



**2018-2019**

**Clark County Schools**

**Student Planner/Handbook**

**Home of the BOBCATS**

Superintendent: Ms. Paula Gordon  
43 West 2<sup>nd</sup> South  
P. O. Box 237  
Dubois, Idaho  
83423

Telephone: 208-374-5215

Fax: 208-374-5234

This planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

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## **CLARK COUNTY SCHOOL FIGHT SONG**

### **(Under Construction)**

We're the Clark Bobcats—Dressed in Orange and Black.

Cheering our hearts out; With Bobcat PRIDE Attack!

*(Shout/Spoken:)* GO BOBCATS!

We'll cheer for our Bobcats—Stand and sing this song!

We love our Bobcats, Triumphant and Strong!

*(Shout/Spoken:)* C—L—A—R—K—Clark!

# CLARK COUNTY SCHOOL DISTRICT #161

THIS PAGE MUST BE COMPLETED BY ALL STUDENTS

## **STATEMENT OF STUDENT RESPONSIBILITY**

As a student of Clark County High School, I fully understand that it is my responsibility to:

1. Meet attendance standards set by School District #161.
2. Be to class on time.
3. Behave in an appropriate manner at all times—follow the expectations of Bobcat **PRIDE**
4. Satisfactorily complete **54 credits** for graduation.
5. Satisfactorily complete all course requirements of Clark County School District #161.
6. Not use or possess drugs, alcohol, or tobacco at any school activity or on school property.
7. Read and comply with the Student Expectations

I further understand that if I fail to meet the responsibilities listed above, my graduation may be delayed. I fully realize that this is my responsibility. Staff members will not be held responsible for my failure to fulfill my graduation obligations.

**PLEASE SIGN THIS FORM AND LEAVE IT IN THIS BOOKLET. THERE IS AN IDENTICAL FORM IN YOUR REGISTRATION MATERIALS TO BE TURNED IN WHEN YOU REGISTER. PLEASE NOTICE THAT YOUR PARENT'S SIGNATURE IS ALSO REQUIRED.**

\_\_\_\_\_  
Parent/Guardian signature (required)

\_\_\_\_\_  
Student signature (required)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

# CLARK COUNTY SCHOOL DISTRICT #161 TECHNOLOGY (INTERNET) USE POLICY

## Two Steps to Using technology:

1. Students must read the following rules and sign below.
2. A parent or guardian must also read and sign this form.

## Rules and Regulations

- The Internet/computer is to be used as a research and learning tool only. Using the Internet/computer for any other reason is deemed a violation of this policy.
- Students may not use the Internet without being supervised by an adult staff member.
  - \* Students must listen to and follow the directions of the adult in charge at all times.
- Students must gain teacher permission to print more than two pages of material.
- Students must not download any games or programs of any kind on school equipment.
- When using the internet, students will not look for anything objectionable. Sites involving sex, pornography and profanity (swearing) are NOT allowed. Sexy pictures of men and women and sites with dirty jokes are not allowed.
- Students are **never allowed** to use chat rooms at school at any time.
- Students are allowed to use cell phones during class time **ONLY** with the teacher's permission.
- Students may use their cell phone only before class, at passing (between classes), lunch-time, and after-school hours. Violation of this rule may result in confiscation of your phone.

1<sup>st</sup> violation, students will receive a warning. The teacher giving the warning will sign this policy.

2<sup>nd</sup> violation, Internet/computer privileges will be lost for a month.

3<sup>rd</sup> violation will result in Internet/computer privileges lost for the remainder of the school year.

I agree to the above rules.

\_\_\_\_\_ (Student signature)

My son/daughter may use the Internet.

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ (Parent signature)

1<sup>st</sup> Warning:

\_\_\_\_\_ (Signature of Technology Coordinator or Teacher)

2<sup>nd</sup> Warning:

\_\_\_\_\_ (Signature of Technology Coordinator or Teacher)

3<sup>rd</sup> Violation: The Technology Coordinator will remove the student's user name and password from the server.

## **Board of Trustees**

**Orvin Jorgensen: Chairperson, Zone #2**  
[jorgenseno@mudlake.net](mailto:jorgenseno@mudlake.net) 208-374-5469

**Brett Murdock: Trustee, Zone #1**  
[murdockb@mudlake.net](mailto:murdockb@mudlake.net) 208-374-5389

**Laurie Small: Trustee, Zone #3**  
[smalll@mudlake.net](mailto:smalll@mudlake.net) 208-374-5672

\_\_\_\_\_Trustee, Zone # 4  
[eddinss@mudlake.net](mailto:eddinss@mudlake.net) 208-374-5117

**Jeannette Korrell: Trustee Zone #5**  
[korrellj@mudlake.net](mailto:korrellj@mudlake.net) 208-374-5632

**Sherry Locascio: Board Clerk**  
[locascios@mudlake.net](mailto:locascios@mudlake.net) 208-274-5215

### **Administration 374-5215**

Ms. Paula Gordon, Superintendent/Principal  
Gayle Woods, Business Manager

Susie Shifflett, Secretary/Technology  
Holly Maraist, 21<sup>st</sup> CCLC Program Director

### **Middle/High School 374-5215**

Greg Egan, Ag. & Natural Resources/FFA  
Jill Grover, Math/Athletic Director/GEAR-UP  
Katy Johnson, Jr.& Sr. High Science  
Susan King, English/Journalism/PAWS News  
Mike Knight, Social Studies/Spanish/Drivers Ed.  
Sherry Locascio, JH Lang. Arts/Social Studies  
Michelle Stewart, K-12 Music/Band  
Dee Anne Taylor, Counselor/Test Coordinator  
Kathy Wagoner, HS Math  
Hilary Wheeler, Special Education  
Julie Zich, Business/Yearbook/Sr. Project/ Computer Applications

### **Lindy Ross 374-5206**

Judy Maldonado, Elementary Secretary  
Jolene Johnson, Pre-School/Kindergarten  
Teresa Holden, Grade 1  
Melissa Smith, Grade 2  
Tarri Leonardson, Grade 3  
Lorri Clark, Grade 4  
Rusty Stewart, Grade 5

### **Support Staff**

Bill Locascio, Maintenance Supervisor  
Erica Perez, ESL/Jr. & Sr. High Librarian  
Connie Barg, Medicine Lodge Bus Driver  
Annette Eddins, Driver Trainer/Activity Bus  
Brad Eddins, Bus Tech.  
Sue Edginton, Food Service Supervisor  
Robin Robinette, Food Service  
Patty Christensen, Food Service  
Lana Schwartz, Elem. Librarian

Silveria Calzadias, Custodian  
Maria Cano, Custodian  
Randy Grover, Spencer Bus Driver  
Margarita Garcia, Custodian  
Rosa Lopez, Spec. Ed Para/21<sup>st</sup> CCLC Advisor  
Lupe Marquez, Spec. Ed Para  
Colleen Tuttle, Spec. Ed Para  
Ginger Ward, Title 1 Para/Elementary Para  
Amy Mickelsen, Speech Para

## **CCHS MISSION STATEMENT**

At Clark Co. School District #161, our mission through the combined efforts of our staff, parents, students, and community members is to promote **BOBCAT PRIDE** in all that we do today and in the future.

P= Positive Attitude

R= Responsible and Respectful

I= Integrity

D= Determination

E= Empowerment

## **THE VISION OF CLARK CO. SCHOOL DISTRICT #161**

*Educating, Motivating, and Empowering a Community of Learners.*

## **WELCOME**

We would like to welcome you to Clark County School District #161 where we are not just neighbors, we are FAMILY! Whether you are new to the District or are returning, we hope you will find this year to be a memorable and exciting learning experience. This student/parent information is a reference to help you learn and feel comfortable with how the High School and Junior High School operate. Cooperation and knowledge are vital keys to success. It is important for students and parents to read and understand the contents. This information lets you know what is expected as well as the services and benefits that the school provides. It contains the answers to questions you may have during the school year.

## **WHAT CAN YOU EXPECT HERE AT CLARK?**

Clark County is a warm-inviting community that cares about the successes of the youth of today; small class sizes pre-k through 12th grade that provide for individualized instruction; caring, compassionate faculty and staff that are invested in our students both inside and outside of the classroom; high moral and academic expectations and self-accountability; and an administration that encourages and welcomes your feedback. You can expect that your child is our **BUSINESS** and we take our **BUSINESS OF KIDS SERIOUS!** It is not only our desire to provide an excellent educational experience for all of our students, but our driving force.

## EQUAL EDUCATION OPPORTUNITIES

The Clark Co. School District is committed and dedicated to providing a quality education for each child in the District. Learning styles are accommodated while students are prepared for the future. The right of the students to be admitted to school and to participate in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

## DIVERSITY

- Cultural diversity can increase students' understanding of different people and cultures
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Exceptional children require special services and resources.

## PBIS at CLARK CO. JR. and SR. HIGH SCHOOL—A General Overview

At CCHS, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide clear & positive guidelines for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process. The goal of PBIS at Clark Co. Schools is to accomplish the following:

1. ***Behavioral Expectations are Defined*** Behavioral expectations are clearly defined in the positive, simple Code of Conduct (**PRIDE**):
  - **Positive Attitude**—Optimism; Confidence; Expecting the best to happen
  - **Respect & Responsibility**—Treat people, places, & things the way you would like to be treated. Follow through & take control of your success.
  - **Integrity**—Total honesty & sincerity. "...*Doing the right thing, even when no one is watching.*" *C.S. Lewis*
  - **Determination**—Do your best; Always try; Never give up!
  - **Everyone's Safe**—Protect everyone's physical & emotional well-being
2. ***Behavior Expectations are Taught*** The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed.

3. ***Appropriate Behaviors are Acknowledged*** Once appropriate behaviors have been taught; they need to be acknowledged on a regular basis. Through PBIS we have designed "Bobby Bucks" & Shout-Outs," for faculty/staff to consistently recognize and reward students who demonstrate expected behaviors.
4. ***Behavioral Errors are Corrected Proactively and are recorded*** Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified. PBIS Student Behavior forms (Student-Incident Reports or SIRs) are used to document and record incidents managed by staff and office/administration.
5. ***Decisions About Behavior Management is Data Based*** One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. The data will eliminate the guesswork from the decision making process about what is and what is not working in the school's behavior management system. Data reports can enable administration to devote resources and time to the precise people, place, and school day period that need them.

## SCHOOL BELIEFS

### STUDENT LEARNING

- Students learn in different ways and should be provided with a variety of instructional approaches and assessments to support their learning.
- Student learning is the chief priority of the school
- Students learn best when they have appropriate opportunities for success.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- All students can learn.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- The commitment to continuous improvement is imperative if our school is going to enable students to become educated, motivated, and empowered lifelong learners.
- Students learn to make appropriate decisions given a supportive and challenging learning environment.
- Challenging expectations increase individual student performance.
- A safe and physically comfortable environment promotes student learning.

## **SCHOOL AND COMMUNITY**

- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Schools need to function as a learning organization and promote opportunities for all those who have a stake in the success of the school.
- All stakeholders need to work together as a community of learners.

## **ACADEMICS**

### **AT-RISK WEEKLY GRADE CHECKS**

Grades will be checked every Tuesday morning. If a student is ineligible at that time (sports or extra-curricular activity), the student remains ineligible for the **entire week**. The student's status remains the same until the next grade check the following Tuesday morning.

Students are required to stay for 30-60 minutes of after-school help that Tuesday, Wednesday & the following Monday. For more information, please refer to pg. 18 in the athletic/activity section.

### **DUAL AND/OR COLLEGE CREDITS**

Dual and/or college credit classes are available on campus (at CCHS) through IDLA (Idaho Digital Learning Academy) and on-line. They are also offered off-campus in Idaho Falls. Dual/college credits are paid for through Advance Opportunity Funding (books and travel are not paid for). Ten (10) points will be added to the final grade (on the high school transcript) not to exceed 100%.

### **FINAL EXAM POLICY**

- Every teacher will give an exam on the testing days that will count toward the student's final semester grade.
- If a student has an A, he/she may not have to take the exam.
- Each semester exam will last the entire class time. Teachers will hold their students for at least that amount of time regardless of when the student completes the final.
- Students with an excused absence during the testing period will be given permission to take the test when they return. Only two school days will be given when they return.
- Early testing will only be done with Administrative approval.
- A student who chooses to miss the exams without following the guidelines indicated will have a "zero" averaged into his/her grade for the class.

## GRADE POINT AVERAGE (GPA)

The total number of points divided by the number of counted classes equals the Grade Point Average (GPA). All subjects for which a letter grade is assigned will be counted except for teacher's aide, study hall, and office aide. The point system is as follows:

A	=	4.0	(93 - 100)	C	=	2.0	(73 - 76)
A-	=	3.7	(90 - 92)	C-	=	1.7	(70 - 72)
B+	=	3.4	(87 - 89)	D+	=	1.4	(67 - 69)
B	=	3.0	(83 - 86)	D	=	1.0	(63 - 66)
B-	=	2.7	(80 - 82)	D-	=	0.7	(60 - 62)
C+	=	2.4	(77 - 79)	F	=	0.0	(Less than 60)

## GRADES

Quarter grades are a combination of daily grades, quizzes and test scores, and other assignments/criteria. They are an indication of how a student is progressing at a certain point during the school year. However, a student's semester grade shall be an accumulation and combination of all grades throughout each semester.

## GRADUATION REQUIRMENTS FOR HIGH SCHOOL

A student must meet requirements set by the school board to be eligible for graduation. These requirements must be met prior to receiving a diploma.

<u>Class of 2019+</u>	
English	8
Speech	1
Math (2 during Sr. Year)	6
Science	6
US History	2
US Govt.	2
Humanities	2
Foreign Lang.	2
Geography	1
PE**	1
Health	1
Economics	1
Senior Project (12 <sup>th</sup> grade)	1
Electives	20
<b>TOTAL</b>	<b>54</b>

\*\* Each sport equals one (1) credit—  
up to two (2) credits total\*\*

## HONOR ROLL

An Honor Roll of students will be announced at the close of each semester. To be eligible for the Honor Roll, a student must be carrying a minimum of six (6) academic subjects and achieve a grade point average of 3.350 or higher. To be listed on the honor roll the student must have an average of the following:

<b>HIGH HONORS</b>	3.700 - 4.000 GPA
<b>HONORS</b>	3.500 - 3.699 GPA

## LATE WORK/MAKE-UP WORK/INCOMPLETES

**A. Late Work** To be consistent, all teachers have adopted the following expectations:

1. Work will be accepted for 1 week from the due date. After the 4<sup>th</sup> day, late work will no longer be accepted and a zero (0) will be entered into the grade book.
2. Ten percent (10%) will be taken off of the assignment for each day it is late.

### **B. Make-Up Work**

1. **Excused Absences:** Students will be given 2 school days per excused absence for make-up work for full credit and full grade.
  - (Ex: the day the student returns to school, he/she has 2 days to make up assignments from the 1<sup>st</sup> day missed, then 2 days later the 2<sup>nd</sup> missed day's assignment is due. If a student is gone for 4 days, it does NOT mean they can turn in all missing assignments on the 8<sup>th</sup> day back)
  - A parent may request make-up work be sent to the office to be picked up. *The student is responsible to go to the teacher and get the make-up work.*
2. **School-Excused Absences:** A homework sheet must be filled out **BEFORE** attending the event. All homework is **DUE** when the student returns to school following the event.

### **C. Incompletes**

Students who fail to meet course requirements during a quarter may receive a grade of **Incomplete**. The school will contact parents of the students explaining the need for remediation. Parents are encouraged to contact the teacher(s) to make arrangements for completing the required work. It is the student's responsibility to complete the required work. Upon completion of course requirements, to at least a D grade, the incomplete quarter grade will be changed to P for passing .

- Teachers may determine if an Incomplete is applicable for each student based on academic standing in that specific class. If a passing grade is not possible within the required time frame, Incomplete status is not applicable.
- If eligible for an Incomplete, students may have five school days after the end of each quarter to complete work.

All students are given the opportunity to complete missing requirements before or after school. Students with incomplete or missing assignments may be assigned ISS, mandatory after-school help, or Friday School as an academic intervention.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher conferences are conducted at Clark County High School at the four week progress report time during the first, second, third, and fourth grading periods. All parents are encouraged to attend (with their student) and visit with each of their student's teachers. Teachers will be available with the necessary information to answer questions and concerns parents may have. Student grade checks are distributed to parents during Parent-Teacher contacts at the main office window. In addition, teachers are available for conferences on most school days; parents need to call to make an appointment. Dates, location, and times of Parent-Teacher contacts will be announced. *(See page 24 under Communications)*

## **REPORT CARDS**

Report cards are issued to students four (4) times each year: October, December, March and May. Report cards will be mailed to the parents every nine (9) weeks, once per quarter. The first nine (9) week report of each semester indicates student progress. The second report at the end of each semester indicates a final grade to be placed on the student's permanent record. Please review the report card thoroughly. If parents have questions regarding a student's grade, they should call the teacher involved.

## **STUDENT TRANSCRIPTS**

The District Office produces student transcripts (record of semester grades). Students may request (on-line or in person) an official transcript be printed and sent for the purposes of employment, college entrance, etc. Transcripts released directly to the student are not considered official transcripts. There will be a charge of five dollars (\$5) for the first transcript issued and a reduced fee for subsequent transcripts.

## **TRUSTEE SCHOLARSHIP**

All students are eligible to earn the trustee scholarship of \$75.00 per semester beginning in the 7<sup>th</sup> grade. Scholarships will be awarded at graduation. In order to earn the Trustee Scholarship the student must comply with the following standards:

- **Academic** The student shall achieve a minimum of 83% in each class each semester.

- **Attendance** The student shall have no unexcused absences or no more than five (5) absences in each class in a semester for any reason. If a student has an extensive illness or injury that results in more than five absences, the scholarship eligibility may be reviewed for the purpose of allowing the scholarship.
- **Work Habits**
  - The work habits' grade is based on employment expectations:
  - The student is on time to class, prepared and organized. The student is ready to start work when the bell rings.
  - The student completes all assignments, course work, and projects on time. All work shall be quality work at grade level or above.
  - The student displays good attitude and behavior. He/she conducts himself/herself in an appropriate manner.
  - The student actively participates in the learning process. He/she answers questions, participates in class discussions, and asks questions when needed.
  - The student is able to work with the teacher and other students productively.

*Work Habits are scored on a rubric of 0 - 10. If the total is below 40, the student will not earn the scholarship.*

- **Discipline Referrals (SIRs)**  
The student shall have **NO** Major SIRs (Student Incident Reports) which includes being removed from a class, being suspended from school, or having any other disciplinary action which disrupts a positive learning environment.
- **Clark County High School Attendance and Graduation**  
In order to earn the scholarship, the student shall be in attendance at Clark County High School their senior year prior to graduation and shall graduate from Clark County High School.

## **ATHLETICS/ACTIVITES**

*(Board Policy 3380, 3390, 3410)*

It is the intent of the Clark County School District, in conjunction with the students, parents, faculty, staff, administration, and Board of Trustees, to promote **positive and rewarding experiences** for all students in the Clark County School District. The Clark County School District believes the activities program exists to build important life skills and strong personal character. The opportunity to participate in activities is a privilege granted to all students of the district. However, before these characteristics can be developed, a student must make a commitment to follow some basic rules. These rules

and expectations are set to improve personal performance, and because students represent their school, community and families. It is the intention of this code to establish guidelines which are protective of the right of Clark County students in learning the values of self-discipline and individual responsibility. We believe this code provides the framework necessary to maintain successful activities.

## **ATHLETIC/ACTIVITY CODE OF CONDUCT**

Athletics/Activities Students involved in athletics will receive an **athletic/activity code of conduct**. Students are required to read and adhere to the code.

Signatures are required from the student and parent. An athlete/student is not eligible to participate until a signed policy is returned to the athletic director and/or office. A review of the athletic/activity code is an annual event, including continuing athletes.

Students involved in other school activities such as band, choir, FFA, etc. will receive an activity policy. Students are required to read and be aware of the policy. The student must obtain signatures and parent/guardian or you will not be eligible to participate in the school-sponsored event or activity. This requirement needs to be completed annually.

## **STUDENT EXPECTATIONS FOR INTERSCHOLASTIC & SCHOOL ACTIVITIES**

All students as members and representatives of the Clark County School District will:

- No public displays of affection.
- Be polite and respectful.
- Be considerate and cooperative.
- Conduct themselves in a positive way and follow all school rules (PRIDE).
- Follow district attendance policy.
- Make academics a priority.
- Abstain from alcohol, drugs and tobacco.
- Use appropriate language.
- Pay all activity fees prior to participation.
- Dress according to appropriate standards established by the school district, coaches and advisors.
- Ride to and from activities on school provided transportation unless otherwise arranged and approved.

*(Board Policy 3380-3410)*

## Levels of Athletic Competition & Philosophy

It is the philosophy of the Clark County School District athletic programs to build important life skills, strong personal character and to develop fundamental physical and athletic abilities of participants. For participants in grades 6-8 and junior varsity (JV) competition, the primary focus is the further development of fundamental skills through application. Participants at these levels should experience the hard work and fun of participation and being a part of a team. Participants will receive close to equal playing time and winning the game should not be the primary focus. Clark County School District currently has a no cut policy at all levels up to the varsity level. Whenever participant numbers warrant, additional opportunities for participation will be scheduled if available to accommodate the increased participation levels.

In contrast, varsity level competition requires coaches to assemble and play the best combination of players. Varsity coaches must try to do their best to assemble a plan for competition that will lead their team to success. Being competitive and winning competitions is the ultimate goal for the varsity level programs yet the philosophy is not a "win at all cost" philosophy. The safety and welfare of athletes is most important.

The safety and welfare of student athletes is a higher priority than winning. It is also important for all teams to maintain a high level of sportsmanship and character while representing our School District. Athletic programs should fully develop the potential of each individual participant while developing team unity and dynamics. Athletic competition is a valuable means of developing individuals socially, emotionally, and physically. Athletic competition can also develop valuable relationships among participants and coaches that further enhance the lives of all involved. The experiences gained by participation in athletic programs can also positively enhance results experienced by participants in other aspects the educational environment. Ultimately, athletic participation should be a positive and rewarding experience for all participants.

**Scope of Code:** This code shall apply to all students participating and/or representing the Clark County School District and will be in effect from and throughout the calendar year.

**Reporting of Infractions:** All infractions will be investigated.

### **Issuing and Appealing the Accusation and Consequences:**

1. An Activities Review Committee shall review infractions covered by the Activities Code of Conduct and issue appropriate consequences.
2. The Activities Review Committee shall be composed of the Athletic/Activities Director, the Coach/Advisor of that activity, the ASB President, one Student not involved in the activity and one Faculty member selected by the student.
3. The Review Committee will be convened as quickly as possible and will reach a decision by the end of the hearing.
4. Co-curricular students may appeal a decision by the Activities Review Committee to the Activity Appeals Board. The Activity Appeals Board will consist of the Superintendent, one member of the Board of Trustees, one Teacher not involved in the Activity, one Parent not involved in the activity and one Student not involved in the activity.
5. The student must submit a request for a hearing by the Activity Appeals Board in writing to the principal within three school days of his/her notification that he/she is to be punished under the rules of the Activity Code.

### **Areas Covered by the Activity Code:**

1. Criminal misconduct when determined by a court of law.
2. Possession, use or sale of tobacco, alcohol, or controlled substance (drugs).
3. Misuse or abuse of over the counter drugs or inhalants of any kind.
4. Attendance at a function where alcohol and drugs are being illegally used shall be a violation of this code if the student does not leave immediately.
5. Possession, use or sale of legend drugs (cocaine, marijuana, steroids and misuse of prescription drugs).
6. A participant shall not engage in conduct detrimental to the group or school; i.e., language, misconduct, endangerment to others, etc.
7. A participant will follow all eligibility rules including academics and school attendance.

### **ACADEMICS**

To be academically eligible a student must be enrolled full-time in his/her school (four classes or more), on target to graduate and have received passing grades in the required number of courses during the previous reporting period (*IHSAA Rule 8*). If a Clark County student receives one or more F's at the end of a semester (*or has lower than a 2.0 GPA*), that student is ineligible throughout the next semester. Previous semester grades will be checked at the beginning of each activity season.

There will be a current grade check at the beginning of each sport season and weekly (At-Risk List) on each Tuesday morning thereafter for all students involved in school activities. Grade checks are being done every Tuesday morning when school starts. If a student is ineligible at that time, the student remains ineligible for the entire week until next grade check. ***(The student's status remains the same until the next grade check!)*** If a student is passing all classes then, he/she has unrestricted eligibility.

1. If a student is passing all classes with 70% or above, he/she has unrestricted eligibility.
2. If a student is not passing all classes with 70% or above, he/she is immediately put on academic probation. He/She must attend an assigned study group after school, and/or Friday school, to remain eligible to practice/play/participate.
3. After the next weekly grade check:
  - If the student is passing with 70% or above, they will again have unrestricted eligibility.
  - If the student is not passing with 70% or above, he/she will remain on academic probation AND must continue to attend an assigned study group after school, and/or Friday school. They will be eligible to practice, but NOT participate in games, performances, etc.
4. After the next Tuesday grade check:
  - If the student is passing with 70% or above, he/she will return to unrestricted eligibility
  - If the student is not passing with 70% or above, he/she must continue to attend an assigned study group after school, and/or Friday school, AND will become ineligible to **BOTH** practice or play/participate.
5. If the student continues to be below 70%, he/she will no longer be able to be a part of the team/club/activity.

**\*\*Coaches may have more strict rules if they are reasonable & approved by administration\*\***

#### SUMMARY:

- 1<sup>st</sup> week below 70%=academic probation + attend study group + can practice & play
- 2<sup>nd</sup> week below 70%=academic probation + attend study group + practice but NOT play
- 3<sup>rd</sup> week below 70%=ineligible + attend study group + NO practice or play

## **SCHOOL ATTENDANCE (Concerning Athletics/Activities)**

- A. Students absent from class on the day of any activity and/or practice (for any number of periods) are ineligible to participate that day unless given approval by the Principal/Athletic/Activities Director or his/her designee. Students returning home late from activities will be expected to attend **ALL** classes the next day.
- B. The following absences shall be excused: personal illness, family emergencies, school sponsored activities, appearances in court when required by law, and absences pre-arranged by parents with notice to school and agreed upon by school authorities one or more day(s) in advance of the absence.

## **ATHLETIC/ACTIVITY EVENT CONDUCT**

*(Board Policy 4330)*

- A. Students should not arrive more than 30 minutes prior to the event (student athletes/performers 60 minutes). The doors will be unlocked at that time.
- B. Students should be in the gym/area and in their seats while the game/event is in progress. (Exceptions buying concessions)
- C. Spectators should not be in the hallways. (Exceptions buying concessions)
- D. Students are not to sit on the stage unless they are in the pep band and/or performing.
- E. Do not cross the floor in front of the stage while the game/event is occurring.
- F. Spectators are to stay off the gym floor.
- G. Sportsmanship is essential. Students at CCCHS are expected to display a quality of fine sportsmanship. Let's be leaders and examples in our community & conference. Refrain from booing the officials.

## **EQUIPMENT RESPONSIBILITIES:**

- A. All school-owned equipment must be returned before a student is allowed to begin practice for another activity.
- B. School equipment checked out by the participant is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss or damage to issued equipment beyond normal wear will be the participant's financial obligation.
- C. Issued equipment and uniforms are to be used only while participating with the team in practice, during a scheduled contest, or in situations where permission is given by the coach.

## **MISCELLANEOUS:**

Due to the type of schedules of the various activities, each coach/advisor will set his/her activity's specific curfew. Violations shall result in disciplinary action by the participant's coach/advisor.

# ATTENDANCE

## ATTENDANCE POLICY

Regular attendance is essential to success in school. Time missed cannot be made up and the interactive learning of that day cannot be recreated. Students should not, however, attend school when their health or the health of others may be jeopardized. Attendance will determine, to a large degree, the success or failure of a student in school. Students have the responsibility to check with the teacher for work missed and to set up a time that work is to be completed. Students will have 2 school days to hand in any work they missed while absent. Parental notes and phone calls are needed to excuse an absence from school. Parents must give permission for a student to leave school. This must be given PRIOR to the student leaving.

Clark Co. School District #161 has a 90% attendance policy. Students must attend each class 90% of the days school is in session to receive credit for a class (*see Board Policy 3050*). When a student is absent from a class more than 10% of the days in session, the student may possibly lose credit for that class.

- A. In order to have the credit reinstated, the student and parent(s) will have to appeal to the Credit Review Committee to explain their excessive absences.
- B. A student will be allowed seven (7) absences, per class, per semester.
- C. Any student with more than 7 absences in a class will be required, along with their parent(s), to go before the Attendance Review Board.

Parents/guardians are responsible for requiring their children to attend school in compliance Idaho State Law (Sec. 33-207). Doctor, dental, and other appointments should be scheduled after school, Fridays, or during vacations. If appointments take students from school, they should be kept to a minimum and/or at least scheduled at different times to avoid missing the same course. It is the student's responsibility to turn in make-up work at the proper time (See pg. 9—Make-up Work)

Students absent from class on the day of any activity and/or practice (for any number of periods) are ineligible to participate that day unless given approval by the Principal/Athletic/Activities Director or his/her designee. **Students returning home late from activities will be expected to attend ALL classes the next day.**

- A. **Excused Absences**—the following absences shall be excused: personal illness, family emergencies, school sponsored activities, appearances in court when required by law, and absences pre-arranged by parents with notice to school and agreed upon by school authorities one or more day(s) in advance of the absence.
  - 1. If the absence is due to illness, a doctor's note is **required** upon return to school.
- B. **School Excused Absences**—those that occur due to school-sponsored activities such as sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- C. **Unexcused Absences/Truancy**—Students will be marked unexcused if:
  - 1. The school does not know where they are or why they are not attending
  - 2. The parents do not know where they are or why they are not attending.
  - 3. Shopping, hair appointments, missing the bus, etc.
  - 4. Truancy is against Idaho law and will be dealt with accordingly.
- D. **Tardiness** is against school policy and Idaho code. Three (3) tardies equal one (1) absence and will result in Friday school. Excessive tardiness will be dealt with accordingly.

Students will be considered tardy if they are not in their classroom when the tardy bell rings. A tardy will be considered unauthorized unless the student has been detained for a reason approved by a note from a teacher, counselor, or administrator. If a student has a legitimate pass, there is no tardy situation. Teachers will record tardies each period of the day. A student will be marked absent if more than 7 minutes late to class. It is the student's responsibility to make arrangements to attend. Skipping Friday School will result in additional Friday School, in-school or out-of-school suspension.

- E. **Truancy Policy** Truant students will be required to make up twice the time that they were truant from school. Assignments missed cannot be made-up. Time will be served during Friday School and/or ISS.

## ATTENDANCE REVIEW BOARD

The board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition,

# GENERAL TOPICS

## ADDRESS & PHONE NUMBER CHANGES

Please notify the school immediately if there is a change in your address, phones number, or person to contact in case of emergency. This information is **very important** in case of illness or injury.

## ADULT AT 18

Though you may turn 18, the school is still required to deal with your parents in matters of attendance, discipline, and reporting. (*Board Policy 3070*)

## ADVISORY

The purpose of advisory is for the following:

- Leadership skills
- Class & organization meetings (FFA, NHS, Sports, etc.)
- Gear-up & college-readiness activities
- Assemblies, Awards, Presentations, Guest Speakers
- Extra help with teachers (At-Risk students)
- Homework time

## AFTER-SCHOOL ACTIVITIES (including 21<sup>st</sup> GRANT) GUIDELINES

A supervising adult must be present before practice/activity begins.  
**Students must be supervised for the duration of the activity.**

**Students are representing our school, teachers, and community. Bobcat PRIDE expectations are in place:**

- Show ***Positive Attitude*** during after-school activities by using quiet voices and appropriate language. We demonstrate good sportsmanship to both teams.
- Show ***Respect & Responsibility*** during after-school activities by being in assigned areas and by being friendly to visiting teams and their fans. We follow posted procedures for after-school activities. We clean up after ourselves.
- Show ***Integrity*** during after-school activities by being truthful with others. We only go where we are allowed.
- Show ***Determination*** during after-school activities by doing our best. We encourage others to participate and never give up.
- Show ***Everyone's Safe*** during after-school activities by protecting everyone's physical and emotional well-being.

## **ARRIVING/RELEASING STUDENTS FROM SCHOOL**

Students who walk or provide their own transportation to school are asked not to arrive before 7:30 a.m. If a student must arrive prior to 7:30 a.m., please contact the Principal or teacher so that arrangements can be made. *(Only exception is when the 21<sup>st</sup> grant program is in session—Beyond-the-Bell students may arrive at 7 am.)*

If early dismissal is necessary for medical appointments, etc., please stop and sign in at the office. Your student will be called to the office to meet you. Students leaving during the school day are required to have a written permission slip from parents/guardians or be picked up by parent/guardian. Students entering/leaving the building during the day must sign in/out at the office.

## **ASSEMBLIES**

School time may be allotted for assembly programs. Attendance of each student is required.

## **CAFETERIA GUIDELINES (PRIDE)**

Students are expected to continue following the PRIDE Student Code of Conduct on the way to and from the cafeteria. Jr. High students are NOT allowed to ride to the cafeteria in a High Schooler's vehicle (with the exception of a sibling). Students driving to the cafeteria for lunch must park in the designated area on the south side of the football field. Students should enter the lunchroom via the outside entrance. Applications for free and reduced breakfast/lunch may be obtained from either the kitchen or the high school office.

### **MEAL PRICES:**

Student Lunch	\$2.92
Adult Lunch	\$4.00

## **CELL PHONES & ELECTRONICS**

Cellular phones, electronic devices, etc. are to be used only before class, at passing (between classes), lunch-time, and after-school hours. Electronics (phones, iPods, etc.) are **NOT** allowed to be used during class time, with the exception of the teacher's permission. *(Board Policy 3260)* Cell phones are not allowed in locker rooms or restrooms at any time (before, during or after school) because of picture taking abilities. All students using their own technology device for school purposes must complete a permission form signed by parents & student *(Board Policy 3260F)*

## **HEADSETS/IPODS/RADIOS**

Headsets/radios/iPods are not permitted to be used at school during school hours unless specified in an IEP (Individualized Education Plan) or BEP (Behavior Education Plan).

## **CONFISCATED MATERIALS**

Headsets/radios/iPods and cell phones may be retrieved from the office at the end of the day. On the second offense only parents/guardians can pick them up from the office. Any weapons, drugs, alcohol, gang, or pornographic material confiscated from a student will not be returned any time. Items depicting gangs, drugs, alcohol or tobacco, or sexual themes will be confiscated. Other objectionable garments may also be confiscated.

## **CLASS CHANGES**

Students may make changes the first week of each semester. Arrangements for class changes must be approved by a School Counselor and/or principal.

## **COMMUNICATIONS**

It is the intent of the District to keep students and parents informed of events and activities at school. Information coming home may be from individual classroom teachers or from the office announcing special events. The school district & most teachers use "REMIND" texts to communicate with parents. Events can also be found on the school website, the marquee by the city building, and the Clark County Bobcats Facebook page.

Parents are encouraged to schedule an appointment with the MS/HS Secretary to meet with the principal. Parents are welcome to call or visit school with questions or concerns. Student announcements occur first thing in the morning and at the beginning of Advisory. Students should listen carefully to these announcements.

### **A. Contacting your student's teacher**

Parents, please keep in touch with your student's teacher. Teachers welcome communication with parents. Each teacher welcomes phone calls before or after school. You can also leave a message at the office or via e-mail (see website for teacher e-mail: [www.clarkcountyschools161.org](http://www.clarkcountyschools161.org).)

### **B. Parent-teacher conferences**

Conference time is from 2-7 p.m. Parents and students are highly encouraged to attend. Report cards are available at the office prior to parent/teacher conference. Parents are also invited to contact teachers on an individual basis by making an appointment at a mutually convenient time.

### **C. Progress reports/At-Risk List**

Progress reports (At-Risk list) will be available weekly to parents/guardians of students to report negative academic progress (D's & F's). A report that indicates a repeated failing grade will make the students ineligible for extra-curricular activities (see pg. 15).

### **D. REMIND texts**

Please make sure the office has your current cell phone number so you will receive the texts about school information & classroom assignments. Teachers may also use the REMIND texts to communicate to the parents about their student. Parents may also respond & communicate with the teachers.

### **E. Messages**

The office is willing to deliver messages to students but will only get students out of class in the event of an emergency.

## **DANCES**

Only Clark Co. School students and guests are allowed. No students may attend from another school unless he/she is approved by the principal or designee. All attendees (guests & CCHS students) must follow CCHS code of conduct (PRIDE). No one under the influence of alcohol or drugs will be allowed in the building, nor is drinking allowed in the building or on school property (including parking lots). There will be no smoking in the building or on school grounds. Certain dances may be held exclusively for Clark Co. School students and students/guest from outside may be excluded. Once students come to a dance, they may not leave and then return without prior permission from the advisor and then only under certain circumstances.

## **DISCIPLINE**

When a student violates behavior expectations, SIRs (Student Incident Reports, *pg. 33*), are used to document and record incidents managed by the teacher in the classroom, and are used to refer major incidents or chronic disruptions to the administration. (*Board Policy 3340-3340P*) (Please refer to *pages 33-37* for additional details about Bobcat PRIDE.) Some of the follow-up decisions made are:

- Time out (given a break, sensory accommodations)
- Conference with student (problem-solving, mediated student conversation)
- Instruction (Teach correct behavior, re-teach, behavior plan)
- Parent contact and/or conference
- Restitution (Apology, community service)
- Loss of privilege(s)
- ISS (In-School Suspension) or OSS (Out of School Suspension)

## **DRESS & PERSONAL APPEARANCE**

Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. Shoes must be worn for health and safety reasons. The administration has the option of giving him/her temporary replacement clothing until school ends. When attending classes or participating in school related activities, students will not be allowed to wear the following:

- Clothing that advertises alcoholic beverages, tobacco, illegal drugs, or weapons; or displays obscene, immoral, or indecent pictures, slogans or statements
- Underwear as outerwear
- Clothing that reveals the midriff (when arms are raised no bare skin is exposed)
- Clothing that reveals underwear
- Clothing that promotes gang activity or any criminal activity
- Clothing that compromises modesty
- Shorts and skirts that shorter than a credit card from the top of the knee
- Hats during school hours

For more details, refer to page 38—Minor/Major Dress Code (*Board Policy 3255*)

## **DRUG DOG POLICY**

The school board has adopted a policy for the Administration to elect to use specifically trained dogs to alert to the presence of controlled substances or other contraband. The use of a drug dog shall comply with district policy, procedure, and applicable law. (Please see Lockers—Drug Dog on page 27 for more details)  
(*Board Policy 3370, 3370P*)

## **EARLY DISMISSAL**

In the event of a snowstorm or other emergency conditions that result in an early school closing, parents will be contacted via a REMIND text and/or phone calls. Parents are encouraged to have a plan for children to follow when the school day is altered. A question for parents to ask themselves is, "Will the children be able to get into our house if I am not home?" Be sure to update emergency information and contacts at the office.

The District does not initiate an early dismissal unless there is a serious danger or situation at school or it is anticipated that the buses will be unable to get children home safely at the usual dismissal time.

## **FIELD TRIPS**

A field trip is defined as any school-sponsored and organized trip off campus. Eligibility for field trips may be determined by grades, attendance, and discipline. Teachers will verify eligibility prior to the day of the trip. Permission slips must be signed and turned in **before** departing on field trip

## **FIRE AND LOCK-DOWN DRILLS**

*Fire drills* will be conducted on a monthly basis to prepare occupants for quick evacuation of the building. If the fire alarm sounds, please follow these procedures:

1. Close doors and windows.
2. Move rapidly but in controlled order to an assigned exit.
3. First people out of the exit doors will hold or fasten them open.
4. Move away from building (50 ft.) until all students have cleared the exit.
5. Stand facing away from the building in case of explosion/flying glass, etc.

Exit routes are provided in each classroom. Teachers will go over these expectations with students. Anyone creating a false alarm will be referred to the civil authorities and prosecuted under Idaho law; students may be suspended or expelled from school. (*Board Policy 8320*)

*Lock-Down drills* will be conducted as scheduled by the administration. If you have any questions or concerns, please contact the office (208-374-5215).

## **FUND-RAISING ACTIVITIES**

Most of the activities, clubs, organizations, and classes conduct fund-raising activities during the school year. These must be approved in advance by the administration, and all funds collected are dispersed to the Student Body Fund according to established financial guidelines. Money needs to be turned into the office the day following the fundraiser. Students collecting money for school organizations must turn in the money to the faculty advisor/sponsor. Fundraisers need to be planned well in advance, approved, and calendared—ideally scheduling only two (2) fundraisers per month. (*Board Policy 3420*)

## **HARASSMENT/BULLYING/HAZING**

The Clark County School District shall maintain and ensure an environment free of harassment, bullying and/or intimidation. Harassment, bullying and hazing are not acceptable behaviors and will not be tolerated. These behaviors are punishable by law.

Harassment and/or bullying is repeated and unwelcome physical, verbal, or psychological behaviors directed toward another. Hazing is the practice of a student or a group of students subjecting other students to abusive language, tasks, tricks, punching, etc. These behaviors substantially interfere with student performance and create an intimidating, hostile, or offensive school environment. Anyone who believes that he/she is being or has witnessed another person being subjected to harassment, bullying or hazing should report this behavior to the Principal or designee. There will be an immediate investigation and appropriate measures will be taken:

1. Parent/guardian will be notified
2. The student will be warned by the Principal or the Equity Coordinator that his/her behavior is unacceptable and considered to be harassment or hazing
3. Appropriate discipline will be administered
4. If the behavior continues, additional consequences will follow

*(Board Policy 3295, 3295F, 3295P)*

## **HEALTH AND WELLNESS POLICY**

If a student is injured or becomes ill (fever, vomiting, diarrhea, rash, or too ill to be at school), efforts will be made to notify the parents. If parents cannot be reached, then the persons who have been designated to be called in an emergency will be notified. Please advise the school of any changes in telephone number, places of work, or emergency contacts.

**ILLNESS OR INJURY** In the event of serious illness or injury, the Clark County paramedics may be notified to assess the student's condition and transport to the emergency room if they determine it is necessary. Every effort will be made to contact the parent who may then meet the student at the emergency room or at school. It is the parent's responsibility to pay for the medical services including transportation to the emergency room. If your student has a chronic or acute condition, please contact the school.

## **MEDICATIONS**

Any student taking medication need to be stored & dispensed in the office. A written release needs to be on file with the school administration office indicating the following: *(Board Policy 3510-3510 F2)*

1. Name of medication.
2. Doctor's name.
3. Reason for taking and length of time.
4. Parent's signature.

## **IMMUNIZATIONS**

In accordance with Idaho Code 39-4801, the school district requires parents to submit a copy of their child's immunization status to the school office. The law states that every student will be properly immunized for the health of the student, school, and the community. Exemptions for religious, personal, or medical reasons can be made; forms are available in the school office. If an outbreak of a contagious disease occurs, students not immunized will be excluded from school attendance. *(Board Policy 3500)*

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

An AED has been placed between the concession stands and the maintenance office. It is clearly marked with an AED sign. The AED is an alarmed cabinet. When the cabinet door opens, a loud alarm will sound. This alerts everyone that there is a potential emergency. A number of staff members, as well as students, have been trained to assist with an emergency during regular school hours. Do not hesitate to use the equipment if you have had proper training. After school hours, call 9-1-1 in case of an emergency. *(Board Policy 8310)*

## **EMERGENCY CONTACTS**

It may be necessary for the school to contact you throughout the year. It is important that the office has updated Emergency Contact information with a working phone number including an emergency contact person in case you are unavailable. Promptly submit any changes to the school secretary.

## **INTERNET ACCESS**

Students are granted access to the Internet automatically. If a parent does not want their child to access the Internet they can opt out from Internet access on the form located at the end of this handbook entitled: Student Opt-Out Form for Network Resources. The Technology Use Policy Agreement is located at the beginning of this handbook and also at registration (high school office). Internet access is a privilege and abuse will result in disciplinary action. (See page 5)

## **LACK OF DILIGENCE**

A lack of diligence is defined as an accumulation of behaviors that indicates the student does not want to attend school or participate in the learning process.

Behaviors include, but are not limited to any of the following:

- excessive absences or tardies;
- lack of cooperation in class;
- rude or discourteous behavior;
- continual lack of preparation for class (i.e. assignments, materials, paper, pencils, etc.)

If the student is within the age of compulsory attendance, and has excessive absences, the board shall contact the prosecuting attorney and recommend that a petition be filed against the parents. Further, if a student continually displays a lack of diligence and that lack of diligence 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 safety of others, the principal may make a recommendation to Board of Trustees to expel that student.

## **LATE START**

The district is implementing "Late Start" days throughout the school year. Classes will begin promptly at 10 am on Late Start days. The following days will be late start days: September 10, 2018, November 5, 2018, January 7, 2019, March 4, 2019, and May 6, 2019.

## **LOCKERS**

The District, for the convenience of the student, provides a student locker. It is the student's responsibility and is to be kept clean. Students are advised not to jam their lockers in any way. Personal belongings should be kept in lockers. The locker assigned to a student is the property of the Clark Co. School District. At no time does the District relinquish its exclusive control of such lockers. If a student chooses NOT to lock the assigned locker or shares the combination with classmates, the likelihood that items in the lockers will remain undisturbed is greatly reduced.

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. Any unauthorized, illegal, or contraband materials discovered during the search will be removed and turned over to law enforcement.

**DRUG DOGS:** The District reserves the right to use drug detection canines accompanied by law enforcement officials for purposes of exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. The specifically trained

dogs will be present for the purpose of detecting controlled substances or other contraband in lockers, personal items, or vehicles on district property when there are not students or employees other than Administration present.

Only the trained dog handler will determine what constitutes an alert by the dog. A dog's alert constitutes reasonable suspicion for the Administration to search the lockers, personal items or vehicles. Such a search by the Administration may be conducted without notice or consent, and without a search warrant. The following procedures will apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel;
2. Canine personnel may be called by the Superintendent or designee;
3. Students will be restricted to classrooms and kept out of hallways while canines are in use;
4. In the event of a substantiated suspicion, the locker, vehicle or other area will be searched further;
5. Any unauthorized, illegal, or contraband materials discovered during the search will be removed and turned over to law enforcement.

*(Board Policy 3370-3370P)*

## **NATIONAL HONOR SOCIETY (HIGH SCHOOL)**

The National Honor Society is a selected group of students for grades 11<sup>th</sup> or 12<sup>th</sup>. To be selected, a student must have a grade point average of 3.5 on a 4.0 scale, be exemplary in service to the school and community, exercise leadership in the school, and show positive behavior and good character. Being selected to the National Honor Society is one of the highest awards a student can achieve in his/her high school career.

## **PARENTAL PERMISSION**

Students are recognized publicly for the wonderful things they do. In reporting these events, the District needs parent permission to be able to release the following information: student name, parent name, dates of attendance, previous school, activities or organizations and photos/videos. No other information would be released without written permission. Permission papers will be available at registration. A parent not wanting such information released must make such a request in writing to the principal by the second Thursday in September. This permission is valid for the current school year only.

## **PASSES/PLANNERS**

Students are expected to demonstrate courteous behavior and proper language in halls. Students must have a hall pass/planner signed before leaving a class to be in the halls during class time. Students must report directly to the location indicated on the pass/planner. Lost Student Planners may be replaced for a fee.

## **PHYSICALS**

Students participating in athletics must have a physical every other year and/or their 6<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> grade years.

## **PROBLEMS/CONCERNS/QUESTIONS**

If you have a question, or a problem that concerns you, the best thing to do is talk to the staff person closest to the situation. If the issue deals with grades, transportation, another student, coach, teacher, bus driver, or any other situation, it's best to talk with the person(s) directly involved.

If a problem, concern or question persists, the next step is to talk with an administrator. Principals deal with student attendance, transportation, discipline, and activities. If at any time you are not satisfied with the resolution of a problem, you may contact the principal. The School Board is the final authority in dealing with appeals for policy issues—a formal appeal process is available at the office. It's a good idea to use & keep copies of your concerns to document & clarify issues.

## **RESTROOM EXPECTATIONS**

Students are encouraged to use the restroom between classes. Parents are encouraged to provide documentation for any medical conditions that require special privileges for restroom use.

## **SCHEDULES**

<u><b>JUNIOR HIGH SCHEDULE</b></u>		<u><b>HIGH SCHOOL SCHEDULE</b></u>	
8:00 am— 8:55 am	1st period	8:00 am— 8:55 am	1st period
8:59 am— 9:54 am	2nd period	8:59 am— 9:54 am	2nd period
9:54 am—10:29 am	Advisory	9:54 am—10:29 am	Advisory
10:33 am—11:28 am	3rd period	10:33 am—11:28 am	3rd period
11:28 am—12:04 pm	JR. HIGH LUNCH	11:32 am—12:27 pm	4th period
12:08 pm— 1:03 pm	4th period	12:27 pm— 1:03 pm	HS LUNCH
1:07 pm— 2:02 pm	5th period	1:07 pm— 2:02 pm	5th period
2:06 pm— 3:01 pm	6th period	2:06 pm— 3:01 pm	6th period
3:05 pm— 4:00 pm	7th period	3:05 pm— 4:00 pm	7th period

## **STUDENT COUNCIL (ASB) & CLASS OFFICERS**

### **ASSOCIATED STUDENT BODY (ASB)**

The purpose of the Student Council is to give experience in leadership, to coordinate student activities, and to act in any capacity where the student body as a whole may be represented. It serves as an intermediary with the school administration, is a means of reflecting student opinion, and gives the student some measure of determination in matters delegated to them by school authorities.

Students who want to run for an office must file candidate papers. Papers are to be signed by at least 10% of the class members. Members of the council are to be elected by their peers. Meetings will be held at the discretion of the council with advisor approval. *(Board Policy 3230)*

### **CLASS OFFICIERS**

The various classes will elect class officers soon after school resumes in the fall. Students who want to run for an office must file candidate papers. Class officers include president, vice-president, secretary and treasurer. The Class President will represent his/her class on the Student Council.

## **STUDENT PARKING (HIGH SCHOOL)**

Students who drive to school must park in designated student parking. All parking on the north side of 2<sup>nd</sup> South (across from the front—north side of the school) is PARALLEL parking. The six (6) parking spots by the front entrance are for staff & visitors. *(Board Policy 3450)*

## **TELEPHONE**

All staff members have phones in their classroom or office. The phones in the classrooms may be used by students with the permission of the staff member. The phone in the office may be used with permission from the Secretary or Administrator for legitimate reasons only. Personal electronic devices are NOT to be used during the school day for personal phone calls.

## **TEXTBOOKS AND LIBRARY BOOKS**

Library books and textbooks are valuable and expensive. Books are to be checked out of the library and returned each week to allow for circulation. Assessments will be made for damaged or lost library books. Classroom textbooks are issued to students. Students are responsible for the care and return of books and library holdings. Assessments for damaged or lost books and textbooks must be paid before another book is issued. *(Board Policy 3440)*

## **TRANSPORTATION (BUS)**

Students participating in school athletics and school activities must use the mode of transportation provided by the District. A student's parent/ guardian may transport their student if they leave a note at the office or call the Clark Co. Sheriff's office. *(Board Policy 8105)*

### **BUS TRANSPORTATION**

It is important to read and discuss the following Bus Transportation guidelines with your children. Students are expected to follow PRIDE expectations and behave in a respectful manner while on the bus or at bus stops. Students who choose not to behave stand to lose the privilege of riding the bus. The parent/guardian will then be responsible for transporting the students' to/from school. Parents will be notified in advance of such exclusion. Regulations will be enforced.

Students that ride the bus are expected to ride the bus in the morning and afternoon. If other arrangements are to be made, please call the school office or send the child's teacher a written request signed by the parent. Emergency communications with the District's two buses is possible by two-way radio from the High School office. *(Board Policy 8140)*

## **VISITORS**

Visitors are required to check in at the office upon entering and exiting the building (sign in on the log book & wear a visitor's pass). For security reasons, and in case of an emergency, it is important for the Principal & others to know who is in school and the purpose of the visit. *(Board Policy 4140)*

## **STUDENT BEHAVIOR EXPECTATIONS**

Behavioral expectations for students are essential to accomplishing the goal of quality education. Two areas of concern are:

- 1) Behaviors disrupting the learning environment so that others cannot learn  
AND
- 2) Acts that endanger the safety or well-being of other students, whether in the classroom or going to/from school.

It is the responsibility of school personnel to develop and maintain a learning environment, which reflects good decision-making, respectful attitudes, and high levels of achievement.

If a student or group of students' behavior or misconduct disrupts the teaching process, other students are denied the right to learn. Therefore, no student has the right to interfere with another student's learning, interfere with a teacher's instruction, or interfere with a safe and healthy environment.

The majority of children follow rules and direction from school staff. However, the disruptive conduct of some pupils makes it necessary to establish standards of behavior and disciplinary procedures. School personnel are responsible for using preventive, and when necessary corrective discipline action to increase positive choices from students. Parents are asked to be aware of children's activities, performance, and behavior in school. Parents are asked to cooperate and work with the school to prevent, or correct problems. (*Board Policy 3330*)

**Positive Attitude** = participating actively with a friendly demeanor.

**Respectful & Responsible** = treating people the way you would like to be treated & following school rules

**Integrity** = being honest & upright at all times

**Determination** = accomplishing your goals and not giving up

**Everyone's Safe** = everyone supports the achievement and well-being of others  
(*Refer to pg. 8, PBIS Introduction*)

## **STUDENT INCIDENT REPORTS (SIRs)**

A SIR is a way to document behaviors and a communication tool between parents, teachers, students, and administration. When a student does not follow the expectations, he/she may receive a Student Incident Report (SIR). This form is aligned with the District Discipline Code and divides infractions into MINORS and MAJORS. teachers, students, and administration.

Our goal is to teach children expected behaviors, so that all children can work in a school that is safe, fun, free from distraction, and allows all students to reach their maximum learning potential.

Students and staff have contributed to describe what behaviors are expected at certain places in the school (or at all times), and what that behavior might look like. Using our Bobcat PRIDE expectations, the following matrix has been created:



## **Bobcat PRIDE**

	<i><b>At All Times</b></i>	<i><b>Classroom</b></i>	<i><b>Cafeteria</b></i>	<i><b>Bathrooms</b></i>
<b>Positive Attitude</b>	<ul style="list-style-type: none"> <li>• Follow District cell phone policies.</li> <li>• Use appropriate language.</li> <li>• Never give up.</li> <li>• Use common sense.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate.</li> <li>• Offer to help.</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind to lunch monitors and classmates.</li> <li>• Invite others to sit with you.</li> <li>• Sit and talk with new kids.</li> </ul>	
<b>Respectful &amp; Responsible</b>	<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Keep noise levels at an acceptable volume.</li> <li>• Clean up after yourselves and others if necessary.</li> <li>• Be considerate of your and others personal space.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand.</li> <li>• Politely state your opinion.</li> <li>• Take turns speaking and listening.</li> <li>• Complete assignments on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit good table manners.</li> <li>• Remember to say please and thank you.</li> </ul>	<ul style="list-style-type: none"> <li>• Do your business &amp; leave.</li> <li>• Flush the toilet.</li> <li>• Wash hands.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Follow technology policies.</li> <li>• Own up to what you do.</li> <li>• Dress appropriately for school.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit original work.</li> <li>• Give credit where credit is due.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and take the next place in line.</li> </ul>	<ul style="list-style-type: none"> <li>• Have permission to leave class.</li> <li>• Respect the privacy of others.</li> </ul>
<b>Determination</b>	<ul style="list-style-type: none"> <li>• Listen to adults and try to understand.</li> </ul>	<ul style="list-style-type: none"> <li>• Be to class on time.</li> <li>• Be prepared for class.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter through assigned lunchroom door.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave classroom only when necessary.</li> </ul>
<b>Everyone's Safe</b>	<ul style="list-style-type: none"> <li>• Keep your hands &amp; feet to yourself.</li> <li>• Be where you are supposed to be.</li> <li>• Report any and all problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Protect others physical and emotional well-being.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait in line for your turn.</li> </ul>	

## **Bobcat PRIDE**



	<i>Hallways</i>	<i>Buses</i>	<i>Assemblies/ Extracurricular Activities</i>	<i>School Grounds</i>
<b>Positive Attitude</b>	<ul style="list-style-type: none"> <li>• Be friendly and supportive in the hallways.</li> <li>• Be quiet in hallways while students are in class.</li> </ul>	<ul style="list-style-type: none"> <li>• Greet and thank the bus driver.</li> <li>• Enter and exit in an orderly fashion.</li> <li>• Help carry gear.</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and positive.</li> <li>• Be ready to participate.</li> </ul>	<ul style="list-style-type: none"> <li>• Be patient and courteous when driving.</li> <li>• Use your signals when driving.</li> </ul>
<b>Respectful &amp; Responsible</b>	<ul style="list-style-type: none"> <li>• Use your own locker.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated while the bus is moving.</li> <li>• Wait in line.</li> <li>• Share seats.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and learn from presentation.</li> <li>• Respond appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' property.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Carry a valid hall pass.</li> <li>• Keep track of your belongings.</li> </ul>	<ul style="list-style-type: none"> <li>• What you bring on to the bus you take off of the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive role model.</li> </ul>	<ul style="list-style-type: none"> <li>• Park appropriately in designated areas.</li> <li>• Obey traffic &amp; school rules.</li> <li>• Leave school grounds after dismissal or signing out.</li> </ul>
<b>Determination</b>	<ul style="list-style-type: none"> <li>• Go straight to your destination.</li> <li>• Be ready with materials for the next class.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver .</li> <li>• Follow bus driver's rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• Obey fire drill procedures.</li> </ul>
<b>Everyone's Safe</b>	<ul style="list-style-type: none"> <li>• Walk on the right when halls are crowded.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep phones below seat level.</li> <li>• Keep your body and belongings inside the bus.</li> <li>• Keep aisles clear.</li> <li>• Use ear buds.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your group.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly.</li> </ul>

The following chart defines MINOR (teacher managed behaviors) and MAJOR (office managed behaviors):

## PBIS MINOR/MAJOR BEHAVIOR INFORMATION

**Note: Repeated Minor Behaviors will be treated as Major Behaviors.**

	<b><u>MINOR:</u> (Teacher Managed)</b>	<b><u>MAJOR</u> (Office Managed)</b>
<b>Disrespect</b>	<ul style="list-style-type: none"> <li>• Not working/unfinished work</li> <li>• Not participating in Group Work</li> <li>• Making faces/Rolling eyes</li> <li>• Arguing/defiance-Inappropriate Response to Teacher Request</li> <li>• Uncooperative behavior</li> <li>• Talking back</li> <li>• Leaving assigned area</li> <li>• Minor object stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Blatant or excessive non-compliance or defiance</li> <li>• “F-you”, flipping off, etc.</li> <li>• Repetitive minor incidences that normal classroom consequences are not addressing</li> <li>• Leaving campus/hiding from staff</li> <li>• Forgery</li> <li>• Theft of major objects or pattern of minor stealing that is ongoing</li> </ul>
<b>Disruption</b>	<ul style="list-style-type: none"> <li>• Making noises</li> <li>• Constant talking</li> <li>• Yelling Out or Blurting</li> <li>• Disruption during instruction</li> <li>• Throwing objects</li> <li>• Out of seat</li> <li>• Not listening</li> <li>• Not following directions</li> <li>• Tardy to class or leave early</li> </ul>	<ul style="list-style-type: none"> <li>• Screaming/Yelling excessively</li> <li>• Teacher cannot teach</li> <li>• Students cannot learn</li> <li>• Out of control behavior in the extreme</li> <li>• Throwing objects with the intent to cause harm</li> <li>• Excessive pattern of absence, tardy or truancy</li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>• Shoulder straps must be at least 3 in wide</li> <li>• Skirts, dresses, shorts must be no higher than 3 in above the knee</li> <li>• Leggings must be worn with tunic tops</li> <li>• Low-cut top</li> <li>• Hats</li> <li>• Exposed midriff/waistline</li> <li>• Holes in jeans above mid-thigh/shirts</li> <li>• Overly suggestive or violent clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Gang related apparel</li> <li>• Drug or Alcohol related apparel</li> <li>• Ongoing pattern of Dress Code violations</li> </ul>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>• Negative talk</li> <li>• Name calling</li> <li>• Teasing</li> <li>• Swearing</li> <li>• Verbal argument/disagreement</li> <li>• Impolite talk</li> <li>• Talking back</li> <li>• Dishonesty/Lying</li> <li>• Peer Conflict (balance of power)</li> <li>• Mean comments that hurt feelings</li> </ul>	<ul style="list-style-type: none"> <li>• Blatant or excessive swearing</li> <li>• Offensive/harassing language</li> <li>• Excessively vulgar language</li> <li>• Severe verbal threats against anyone</li> <li>• Gang harassment</li> <li>• Harassment (racial, sexual, religious. Gender, ability)</li> <li>• Intimidation (imbalance of power)</li> </ul>

	<b>MINOR: (Teacher Managed)</b>	<b>MAJOR (Office Managed)</b>
<b>Property Damage/ Misuse</b>	<ul style="list-style-type: none"> <li>• Defacing books, pencils, pens, crayons, classroom supplies, PE equipment</li> <li>• Minor vandalism (such as writing on desk or other's property)</li> <li>• Stealing minor items</li> <li>• Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive defacing of peer/teacher/school property</li> <li>• Vandalism (breakage, spray paint or permanent damage)</li> <li>• Use of combustibles (fire crackers, snaps, etc.)</li> <li>• Stealing major items from peers/adults</li> <li>• Pushing over furniture</li> <li>• Setting fires</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>• Bumping into another person</li> <li>• Play hitting/horseplay</li> <li>• Touching someone else</li> <li>• Pushing/shoving</li> <li>• Poking</li> <li>• Tripping</li> <li>• Reckless Physical Behavior such as: play hitting/horseplay/flicking/pinching/ teasing-messing around intent</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Loss of Control out of Anger</li> <li>• Hitting with intent to harm</li> <li>• Punching with intent to harm</li> <li>• Physical intimidation</li> <li>• Spitting/Scratching/Biting with intent to harm-anger related</li> <li>• Sexual misconduct</li> <li>• Physical aggression/Assault</li> <li>• Repeated minor physical contact/aggression</li> </ul>
<b>Technology Violation</b>	<ul style="list-style-type: none"> <li>• Texting at inappropriate times</li> <li>• Cell phone on during class/ringtone audible</li> <li>• Earbuds in at inappropriate times</li> <li>• Cell phone out when not authorized</li> <li>• Off task computer behavior</li> <li>• On website without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Refuses to give tech equipment to the staff member</li> <li>• Accessing "off limit" and inappropriate websites on school computer</li> <li>• Harassment type messages on school tech equipment</li> </ul>
<b>Lying/ Cheating</b>	<ul style="list-style-type: none"> <li>• Lying/Cheating</li> <li>• Dishonesty</li> <li>• Copying other's work</li> <li>• Exaggerations (White lies)</li> <li>• Omissions</li> </ul>	<ul style="list-style-type: none"> <li>• Plagiarism</li> <li>• Taking Test for other students</li> <li>• Using prohibited materials</li> </ul>
<b>Other</b> *Specify in brief note		<ul style="list-style-type: none"> <li>• Bomb Threat</li> <li>• Alcohol/drug/tobacco possession</li> <li>• Possession of weapons</li> <li>• Repeated "minor offenses" in any category listed</li> </ul>

## Appeal Policy

Only students facing an out-of-school suspension (OSS) may request an appeal hearing before the Superintendent with the parents attending if he/she desires.

1. The student must present a written request of appeal to the Principal within one (1) school day of the assignment of the suspension;
2. Only appeals that legitimately challenge the facts of the situation will be considered. Frivolous appeals will be denied;

3. The exclusion from school and activities will continue unless the principal waives this requirement. The principal has the discretion to continue or not continue the suspension pending any appeal;
4. If the person appealing is dissatisfied with the decision of the Superintendent, he/she may present a written request for an appeal hearing to the school board. This written request for an appeal hearing to the school board must be received within two (2) school business days after receiving the decision from the Superintendent. The request must state the reason(s) for the appeal. Only appeals that legitimately challenge the facts of the situation will be considered. Frivolous appeals will be denied.

### **Philosophy of School Counseling Program**

The school counselor of Clark County School District # 161 believes that given proper support, all students:

- \*have the ability to achieve academically, socially, personally, and in careers.
- \* are shown dignity and support and can maximize her/his potential.
- \*have equal access to school counseling program.
- \*needs, learning styles, abilities, goals, and interests are considered when developing and implementing the school counseling program.

#### **School Counseling Program:**

- \*is available to every student and is age appropriate.
- \*will be administered by a certified professional school counselor.
- \*will be developmental.
- \*selects measurable student competencies based on need.
- \*is preventative and responsive.
- \*has a delivery system that includes school guidance curriculum, individual planning, responsive services and system support.
- \*includes a plan for intentional guidance for under-served students.
- \*monitors student progress and following through.
- \*seeks improvement each year based on results data.
- \*will utilize community resources.

#### **Counselor will:**

- \*abide by the American School Counselor Association (ASCA) Ethical Standards for School Counselors.
  - \*continually participate in professional development activities essential to maintaining a quality school counseling program.
  - \*collaborate with school professionals.
  - \*actively involve school personnel to monitor students' results.
  - \*be evaluated by a counseling supervisor.
  - \*use data to drive counseling program and development and evaluation.
  - \*use every opportunity to discuss academic, career, and personal/social development.
- (Board Policy 2300)*

