

# OJSHS Student Policy Handbook

Revised 08/29/17

## Dress Code

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. (From District Code 3260 which is also supported at OJSHS)

OJSHS students are responsible mature young people with a sense of pride in themselves and their school:

An awareness of what is acceptable in dress for school is reflected in the following guidelines:

- Clothing, bags, jewelry, or any personal items shall be free of items promoting alcohol/drugs, tobacco, or containing swear words, obscene or sexually explicit depictions, or that demonstrates poor taste.
- Shorts and skirts must be fingertip length before hems or fringe begins and must be worn so that underwear would not show if a shirt or coat was removed. The midriff and back must be covered. Spandex shorts are allowed under other clothing only.
- All pants must be worn so underwear will not show if a shirt or coat is removed.
- Clothes should be free from holes that show skin on any part of the clothing above the fingertips and must be worn so that underwear doesn't show if shirt or coat were removed. Clothing should be worn so as NOT to expose cleavage.
- Slippers and pajamas can be worn only on designated days.
- Shirts should cover the back and shoulders. Halter, racerback, and/or deep pitted tank tops are not allowed. Shell style and wearing tank tops under sleeved shirts is allowed.
- Hats, stocking caps, scarves, headbands, bandanas, etc., are not allowed to be worn inside the high school from 7:30am to 3:40pm.

## **Attendance Policy**

The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

### **90% Attendance**

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. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning as well as funds received from the State of Idaho.

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In order to receive course credit, a student must be in attendance in each classroom 90% of the time when that class is in session. Course credit will be in jeopardy if a student misses more than eight (8) days per semester. The school's administrator shall adjudicate absences where the total number of days is brought below eight 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, academic field trips and others deemed co-curricular.

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

C. Subpoenas to appear in court or court-ordered, out-of-district placement for special services; and

D. Illness or hospitalization verified by a doctor's statement.

A student who is absent for a reason listed above shall be allowed one (1) make-up day for each day of absence with full credit for graded make-up work.

Absences which will be counted in the 90% limit will include such areas as: advanced excused absences, family trips, work days, vacations, visiting friends or relatives, suspensions 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 committee. A student who is absent for one of these reasons shall be allowed one (1) make-up day for each day of absence with up to a 10% reduction in credit for graded make-up work.

An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and principal. A student with an advance excused absence shall receive full credit for graded make-up work completed by the established deadline.

### **Truancy**

Attendance at school is more than a legal obligation; it is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an advance excused absence, an adequate acceptable excuse must be provided within two (2) school days following the student's return to school; otherwise the absence will be classified as a truancy. A parent or guardian may produce an adequate excuse, such as a doctor's note, after the two (2) school day limit and the unexcused absence will be reconsidered in light of the new information. Parents, guardians, doctors or other responsible persons should provide excuses for all students, except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves.

When the missed work and time are made up, the student will receive a 10% up to a 25% deduction on all graded assignments

- Single Class Truancy (Skipping Class) – Any student who is absent unexcused for longer than a 10 minute portion of class will have the parent contacted and will serve a detention or a Friday/Saturday school detention.
- Multiple Class Truancy - Any student who is absent unexcused for more than one class, but shorter than one full day, will have the parent contacted and will serve

multiple afterschool detentions, a Friday/Saturday school detention, ISS or be suspended from school.

- Entire Day Truancy (Skipping School) –

1. First offense: The student will have his/her parent contacted and will serve a Friday/Saturday school detention, ISS or a suspension.

2. Second offense: A conference shall be held among the parent, student and principal. The student will serve a Friday/Saturday school detention, ISS or a suspension.

3. Third offense: A conference shall be held among the parent, student and principal. The principal, student and parent shall consider discipline measures, adjusting the student's program, transferring the student to another school, or engaging in family counseling. The student shall serve in-school or out-of-school suspension day(s).

4. Fourth offense: Will result in an out-of-school suspension and a recommendation to the Board of Trustees for expulsion from school. The Board of Trustees will contact the prosecuting attorney for the purpose of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

Any student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

### Tardiness

Students are expected to be in class on time. If a student is late to class (from bell ringing up to 10min) he/she will be considered tardy. If the student is over 10 minutes late to class the student will be considered truant.

When a student's tardiness becomes frequent or disruptive, the student shall be referred directly to detention or to the principal for further disciplinary action. If disciplinary action is ineffective in changing the student's tardy behavior, he/she may be referred to Friday/Saturday School, the intervention room, suspension, or removed from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.

### **90% Attendance Appeal Process**

If a student has lost credit due to excessive unexcused absences and the parent or guardian feels there ARE extenuating circumstances, he or she may appeal to the building attendance committee. The attendance committee shall consist of the school principal and other school staff designated by the principal.

In reviewing written documentation during the appeal hearing, the building attendance committee will consider the following: (1) attendance for the preceding semester and/or year, (2) grade(s) earned in the class(es) where credit was lost and other grades, (3) make-up work completed, and student's attitude toward school, and (4) extenuating circumstances. The decision of the attendance committee may be appealed to the Board of Trustees within ten (10) working days after the attendance committee submits its decision. The Board decision and acceptance or rejection of extenuating circumstances is final.

### **Student Discipline**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurrigibility.
- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products in any form or other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices;.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.

- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. § 18-917.
- Initiations.
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

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These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to and from school or a school activity, function or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

### **Cell Phones**

Are not to be used during classes, they are allowed before school, after school, and during passing time.

### **Academic Honesty**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic

dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Parents or legal guardians shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

### **Cheating**

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.

10. Submitting work previously presented in this course or in another course.

### **Plagiarism**

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
  2. Paraphrasing the source without proper citation.
  3. Copying stories, in whole or part, which appear in books, magazines, television or film.
  4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
  5. Submitting papers written in whole or part by someone else, including the Internet.
  6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
  7. Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.
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### **Grading**

Letter grades will be used to report academic performance on report cards for students in grades 7-12 based on the following numerical values:

- A 90-100% 4.0
- B 80-89% 3.0
- C 70-79% 2.0
- D 60-69% 1.0
- F 59% and below 0.0

Advanced Classes include Pre-Calculus, Calculus, Physics, Chemistry, Spanish IV, Honors classes, Dual Credit College Classes, LCSC Tech Prep classes, and certain IDLA classes as identified by school counselors and approved by the Superintendent.

## **Honor Roll**

An honor roll will be published each grading period. Those who have achieved a grade point of 3.00 or above in five (5) competitive classes will be listed. Those achieving a 3.70 or better in five (5) competitive classes will be listed as having highest honors. Students earning a D or F in any subject are not eligible for honor roll consideration.

Honor roll is computed by using the first quarter grades, first semester grades, third quarter grades and second semester grades.

## **Honor Society Eligibility**

The Gold Dust Chapter of National Honor Society

To be asked to join the National Honor society is an honor, but grades are only half of this program to honor excellence in education. Commitment to school and community is equally important; thus, membership in NHS requires the student to be involved.

- **Grade Point Average:** Your GPA must be 3.7 or above. This GPA must be maintained throughout your high school career or your membership will be dropped; once dropped you may never again be a member.
- **Service:** You must demonstrate your commitment to school and community through participation in extracurricular service activities benefitting your school and community. These activities can include offices held within our high school or being a member of Maniac Pride, Mediacs, or other organizations that demonstrate service. Community service through volunteering time and hard work for organizations outside the school are also acceptable (pay cannot be received and this work must be verified).
- **Behavior:** In addition only those students who exhibit empathy for others, the ability to work well with other students and teachers, and who consistently demonstrate work ethic will be considered for this honor.

## **High School Graduation Requirement**

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements that, as a minimum, satisfy those established by the Board of Public Education (IDAPA 08.02.03.107). Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter ninth grade. Exceptions to this general rule may be made where it is determined by the Board that

the proposed change in graduation requirements will not have a negative effect on students already in grades nine through twelve (9-12). The Board shall consider and vote on whether to approve graduation requirements as recommended by the Superintendent.

A student who possesses a disabling condition shall satisfy those competency requirements that are incorporated into the individualized education program ("IEP"). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

To be considered for valedictorian or salutatorian, the student must have been continuously enrolled at that high school during his/her entire senior year and must have completed and passed one or more honors or college prep courses listed in the student handbook.

The selection of valedictorian and salutatorian is made after the seventh semester. Class rank is computed for all eight semesters.

The top 10% of the class (not to exceed 10 pupils) who have a "B" average or above will be recognized at the graduation ceremony by announcement or by some symbol of award on their gowns or mortar boards.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

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### **Extracurricular and Co-Curricular Participation Policy**

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior. Unless the context otherwise requires, in this policy:

"Extracurricular Activities" means a district and/or school authorized activities that take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, basketball, football, wrestling, track, volleyball, softball, baseball, soccer, golf, cheerleaders, drill team, Civics Club, FCCLA, Knowledge Bowl, SADD/IDFY, Letterman, student groups or organizations, and community activities.

"Co-Curricular Activities" are district and/or school authorized activities usually held in conjunction with a credit class, but taking place outside of the regular school day including, but not limited to, debate, drama, band, choir, annual, school paper, and Pride.

### **Eligibility Requirements for Extracurricular and Co-Curricular Participation**

Students in grades 9-12 must pass six classes in a seven period class schedule. Students will be placed on probation after each assessment period if they fall below the above requirement.

Probation will mean that the student can practice but may not play until the next assessment period. The first assessment in the first nine weeks will be the first assessment period. The assessment period will be determined by the school calendar. If after the assessment period, the student is passing the failing class, the student will be eligible to participate.

Junior high students must pass all classes to be eligible to participate in activities. If a student fails a class after the first assessment period, the student will be placed on probation. Probation will mean that the student can practice but may not play until the failing grade is brought up to a passing grade. The assessment period will be weekly and the determination will be made on Monday of each week. Student grades will be evaluated each assessment period. The junior high student is responsible for going to each teacher on a weekly basis with a form to ascertain his/her eligibility. The form must be turned into the school office by the student.

#### **Attendance and Participation in Activities**

Students who do not come to school the day before and/or the day of an activity and do not have a legitimate excuse will not be allowed to participate in that activity. Students who do not come to school at the regular time on the day following participation in an activity and do not have a legitimate excuse will not be allowed to participate in their next scheduled activity.

#### **Drug Testing For Student Athletes**

~~The drug-testing program is not intended to be disciplinary or punitive in nature. Students~~ involved in athletics need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in athletics while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

Participation in athletics is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in an athletic activity program governed by the Idaho High School Activities Association

It is MANDATORY that each student who participates in athletics signs and returns the Consent Form prior to participation in any athletic activity. Failure to comply will result in nonparticipation. Each athletic participant shall be provided with the Consent Form (3350F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program.