rehabilitation Act of 1973.
5. Drug: Any controlled substance as defined in Idaho code 37-2705 or 37-2707, except those possessed and/or used pursuant to valid prescription.
6. IHSAA: Idaho High School Activities Association
7. Qualified Individual with Disability: An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, meets the essential eligibility requirements for participating in programs or activities provided by the District. The term specifically excludes any

person who is currently engaging in the illegal use of drugs when the District acts on the basis of such use.

Effective Date

Hagerman School District #233 will, effective February 9, 1998, begin conducting a mandatory random drug-testing program for high school students participating in activities.

Student Body Constitution Article I Section V

*All registered students participating in extracurricular activities will take part in the Student Drug Testing Program. A student's refusal to participate in the Student Drug Testing Program demonstrates abjuration of participation of extracurricular activities sponsored by or chartered by the Hagerman Jr/Sr High School Student council. (Adopted Spring 2001)

Scope of Test

The testing device is designed to test for one or more controlled substances, for alcohol, and tobacco. Urine samples will not be screened for the presence of any substance other than illegal drugs, tobacco, or alcohol, nor for the purpose of identifying the existence of any disability of physical condition.

Student Selection

The superintendent or his/her designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of selection process including, but not necessarily limited to:

- Assuring that the names of all students are in the appropriate pool;
- Assuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular students for the testing;
- Assuring that the identity of students drawn for testing is not known by the person making the selection or by persons involved in the laboratory analysis of urine specimens;
- Assuring direct observation of the selection process by the least two (2) adults.

All students may be tested for drug, alcohol, and tobacco use at the beginning of any activity season. In addition, random testing may be conducted during the activity season on a weekly basis or any other frequency determined by the District. Selection for random testing will be by lottery drawing from a "pool" consisting of all students participating in any extra-curricular activity. If a student participates in more than one activity, the student's name will be included once in the pool. Prior to the start of practice for a particular activity, all students who plan to participate in such activity shall submit a signed consent form. The superintendent, or his/her designee, will keep the student list in a secure place where access is limited only

to them. All lists will be destroyed within thirty (30) days after the end of the school year, except for the list of students who have tested positive for use of illegal drugs or alcohol, which may be kept until the student is eligible to participate in IHSA-sanctioned activities. All names drawn will be immediately returned to the pool of names to assure randomness of draw. It is possible that the number of a participant may be drawn several times during the season, school year, or not drawn at all.

Access to Results

The testing official will be authorized to report results only to the Principal, Superintendent, or to such adult person(s) as the Superintendent may designate. Test results shall be destroyed at the expiration of one year after the last day of the activity season for the school year, except with respect to students who have tested positive.

Procedures in the event of a Positive Result

Whenever a student's first test result indicates the presence of an illegal drug, alcohol, or tobacco, (i.e. "positive test"), the following procedures shall be followed:

- If the sample reveals a positive test after lab results, contact by the building administrator will be made to the parents, or a meeting will be scheduled with the student's custodial parent or legal guardian and building principal. His/her name will be removed from the pool.
- Students will be given 5 days in which another test will be administered. This procedure is to encourage students to say "no" to drugs. If after 5 days a sample still reads a positive test, procedures for a first offense will be followed: See District Drug Policy for details.

Procedures in the event a student appears to be under the influence

1. School employee suspects student of being under influence of drug or alcohol
2. Employee contacts building administrator
3. If reasonable cause is not established, procedure will end
4. Student will be allowed to participate in an on-site urine analysis and/or blood alcohol test
5. If a student refuses to participate in the drug/alcohol test, the results of the reasonable cause procedure will stand; law enforcement will be notified
6. Building administrator will contact student's parent/guardian
7. If drug/alcohol tests indicate no use, the procedure will end
8. If the drug/alcohol tests indicate use, the building administrator will notify law enforcement {33-210 Idaho Code}

Disciplinary procedures

Students are forbidden to knowingly and/or voluntarily use, possess, distribute/sell alcohol or other controlled substances (as previously defined) while in school or at school-sponsored events.

1. **Distribution/Sale:** Any student found to be distributing or selling alcohol or other controlled substance, will be referred to the District Board for expulsion. Law enforcement will be notified immediately.
2. **Under the influence:** Any student judged by an Intervention trained person to be under the influence of alcohol or other controlled substance (as previously defined), regardless of any previous voluntary disclosure, will be deemed to be in violation of Section 37-2732C Idaho Code, and will be subject to evaluation by an Intervention trained educator, counselor, administrator, or designee. Upon completion of the school's evaluation, the building designee may choose to initiate procedures to see evaluation by a Drug Recognition Expert or other law enforcement. The law enforcement evaluation may result in the transfer of school custodial responsibility to that of law enforcement in accordance with Section 20-216, Idaho Code.
3. **Use/Possession:** Any student found to be using or in possession of alcohol or other controlled substance (as previously defined), will be disciplined in the following manner:

First Offenses while in attendance at the 7-12 school level:

Law enforcement and parents will be contacted immediately upon verification of the violation. The student and parent will complete the following requirements or the student will be recommended for expulsion. The duration of the expulsion may be for the remainder of the Semester; or if fewer than twenty (20) school days remain in the present Semester, the student may be recommended for expulsion for the next Semester.

A. The student may receive suspension for five (5) days. In-School or Out-of-School suspension is at the administration's discretion.

B. The student will obtain, at the family's expense, a drug and alcohol assessment conducted by a certified alcoholism/drug abuse counselor and follow the recommendations thereof. A release of information to the school district is required.

C. Consent to periodic drug testing.

Second Offense while in attendance at the 7-12 school level:

Parents and law enforcement will be contacted immediately upon verification of the violation. The student will be recommended for expulsion from school for no less than two (2) Semesters.

Additional Offenses while in attendance at the 7-12 school level will be the same procedure followed as with the second offense.

Criminal Offenses: A student who pleads guilty or no contest to any criminal act will also be made ineligible for a period to be determined.

Tobacco & Alcohol Policy

The use, possession, distribution, or sale of all forms of tobacco and alcohol while in school or at school-sponsored events, is expressly forbidden. Any student who has been found to be using, possessing, distributing, or selling tobacco/alcohol will be disciplined by suspension and or possible expulsion.

Alcohol and Drug Abuse:

The Magic Valley has an abundance of services available for the alcohol/drug abuser and their families. Many individuals put off making calls for help because they are unsure if a problem exists or how to go about taking the first step. We strongly urge you to take action at the first signs of chemical abuse because the longer the disease goes unchecked, the more difficult the recovery process becomes.

Common Signs of Alcohol Abuse

- 1. once drinking starts, cannot stop
- 2. drinks nearly every day
- 3. lying about amount consumed
- 4. makes promises to quit but doesn't
- 5. drinks to get drunk
- 6. drinking interferes with other responsibilities
- 7. experiences blackouts
- 8. a majority of activities include alcohol
- 9. a majority of friends are drinkers
- 10. miss work or school because of drinking
- 11. difficulty with the law due to drinking (DUI)

Common Signs of Drug Abuse

- 1. changes in attendance at work
- 2. changes in attendance at school
- 3. changes from normal capabilities
- 4. wearing sunglasses at inappropriate times
- 5. unusual effort made to cover arms in order to hide needle marks
- 6. associated with known drug users
- 7. items missing from home which can be easily sold for cash
- 8. change in sleeping habits
- 9. moody, irritable
- 10. starts having problems at home, work, or school

<i>Substance Abuse HOTLINE</i>	<i>1-800-262-2463</i>	<i>Narcotics Anonymous</i>	<i>736-0918</i>
<i>Alanon & Alateen Groups</i>	<i>736-0918</i>	<i>Port of Hope</i>	<i>735- 5180</i>
<i>Alcoholics Anonymous Groups</i>	<i>733-8300</i>	<i>Walker Center</i>	<i>1-800-227-4190</i>
<i>Canyon View Hospital</i>	<i>734-6760</i>	<i>Youth Rehabilitation & Services</i>	<i>734-4000</i>
<i>Gooding County Health Nurse</i>	<i>934-4522</i>		
<i>Mental Health Life Works Outreach (Mike Guilker) 1-800-247-3189</i>			

Medication Policy: Students who need to take prescribed or other medication during the school day must be identified by parents and physician to the school staff. A written statement indicating the necessity of the medication during school hours and specific directions for its administration is required from the physician. Also, a consent form must be completed by the parents and be on file with the secretary for the medication to be given. All medications will be stored in the office unless otherwise approved by the Principal.

Initiation/Hazing Prohibited

The School Board will not sanction any initiation or hazing towards under-classmen. Any infraction of this rule during school hours or during school functions will be dealt with by direct action with the School Board. The proper law enforcement authority will deal with any infraction outside of school hours.

Fund-Raising:

- Fund-raising shall be kept at a level whereby it does not intrude upon the instructional program or upon the time of staff and administration.

- Fund-raisers at the elementary level shall be limited to three major activities a year. Under extreme circumstances, additional fund-raisers may be held with authorization from the superintendent, principal, or designee.
- Major fund-raisers shall be limited to a maximum of two weeks.
- Schools are strongly discouraged from selecting fund-raising activities that promote a high level of competition.
- Schools are strongly discouraged from selecting fund-raising activities that provide high priced incentives to students.
- Fund-raising activities on a lottery basis shall be permitted with proper authorization from the Superintendent, Principal, or designee.
- Magazine subscription sales are NOT permitted.
- Advertisements and/or donations in the school newspaper and high school yearbook may be solicited. Charges for advertising shall be minimal.
- It shall be against District policy for students, student groups, school affiliated community groups, i.e. Booster Clubs, to undertake any money raising activity in the school or community without the approval of the Superintendent, Principal, or designee.
- Fund-raising request forms are available in the school office.
- All fundraisers must be pre-approved by advisors and administration.

Support Services:

Counselor

The district provides counseling service for K-12. The counselor's office is always open to students and is located in the main entrance of the high school. The counselor may be contacted between classes, before or after school, or during lunchtime. If the counselor is unavailable an appointment may be made at the office.

Media Center

The library media center is open throughout the school day, from before school until after school. Most books may be checked out and may be renewed unless the book has been placed on reserve. Some reference books may be checked out overnight. Charges will be assessed for lost or damaged books.

Students with Disabilities/Section 504: In accordance with Section 504 of the Rehabilitation Act of 1973, the Hagerman Joint School District #233 does not discriminate against any person with a disability. The district has a responsibility to identify, evaluate, and provide educational services to students who qualify for 504 services. Disabilities may include, but are not limited to, autism, cognitive impairment, hearing impairment, emotional impairment, health impairment, learning disability, orthopedic impairment, speech or language impairment, visual impairment, and developmental delays/disorders. Services are provided in accordance with Americans with Disabilities Act (ADA) and Section 504 including the Individuals with Disabilities Education Act. For further information regarding services to students with disabilities please contact the district's Special Education Director at 837-4777 or 837-4572.