

# PRESTON HIGH SCHOOL



## STUDENT HANDBOOK

2019-20

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## Section One: School Climate

Preston School District recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the district but also the atmosphere in which the student attends school. To this extent possible this school district is committed to providing an educational setting where the students feel safe, are challenged to grow academically and personally, are treated with respect by the district personnel and other students and are disciplined fairly by district personnel (BP 512).

The following policies and procedures help to establish a positive learning environment.

### Prohibition of Discrimination

It is the policy of Preston School District #201 not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or sex in its educational programs or employment practices (BP 290/US Constitution).

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; American with Disabilities Act of 1990).

The goal of Preston School District is for all students to feel physically and emotionally safe while participating in any district sponsored program or activity. The use of a locker room facility or restroom is a private and personal matter and if, at any time, a student feels uncomfortable with using the prescribed facility they may request alternate arrangements and/or accommodations from the instructor/advisor or building administrator.

### Due Process

All students are entitled to Due Process. Due Process is defined as a meeting to determine the facts surrounding a possible violation of school district policy and procedure. Due Process hearings take place at three levels:

- **Level 1A:** Student and Teacher
- **Level 1B:** Parent contact
- **Level 2:** Student and Administrator (may include parent)
- **Level 3:** Student, Parent(s)/Guardian(s), and School Administrator

As part of the due process, a behavioral contract may be developed. A behavioral contract is a written agreement between student and administrator designed to modify a student's behavior. As part of the due process, a student may be suspended, which is a denial of attendance at school for up to five days. The superintendent may suspend for up to 10 days. A conference may be held with an administrator, a counselor, the student and a parent(s)/guardian prior to the student returning to school (BP 533).

Building administration has the right to respond at any due process level on first infraction if deemed necessary due to the severity of the policy violation. In all discipline matters involving a student and an administrator, the administrator will use his/her professional judgement to administer the best possible discipline for the situation and the student. The administrator should be fair and consistent in handling each individual case.

### Harassment/Intimidation and Bullying/Hazing

Harassment/Intimidation/Bullying/Hazing in any form is prohibited at Preston High School. Harassment includes conduct whether verbal, electronic text or pictures, written, graphic or physical relating to a student's race, nationality, ethnicity, disability, or sex. Bullying is defined as intentional, repeated acts, words, or other behavior such as name-calling, threatening and/or shunning, committed by one or more students against another. Bullying may be physical, verbal or emotional in nature. Any of the above-mentioned acts that are sufficiently severe or persistent enough to substantially interfere with a student's educational benefits, opportunities, or performance, and that occur on or immediately adjacent to school grounds, at any school-sponsored event, on school-provided transportation, and that has the effect of: 1) physically harming a student or damaging a student's property; 2) knowingly placing a student in reasonable fear of physical harm or damaging student's property; or 3) creating a hostile educational environment will be considered as harassment and/or bullying.

Hazing is any intentional knowing or reckless act occurring on or off the campus that can be deemed related to a school activity, by one person alone or acting with others that endangers the mental or physical health or safety of a student/district personnel for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students in the Preston School District (BP 506, 506.5, 543). Students who wish to report a situation need to contact an administrator, school counselor, or a faculty member. An investigation will be conducted. The following due process will occur if warranted.

#### *First Infraction*

- a. Behavioral Contract
- b. Due Process (level 2)
- c. Detention/In-school or Out-of-school suspension
- d. Possible due process (level 3)
- e. Referral to law enforcement

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

### Language and Freedom of Speech

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of other students to express themselves or with the classroom presentation of the teacher. Language, verbal or symbolic speech, which is socially acceptable, will

be spoken on the premises of Preston High School. The use of inappropriate language, verbal or symbolic speech, vulgarity, profanity, inflammatory statements, obscenities, pornographic material, or personal attack is not allowed and use of such will involve a referral to administration (BP 516).

#### *First Infraction*

- a. Parent Contact
- b. Due Process (level 2)

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to school resource officer
- c. Behavior Contract

#### *Third Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

### **Academic Integrity/Honesty and Plagiarism/Cheating**

Preston High School places an emphasis on academic integrity and honesty in all endeavors. Academic integrity in all aspects is part of our focus. Students need to carefully use the internet at all times and properly references sources used in their academic work. **Submitting another person's work as you own in any form without proper citation is plagiarism.**

Teachers are encouraged to create classroom policies to guide the use and reference of sources. It is the teacher's responsibility to inform students of these policies regarding plagiarism and cheating. The administration will support individual teacher's written classroom academic policies regarding plagiarism/cheating and academic honesty. Forged notes and fraudulent phone calls to the office will be considered a violation of this policy. These incidences will be dealt with under the disruptive behavior policy.

### **Willful Disobedience/Defiance/Disrespect/Insubordination**

During the school day or at any school activity or function, students are expected to follow any reasonable request by a school employee, i.e. administration, faculty, and classified staff. A student not complying with reasonable requests will be considered in violation of this policy. This includes verbal or symbolic speech/defiance, failure to follow verbal instructions and/or requests, etc. The intent is to promote education and safety of all personnel of Preston High School.

#### *First Infraction*

- a. Due Process hearing (level 2)
- b. In-School suspension/detention
- c. Parent Notification

#### *Second Infraction*

- a. Due Process (Level 3)

- b. Out-of-School suspension
- c. Behavior Contract

*Third Infraction*

- a. Due Process Level 3 w/principal
- b. Possible referral to superintendent

### Disruptive Behavior

Student behavior should not disrupt the classroom learning or teaching process (BP 540).

*First Infraction*

- a. Due Process hearing (level 1)
- b. Notification by teacher to student, parent, and assistant principal
- c. Three days lunch detention

*Second Infraction*

- a. Due Process hearing (level 3)
- b. Behavior Contract
- c. Five days lunch detention

*Third Infraction*

- a. Due Process hearing (level 3) with principal
- b. Removed from class, assigned a failing grade, and assigned to a holding class for the remainder of semester

### Removal from Class/Holding Class

When a student receives a due process hearing at the level 3 for classroom behavior during the school year (or semester for a semester class), s/he may be removed from that class for the balance of the semester and placed in a holding class. A behavior contract will be developed. The student will receive a failing "F" grade in the class from which s/he was removed. Students will not be tardy or disruptive in their assigned holding class. A violation of holding class rules will result in a 1-day suspension, a revision of the behavior contract, and placement in another holding class. Further violations may be handled in a referral to the district level for additional discipline.

### Trespassing/Loitering

Any person who comes onto district property and who disrupts the educational process, or whose presence is detrimental to the morale, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed and charged with trespassing. Such person(s) will be prosecuted to the full extent of the law (Board Policy 934).

Pertaining to students, only those enrolled at Preston High School and in good standing are to be on school premises during school hours (7:30 am to 4:30 pm). Students who are not in assigned areas after the tardy bell rings and are without a hall pass will be considered loitering. High school students who are loitering while classes are in session will be subject to the following discipline:

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Parents Contacted

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Behavioral Contract

#### *Third Infraction*

- a. Due Process hearing with Principal (level 3)
- b. Referral to superintendent for further action

The public is invited to special events at the school. During the school day, all school visitors must report immediately to the school's main office prior to visiting any classroom or attending an activity. Those trespassing will be asked to leave by school personal or school resource officer and may be charged with trespassing.

### Dress Code

It is not possible to foresee and list every possible way one may violate dress standards, especially because everyone holds themselves and their children to a different standard. As a school, the discussion comes down to enforceability and the integrity of the educational environment. We don't want to micromanage what you wear, and obviously there are some things that just aren't acceptable in a school. However, whenever possible, we want to leave it up to you. **That said, clothing or appearance which, in the judgment of the administration, draws undue attention or is disruptive and/or distracting to the educational process will not be accepted.** This same dress code applies to school dances. When in doubt, don't.

#### *Unacceptable Absolutes*

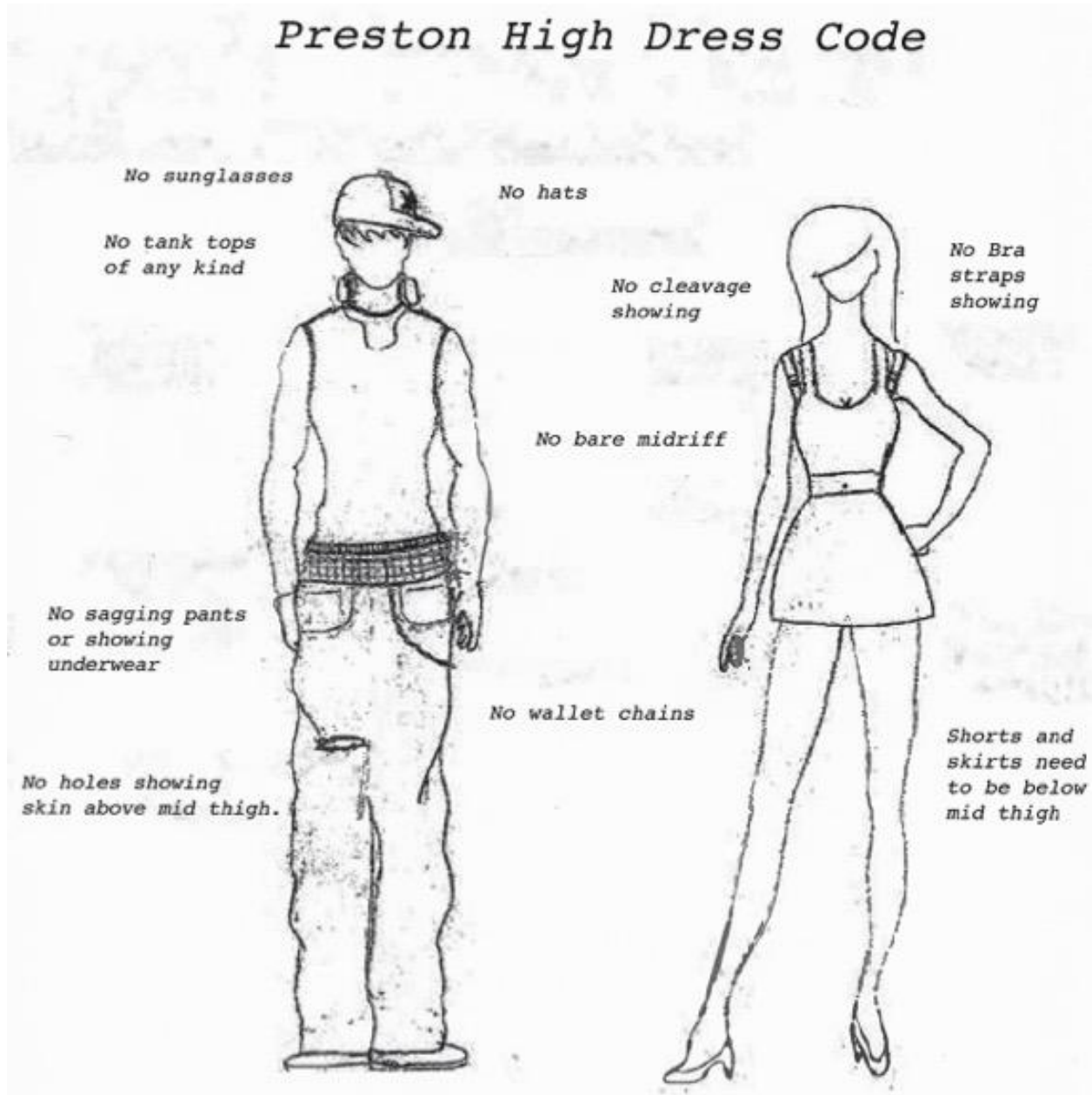
- **Visible Underwear.** As the name suggests, wear it under clothing. If we can see it, you need to cover it up. FYI, a spaghetti strap doesn't cover up a bra strap, and neither does a shirt with a sheer back.
- **Private Areas.** This should be obvious, but we don't want to see any part of your chest, breasts, belly, back, privates, or buttocks. No skin above mid-thigh. This includes tank tops and loose-fitting shirts.
- **Weaponizable Apparel.** If you have a spike or chain or anything else that could realistically injure another person, don't wear it at school.
- **References to Gangs, Drugs, Sex, Swearing or Violence.** You can't learn if you don't feel safe. These things make other people not feel safe.
- **Safety and Identifiability.** Anything that makes it so that we can't readily identify you if needed is a safety haphazard. This can be hats, hoods, face paint, or a wide variety of other things. We're responsible for you while you're here, so we need to be able to tell who you are.



*It's all in the Attitude*

If you push the limits, someone is going to push back. You are in school to learn, and anything that gets in the way of that is unacceptable. Your attitude will determine the consequences. If you wear something with the intent to distract others, we'll have a problem with it. There are many policies, for example, that ban flip-flops. We don't, but if you're walking up and down the halls doing your best to make the loudest flippity-flop possible, we'll probably ask you to stop. If you tell all your friends you're going to wear something that rides the line of what's acceptable just to test the limits, we'll probably be calling you on it. Hopefully you get the idea. We want the school to be a positive place, and that begins and ends with your attitude.

## Preston High Dress Code



#### First Infraction

- a. Student referred immediately to an administrator/counselor for warning – policy discussed
- b. Student will be asked/required to change clothing or appearance

#### Second Infraction

- a. Student referred immediately to an administrator/counselor
- b. Student will be asked/required to change clothing or appearance
- c. Student will serve one day lunch detention

#### Third Infraction

- a. Student referred immediately to an administrator/counselor – parent contact
- b. Student will be asked/required to change clothing or appearance
- c. Student will serve three days lunch detention

#### Fourth Infraction

- a. Student referred immediately to an administrator/counselor – behavior contract
- b. Student will be asked/required to change clothing or appearance
- c. Discipline can be issued for willful disobedience – possible in-school or out-of-school suspension

### Tardy Policy

Students are expected to be in class on time with needed materials prepared to learn. Teachers are responsible for handling classroom tardies in a reasonable manner. Tardies can be considered a part of the disruptive classroom behavior policy. Tardies 1-3 will be handled by the teacher with personal contact to parents by letter, e-mail, text or phone call. Upon the fourth tardy in a single class, student will be referred to the assistant principal for further action which may/will include:

- **4<sup>th</sup> tardy** – meeting with administrator, up to 4 days lunch detention
- **5<sup>th</sup> tardy** – additional 1 day lunch detention, parent contact
- **6<sup>th</sup> tardy** – additional 2 days lunch detention, behavior contract w/parent meeting
- **7<sup>th</sup> tardy** – possible in-school suspension or further lunch detention
- **Additional/Excessive Tardies** – Meeting with student and parent/guardian, possible consideration of disruptive behavior or assessed an absence in class where excessive tardies have accumulated up to missed instruction time

*\*If a student fails to attend a lunch detention, time in detention will be doubled for assigned days – continued failure to attend will result in in school suspension for willful disobedience*

### Displays of Affection

Students will not engage in inappropriate physical contact that detracts from the educational environment and learning processes. Staff/administration may use professional judgement in determining this. Depending on seriousness, administrator may move to any level of infraction as needed.

#### First Infraction

- a. Due Process Hearing (level 2) and warning

### *Second Infraction*

- a. Due Process Hearing
- b. One day lunch detention

### *Third Infraction*

- a. Due Process Hearing (level 3)/Parent Contact
- b. Three days lunch detention

*\*Continued violation of policy may result in reference to willful disobedience policy.*

## Section Two: School Safety

### Assault/Battery/Fighting

The district prohibits students from committing acts of violence against other students, district personnel or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near school grounds or at a school-sponsored event will result in the student being disciplined (BP 550). School employees are allowed to touch students only to diffuse a volatile situation or restrict/stop a fight.

#### Definitions:

**Assault:** promoting, contributing to, or challenging a fight or fighting

**Battery:** willful use of force or violence

**Fighting:** physically hitting, shoving, pushing with motive of violence and/or injury

### *First Infraction*

- a. Due Process hearing (level 2)
- b. Behavior contract
- c. Suspended from school for up to five (5) days
- d. Referral to law enforcement

### *Second Infraction*

- a. Due Process hearing (level 3)
- b. Suspended from school for up to five (5) days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

### Illegal Drugs/Substances

Defined as any substance regulated by the Controlled Substance Act (i.e. marijuana, meth, designer drugs, steroids, PCP, heroin, etc.)

The use (on school campus or at school-sponsored activities), sale, distribution (includes sale and/or providing to another while on school campus or at school-sponsored activities), or possession (carried by a student while on school campus or at school-sponsored activity) of illegal drugs or abuse of prescription drugs, alcohol, or related paraphernalia is illegal. Students under the influence of any intoxicating substance including, but not limited to, inhalants, over-the-counter

medications, narcotics, dangerous drugs, controlled substances, tobacco, electronic cigarettes, or alcohol will be referred immediately to an administrator for disciplinary action. Smoking and possession of tobacco by students is prohibited (Board Policy 551).

## Illegal Drugs and Alcohol

### *First and Subsequent Infractions*

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

## Tobacco

### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Tobacco cessation program
- c. Suspended from school for up to 5 days
- d. Referral to law enforcement

### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days
- c. Referral to law enforcement/judicial process

### *Third Infraction*

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days/law enforcement referral
- c. Referral to Superintendent for further action

## Weapons

This district has no tolerance for students who bring weapons or other objects/substances to school which present a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process.

A dangerous weapon under United States Code, Section 930(g)(2) is defined as any weapon, devise, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or bodily injury.

Possession of implements manufactured, used, or intended for use as weapons, or facsimiles intended to intimidate, threaten, or result in causing harm, and/or use of these objects/substances at school or at any school-sponsored activity without prior permission of school officials, will result in formal suspension procedures and expulsion procedures. Students found in possession of these items may immediately be referred to appropriate law enforcement agencies and will be suspended from school until a thorough investigation is made (Board Policy 541, 550).

- a. Due Process Hearing
- b. Suspension from school/referral to superintendent for further action
- c. All infractions will follow district and high school policy, along with state and federal law

### Search and Seizure

School district officials have the right to search the student's personal belongings when it is in the interest of the overall welfare of other students or it is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search (*New Jersey v. T.L.O.*). Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is reasonable suspicion that the student is secreting evidence of an illegal act, including but not limited to, possession of weapons, controlled substances, etc.

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care of and use of the locker assigned for his/her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open/inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety and security. School administrators may seize and retain or turn over to law enforcement any contraband items or evidence found in a school locker.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of school parking lots and inspection of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

### Gangs

All gang and gang activities, including but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, symbol, sign, gesture, codes, influencing others in a negative way, or other things which evidence membership or insinuation of such, or affiliation in any gang is prohibited in any public school in this district and at all school functions (Board Policy 517, 549).

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to superintendent and school board for further action

### Stealing and Vandalism

Any student who steals, destroys, or defaces school property, or the property of another individual at a school site, copies keys or trespasses, will receive prompt and decisive disciplinary action, which may include but is not limited to suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his/her parent/guardian(s) will be held for restitution to the full extent of the law for any damage to school district property or to individual property (Board Policy 548).

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Full restitution
- c. May be suspended for up to five (5) days
- d. Referral to law enforcement

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

### Criminal Activity at School or School Activity

Whenever a student is involved in any activity that violates criminal code or an Idaho statute at school or at any school function, the student will be subject to the following.

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. May be suspended for up to five (5) days
- d. Referral to superintendent for further action

### Explosive Devices

Possession of devices that can destroy property or cause personal injury is prohibited.

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. Suspension from school
- d. Referral to superintendent for further action

### False Fire Alarms

Sounding the building fire alarm by anyone other than approved personnel without cause is prohibited and illegal.

#### *First Infraction*

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement for violation of state fire code
- c. May be suspended for up to five (5) days

#### *Second Infraction*

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement for violation of state fire code
- c. Referral to superintendent for further action

### Skateboarding

Skateboards, rollerblades, soap shoes, scooters, or any other type of skating devices are prohibited from all school property at any time (Board Policy 934).

*First Infraction* – skating device confiscated and kept at office

*Second Infraction* – confiscation of skating device, meeting with assistant principal

*Third Infraction* – confiscation of skating device, reference to willful disobedience policy

### Visiting Students

Anyone who is not a currently enrolled student at Preston High School (including visiting friend/family member) is not allowed to attend classes without prior administration approval.

## Section Three: School Procedures

### Attendance Policy

Per state and board policy, students are required to be in attendance at school at least 90% of the time that school is in session during each school term (Board Policy 522). A student will receive a “No Credit (NC)” grade in a class when absences are in excess of seven (7) periods per semester. Absence from school for any reason other than a school related activity, attendance at a funeral, and court related appearance will be counted as an absence. Administration and faculty are willing to work with a student who has a MAJOR medical reason for absences; verification from a treating physician and prompt notification is needed for arrangements to be made. **A student who misses more than 15 minutes of a class period at any point in the class will be marked absent.** Assemblies are part of the instructional day and students are required to be in attendance. A student who misses an assembly will be assessed an absence as part of the class period in which the assembly is held.

If the academic grade in the class with excessive absences is failing, the semester grade will remain as failing (F). If the academic grade in the class is passing and none of the absences were trancies, the students has the option of applying for credit with a Credit Reinstatement Application. An attendance committee comprised of an administrator, counselor and faculty members will review Credit Reinstatement Applications; however, extenuating circumstances justifying reinstatement of

credit will need to be proven. There are several different options the committee may consider in credit reinstatement being warranted. **Students may only apply for credit reinstatement one time per academic calendar year.**

Parents or guardians are asked to validate each absence by calling the student attendance office or bringing a note within one school day of the absence. Students need prior permission to leave school. Parent verification is required when missing any part of the school day. Failure to follow proper checkout procedures may/will result in a truancy.

Students requesting exemption from the attendance policy because of major medical reasons and/or continuing illnesses are required to furnish written verification from the doctor treating the condition. Verification is requested as soon as possible, but may be submitted within 48 hours of the students return to school and must state inclusive dates of illness as well as the amount of time required for necessary recuperation and absences. For student(s) with a chronic medical condition resulting in multiple absences, the school does have a form that may be completed and kept on file to account for those absences.

ADDITIONAL NOTE: Per State of Idaho Code 33-202 Compulsory Attendance law, Preston High School will refer a student to the juvenile court process upon a student reaching an excessive number of absences, which impact the student academically.

### Credit Reinstatement Procedure

Appeals must use the Credit Reinstatement Application. All applications are reviewed by the attendance committee at the close of the semester for which credit is sought; if circumstances warrant, a student can only appeal one semester immediately following the NC.

### Truancy

Truancy is defined as an absence without parental/guardian approval. A student is considered truant if s/he leaves school and does not check out at the office with the attendance secretary. A student is also in violation if they are out of their assigned area during the school day without permission. Students who miss partial class periods must have verification from a parent/guardian to excuse an absence (Board Policy 522). Truancies void a student's privilege to petition for credit reinstatement.

#### *First Infraction*

- a. Parent contacted
- b. Student will attend time for time school detention for every class period s/he is truant (i.e. class is 59 minutes, detention will be 59 minutes)

#### *Second Infraction*

- a. Due process hearing (level 3).
- b. Behavior contract
- c. Student will attend time for time detention for every class period truant
- d. Student will serve in-school suspension



### Third Infraction

- a. Student will be referred to the principal who may refer the student to Juvenile Court
- b. Student will be given in-school or out-of-school suspension
- c. May be referred to superintendent for further action

### Class Changes

Students and parents are encouraged to make a careful selection of classes during spring registration for the next year in order to allow for the best possible education at Preston High School. Due to class availability and scheduling conflicts from classes offered the same period, student may request 2 classes (at a minimum) beyond the 7 classes needed each semester to fill a schedule.

Class changes will only be allowed for specific reasons and within specified time frame. Acceptable reasons for class changes include the following: to satisfy graduation requirements, to fill student's schedule, to ensure proper academic placement, and as directed by administration, counselors and teachers.

Schedule changes will be dependent on availability of classes and number of students per class. For courses taught more than one period a semester, schedule changes will not be made which create significant imbalances between the sections and negatively impact the learning environment. Schedules will be finalized prior to the first day of school. Anytime a student makes a class change, s/he will be required to complete an Add/Drop request form and obtain teacher's signatures prior to making schedule changes. To the maximum extent possible, class time will not be used to make class changes. Class changes will be made before or after school and/or during the lunch period. ALL class changes must be completed by the end of the second day of a semester.

If the class change is after the first three weeks of semester, the student will receive a failing (F) grade in the course and no credit (NC) for the class to which s/he will be assigned. If a student has to be removed from a class for disciplinary reasons, the student will lose credit for the course and receive a failing (F).

### Electronic Devices

Use of any form of electronic device in a manner that detracts from the educational process of Preston High School is prohibited. Student use of electronic devices (including but not limited to cell phones, iPod, tablets, electronic games, etc.) during class time is prohibited, unless assigned by a teacher as part of an educational objective or allowed *and supervised* by the teacher after completion of assigned objectives. Teachers have the right to ask for any device that is disruptive to the classroom environment or used inappropriately in any way.

Individuals need to be cautious of use of electronic devices that may impose on the privacy rights of other individuals; this includes but is not limited to, the taking of photographs to be posted on social media or making comments on social media. Use of social media that takes the form of

social bullying will be dealt with under appropriate policies and in conjunction with law enforcement personnel.

*First Infraction* - electronic device taken to office and stored until completion of school day, meeting with administrator to review policy

*Second Infraction* – electronic device taken to office and stored until completion of school day, meeting with administrator to review policy, student serve one (1) day of lunch detention

*Third Infraction* – electronic device taken to office and stored until completion of school day, meeting with administrator to review policy, student serve three (3) days of lunch detention

*Fourth Infraction* – electronic device taken to office and stored until picked up by parent/guardian, student will serve three (3) days of lunch detention

*Fifth Infraction* – electronic device taken to office and stored until picked up by parent/guardian, student will serve one (1) day in school suspension, placed on behavior contract

\*Continued violation of policy will be referenced under willful disobedience

### Dances

School dances will be held for the enjoyment of Preston High School students. The dress for dances will be school dress. It is expected formal wear be appropriate and follow school's dress code. For formal dances, formal dresses must be mid-thigh in length (see Dress Code), no midriff showing or other cutouts/sheer areas that reveal in the front of dress, cleavage should be covered, and may not be strapless/backless. Dresses with no sleeves must have straps that are of significant structure (i.e. no spaghetti straps). Dresses must have structure in the back though they be cut down.

Inappropriate dancing (i.e. moshing, slam dancing, etc) is prohibited. Students who leave the dance without special permission will not be readmitted to the dance.

Dances will be limited to one per month and dances will end at 11:00 pm (or 11:30 if approved by administration). Facilities and any other arrangements must receive administrative approval prior to announcement of the dance.

For the safety of students, admittance to dances is limited to PHS students only. Student identification will be required through an ID card or other school sources. An exception is made for Homecoming, Unity, Jr. Prom and Girl's Choice. Students who wish to bring a date from another school to attend these dances need to complete a guest pass form prior to the date of the dance. These may be obtained at the main office. Dates who are recent (1 year previous) PHS graduate must also be in good standing at PHS.

## Homework

Homework may be assigned when it serves an educational objective that can best be accomplished by an out of class assignment or activity. In determining the amount of work assigned to students, each teacher must recognize the other obligations and time commitments the students have to their families and other organizations (Board Policy 628). Some assignments are long range in nature and require planned study time for completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due. Certain classes will require more independent study. Consult the current syllabus or with the teacher of a particular class to determine homework requirements.

If a student misses homework assignments due to an excused absence, the student is responsible to contact the teacher for the assignment(s) missed on the day the student returns to school. Students shall be allowed one day plus the number of days the student was absent to complete the assignments. A student absent for extended periods may be given special consideration after meeting with individual teachers. Teachers will be in classroom 30 minutes before and after school in order to assist students.

## Report Cards

Progress reports will be given at mid-term to notify parents of progress. The cards are the property of the student and are not returned to the school. In the fall, these may be given at parent teacher conference. Grades given are: "A", "B", "C", "D", and "F". "A" indicates exceptional work; "B" represents above average work; "C" indicates average work; "D" indicates below average work, and "F" indicates failing a course.

The grade given at the end of the semester is a cumulative grade for that semester and is the grade which is recorded permanently on the transcript, and a report card is given out. Students receive one (1) credit for each class they complete each semester. Released Time credit is not given through Preston High School. Student progress reports may be sent any time between grading periods upon request of parents. Deficiency notices are sent at midterm (Board Policy 688).

## Student Records and Confidentiality

School staff, students, and parents/legal guardians have access to student records upon request and proper identification. All student records are confidential and safely secured. The school record's secretary will record, update, maintain and store records and transcripts (Board Policy 680.5).

## Lockers

Lockers are assigned to students at the beginning of the school year. Only the assigned locker should be used by the student. The lockers are school property, and the school administration reserves the right to search any locker if there is just cause. (Board Policy 542). When a student's locker is to be opened, two staff members will be present. Students are responsible for any damage to the locker. Physical education lockers are to be used and locked during PE classes to safeguard personal belongings. The school and school personnel are not responsible for personal belongings left in an unsecure location.

### Evacuation Policy

The alarm for evacuation of buildings will be a continuous ringing of the fire alarm. Should the bell system be inoperative, the PA system will be used. The "all clear" signal will be three (3) long rings of the bell, and administrative direction to return to the classroom. When the alarm is sounded, the students and staff will:

- a. Exit the building using the appropriate route for the classroom. Routes are posted by the door of each classroom. Students should not take books, notebooks, etc. Teachers should take grade/attendance book and emergency packet.
- b. Go directly to the assigned area for that classroom. Students should not stop at lockers or restrooms.
- c. Remain in the assigned area until the "all clear" signal is given. Students and staff members should return to their classrooms. (Board Policy 514).

### Released Time

Students granted released-time are expected to attend released time class. During a time student is assigned to released time, they may not be in any of the high school buildings (Board Policy 678).

### Field Trips

Students who attend any field trip must return permission slips for the field trip, signed by a parent/guardian before they will be allowed to participate. Alternate lesson plans must be available for those students not participating in the field trip (Board Policy 576).

### Schedules

Schedules for the regular school day, along with assembly schedules, will be posted in each classroom. Schedules are also available for parents in the main office.



## M-Th Schedule

8:00	<b>1</b>	8:58
8:58	<b>ADV</b>	9:12
9:17	<b>2</b>	10:15
10:20	<b>3</b>	11:18
11:23	<b>4</b>	12:21
12:21	<b>L</b>	12:51
12:56	<b>5</b>	1:54
1:59	<b>6</b>	2:57
3:02	<b>7</b>	4:00

### Hall Passes

All students, when out of class during class time, need a hall pass which will be provided by the teacher. Students who are called to the office, attendance office, or counseling office will return to class with a signed slip. **A teacher may only allow 1 student with a hall pass out at a time.**

### Computers

Each student is required to sign a Technology Use and Internet Safety Policy before access to computers in the school. Users of the technology system who are found to be in violation of the Technology Use and Internet Safety Policy which may include, but are not limited to, email, inappropriate web sites, vandalism, chat rooms, using someone else's account and password, or accessing a teacher's computer, will be referred to school district administration and/or law enforcement for disciplinary action. Student's access to, and use of, the school's technology system may be suspended (Board Policy 689).

## Prescription Medicines

It is not the responsibility of Preston School District to diagnose or treat medical problems (Board Policy 561). Students requiring medication during the school day need to observe the following guidelines:

- a. Medications should be brought by parents in a clearly marked container from the pharmacy. Parent must complete medical authorization form, which will be kept on file at main office.
- b. All medications will be kept in a secured area in the school office.
- c. It is the student's responsibility to come to the office at the appropriate time to take his/her medication.
- d. Non-prescription medications such as Aspirin or Tylenol will not be provided to students.
- e. A student may self-administer medication in a metered dose inhaler for asthma or other respiratory illness.

## Section Four: School Services

### Cafeteria

Preston High School offers lunch selections in the cafeteria. We encourage all students to eat lunch at school. Cost is \$2.50 for students and \$3.85 for adults. Breakfast is also served at no cost to all students.

Please keep in mind the following:

- a. Deposit all lunch waste in wastebaskets
- b. Return all trays and utensils to the dish-washing area.
- c. Leave the table and floor around your place in clean condition for others.
- d. Respect the rights of others and do not crowd in line.

### Guidance

The purpose of the guidance services is to help students in their educational, professional technical, social and personal development. The counselors are available to students and parents from 7:30 a.m. to 4:30 p.m. Counselors are willing to meet with students and parents when necessary. They may assist students:

- a. in recommending materials that the student may use to improve study habits
- b. in planning his/her school program
- c. in making realistic curriculum selections and suitable plans for the future
- d. in offering aid in solving personal and school-related problems
- e. in making decision pertaining to post-high school plans

### Parent Contact

Teachers and administrators will notify parents of a student's attendance, tardies, classroom performance, and discipline concerns. Parent notification may include letters, telephone calls, PowerSchool, email, text, and/or parent conferences. Parents are welcome to contact teachers, counselors, and administrators to discuss student progress or concerns.

## School Office Telephone Numbers

High School Office	852-0280	Pioneer	852-2050
District/Superintendent	852-0283	Junior High	852-0751
Oakwood	852-2233	Franklin County High School	852-2272

### PHS Administration

**Russ Lee**, Principal  
**Clint Peery**, Assistant Principal  
**Brent Knapp**, Athletic Director  
**Carrie Sanders**, Counselor  
**Jennifer Gardner**, Counselor  
**Ellen Gregory**, College and Career Readiness Coordinator  
**Geniel Lyons**, Office Manager/Bookkeeper  
**Debbie Poole**, Athletic/Attendance Secretary

### Preston School District #201 Board of Trustees and Administration

#### School Board

Joy Christensen  
Jody Shumway  
Fred Titensor  
Brandon Roberts  
Brooke Palmer

#### District Office Administration

**Marc Gee**, Superintendent  
**Brian Mendenhall**, Clerk/Treasurer  
**Lori Heusser**, Administrative Assistant  
**Kaylynn Hamblin and Pandi Elison-Chang**, Assoc. Directors of Special Services

### Parking

Due to limited parking facilities, students are encouraged to use free school transportation. Student vehicles may only be parked in the parking lot south of the high school, selected space in the Craner building or on public streets. Parking in the areas behind the old and new high school gyms and the cafeteria is reserved for faculty. Vehicles driven or parked in the bus-loading zone, reserved parking spaces, on public or school sidewalks, in private driveways, or on the practice field will be ticketed by the police.

**Student vehicles parked in faculty spaces 6:00 AM - 4:30 PM, in a non-marked parking area, or in a manner detrimental to normal traffic flow will be given 5 days of lunch detention for each occurrence and/or prohibited from further parking in school parking lot for a designated**

length of time. If students habitually park in areas designated for other purposes, their vehicles will be removed at the owners' expense.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542)

### Self-Disclosure

Students who are seeking help and/or assistance for drug or alcohol use may refer themselves to a counselor without fear of discipline measures. If the student continues to use any illegal drugs and is in possession or under the influence at school or at school activities, the student will be referred for discipline measures.

### Wellness Policy

Preston School District #201 has completed a staff guide for wellness practices and healthy life-style choices (School Board Policy 359). It is the goal of the district that students and staff members shall possess the knowledge and skills necessary to make nutritious food choices and healthy life-style choices. In addition, all school staffs are encouraged to model healthy behavior as a valuable part of daily life. School leaders shall prepare, adopt, and implement a comprehensive plan to encourage healthy life-styles and activities that include:

- a. A food service program that employs well-prepared staff who efficiently serve appealing choices of nutritious foods daily;
- b. Pleasant eating areas for students and staff with adequate time for unhurried eating;
- c. An overall school environment that encourages staff and students to make healthy choices;
- d. Courses that model and promote healthy life-styles;
- e. Opportunities and encouragement for staff to model healthy eating habits;
- f. Strategies to involve family members and community in program development and implementation.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless,



for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Section Five: School Activities

### Clubs and Sports

PHS offers a wide range of clubs and activities. Examples include FCCLA, FFA, Key Club, BPA, NHS, Jazz Choir, Pep Band, and Pep Club. A more detailed description of the clubs, their goals, and their advisors are available through the Executive Council.

Sports are offered to students at PHS. Fall sports include cross country, boys and girls soccer, football, and volleyball. Winter sports include boys and girls basketball and wrestling. Spring sports include baseball, softball, track, and golf. Those interested in joining a team must meet eligibility requirements which are outlined in the Section Five F.

Students are encouraged to participate in a variety of clubs and activities which will enhance their overall educational experience.

### Activity Cards

The purchase of an activity card at the cost of \$36 will admit students to all home athletic competitions with the exception of tournament games. Replacement cost for a lost card is \$5 for first semester and \$3 for second semester. The card is not transferable, and if a student gives his/her card to another student for use, the card will be confiscated and destroyed.

### Athletic Fees

Due to increased travel costs, length of travel for the PHS sporting teams, and increased program costs, the Preston School District increased their athletic fees. The administration and school board studied other school's activity fees, examined projected revenue and expenditures, and developed the following athletic fees:

All students involved in athletic events will be assessed the following fees: \$80 per sport with a \$240 family cap.

### Assemblies

Assemblies must be cleared by the administration and will be held in the gym or auditorium and are under the direction of the Executive Council, the Counselors, or the Cheerleaders. The number of assemblies will be determined by student attendance and respect shown to those conducting the assembly. Please show proper respect and enthusiasm at the appropriate times.

All school policies will apply during assemblies (i.e. Electronic devices are not permitted.) Also, assemblies are part of the instructional day; therefore, attendance is required. If a student misses an assembly, s/he will be assessed an absence in the class the assembly is held within. Should a student become disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator.

### Student 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. Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the principal's office. This form must be completed by parents and presented to the doctor or hospital.

The district will not allow student athletes to participate in any interscholastic athletic program without insurance coverage and the written permission of parent/guardian. Before engaging in practice sessions or athletic events, the following must occur:

- a. Each student must provide written proof of health insurance.

- b. The parent/guardian must give permissions for the student athlete to participate in the program.
- c. The parent must sign a release of liability for the student to participate.

This district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk (Board Policy 573).

### Eligibility and Participation in Interscholastic and Extracurricular Activities

All students at Preston High School are encouraged to participate in some extracurricular activities. All students will be able to find an area of interest whether that is a sport or a club and will be able to make a contribution and develop their talents.

This district will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (Board Policy 572). According to the Idaho High School Activities Association for a student to be academically eligible to participate in high school sports or activities, a student must be enrolled full-time and have received passing grades and earn credits in at least six (6) full credit subjects, or the equivalency, in the previous semester/trimester or grading period for which credit is earned. If a student receives a “No Credit” or “NC”, the student has not received credit and the NC will be considered as a failing grade. If a student does not meet this requirement, he/she automatically will sit out the entire semester. An approved course is one that is taken for credit toward graduation. Released Time does not count as a class. For example, if 7 classes available, must pass at least 5.

These are the state rules, and schools may adopt more strict policies. All students wishing to participate in extracurricular activities must meet the eligibility requirements.

Eligibility for activities at PHS falls into two categories:

*Category 1:* Students who represent Preston High School must have a minimum 2.0 grade point average and no F's. This applies to athletics, Ballroom, FFA, Jazz Band, Pep Band, and school plays. Cheerleaders refer to sport handbook.

*Category 2:* Included in this category are non-school time activities that are associated with and considered an essential part of classes taken during regular school hours. Students may not be failing any class to miss instruction time. This includes such classes as Art, Band, FCCLA, Orchestra, Vocal Music etc. The organization advisor has discretion as to whether a student may participate during non-school hours.

A student athlete is required to be in attendance at school all day on the day of the game or he/she will not be allowed to participate in the game or event. To miss any school or class periods on the day of a game or event, the athlete must clear through the Athletic Director his/her absence before missing school.

### Preston High School Eligibility Standards

- a. To be eligible for athletics and extra-curricular activities at Preston High School a student must meet the eligibility standards as set by the IHSAA as previously outlined
- b. Eligibility is based on weekly grade checks conducted by the coaches/advisor of each activity assisted by the Athletic Director and the Athletic Secretary
- c. To be eligible a student during weekly grade checks must have a 2.00 GPA and no F's in order to participate in athletic contests or games
- d. When a student raises his/her grades to the standards set by the PHS Athletic Department they will be eligible to play in games
- e. With the approval of the coach or advisor, a student may practice with the team during the time while working on their grades. A student may not travel with, dress for, or participate in any school sponsored extra-curricular activity during the period of ineligibility
- f. Students who are not eligible at the end of a semester, meaning their semester GPA is less than a 2.0 and/or they have any F's, the student will not be eligible to participate the first week of the new semester
- g. Coaches and advisors are responsible for determining eligibility of athletes before they participate in an extra-curricular activity. They are responsible to let the students know if they are ineligible and cannot participate
- h. The Athletic Director and Athletic Secretary will monitor and provide information regarding grades to the coach or advisor
- i. With Athletic Director approval, the coach, if he/she deems it necessary, can develop contract with the student athlete at any time during the season for the purpose of eligibility or athletic code of conduct violations
- j. It is understood that the head coach/advisor of the sport or activity may establish higher standards for which the student athlete is accountable, as long as these standards are not in violation of the standards already established by the athletic department.

Eligibility checks at the beginning of each semester will be conducted by the coaches and will begin on the third week of the new semester. If grade check day falls on a game day, a 1-day variance will be given to get the grade up. In other words, the athlete would have until the next day to get it raised.

\*\*See athletic handbook for further information on athletic code of conduct and drug testing policies.

### Early Graduation

Students who wish to apply for early graduation must do so in the spring of their Junior year (Board Policy 616). Students must complete seven (7) semesters in order to be eligible for early graduation. They need to have a cumulative GPA of at least a 2.5 and no F's in the 7<sup>th</sup> semester. An application needs to include:

- a. Plan to complete credits, outlining how and where credits will be obtained
- b. Letter from student outline future plans and reason for early graduation
- c. Letter from parent support student's decision

Senior Project must be completed the first semester. If credits are not earned by January of their senior year, early graduation will not be granted. Students may return to participate in graduation activities in May of their senior year

**\*\*Preston High School will comply with state and school board policies. If state or board policy changes are made during the school term, handbook policies will be updated to comply.**