

STUDENT HANDBOOK

2011-2012



Centennial High School
12400 W. McMillan Road
Boise, ID 83713
844-4250
Attendance: 855-4252

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WELCOME PARENTS AND STUDENTS!

This handbook is presented to familiarize you with high school rules and policies as well as provide you with general information. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school. Each student is expected to respect the rights and privileges of other students, school staff including administration, school resource officer, security officer, teachers, and district staff. Students shall exercise their rights responsibly and in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school.

STATEMENT OF PHILOSOPHY

The Board of Trustees and Administration of Joint School District No. 2 shall offer the best education possible to all students enrolled in the schools of this district. We will strive to meet the individual needs of the students and shall do all we can to prepare these students, mentally and physically, to meet the challenges of their world.

JOINT SCHOOL DISTRICT NO. 2 HIGH SCHOOLS

Alternative High Schools – Modified 4x4 Schedule

CENTRAL ACADEMY	EAGLE ACADEMY	MERIDIAN ACADEMY
Randy Yadon, Principal	James Buschine, Principal	Joe Palaia, Principal
6075 N. Locust Grove	100 S. Academy Ave.	2311 E. Lanark
Meridian, ID 83646	Eagle, ID 83616	Meridian, ID 83642
208-855-4325	208-350-4220	208-855-4315
ca.meridianschools.org	ea.meridianschools.org	ma.meridianschools.org

Traditional High Schools – A/B Block Schedule

CENTENNIAL HIGH SCHOOL	EAGLE HIGH SCHOOL	MERIDIAN HIGH SCHOOL
David Moser, Principal	Terry Beck, Principal	Geoff Stands, Principal
12400 W. McMillan Rd.	574 N. Park Lane	1900 W. Pine
Boise, ID 83713	Eagle, ID 83616	Meridian, ID 83642
208-855-4250	208-350-4235	208-350-4160
chs.meridianschools.org	ehs.meridianschools.org	mhs.meridianschools.org

MOUNTAIN VIEW HIGH SCHOOL	RENAISSANCE HIGH SCHOOL	ROCKY MOUNTAIN HIGH SCHOOL
Aaron Maybon, Principal	Penny Andrew, Principal	Mike Hirano, Principal
2000 S. Millennium Way	1307 E Central Drive	5450 N. Linder
Meridian, ID 83642	Meridian, ID 83642	Meridian, Idaho 83646
208-855-4050	208-350-4380	208-350-4340
mvhs.meridianschools.org	rhs.meridianschools.org	rmhs.meridianschools.org

RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan , train teachers, and respond to discipline problems;
- Encourage parent communication with the school, including Power School reports and participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers and the school board

RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success you are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student;

- Encourage their student's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
- Promote high expectations for your student's behavior, school achievement, and homework.
- Establish and maintain open lines of communication between home, school and teachers.
- Participate in school activities including parent-teacher conferences.

RESPONSIBILITIES OF STUDENTS

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fees and fines;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

ACTIVITIES/ATHLETICS

ACTIVITY TRANSPORTATION

Students leaving for school-sponsored activities that start before 4:30 on a school day or who meet at the school prior to leaving must utilize the school transportation to the activity. Students who utilize school transportation to an activity must return to school on school provided transportation. Students may ride home with their parents, provided one parent makes personal contact with one of the activity sponsors.

ATHLETIC ELIGIBILITY

1. Athletes must have earned six credits the previous high school semester.
2. An athlete is ineligible on the day of his/her 20th birthday.
3. An athlete must have an IHSAA physical on file at the school. A new physical is required the freshman and junior years.
4. Athletes must follow all IHSAA guidelines, rules and regulations.
5. Any student with a grade of "F" in any subject will not be allowed to participate in any athletic/activity contest.

ATTENDANCE ON THE DAY OF AN ACTIVITY

A student who is absent during any part of the day may not participate in any practice, performance, or function that day unless deemed an extraordinary absence/waived. A student suspended in school for more than one period or out of school on the day of an activity will not be allowed to participate in that activity, game, or practice.

ALCOHOL, DRUG, and TOBACCO POLICY (Activities Violation) (See Appendix D)

SPECTATOR CODE OF ETHICS

1. Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all time respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing and other disrespectful gestures, activities, or remarks should be avoided at all times.
5. Bells, whistles, or noisemakers of any kind are not acceptable at athletic activities and/or spectator events.
6. Face paint must not cover more than half the face.

STUDENT PARTICIPATION CODE OF CONDUCT FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

I. CODE OF CONDUCT

Joint School District No. 2 is dedicated to offering an outstanding activities program to the young men and women of this district. It is the district's belief that there should be a proper balance between the academic and activity programs offered in the district. A properly balanced and well-supervised activities program will provide social, emotional, and physical opportunities for those wishing to participate. This district will take the responsibility for providing a program that represents the interests of the majority of its students. Joint School District No. 2 will adhere to all rules and regulations of the **Idaho High School Activities Association**. Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **Participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. §33-512(12). As representatives of their school and district, students participating in such activities are expected to meet high standards of behavior.

Definition of Extracurricular and Co-curricular Activities

Extracurricular Activities are district and/or school authorized activities, which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

Co-Curricular Activities

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

II. ACADEMIC AND ATTENDANCE REQUIREMENTS TO PARTICIPATE

The minimum requirements needed to participate in extracurricular and/or co-curricular activities will comply with the rules of the Idaho High School Activities Association governing academic eligibility. Students must be in attendance at school the entire school day in order to participate in extracurricular activities after school or in the evening of that same day. Exceptions include situations beyond the control of the student such as court appearance, bereavement, medical or dental appointments.

III. EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITY SUSPENSION

The district believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

Activity Suspension as a Result of a School Suspension

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the principal or designee.

Consequences:

1. The student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
2. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section V of this document.

IV. ACTIVITY SUSPENSION FOR CRIMINAL CONDUCT OR DRUG USE IN ANY LOCATION DURING THE SCHOLASTIC YEAR

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the principal or designee that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year.

Consequences:

1. Students may be suspended from any form of extracurricular or co-curricular activity for a period of time to and including the remainder of their attendance in the district.
2. Students involved will be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
3. A student and his/her parent/guardian may request an appeal only in those instances where an activity suspension exceeds nine (9) calendar days.
4. Student participants involved with drug use are subject to the provisions of the Drug & Alcohol Policy #502.50.

Infractions Which Occur During Off Campus Activities and Trips

During an off campus activity or trip, if the school designee in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the school designee will notify the parent/guardian and ask him/her to take charge of the return of the student. The parent/guardian will pay any expenses incurred for the return of the student.

Informal Hearing Process

Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing regarding the reasons for the activity suspension. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

Appeal Process

1. A student and their parent/guardian may appeal an activity suspension that exceeds nine (9) school days and is not related to a school suspension.
2. The decision of an appeal panel consisting of school officials is final. The decision cannot be appealed to the Superintendent or Board of Trustees.
3. A student is not allowed to participate in the activity during the appeal process.

GENERAL DEFINITIONS

Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

Emergency Activity Suspension is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

Event is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. "Event" is also defined as any band or choir performance(s).

Minor Infraction shall mean a minor deviation from acceptable behavior or stated student expectations that occur while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

Major Infraction shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

On any school premises or at any school sponsored activity, regardless of location includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school-sponsored activity. "On any school premises or at any school sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Scholastic Year is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

ATTENDANCE POLICY

The laws of the State of Idaho require all youth to attend school regularly until the age of sixteen (16). Regular and consistent attendance is necessary for maximum student learning. It is the responsibility of the parent/guardian to aid school authorities in enforcing this attendance policy.

Students are allowed three (3) absences per class period during the semester. Students who receive four (4) absences in any class will lose credit unless cleared by the attendance office as extraordinary within four (4) days of the absence. Verbal communication must come from the parent within 48 hours of the absence to prevent truancy. All absences from class shall be counted unless the student physically remains within an accountable school setting such as with a counselor, nurse, administrator, etc. Each school shall keep accurate attendance records. Administrators will make decisions in keeping with the overall intent of this policy. The appeal process will be first to the building administrator, then to the regional director, and finally to the board of trustees.

ABSENCES

1. All absences except those named in the extraordinary portion or under special provisions, are considered absences. Absences change to trancies if verbal communication does not come from parents within 48 hours.
2. Persistent truancy may result in suspension/expulsion from school.
3. If a student is absent for fifteen consecutive school days, whether or not the absences are verified, the student will be dropped from school. At the time the student returns to school, the student may be re-enrolled in school. Students served by homebound tutors will not be included in this procedure.
4. The following absences count **against** a student's total of three (3) absences in an A/B block schedule class: Parent Call In (PRC), Verified (VER), Truancy (TR), Absence (A), Out of School Suspension (OSS).

ABSENCES/EXTRAORDINARY

Extraordinary absences require prior written request from a parent or guardian, except in the cases of illness, accident, or bereavement. Verbal communication must come from the parent within 48 hours of the absence to prevent truancy. The following criteria are used to determine extraordinary absences:

1. **NATIONAL OR INTERNATIONAL ACTIVITIES:** Events organized for the purpose of continuing competition or as an extension of an approved school program/contest, or special activities such as Olympic qualifying meets. Absences in this category will not be coded extraordinary until a student has exhausted his/her allowed absences.
2. **ILLNESS/ACCIDENT:** Confinement either at home or in a hospital that can be confirmed in writing by a licensed physician, dentist, psychiatrist, nurse or other health professional.
3. **COURT APPEARANCE:** As verified by official documentation
4. **PROFESSIONAL APPOINTMENTS:** as confirmed by documentation by professional personnel such as medical doctors, optometrists, dentists, orthodontists, psychiatrists, or attorneys.
5. **EXTENDED FAMILY TRIP ABSENCE:** In the instance that an extended family, educational trip occurs while school is in session, the parent and students requesting this exception may be required to do the following:
 - a) Students will submit the completed prearranged absence form to the assistant principal prior to the trip.

- b) All pre-arranged work is due on or before the first day back to class.
 - c) Parents must call the attendance office prior to the dates of absence.
 - d) Absences in this category will not be coded extraordinary until a student has exhausted his/her allowed absences.
6. BEREAVEMENT: Up to five (5) days for a member of the immediate family, i.e. father, mother, brother, sister, grandparents.
 7. RELIGIOUS OBSERVANCES: When participation is required and can be verified by an appropriate church official or document.
 8. ACTIVITY ABSENCE: An absence for a school sponsored program or activity.
 9. ABSENCE ON DAY OF ACTIVITY: A student who is absent during any part of the day of an evening performance or function may not participate in that performance or function unless deemed an extraordinary absence. The following absences count **against** a student's total of three (3) absences in an A/B block schedule class: Parent Call In (PRC), Verified (VER), Truancy (TR), Absence (A), Out of School Suspension (OSS).

ATTENDANCE REQUIREMENTS

Joint School District No. 2 students must attend four (4) periods during a regular school day to be considered a full time student. With approval of the superintendent or designee, a student may be released for the following and still be considered full time:

1. One (1) period for religious instruction or other approved program in following grades 9-11.
2. Up to three (3) periods for equivalent enrollment at an accredited college/university.
3. Seniors may be eligible for one release period a day. For seniors to be eligible for release periods, they must have completed a minimum, forty (40) credits by the end of the eleventh grade, have successfully completed all ninth (9th) through eleventh (11th) grade required credits, must have proficient scores on all portions of the Idaho Standards Achievement Test.

MAKE-UP WORK

Students may be allowed up to two days per absence to complete make-up work for full credit. Assignments or tests that were made prior to the date of the absence are due or will be taken upon return. Senior project due dates are separate from this policy and are due on or before scheduled dates.

PARENT NOTIFICATION

In the event of an absence, the parent/guardian must call the attendance office within 48 hours of the absence in order to prevent the absence from being recorded as a truancy. A notification letter will be sent to parents when the student reaches excessive absences in any class. Students who reach excessive absences in any period will lose credit. Any absences documented as extraordinary will not be counted against the student's total absences.

PERMITS TO LEAVE CAMPUS (PTL)

Parents need to call the attendance office for students to obtain a permit to leave. Parent notes are not accepted. Independent Students' Permits to Leave will not be issued 20 minutes prior to lunch or 20 minutes prior to the end of the school day. Any student leaving campus without a PTL will be issued as a truancy.

TARDIES

A student will be marked tardy if they are up to ten (10) minutes late. On the first unexcused tardy and all subsequent tardies, a student may be required to attend a designated detention(s). Failure to serve tardy-related consequences will result in loss of credit for that class.

TARDY EXCUSED

A tardy will be changed to Excused Late Arrival (XLA) after a student completes a designated detention or consequence.

TARDY LATE

When students arrive to class after ten (10) minutes they will be marked Tardy Late (TL). A tardy late is not counted as an absence but is disciplined as part of the tardy policy.

TRUANCY

Truancy occurs when a student is absent from any class or when in violation of the closed campus policy, without previous consent or knowledge of the parents or an appropriate school official. Repeated truantries may result in expulsion from school. Truantries will be referred to the Board of Trustees pursuant to Idaho Code 33-206 and Joint School District Policy 501.40.

GENERAL INFORMATION

ANIMALS IN THE CLASSROOM (See District Chemical Hygiene Procedure)

1. Do not allow students to bring their pets from home.
2. Animals are allowed in the classrooms when they are required for a unit of instruction from the Meridian Joint School District No. 2 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
3. The care and well being of any animal should be one of your primary concerns.
4. Wild animals are not allowed in the classroom. Be especially cautious about insects, since they transmit serious diseases.
5. The building administrator shall approve or disapprove use of animals in assemblies.

ANNOUNCEMENTS

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

BACKPACKS

Students are allowed to carry backpacks, briefcases, bags and purses to and from school. Students must place these items in their lockers or designated area before the start of the school day. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Personal hygiene items may be retrieved as needed.

BUSES

Transportation to and from school is provided to students living more than a mile and one-half (1.5) 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 their last class (see Transportation or telephone 855-4440).

CLASSIFICATION OF STUDENTS (Graduating Classes of 2010-2012)

Students in senior high school will be classified once a year, each fall, according to the following schedule (this schedule is not intended to track progress toward graduation – see page 39 in the high school handbook for graduation requirements):

	A-B BLOCK SCHEDULE
CLASS	Required Credits
Freshman	0-9
Sophomore	10-19
Junior	20-27
Senior	28+
Graduation	50

CLASSIFICATION OF STUDENTS (Graduating Class of 2013)

Students in senior high school will be classified once a year, each fall, according to the following schedule (this schedule is not intended to track progress toward graduation – see page 39 in the high school handbook for graduation requirements):

	A-B BLOCK SCHEDULE
CLASS	Required Credits
Freshman	0-13
Sophomore	14-25
Junior	26-37
Senior	38+
Graduation	56

CAMPUS SAFETY

Meridian Joint School District No. 2 takes the safety of our students very seriously. Schools annually review building crisis policies and plans in order to be prepared during a crisis. Each school has received a Meridian District Emergency Response Guide, which was patterned after one used nationally. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or an intruder. An individualized Campus Crisis Plan will be used during the initial stages of any crisis until emergency service providers respond. Each school's Campus Crisis Plan will be offered to local emergency service

providers as well as on file at our District Office. If you have any questions or concerns about the Emergency Response Guide or your school's Campus Crisis Plan, please contact your school office.

CLOSED CAMPUS

Freshman and sophomore students are not permitted to leave campus upon arrival and must remain on campus in designated areas. Violation of the closed campus policy will result in a truancy. Junior and Senior students are permitted to leave during lunch only.

COMPLAINT PROCEDURES

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district policy, and can be obtained at the building or district office. A request to appear before the board may be made in accordance with this policy.

CREDIT REGULATIONS

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year (see Appendix for full High School and Graduation Policy 603.2).

DANCES

Admittance to all school dances may require an admission fee and presentation of the Student Activity Card. Guests must fill out the appropriate school form. Guests include any student not enrolled at the sponsoring school. Academy and Charter school students may attend their home school's dances with a guest pass. The student is responsible for the conduct of his/her guest. Students who leave the dance without administrative permission will not be re-admitted. The administration may contact the parents of students whose guest is over the age of nineteen (19) to obtain their permission.

DELIVERIES

Flowers/plants or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.

DISCRIMINATION

Joint School District No. 2 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations. The District Director for coordinating compliance with the district's nondiscrimination policy is Cathy Thornton. Her address is 1303 East Central Drive Meridian, Idaho 83642. Her email address is thornton.cathy@meridianschools.org. Her phone number is (208)-855-4500.

FIRE DRILLS

Fire drills are held monthly. When the alarm sounds, students will go quickly and quietly outside the building to designated areas. An announcement will be made when students are to return to the room. Additional safety drills (evacuation, lockdown, etc.) may be held throughout the year.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander or threaten the rights of others.

GRADE REPORTING

All subjects will be given letter grades (A,B,C,D,F) except for the following, which will be graded on a pass/fail option: counselor aide, office aide, library aide, teacher aide, peer tutor and seminar courses. Grades are reported at semester and **report cards** will be either given to students or parents may pick up at the school.

Students will be provided with a **progress report** at the end of the first and third quarter. Students are responsible for making parents aware of any progress reports received. Parents may contact the student's counselor in regard to the progress reports. Parents and students may access Power School at any time to monitor student progress. Contact your school for your user identification and password.

GRADING SCALE

A.....	90 to 100
B.....	80 to 89
C.....	70 to 79
D.....	60 to 69
F.....	0 to 59

GRADUATION

Graduation requirements can be found in the High School Course Description Handbook (see Appendix for full High School and Graduation Policy 603.2). Students who are full time both semesters of their senior year and have completed the required courses and have met the necessary credit, attendance, (district policy 501.10), and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of their home high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma from Meridian Joint School District No. 2, but will not be eligible to participate in the graduation exercise (see Appendix for full High School and Graduation Policy 603.2). For the purposes of printing graduation exercise recognition materials and choice of graduation speakers only, student grades and G.P.A. calculations will end the first Monday of May. The complete academic year will be recorded in the student's transcript. Students may apply to graduate early providing they have completed the required courses and have met the necessary credit and proficiency requirements in fewer than eight (8) semesters but in not less than six (6) semesters. A minimum of two (2) weeks before graduation ceremonies, the graduate must notify school officials that they wish to participate (see Appendix for full High School and Graduation Policy 603.2).

GUIDE DOGS

Idaho Code 56-704A allows any person who is specially training or socializing a dog for the purpose of being an assistance dog shall have the right to be accompanied by the dog in school. The person accompanying the dog in training shall carry and upon request display an identification card issued by a recognized school for assistance dogs or by an organization which serves disabled persons. The person shall be fully liable for any damages done to the premises or facilities by the dog.

ILLNESS OR MINOR INJURY

When students become ill or injured at school, they should go to the nurse's office. A pass from the teacher is required, except in an emergency. Students will not be permitted to leave school without permission from the parent or specified emergency contact person. Parents are requested to keep daytime phone and emergency contact information current. Being in the nurse's office longer than 20 minutes may count as a class absence.

IMMUNIZATION POLICY

Idaho State Law (39-4801) requires all students enrolling in Idaho schools to provide the school with proof of the following immunizations:

Students born on or before September 1, 1999:

- 4 DPT or DTaP (Diphtheria, Tetanus, Pertussis)
- 3 OPV or IPV (Polio)
- 1 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B (children born after November 22, 1991)

Students born after September 1, 1999:

- 5 DPT or DTaP (Diphtheria, Tetanus, Pertussis)
- 3 OPV or IPV (Polio)
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or reentry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption Form on file at school. Exemption forms are available from the school nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

INCLEMENT WEATHER/SCHOOL CLOSURE

During inclement weather or a red air alert, students are allowed to enter the building immediately on arrival at school. They are also kept inside during outside activity times if the weather or facility condition necessitates. Please be sure that your student is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools. The information will be announced by the local TV stations. Listen to one of the following stations:

TV: Channel 2, KBCI; Channel 6 KIVI; Channel 7, KTVB
AM Radio Stations: KBOI, 670; KIDO, 630; KGEM, 1140;
FM Radio Stations: KJOT, 105; K-106, 106; K-LITE, 104; KHEZ, 103.3; KIZN, 93.1; KBSU, 90.3

In the event of a power outage the administration will determine if a school closure is necessary.

INSURANCE

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Each school will provide parents and students with the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

INTERVENTION

Each high school has an intervention period in which a student is assigned. This is class time and failure to attend will result in truancy.

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation may take the following steps:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain a written statement from witnesses, if any.

LITTERING

Students are expected to act responsibly. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined or fined. Fines will be assessed from one (\$1.00) to ten (\$10.00) dollars depending on severity.

LOCKERS

Lockers may be assigned during registration. The school carries no insurance for lost or stolen items and is not responsible for them. Students should put items only in their assigned lockers. Changes in locker assignments must have the approval of an administrator or designee. Students will be responsible for damage to their assigned locker. P.E. lockers will be assigned during class time. Students should secure their lockers with a lock at all times. If an item does not fit in a locker it is not allowed without prior administrative approval (musical instruments, skateboards).

LOST AND FOUND

Students are responsible for all personal items brought to school. Joint School District No. 2 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

LUNCHES

Hot breakfast, lunch and quick food items are provided at a reasonable cost through the regular school lunch program. Peanut products are served in the cafeteria. Forms for free or reduced lunches may be obtained in the office or online. Hot lunches can be paid for in advance with the online prepayment system. Meals must be paid for daily.

MAGNET INFORMATION

New applications must be submitted by the last school date in February and those received later will be marked late. Information and applications are found on the Joint School District No. 2 website (www.meridianschools.org) as are parent directions for the application process. If you do not have access to the web, contact your local school. Please be aware and indicate to the school if you accept or reject placement. Parents may apply for more than one magnet school, but can only be drawn for one school. A hard copy of the application with a parent signature must be sent to the magnet school. If a family chooses to apply for more than one magnet school, the first school that draws their name in the lottery is the one from which they will receive a placement.

MEDIA RELEASE

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing.

MEDICATION AT SCHOOL

Students who need to take prescription or other medication during the school day must bring it to the nurse's office in a properly labeled prescription bottle or original container. A **medication consent form must be completed** by the parent and on file with the nurse for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy.

Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

Emergency medications may be kept in the nurse's office and/or carried by a student for self-administration. Students who need to carry emergency medication to treat asthma or severe allergies may do so according to district policy and procedures. Please contact the school nurse regarding required procedures for emergency medications at school.

PARENT-TEACHER CONFERENCES

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the counselors.

PROGRESS REPORTS

Progress reports will be given to all students failing a course by the end of the fifth week of each quarters' grading period. If the parents desire a conference, it will be scheduled upon request through the Counseling Office.

REGISTRATION FEES AND REQUIREMENTS

At the time of registration, students may choose to purchase a student activity card which entitles them to attend all activities and assemblies sponsored by the student body. The fee includes all home athletic events. Lost activity cards should be reported to the office immediately. Duplicate activity/identification cards will be issued for an additional cost. A fee sheet may be accessed at the bookkeeper's office. Students will be required to pay class dues and furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes (art, home economics, etc.) will be required to purchase materials and supplies used in any project that becomes the personal property of the student.

RELEASE OF STUDENTS DURING THE DAY

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they **MUST** have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for other information.

REPORT CARDS

Computerized report cards are issued to students. These reports show academic and effort grades, absences and tardies as well as information on pupil attitudes and work habits. Each classroom will have individual Effort Grade Criteria. These criteria are based upon educational expectations, classroom behavior, common courtesy, and safety. Every student is expected to complete assigned work in a timely manner and follow instructions. Please ensure your child is aware of each teacher's expectations.

REPORTING THREATS

The Joint School District No. 2 takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours or on a weekend, please leave a detailed message on the school voice mail system.

RESTRICTED AREAS

Each school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas may be subject to disciplinary action.

SCHEDULE CHANGE

Schedule changes will be considered based upon the following criteria:

1. The student has been misassigned in a course.
2. The student has previously completed the course.
3. The student has taken the course from the same teacher and failed.
4. Schedule changes will only be considered based on availability of space in the class.

If a student drops a subject after having been enrolled in class three (3) A days or B days, the subject will be recorded on the record with an automatic "F" grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement). All class changes are subject to final approval by the appropriate administrator.

STUDENT IDENTIFICATION/ACTIVITY CARD

Students must have an Identification/Activity card in their possession at all times and the card must be shown to any school personnel upon request. Failure to have this card in possession while in attendance at school or a school-sponsored function may

result in disciplinary action. This card must be used to check out material from the Media Center. Those students who do not purchase an activity card will be issued an Identification Card. There will be no fee charged to the student for the first ID card. ID cards may not be used to obtain free or reduced admission to any school function. Individual schools may require all students to display and wear ID cards throughout the school day. Activity Cards may be revoked for discipline purposes and fees will be prorated to the student.

STUDENT RECORDS (In compliance with the Family Rights & Privacy Act of 1974)

Students and parent/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool. **Education records** include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and /or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records maybe shared with individuals with legitimate educational interest and will move with a student if he/she transfers. Parents or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's rights or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that Act and its regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of parents and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

All high school courses taken will be placed on the student's transcripts with the grades earned. Grades will not be changed, dropped, or altered unless the exact class (same course title) is retaken and a higher grade earned. Example: genetics for genetics, honors class must be taken to replace an honors class. A higher grade will replace a lower grade.

SURVEILLANCE CAMERAS

Some Joint School District No. 2 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

TESTING

It is very important for your child to be in attendance for testing. Accurate assessment of student progress is essential in ensuring academic growth for all students. Joint School District No. 2 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against state proficiency standards. The major assessment tools are as follows: ISAT, End of Course Assessments, and Senior Project. No semester tests will be given early unless approved by administration and prior arrangements have been made.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Texts that are lost, stolen or show excessive wear or damage are charged to the pupil. It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover. Students must pay fines for missing or damaged books before their report cards are issued.

TRESPASSING/LOITERING

Idaho State Code Section 33-512 (11) authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor." This policy includes students who have been suspended, expelled from school, or students not enrolled in a class or classes. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities. Students not involved in school activities are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes.

VISITORS

Parents or other adults visiting the school, please check in at the main office and secure a visitor's pass/ badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures. For your own safety and the safety of our students, please follow these guidelines when visiting the school grounds:

- Do not join the student's activities.
- If you choose to visit with students, please do so within close proximity of the school ground supervisor.
- School grounds supervisors may accompany any adult who is given a visitor pass/badge.
- Please report any concerns to an assigned person or duty rather than handling the matter yourself.

VOLUNTEERS

Whatever your talents, whatever your interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website. Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at school and may need to fill out a volunteer registration form. The district Volunteer Guidelines outlines responsibilities/expectations of volunteers.

WITHDRAWAL FROM SCHOOL

If it is necessary for the student to withdraw from school, the student must have parental permission. The student should obtain an Official Transfer form from the counseling office. The form and textbooks must be presented to each of his/her teachers. The student must secure all signatures required on the form and turn the form in at the counseling office. Withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time and may be cited for trespassing. When a student withdraws from school, then wishes to return to school at a later time, the student and parent may be required to meet with an administrator.

STUDENT CONDUCT

Joint School District No. 2 high schools pride themselves on the conduct of their students. A well-disciplined, neat, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities. In this section of the handbook you will find discussion on the rights and responsibilities of a high school student. If questions concerning these areas arise, contact the school administration for clarification.

ALCOHOL/DRUG/TOBACCO POLICY (See Appendix D or Policy Code No. 502.5)

BEHAVIOR EXPECTATIONS

May include but are not limited to:

For optimal learning to take place, the following are behavioral expectations:

- Students should enter the room in an orderly manner and be in their assigned seats, quiet and ready to work.
- Students are responsible for bringing the required books, supplies, pencils, assignments, papers, and equipment to each of their classes.
- Students are to show courtesy and respect for other students, staff and the resource officer.
- Students are not to mark on, or deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, or other school property.
- Students must get a signed pass from the teacher before leaving a classroom class period.
- Students are to be dismissed by the teacher in an orderly manner when the bell rings.
- Students are to be attentive, attempt assignments, and work without disturbing other students.
- Students should raise hands for permission to speak.
- Students are to follow class standards and rules as determined by each teacher with regard to sharpening pencils, getting drinks or water, collection and distribution of papers, books, etc.
- Students or parents are financially responsible for damaged or lost school materials and equipment.

BULLYING (See Policy 502.9)

Bullying is repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive to exert power over another student or students. This is considered unacceptable behavior and will not be tolerated.

BUS CONDUCT

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. It is important not to distract the bus driver. The driver has the same responsibility and authority as the teacher does in the classroom. It is the responsibility of every student to know and obey the bus rules as posted on all school district buses. Misbehavior on the bus can deprive a student of the privilege to ride. The transportation department phone number is 208-855-4440.

CHEATING

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one of which they cheated. This assignment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time the student will receive a zero on the assignment or assessment. The offending student will be assigned disciplinary consequences deemed appropriate by the administrator.

COMPUTER/NETWORK USE AND CONDUCT (See Policy 101.30)

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in Joint School District No. 2. The student and his/her parent(s) should read and discuss the district policies concerning computer use (see Appendix M, **Network Computer and Electronic Information Systems**).

Unless a parent has signed a district "Internet Opt-Out" form, all students will be given access to the Internet. In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. Joint School District No. 2 will make prudent efforts to limit improper use.

Students will be assigned a network login. With this access comes responsibility. Student logins on the school's network system(s) are considered a privilege, not a right. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school-related files to their home directories on the network, or other drives only as specified by their teachers or designated technology staff. A student who gains access to inappropriate material on the Internet is expected to discontinue the access as quickly as possible and to report the incident to a staff member.

Students will not install or download games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems. Hacking (attempting, without authorization, to access or alter Internet, network or local hard drive functionality, configuration, data or software) is forbidden. This includes, but is not limited to, the creation or transmission of computer viruses, WORMs or any programs/files that would disrupt the use or functionality of the computers or network. Any attempt to harm or destroy functionality of computer-related equipment or data will be considered vandalism (see Idaho State Code 18-2202).

Students are expected to follow the guidelines and policies expressed in the handbook and the district's NETWORK, COMPUTER AND ELECTRONIC INFORMATION SYSTEMS policy (see Network, Computer and Electronic Information System Appendix M). If the guidelines and/or policies are violated, administrators will determine consequences based on the severity of the incident. This may include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to Joint School District No. 2 policy (1001.30) and Idaho State Code (sections 18-2201 and 18-2202).

DETENTION

Saturday school, lunch detention, and after/before school detention are discretionary disciplinary actions that are available to the building administration or designee to use when dealing with discipline.

DISCIPLINARY OFFENSES MINOR

Minor disciplinary offenses are those incidents that disrupt normal school functioning but are not regarded as major offenses. See Discipline Step Procedure regarding consequences for multiple minor offenses.

DISCIPLINARY OFFENSES MAJOR

Major disciplinary offenses are those incidents that disrupt normal school functioning and may result in a suspension, recommendation for expulsion, and/or referral to the Student Resource Officer (SRO) when applicable. This includes any Zero-Tolerance offense listed in Policy 502.20. The following are examples of major disciplinary offenses:

Examples of major disciplinary offenses may include but are not limited to:

- **Alcohol/Drug/Tobacco** – Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia. The use/abuse, possession, selling, furnishing of any prescription/non-prescription drug or any materials that give the appearance of alcohol, tobacco, or other controlled substances.
- **Arson** – the malicious burning of or attempt to burn **any person or property** on school grounds or during school activities.
- **Bullying** – repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students- policy 502.9
- **Cheating**
- **False Alarms** – Fire alarm or 911 calls. If costs occur, restitution may be required.
- **Fighting**-Includes physical abuse
- **Forgery/Misrepresent – creation or use**
- **Gambling**
- **Gang/ Group affiliated Attire/Symbols/Tattoos -**
- **Harassment** – policy 502.7
- **Inappropriate Behavior** – Failure to cooperate (being dishonest, or willfully defying the authority of school personnel.
- **Incorrigibility** – Repeated unmanageable/disruptive behavior
- **Insubordination** – failure to cooperate, being dishonest, or willfully defying the school personnel
- **Mood Altering Substances**- See Alcohol Tobacco Policy 502.50
- **Objectionable Literary/Pictorial Materials** – Includes but is not limited to: possession, creation, or distribution of pornographic material or inappropriate images
- **Peer Conflict** – Includes verbal abuse
- **Safety**- May include, but not limited to, possession or use of any item considered unsafe for school (ie. matches, lighters, etc.)
- **Stealing/Theft** - attempting to steal or possession of stolen property, whether school property or private property
- **Threats** –written or verbal threats of physical harm or retaliation
- **Truancy** – Regular or habitual truancy
- **Vandalism**
- **Violent Incident with/without injury-**
- **Zero Tolerance** – policy 502.20

DISCIPLINE STEP PROCEDURE

The following is the procedure for offenses that disrupt normal school functioning but are not regarded as major offenses. **Major offenses may result in a suspension and/or recommendation for expulsion at any time, depending on the severity.**

Tier One:

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies.
Teacher contacts parents and possibly the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)

Tier Two:

Step 3:

- Teacher refers student to the administration on a referral form. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by the Principal or certified designee. An informal hearing will be afforded parents/guardian before suspending, according to Idaho Code 33-205. This may take place by a telephone or school conference.
- Continued referrals may result in progression to Tier Three.

Tier Three:

When the student does not respond to interventions, alternative placement or recommendation for expulsion will be considered. A discipline log will be maintained on the district referral form by each principal. Out of school suspensions will be reported to the appropriate regional director.

DRESS CODE

A degree of modesty is expected. Any apparel that draws undue attention or disrupts the learning environment is prohibited. The following is a partial list of apparel that is not within good grooming or safety standards for the educational environment:

(In General) Clothing that exposes the following is not permitted:

- undergarments,
- posteriors/buttocks,
- midriff/abdomen,
- chest/cleavage,
- back,
- upper thigh.

In addition:

- Footwear must be worn at all times
- Certain classes may require specific clothing and footwear for safety purposes
- Athletic/Activity uniforms worn during the school day must adhere to this policy

Items not to be worn in the school building during the school day include but are not limited to:

- Hats, headbands, hoods, bandanas, or other head coverings

Items not to be worn or seen in the school building during the school day include but are not limited to:

- Clothing, jewelry, or tattoos advertising or depicting alcohol, tobacco, drugs, gang affiliation, or sexual innuendoes
- Hanging belts
- Inappropriate tattoos must be covered at all times
- Sunglasses
- Chains connecting the wallet to a belt loop or worn anywhere on the person
- Spiked clothing, belts or jewelry
- Safety pins

Violations of the dress code will lead to disciplinary action.

DUE PROCESS FOR STUDENTS

In the event a student is accused of violating a policy, regulation or rule established by the School District, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction, if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed and a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request, a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents/guardian will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent/guardian of the student will be notified and an informal hearing with the student, the parents/guardian, and school personnel will be held within three school days. The results of this informal hearing must be given, in writing, to the parents/guardian within 10 days after the informal hearing.
4. In the event the informal hearing with the parent/guardian does not resolve the problem to the satisfaction of both parties, the parent/guardian may, with 10 days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within 5 school days. The principal must give his/her decision, in writing, to the parents/guardian within 10 days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within 10 days of receipt of the decision, appeal to the Regional Director. The director will schedule an informal hearing within 5 school days. The director must consult with the superintendent and give his/her decision, in writing, to the parents/guardian within 10 days after the informal hearing.
6. In the event the informal hearing with the director does not resolve the problem to the satisfaction of both parties, the parent/guardian, may within 10 days of receipt of the decision, appeal to the Board of Trustees and a formal hearing will be held. The results of this formal hearing will be given to the parents/guardian within 10 days after the formal hearing.

Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

Definition of terms use above in Due Process for Students:

- **Immediately** means at the time the alleged infraction occurs
- **As soon as possible** means as soon after the alleged infraction that all parties are available to meet

ELECTRONIC DEVICES

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. Electronic devices that disrupt the educational process are forbidden. Videotaping or taking pictures is prohibited on campus unless approved by building administration. These devices include, but are not limited to, handheld calculators, PDA's, pagers, cell phones, music playing devices, cameras, and laptop computers. Use of these devices must not violate any district policy, including cheating, classroom disruption, or access, sexting, creation, or possession of inappropriate materials (i.e. pornography). Students who bring any electronic device do so at their own risk. Joint School District No.2 and its schools assume no liability for damage, theft, etc. If the policies are violated, administrators will determine consequences based on the severity of the incident. Electronic devices cannot be visible and must be turned off during the instructional day. Violations will result in confiscation and disciplinary action.

EXPULSION

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester, or, if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion.

Idaho Code 33-205 states, "The board of trustees may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause."

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested may be subject to other disciplinary action.

FIGHTING

No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating or encouraging others to fight. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences.

GANG/ROUP AFFILIATION

The School Board desires to keep district schools and students free from the threats of harmful influence of any groups or gangs that advocate drug use or disruptive behavior. The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, which denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, the violations of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on wearing/display of a gang-related item, the district may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. This policy shall be applied at the principal's discretion as the need for it arises at individual school sites. The school district acknowledges that not all potential gang indicators imply actual membership in a gang; however, these indicators may compromise a student's safety and are therefore prohibited.

HARASSMENT AND/OR INTIMIDATION- POLICY 502.7

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Students attending district schools are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
- Prohibited from sexually harassing other students; and

- Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school sponsored events, conduct during transportation to and from school and school sponsored events, and to conduct off the district's premises that has an adverse affect upon a student's educational environment.

ITEMS INAPPROPRIATE FOR SCHOOL

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

- Sunflower seeds, gum, toothpicks, rubber bands, squirt guns, etc. - these items are not permitted because of the problems caused by misuse.
- *Riding* skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Trading cards, toys or other items of value
- Animals, unless brought with administrative approval
- Large chains
- Laser pens, shock pens
- Students may not sell candy as part of a fund-raising project **for another school or organization** on the school campus.

KNOWINGLY PRESENT

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in any Joint School District No. 2 violation.

NO TOUCH POLICY

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, No Touch violations can be minor or major violations of the school discipline policy.

RETALIATION

Any person found to have retaliated against another individual for reporting an incident in good faith may be subject to disciplinary action up to and including expulsion.

SAFE SCHOOL PROGRAM

Safe School is an in-school suspension that may be used as a consequence for any student involved in a minor or major disciplinary offense. The student is removed from the classroom and assigned to a specific area during the regular classroom time, or Safe School students stay in a Safe School classroom and work on assignment for the duration of their suspension. Major disciplinary offenses may incur loss of eligibility for extracurricular activities during the suspension day(s).

SEARCHES

Philosophy

The Meridian School District recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism or may be harmful to themselves or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

Authorized Personnel

Searches of a student or a student's personal belongings shall be conducted by an administrator or his/her designee.

Dogs

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds. The administrator shall be present. Students shall not be in the immediate vicinity of the dogs while they are searching.

Inspection (Suspicion less Searches)

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. All vehicles on school property are subject to general inspection (suspicionless searches).

Personal Searches

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

Reasonable Suspicion

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O. (1985)* allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, phone, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

SEIZURE

Illegal Items

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security can be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

Other Items

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

STUDENT RIGHTS

Due Process for Students

In the event a student is accused of violating a policy, regulation, or rule established by the school district, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed; a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent of the student will be notified and an informal hearing with the student, the parents, and school personnel will be held within three school days. The results of this informal hearing must be given, in writing, to the parents/guardian within ten days after the informal hearing.
4. In the event the informal hearing with the parent does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within ten days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within five school days. The principal must give his/her decision, in writing, to the parents within ten days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent may, within ten days of receipt of the decision, appeal to the Regional Director.
The director will schedule an informal hearing within five school days. The director must consult with the superintendent and give his/her decision, in writing, to the parents within ten days after the informal hearing.
6. In the event the informal hearing with the director does not resolve the problem to the satisfaction of both parties, the parent may, within ten days of receipt of the decision, appeal to the Board of Trustees and a formal hearing will be held. The results of this formal hearing will be given to the parents within ten days after the formal hearing.

Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

Definition of Terms: *Immediately* means at the time the alleged infraction occurs. *As soon as possible* means as soon after the alleged infraction that all parties are available to meet.

SUSPENSION

Suspension and/or detention may be used as a disciplinary action or to remediate tardies.

- In-School Suspension: The student is removed from the classroom and assigned to a specific area during the regular classroom time. These absences do not count in the allowable absences per semester. A student who is suspended in school for more than one period may not be allowed to participate in school activities.
- Out of School Suspension: The student may not be at school for a specific amount of time. These absences will count as part of the allowable absences per semester. Parent contact will be made (if possible) prior to in/out of school suspension. Students will not be allowed to participate in school activities including games and or practice.

STUDENT DRIVING

Compliance with Idaho Code §49-303

Students under the age of 18 are required by Idaho Code §49-303 to meet the enrollment and attendance requirements of the schools. Students must obtain/complete Form FTAS-1 with their school in order to obtain a driver's training permit. In the event a student fails to meet the enrollment and attendance requirements of the public schools, a written notification to the student and his/her parents will be issued to provide written notification of the school's intent to request that the Idaho Transportation Department (IDT) suspend the student's driving privileges, whether or not the student is licensed. The student or parent/guardian shall have 15 calendar days from the date of receipt of the notice of Intent to Suspend to request a hearing before the public school principal/designee for the purpose of reviewing the pending suspension of driving privileges. The hearing to establish enrollment compliance is to be conducted within 30 days after the principal/designee receives the request. Upon receipt of a *Notice To Suspend For Noncompliance* with Idaho Code §49-303, the ITD will send via certified mail a *Notice Of Suspension* to the student.

Parking

Students are not allowed to park in areas designated visitor parking, faculty or staff parking, handicapped parking, or curbs painted red or yellow. Student vehicles must have a parking permit displayed as directed to be able to park on campus. Failure to purchase and properly display a permit is a violation of policy. The security officer may make parent notification after the third offense. Parking violations are subject to the following fines: 1st offense \$ 15.00, 2nd offense - \$20.00, 3rd offense, \$25.00, 4th offense and any further offense- vehicle may be towed, booted and/or driving privileges may be revoked; handicapped parking fine - \$25.00.

Parking Lot

The Joint School District No. 2 assumes no responsibility for theft or damage. Any damage that does occur with a vehicle should be immediately reported to the security officer. For the security of all vehicles, students are not to be in the parking lot during classes or breaks. The exception is for 11th and 12th grade students going to and from their vehicles at lunch. Students found in the parking lot during class time, break, or 9th and 10th grade students during lunch may receive disciplinary action. All students are forbidden to loiter in the parking lot at any time.

Vehicle Registration

All students driving to school must register their vehicle in the main office. Each school year a vehicle registration fee will be charged. This fee will include one parking permit.

Violations

Vehicles will be driven in a responsible manner on campus. Inattentive or irresponsible driving will not be tolerated and will be subject to a fine and/or restriction. Inattentive or irresponsible driving includes, but is not limited to, speeding, rapid acceleration, racing, burning tires, or making illegal turns.

- Driving violations are subject to the following fines: 1st offense - \$20.00, 2nd offense - \$25.00, additional offenses may result in loss of driving privileges for the remainder of the school year.
- Driving violations will be determined as observed by the school security officer or school officials. The school security officer may make parent notification after the first offense.

TRANSPORTATION (See Policy 702)

ZERO TOLERANCE OFFENSES

Students in violation of any zero tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester, the student may be expelled for the first semester of the next school year (policy 502.2). Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. Zero tolerance offenses include: alcohol/controlled substance, arson, explosive devices, verbal and/or written threats, weapons.

SUPPORT SERVICES

CAREER CENTER

The Career Center is in the business of “preparing today’s students for tomorrow’s challenges.” Students may access information on scholarships, financial aid, colleges, universities, trade and technical schools, ACT and SAT college entrance exam registration, careers, summer opportunities, part-time employment, job search techniques, resume and cover letter writing, interviewing techniques, etc.

COUNSELORS

School counselors deliver a comprehensive school-counseling program encouraging all students’ academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the school counseling department included: individual student planning; individual and group counseling; consultation with staff members and parents; community referrals; and classroom guidance presentations. Counselors maintain “confidentiality” except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime. The counselor’s office is always open to students. Counselors may be contacted in the office between classes, before or after school, or at lunchtime.

LIBRARY/ MEDIA CENTER

The library media center is open throughout the school day, from before school until after school. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

NURSE- HEALTH PROGRAM

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in schools. Responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings. Parents are requested to notify the school nurse of any student illness or medical problems that could affect their student’s well being or academic success.

Emergency Care

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, parents will be contacted concerning the decision to call 911. The student’s family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene.

Joint School District No. 2 does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian. (See Insurance)

Emergency Medications

Emergency medications may be kept in the nurse’s office and/or carried by a student for self-administration. Students K-5 who need to carry emergency medication to treat asthma or severe allergies may do so with written permission from a physician. Please contact the school nurse regarding policy and procedures for emergency medications.

Health and Wellness

The Meridian School Board recognizes that childhood wellness is essential for academic success. Research indicates that becoming physically active and maintaining an exercise program and access to nutritious foods reduces the risk of obesity and other associated diseases. As a school district we are striving to offer a balance of healthy treats at our school celebrations. (See Policy 504.7)

Illness or Minor Injury

If your child is ill, please do not send them to school. We ask that you notify the school if your child has been diagnosed with a contagious illness.

If a student becomes ill or injured at school, they should go to the health room. A pass from the teacher is required, except in an emergency. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission, and will not be sent home unless the parent/guardian is notified and arranges for the child’s transportation home.

If your child has a minor injury, the school nurse or designee will administer basic first aid. If the injury is serious, every effort will be made to notify the parent immediately. Parents are requested to keep current daytime phone and emergency contact information with the school office.

PSYCHOLOGISTS

School psychologists help students and families in crisis, evaluate students with academic and/or emotional difficulties, and consult with teachers and principals. They are available for consultation with families regarding mental health issues.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer (SRO) program deals with crime, crime prevention, and young people. It is administered on a cooperative basis between the school district and the police/sheriff's office, with an emphasis placed on helping students with problems at home or at school. In some cases, diversion programs are offered for first-time offenders as an alternate to court. This may involve an informal probation for the child in lieu of criminal prosecution. Because of prolonged and frequent contacts, the SRO can effectively counsel and, in some cases, release many first offenders. Serious or repeat offenders, however, are often referred to juvenile court where they are assigned professional court counselors. For further information see District Policy 502.6.

STUDENTS WITH DISABILITIES/SECTION 504 Refer to Appendix B

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the joint school district No. 2 website at www.meridianschools.org. If you do not have access to the internet a copy of the policies will be provided to you by your school upon request.

APPENDIX A

Policy List

- Alcohol/Drug/Tobacco (Policy 502.5)
- Attendance (Policy 501)
- Bullying (Policy 502.9)
- Computer and Electronic Information Systems (Policy 1001.3)
- Discipline (Policy 502.11)
- Dual Enrollment (Policy 501.92)
- Harassment (Policy 502.7)
- Student Transfers (Policy 501.9)
- Transportation Discipline (Policy 702.57)
- Weapons (Policy 502.11)

APPENDIX B

STUDENTS WITH DISABILITIES

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES. (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to inform parents of decisions and of the right to disagree with these decisions.

Parents/students have the right to:

1. Take part in and receive benefits from public education programs without discrimination because of the student's handicapping condition;
2. Receive notice of the rights under federal law;
3. Receive notice regarding student identification, evaluation, or placement of the student;
4. Receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
5. Receive an education with facilities and services comparable to those provided non-handicapped students;
6. Receive special education and related services if the student is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program;
9. Have an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine relevant records relating to decisions regarding the student's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny the access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;

13. Request amendment of the student's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the student's privacy rights. If the school district refuses this request for amendment, the parent will be notified and advised of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program or placement. The parents and student may take part in the hearing and have attorney representation. Hearing or mediation requests must be made to the district 504 Compliance Officer;
15. Ask for payment of reasonable attorney fees if the claim is successful;
16. File a local grievance.

The person in the district who is responsible of assuring that the district complies with Section 504 is the Director of Special Education, 855-4500.

APPENDIX C

Educational Rights and Privacy Act Requirements (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U. S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. ...whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

APPENDIX D

HIGH SCHOOL CREDIT REGULATIONS (Code No. 603.20)

One (1) unit of credit shall be granted for successful course work completion for each semester. One (1) semester equals one-half (1/2) year. If a student drops a subject after having been enrolled in class three (3) "A" days or "B" days, the subject will be recorded on the transcript with an automatic "F" grade for the semester with no credit (exceptions: staff approved changes for more appropriate student placement).

Credit will be accepted with the following provisions:

1. Credit will only be accepted for high school courses completed in an accredited high school.
2. Up to twelve (12) correspondence, and/or online credits from regionally accredited schools will be evaluated for acceptance upon receipt of an official transcript. The Director of Curriculum must approve petitions for acceptance of

correspondence or online credit outside the scope of the accredited program. Courses that do not meet standards may be accepted for elective credit. Online class credits from Joint School District No. 2 or from the Idaho Digital Learning Academy (IDLA) have received prior approval - additional review is not required and no maximum credit limit will be

imposed upon these courses. The final grade must be posted no later than graduation practice. Students exceeding the twelve-credit maximum, and who have completed all other graduation requirements, will be eligible to receive a diploma from Joint School District No. 2, but will not be eligible to participate in building commencement ceremonies.

3. Students may receive dual/concurrent credit for approved college/university classes. District-level administrators will collaborate with institutions of higher education to determine appropriate classes, comparative curriculum, credit conversion, and specific processes for approval. A current list of available dual/concurrent credit options shall be maintained in the high school counselors' office and at the curriculum office.
 4. A maximum of six (6) credits, (math-2, English-2, earth science-2, from a non-regionally accredited public, private, parochial or home school, may be accepted for the ninth (9) grade only based on demonstrated competency as a result of a district approved and administered test(s) in the area(s) listed above. Building counselors have competency test procedures/information for students and parents.
- A. Placement: The school counselor will tentatively place the entering student in the appropriate courses and grade level with consideration to:
- i) Available documentation - transcripts, report card, test scores, work samples, etc.
 - ii) The student/parent/guardian's assessment of his/her knowledge and abilities as well as courses believed to be successfully completed
 - iii) Instructional materials with which the student has had experience
 - iv) The student's age
 - v) ISAT requirements for the grade-level/year
 - vi) The school counselor will determine final placement after competency tests have been completed. Appeals may be made to the Director of Curriculum. The director's decision is final
- B. Allowable Freshman Competency Credits (6):
- i) English 9A= one (1) credit (1 exam and writing portfolio)
 - ii) English 9B= one (1) credit (1 exam and writing portfolio)
 - iii) Earth Science= two (2) credits (1 exam)
 - iv) Math:
 - a) Algebra I (first semester) = one (1) credit (1 exam); both semesters= two (2) credits (2 exams)
 - b) Geometry (first semester)= one (1) credit (1 exam); both semesters= two (2) credits (2 exams)

ACCELERATED CLASS CREDIT

All accelerated classes offered below grade nine (9), but of high school difficulty, will be recorded on the high school transcript as having been completed but with no high school credit earned. Seventh and/or eighth grade students, who complete high school level coursework while in attendance at an accredited high school or at the Treasure Valley Math and Science Center, will receive high school credit for those courses.

PROFICIENCY TESTING

Students may petition to take proficiency tests for placement only. Upon successful completion of the adopted proficiency test for an individual course, the student will be granted a waiver from that course and may take an advanced course in its place. No credit will be granted for proficiency testing.

TRANSCRIPTS

Students that transfer to another school in the middle of a semester will have grades posted on their transcript with a W next to the grade earned at the time of the transfer. Grades given during the semester of the transfer to another school will be excluded from the GPA calculation. The withdrawal date, as well as the word *withdrawal*, will be recorded in the title section of the transcript just above the grades.

Students that withdraw from school without transferring to another school (drops) will have grades posted on their transcript with a WF. Grades given during the semester of the withdrawal will be included in the GPA calculation. The withdrawal date, as well as the word *drop* will be recorded in the title section of the transcript just above the grades.

Students that are expelled from Joint School District No. 2 will have grades posted on their transcript with a WF. Grades given during the semester of the expulsion will be included in the GPA calculation. The withdrawal date, as well as the word *withdrawn* will be recorded in the title section of the transcript just above the grades.

GRADUATION REQUIREMENTS

Joint School District No. 2 high schools are accredited by both the State of Idaho and by the Northwest Accreditation Association. Graduation requirements are as follows:

1. Required classes for the graduating class of 2010:

High Schools on AB Block	
English	8 credits/RPR
Speech/Competitive Speech/Debate	1 credit/2 credits/2 credits
Math	6 credits/MPR
Earth Science	2 lab credits
Biology	2 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	17+ credits
Total	50 credits

{ Debate and Competitive Speech fulfill the Speech requirement; however, students must take both semesters.

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 46 credits to graduate.

2. Required classes for the graduating class of 2011:

High Schools on AB Block	
English	8 credits/RPR
Speech/Debate	1 credit/2credits/2 credits
Math	6 credits/MPR
Earth Science	2 lab credits
Biology	2 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	17 + credits
Total	50 credits

{ Debate and Competitive Speech fulfill the Speech requirement; however, students must take both semesters.

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 48 credits to graduate.

3. Required classes for the graduating class of 2012:

High Schools on AB Block	
English	8 credits/RPR
Speech/Debate	1 credit/2 credits/2 credits
Math	6 credits/MPR
Science*	4 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Physical Education	2 credits
Health	1 credit
Technology	1 credit/TPT
Humanities	2 credits
Electives	17 + credits
Total	50 credits

{ Debate and Competitive Speech fulfill the Speech requirement; however, students must take both semesters.

Renaissance High School

English	8 credits/RPR
Speech/Debate	1 credit/2 credits
Physical Ed./Health	3 credits
World Language	2 credits
Math	6 credits/MPR
Science*	4 lab credits
Global Perspectives	1 credit
U.S. History-Survey	2 credits
American Govt.	2 credits
Economics	1 credit
Physical Ed./Health	3 credits
Theory of Knowledge	2 credits
Social Studies Electives	2 credits
Electives	22 + credits
Total	56 Credits

{ Debate fulfills the Speech requirement; however, students must take both semesters.

Students who have earned credits from a Traditional or Hybrid Schedule will be required to have a total of 50 credits to graduate.

4. Required classes for the graduating class of 2013 and beyond:

High Schools on AB Block	
English	8 credits/RPR
Speech/Competitive/Speech /Debate	1 credit/2credits/2 credits
Physical Education	2 credits
Health	1 credit
Math	8 credits/MPR
Science*	4 lab credits
Global Perspectives	1 credit
U.S. History	4 credits
American Govt.	2 credits
Economics	1 credit
Humanities	2 credits
Electives	20+ credits
Total	56 credits

{ Debate and Competitive Speech fulfill the Speech requirement; however, students must take both semesters.

Renaissance High School	
English	8 credits/RPR
Math	6 credits/MPR
Science*	4 lab credits
Global Perspectives	1 credit
U.S. History-Survey	2 credits
American Govt.	2 credits
Economics	1 credit
Physical Ed./Health	3 credits
World Language	4 credits
21 st Century Skills	1 credit
Music or Art	2 credits
Theory of Knowledge	2 credits
Social Studies Electives	2 credits
Electives	14+ credits
Total	56 Credits

RPR = Reading Proficiency Requirement (See lines 182-186)

MPR = Math Proficiency Requirement (See lines 192-196)

TPT = Technology Proficiency Test (See lines 201-203)

*Shall include instruction in Biology; Physical Science or Chemistry; Earth, Space, Environmental, or approved applied science.

Renaissance High School (RHS)

- The state speech requirement will be met through core classes' freshman and sophomore years which will include a sequence of instructional activities that meet the state high school communications standards.
- Survey U.S. History and transfer students: If a student has successfully completed Survey U.S. History A and transfers from Renaissance High School (RHS) to another district high school, the requirements for U.S. History 10A and B have been met. If a student has successfully completed Survey U.S. History B and transfers from RHS to another district high school, the requirements for U.S. History 11 A and B have been met. Students reenrolled in Survey U.S. History 11 A and B have been met. Students enrolled in Survey U.S. History are required to satisfy the eight (8) Social Studies elective classes.
- Healthy Living Courses and transfer students: Successful completion of Healthy Living 1 will satisfy 1 PE credit; successful completion of Healthy Living II will satisfy 1 PE credit; successful completion of Healthy Living I, Healthy Living II and Healthy Living III will satisfy the health requirements (healthy Living III will be considered a health credit). If Healthy Living III is completed without the two preceding courses, it will satisfy 1 PE credit.

EXPLANATION OF REQUIREMENTS (ALL GRADUATING CLASSES):

1. Humanities credits may be taken in any interdisciplinary course, visual or performing arts, or foreign language course that meets the Idaho State Humanities Content Standards. Courses that meet this requirement shall be selected from those identified as "humanities" courses in the Course Description Handbook. Credits earned from other institutions must meet the above requirements.
2. Students are required to demonstrate proficiency in Language, Reading, and Mathematics by achieving a passing score on each section of the ISAT 10 and other measures required by the State Board of Education. Commencing with the Class of 2013, students are also required to demonstrate proficiency in Science by achieving a passing score on each section of the ISAT 10 and other measures required by the State Board of Education.
3. Students planning to graduate in the spring semester of their senior year will take English 12B and American Government B simultaneously in the spring semester due to the interdisciplinary requirements of the senior project. Students, who choose to take English 12B courses and American Government B earlier than spring semester, must either complete these courses simultaneously in a combination of night school/day school *or* in the Joint School District No. 2 summer school. For students planning to graduate in January, these two (2) courses must be taken during the previous summer or in night school. English 12B and American Government B cannot be taken through other options, such as correspondence.
4. Reading/Language/Math/Technology Proficiency Requirements:
 - a. Students who do not meet the district's standard of proficiency on the spring grade 8 ISAT in reading must successfully complete a one (1) credit semester course in reading. The credit for this course shall come from the student's elective credits.
 - b. Students in grade 11 and 12 who fail to meet the ISAT10 proficiency in language and/or reading must successfully complete the Language Arts Lab intervention class. The class will be taken concurrently with the student's regular English class, and the credit for this course shall come from the student's elective credits.
 - c. Students, who do not meet the district's standard of proficiency on the spring grade 8 ISAT in mathematics, must successfully complete a one (1) credit/semester course in mathematics. Credits for this course shall come from the student's elective credits. This course shall not meet the mathematics credit requirement for graduation.
(items a through c do not apply to magnet programs which may have academic entrance requirements)
 - d. Students who have passed Algebra I but fail to meet the tenth grade ISAT 10 proficiency in mathematics must be enrolled continually in a district math course until proficiency level is obtained or met through an alternative option.
 - e. Students may challenge the technology credit requirement by demonstrating proficiency on the Joint School District Technology Proficiency Test.
5. Students who plan to take either Competitive Speech or Debate to fulfill their graduation speech requirement must take the course for the full year and take the speech end-of-course examination (EOC).
6. Students who plan to take Orientation to Health Professions/Sports Medicine I must take the course for the full year and take the Health end of course examination.
7. The physical education requirement may be met by successful completion of:
 - a. Two (2) semesters of physical education classes or Lifetime sports or
 - b. Two (2) credits of Multi-Sport Fitness or Dance Class or by
 - c. Any Combination of the aforementioned options
8. Seniors must demonstrate proficiency on the ISAT 10 (policy 501.9).
9. Students are required to demonstrate achievement and proficiency in basic standards in science, social studies, health, and humanities.
10. Students are required to demonstrate proficiency on the district's senior project that includes the technical paper, the PowerPoint, and oral presentation.
11. Students must meet the district's mathematics proficiency requirements. This proficiency shall include successful completion of two (2) semesters of Algebra or Hands-on Algebra.
12. Commencing with the class of 2013, students must successfully demonstrate proficiency in geometry. This proficiency shall include successful completion of two (2) semesters of geometry.

13. Commencing with the class of 2013 - to graduate, students must take two (2) semesters of the required credits for Mathematics must be taken in the last year of high school.
14. Commencing with the class of 2013 –students must take one (1) of the following college entrance examinations before the end of the student’s eleventh grade year: COMPASS, ACT or SAT.
15. Once a student has met all graduation requirements and has received a diploma the student is ineligible to attend a Joint School District No. 2 school.

CLASS RANKING

Class ranking for graduating seniors will be determined using the following formula: Un-weighted GPA + # of AP classes x .02

EARLY GRADUATION

Students may apply to graduate early providing they have completed the required courses and have met the necessary credit and proficiency requirements in fewer than eight (8) semesters but in not less than six (6) semesters. Two (2) weeks before graduation ceremonies, graduates must notify school officials that they wish to participate.

GRADUATION EXERCISE PARTICIPATION

Students who are full time both semesters of their senior year and have completed the required courses and who have met the necessary credit, attendance (policy 501.10), and proficiency requirements as stated are eligible to participate in graduation exercises. Those students who have not fulfilled all graduation requirements as stated may not participate in the graduation exercise. Students who drop out of their home high school and complete the second semester of their senior year via night school, summer school, correspondence courses, or online courses will be eligible to receive a diploma from Meridian Joint School District No. 2, but will not be eligible to participate in the graduation exercise.

RECOGNITION OF HONOR STUDENTS

Commencing with the graduating class of 2009, honor students will be those who meet the following GPA requirements on their transcripts for any class for which high school credits were earned. AP courses are graded on a 5-point scale (includes Calculus II).

Highest Honors	4.1-5.0	both high school colors
High Honors	3.77-4.099	both cords silver CHS, EHS, & MVHS, gold for MHS, RMHS
Honors	3.5-3.7699	both cords maroon for CHS, green for EHS, blue for MHS & MVHS, purple for RMHS

For the purposes of printing graduation exercise recognition materials and choice of graduation speakers only, student grades and G.P.A. calculations will end the first Monday of May. The complete academic year will be recorded in the student’s transcripts.

Students will be honored with highest honors. Two (2) students from the top ten percent (10%) of the graduating class will be asked to deliver addresses during the graduation exercise. The graduating class will select the two representatives by vote with administrative approval.