

**WEST JEFFERSON
HIGH SCHOOL**

Panthers



WEST JEFFERSON HIGH SCHOOL THE PANTHERS

1260 East 1500 North
Terreton, Idaho 83450
(208) 663-4391
Web Page: <http://westjeffersonhigh.wjhsd.org/>

Principal: David M. McDonald
Athletic Director: Cory Hollingsworth
Secretary: MaryBeth Grimes
Counselor: David Gemar



MISSION STATEMENT

Our mission is to provide a quality education for all students and assist each in developing the academic, technical, social, civic skills and values necessary for success in post-secondary education, employment, and the future.

PANTHERS ~ PURSUE ~ EXCELLENCE ~ IN ~ EVERYTHING



TELEPHONE DIRECTORY

Terreton Elementary	663-4393	Bus Supervisor	390-5860
Lunchroom	663-4395	WJ High School	663-4391
District office	663-4542	Hamer Elementary	662-5238

Dear Student and Parent,

This handbook is intended to share information helpful to parents and students. Many of the provisions in the handbook are required to be shared with you under state or federal regulations. Unfortunately, the sheer volume and character of some of the provisions may give the impression of an overly formal school system rather than a friendly, personal one. Therefore, our school board, district administration and school staff, in sharing this handbook, would like you to understand that we seek to cultivate an active partnership with you.

This handbook is intended to enrich this partnership with students and parents through helping create an understanding of expectations for student conduct. The information in this handbook was the best available at the time it was published and is subject to change at any time during the school year. Changes will be announced to students and students are accountable for those changes.

What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of students. Administrators and staff pledge to work cooperatively with you as parents and students, to make the educational experience at West Jefferson High school positive and successful.

Regards,
David M. McDonald
High School Principal

SCHEDULES

High School Regular Schedule	
Before school – 8:20	Grab and Go Breakfast
8:25 – 9:39	1 st Period
9:43 – 10:57	2 nd Period
11:01 – 12:15	3 rd Period
12:15 – 12:45	Lunch
12:49 – 2:03	4 th Period
2:07 – 3:21	5 th Period

High School Early Release Schedule	
Before school – 8:20	Grab and Go Breakfast
8:25 - 9:25	1 st Hour
9:29 - 10:29	2 nd Hour
10:33 - 11:33	3 rd Hour
11:37 - 12:37	4 th Hour
12:37 – 1:07	Lunch
1:11 – 2:11	5 th Hour



TEACHERS AND STAFF

BELL	Math
BLACKHAM	Math
SCOTT	English
TAYLOR	Eng./ Social Science
PARKER	English
HADLEY	P.E./ Health
SCHWEIDER	Fine Art/Social Science
BECKMAN	Science
SAWICKI	Science
BIRD	Ag. Science
STEMBRIDGE	Business
HANSEN	Industrial Technology
HOWARD	Music
DIXON	Special Services
HOLLINGSWORTH	P.E./Health/AD
GORE	Social Science
ROBERTSON	Family/Consumer Sciences

English		8	Sr. Project req.
Math		6	2 req. in Sr. Yr.
Speech		1	Civics Test
Health		1	
P.E.		1	
Lang.&Lit.		1	
Science	Phys Sci.	2	
	Biology	2	
	Other	2	
Social Science	US Hist. 10	2	
	US Hist. 11	2	
	US Govt. 12	2	
	Econ	1	
	World Hist.	2	
Computers	Input Tech.	1	
	Other	1	
Humanities	Pract. Arts	2	
	Fine Arts	2	
	Core Total	39	
Electives		12	
Total		51	



HIGH SCHOOL GRADUATION REQUIREMENTS

Before registration each year all students receive a course catalog. This catalog contains information about all graduation requirements. Included in the catalog are four-year planning sheets, student credit checklists, a list of graduation requirements and additional information to help students monitor their graduation progress. All Seniors will be required to take and pass the High School Civics Exam and complete a Senior Project. All eighth graders will develop a four-year plan in their careers class with the high school counselor guiding completion of this form. Each High School Junior will be asked to have a Junior interview with their parents where graduation requirements and post high school plans will be discussed. Please contact administration or the counseling office if you have questions about graduation requirements and/or help with planning a schedule. If your student has not received a course catalog, please come by the office to get a paper copy or check the district website www.wjds.org.

BEHAVIOR EXPECTATIONS

Our high school is an excellent school with great students and staff. We ask students to behave in a manner that will contribute to the community of our school.

Our students

- Arrive to school and class on time, prepared and ready to be taught;
- Are courteous during passing times and in interactions with other students and staff;
- Resolve differences amicably and with positive intentions;
- Seek help from staff in difficult situations;
- Dress appropriately for a positive and safe learning environment;
- Follow directions from all staff; and
- Treat our staff, students, campus and school property with respect.

In summation there are two simple rules:

1. Be where you are supposed to be.
2. Do what you are supposed to be doing.

POLICIES, PROCEDURES, DEFINITIONS, AND PROGRAMS ARE LISTED BELOW IN ALPHABETICAL ORDER

Some policies are briefly defined in this handbook and some board policies are not included in this handbook. All district policies are online or at the office upon request.



Attendance Procedures and Policy

It is the belief of West Jefferson High School that students who consistently attend classes develop a strong work ethic for their future and receive higher grades than students who fail to attend. It is the goal of the high school to keep students in school in order to enhance their learning experience.

It is expected that students will be in their classroom on time each morning *with* appropriate learning materials.

All absences from school that are not school activities, whether they are excused by parent or unexcused, will be marked as an absence.

Our School requires that a student miss no more than **5 days per class** of school per trimester without loss of credit or retention. A courtesy notice will be sent home after three days of absences and again after five. The intent of these notices is to keep parents informed of their child's absences and to work in close harmony with parents to improve school attendance.

- On the 6th & 7th absence, students will be required to do 1 hour of detention to make up the “seat-time” missed in class.
- Absences beyond 7 will be considered a loss of credit unless credit is granted by the Credit Committee.
- On the 8th absence students will be required to make up 1 hour of seat time, again, and additionally complete a credit recovery petition form for their credit.
- Seat Time will be required on each absence after 5. Credit loss due to excessive absences will be designated on the student’s transcript with the letters “LCA” – loss of credit due to poor attendance. All appeals will be addressed to the building administrator first, then to the School District No. 253 Board of Trustees. In the event that an attendance problem is not otherwise resolved, the student may be referred for expulsion as a habitual truant under the provisions of Section 3305 of the Idaho Code.

(Note: students who know in advance that they will miss more days than allowed need to seek administrative approval in advance.)

SCHOOL PROTOCOL FOR CHECK-OUT DURING THE SCHOOL DAY:

Students leaving the school for appointments, illness or parent requests, **MUST** check out at the office and upon their return, students must check back in at the office. A parent notification beforehand is also very helpful. Students who leave without checking out are considered truant.

Phone Calls or Notes for an Absence

A note or a phone call from a parent or guardian is required in the event of an absence. Please call before 9:00 a.m. to notify the office on the day of the absence.

Extended Absences

Please try to schedule planned absences during school closures. Students who miss school miss vital information. If you have to leave school once here, you must sign out at the office with parent or guardian permission required. Remember! High School students are required to have a set number of instructional hours in order to receive credit. Family vacations are not excused absences and will count as any day absent from school. Hopefully you and your parents will plan extended vacations at times other than during the regular school year.



ATTENDANCE - LOSS OF CREDIT (LCA)

Students shall lose credit (LCA) for any class in which they exceed 5 absences in a trimester class with the following exceptions:

- Death in immediate family
- School-sponsored activities
- Medical absence-verified by state licensed medical practitioner.
- Excused absences which were made up in designated make-up sessions in accordance with District policy as stated below.

Make-up Opportunities: Detention sessions will be provided for students who incur more than the allowable number of excused absences and want to avoid loss of credit. These sessions are defined as “extended day time” which allow students to make up the seat time they have missed in a class or classes. Students may make up credit assignments missed due to an excused absence. Students who know they will be missing school for an extended period of time must have their “seat time” time completed before they leave. If seat time is not made up prior to a student missing too many days of school, and the student wants to receive credit, then the time to make up the days missed in each class is doubled.

TARDIES: Students are allowed 4 tardies per class per trimester. On the 5th tardy students serve 1 hour of detention. On the 6th tardy in a class, and each succeeding tardy, students serve 2 hours of detention per tardy. If tardies become excessive other disciplinary action will be taken. Our school is small and students have time to get to their lockers and to their next class with time to spare. Being on time helps teachers make use of good instructional time without having to repeat.

WJHS GRADING POLICY:

GRADE	Description	Cut-off Percent	GPA Pts.
A	advanced	94	4.00
A-	advanced	90	3.70
B+	above proficient	88	3.40
B	above proficient	84	3.00
B-	above proficient	80	2.70
C+	proficient	77	2.40
C	proficient	74	2.00
C-	proficient	70	1.70
D+	basic	67	1.40
D	below basic	64	1.00
D-	below basic	60	0.70
F	failed	59-0	0.00
P	pass	60	0.00
I	incomplete*		0.00
LCA	loss of credit due to attendance	0	0.00
WF	withdraw failing	0	0.00
NC	no credit	0	0.00



*Cut-off is the final calculated percentage that the student must meet or exceed in order to receive that grade as a final grade

*An incomplete grade defaults to an F grade after two weeks into the next trimester

General Grading Policy

The following information is West Jefferson High School's general grading policy. All teachers share their grading scales, as well as, other class policy information with their students at the beginning of each course. Parents and students can contact teachers to get a copy of the class policies.

What are grades for?

. . . To communicate student assessment progress to students and parents

. . . To inform students of their level of proficiency

How often can parents/students expect grades to be updated?

There are many factors that determine how soon a teacher can assess and return assignments. Essays and research papers take longer to grade than a quiz. WJHS faculty members are encouraged to post grades every week at the minimum; all assignments should be posted as soon as possible. We urge students and parents to be patient as teachers do their best to return assignments and post grades as promptly as their schedule allows.

Use PowerSchool to monitor your child's progress. Look for any unusual changes in grades or attendance, but realize that the final grade for a course is based on a number of factors, often including class projects due at the end of a trimester can change a grade significantly (extra credit, dropping lowest grade, etc.). Your child's grade may appear unusually high or low at the beginning of the year when there have been few assignments. Your child's grade may appear lower during the quarter, but the final grade may actually be higher once all factors have been included. The opposite may also be true. The information made available to you through PowerSchool should not be considered a substitute for a dialog with your child's teacher. Please notify the school if you are unable to access PowerSchool.

FAQ

- How quickly and often can I expect a teacher to respond to my emails?
 - Teacher email addresses are posted in PowerSchool. You may communicate with the teacher through your personal email or by phone. If you choose to use email, realize that due to the nature of the job, most teachers have little time to respond to email during the school day. Do not expect an immediate response to email messages. Any correspondence with the teacher through email is considered public record. For more detailed information, you should schedule a conference with your child's teacher. When sending email to a teacher, it is advisable to use an email address with a valid-sounding name. A teacher who receives a message from jellybean1289@hotmail.com might very well ignore the message, thinking that it was probably junk mail or spam. It is also important to include the name of your child in the subject line.
- Do all teachers use the same grading scales?
 - No. The grading scale is not dependent upon the teacher. It is dependent upon the course. Most courses use the standard 0-100 grade scale.
- Teachers sometimes weight different categories of grades. How does this affect how a grade is calculated?



- How teachers weight grades is an individual teacher decision. Below are the three methods used for course grading.
- When a parent or student is viewing scores in PowerSchool, please be aware that there are different ways of determining a student’s average. Our teachers choose the method that best fits the courses and students they teach. General descriptions of the possible methods are listed below.
- Total Points Method:
 - This method determines the student's grade by dividing the number of points earned by the number of points possible over the course of the grading term. The possible points may vary depending on the type of assignment. For example, a test may be worth 100 points, a quiz 50 points, and a homework assignment 10 points. See the Calculation.
 - Category Points Method: When teachers use this method, they first create categories of assignments (i.e. tests, quizzes, labs, homework, etc.). Then they specify the weight of each category of assignments for the final grade calculation. For example, a teacher may calculate final grades using 50% from tests scores, 30% from quizzes or labs, and 20% from homework assignments. Together, the categories equal 100%.
 - Single Assignment Method: This method allows teachers to weigh important assignments more than other assignments for final grades. For example, a teacher using this method would grade all assignments based on 100 points, but choose to double the test scores making them count twice as much as homework.

After-School Hours

If students are in the building before or after school, they need to have a staff member supervising them.

Busing

Bus transportation is provided for the students who reside more than one and one half miles from the school.

- Students requesting a change in destination will present to the bus driver a bus permission note from the office or a parent.
- Students who refuse to obey the driver or the teacher on duty, or who fail to follow bus rules and regulations may be suspended, and/or lose transportation privileges.

Complaint or Concern

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, unresolved complaints can be appealed to the Board of Trustees.

DISRUPTIVE ACTIONS/ Unacceptable School Conduct



It is the goal of West Jefferson High School to keep ALL students safe. All students deserve a safe environment where coming to school is a pleasant experience. Violence will not be tolerated at our school.

Behavior Expectations/ Discipline Policies and Procedures

Behavior Expectations

Our high school is an excellent school with great students and staff. We ask students to behave in a manner that will contribute to the community of our school.

Our students

- Arrive to school and class on time prepared and ready to learn;
- Are courteous during passing times and in interactions with other students and staff;
- Resolve differences amicably and with positive intentions;
- Seek help from staff in difficult situations;
- Dress appropriately for a positive and safe learning environment;
- Follow directions from all staff; and
- Treat our campus and school property with respect.

In order to ensure our school provides a safe and orderly environment and appropriate learning environment for all, some behaviors are not allowed on our physical campuses, at school events onsite or offsite, and/or in an online environment or with electronic devices. Students who choose to behave inappropriately – including behaviors in an online virtual environment or with electronic devices – face consequences. Behaviors listed below may result in police intervention. Inappropriate behaviors are included below, but are not limited to:

- Possession, distribution, and/or use of tobacco, alcoholic beverages, drugs, or paraphernalia on school property;
- Expression of gang or hate group affiliation through clothing, signs, graffiti, tattoos, and/or activities;
- Use or possession of a weapon or other object and/or material, which poses a threat or potential threat to students and/or staff;
- Threats of violence which may endanger school safety;
- Theft or possession of stolen property;
- Fighting, posturing, encouraging, and/or instigating fights on school property;
- Destruction of or defacing school property including lockers and desks;
- Disrespect to teachers, staff, or students;
- Inappropriate conduct such as a conscious choice to fail to act as instructed by a staff member or administrator (willful defiance or insubordination);
- Loitering in the parking lots, halls or school grounds;
- Littering in the building or on school property;
- Any dress and/or appearance which is disruptive to the learning process;
- Use of threatening, demeaning, rude, hurtful, or profane language;
- Inappropriate display of affection in the halls, classroom, or on school grounds. No kissing, groping, or fondling;



- Possession and/or distribution of objectionable, pornographic, or obscene literary or pictorial materials and garments. This includes t-shirts or caps, displaying or advertising alcohol, tobacco, drugs, profanity, pornography or gang affiliation;
- Deceit. The act of lying, forgery, plagiarism, or any other form of deceit by a student;
- Inappropriate use of electronic devices and computers in violation of school policy; and
- Use of skateboards or skates is permissible only in an administrative designated location.
- Harassment or Bullying

Discipline Process & Administration Referral

When a student misbehaves, the teacher will deal with the student through assertive discipline, posted class rules, and fair enforcement. If the student does not comply, the teacher will contact the student's parents to enlist parent/guardian support. If disruptive behavior continues, the student will be referred to the administration.

Teacher will refer students to an administrator for continued "mischievous behavior" or "severe misbehavior."

Misbehaviors are classed as:

1. "Mischievous" – such as disrupting class, lack of preparedness, nonconformity to dress code, public display of affection, or any behavior that disrupts the learning process;
2. "Severe" – such as fighting, weapons, vandalism, extreme disruption, possession and/or use of illegal drugs, alcohol, tobacco, ongoing bullying or harrassment – any behavior that threatens the safety or welfare of anyone on campus and stops or inhibits the learning process.

The referral will be processed as follows:

1. Mischievous Behavior

- **1st Office Referral:** Conference, parent contact, 1 hour of ASD (After School Detention) or LD (Lunch Detention) or other appropriate consequences as per the teachers' classroom policy.
- **2nd Office Referral:** Conference, parent contact, at least one additional day of ASD or other appropriate consequences.
- **3rd Office Referral:** Referred to Severe Behavior number one.
- **4th Office Referral:** Referred to Severe Behavior number two.
- **5th Office Referral:** Referred to Severe Behavior number three.

2. Severe Behavior

- **1st Referral:** Conference, parent contact, one day of OSS, or other appropriate consequences. If fighting, drug related, or verbal abuse of another person, immediate Out of School Suspension (OSS) in compliance with school district policy. OSS will be a discretionary, one (1) to five (5) days.
- **2nd Referral:** Conference, parent contact, two days of OSS, or other appropriate consequences. If fighting, drug related, or verbal abuse of another person, immediate OSS in compliance of School District Policy. OSS & ISS will be discretionary, up to five (5) days. (Behavior Contract)



- **3rd Referral:** Conference, parent contact, immediate three (3) to five (5) day OSS and possible alternative placement or referral to the School Board for expulsion.

3. Consequences

- **ASD (After School Detention) and LD (Lunch Detention):** ASD and LD as determined by the administration.

Students must be on time, prepared with reading or study materials enough to occupy the detention time. Rules include:

- No talking
- No heads down/sleeping
- No headphones or electronic devices
- **Detention Follow-Up:** After-School Detention and Lunch Detention are to be a silent study period that enhances the educational opportunities for students as well as accentuating the positive influence of discipline. If a student chooses to miss an assigned detention; the assigned detention time may be replaced by one day of suspension or other administrative action. Parents will be notified whenever assigned detention time is missed. Student will have until the end of the grading term to make them up. If students do not serve their detention they may face loss of privileges or participation in extra-curricular activities and grade may be marked as incomplete.

CRIMINAL ACTS

The following are defined as “criminal” actions under the laws of the State of Idaho. In addition, they serve as grounds for suspension or expulsion from school. Any perpetrator of a criminal act will be referred to the appropriate legal authority.

Arson	Reckless Driving
Assault	Rioting
Burglary	Robbery
Explosives	Sale, Possession or Use of Alcohol or illegal drugs
Extortion	Trespassing/Unlawful Entry
False Alarms	Truancy
Larceny	Reckless Endangerment
Interference with school authorities	Loitering
Possession of Weapons	Malicious Mischief/Vandalism
Sexual Harassment	Online-Harassment/Cyber-Bullying

502.14 DANGEROUS WEAPONS

The Board has a "zero tolerance" for students, who use, possess or bring firearms, destructive devices, dirk knives, daggers, metal knuckles, weapons, dangerous instruments, explosives or "look alike" weapons, "on any school premises, or to any school sponsored activity, regardless of location", or store them in their lockers and/or personal vehicles or school campuses with intent to cause harm. The only exception to this policy is if a school principal has given the student prior permission in writing. The school principal has the authority to determine the threat and/or



the disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation.

Any student who is determined to have used, brought, or have in possession a firearm or destructive device on any school premises or at any school sponsored activity, regardless of location, or store them in their lockers and/or personal vehicles on school campuses shall be immediately suspended, referred to appropriate law enforcement agency, and following due process, may be expelled from the school for a period of not less than one (1) year, twelve calendar months. The Board may modify the expulsion order on a case by case basis.

Students found using, possessing, or bringing the other weapons mentioned in the "zero tolerance" clause of this policy may be immediately referred to the appropriate law enforcement agency and may be suspended from school until a thorough investigation is made of the circumstances. Discipline shall be commensurate with the circumstances of the situation, which includes, but is not limited to, the intent and degree of endangerment or damage, degree of intimidation or fear, and the age of the student.

A Due Process hearing will be provided within five school days of the incident. Any student expelled under this section may not apply for re-admission for one year from the date of expulsion. If re-admission is granted, it will not occur until the start of the next grading session.

ELECTRONIC DEVICES

- Cell phones, I-Pods, I Pads, music players and other electronic devices shall not be used at WJHS without explicit permission of each teacher.
- Each teacher is entitled to his or her specific electronic device policy. When a student is asked to give their electronic device to a teacher the student is required to give the teacher the electronic device. Allowing students to have a cell phone at school is a privilege not a right.
- Students may not leave class to use their cell phone unless given explicit permission to do so by a teacher.
- Parents are encouraged to leave messages at the office rather than trying to contact their student during the school day.
- Students are not allowed to take pictures of teachers or students without the express permission of the person whose picture is being taken. Taking pictures of other people and sending them on photo chat or any other program is expressly prohibited.

Consequences of violation of electronic device policy

Step One: Student will have device confiscated. Device may be picked up at end of school day.

Step Two: Student will again have device confiscated and parent will have to pick up device from the administration.

Step Three: Student will have device confiscated and student will serve detention time for insubordination. Parent will need to pick up device from administration and student will not be allowed to have said device at school for the rest of the year.

Emergency Closure Information regarding emergency closing of school will be announced via social media, notify me, a text alert available via the district website and over many of the

following radio and TV stations including:

KLCE 97.3

KID TV Channel 3

KUPI 99.1

KPVI TV Channel 6



Z103

KIFI TV Channel 8

Extracurricular Homework

You are responsible for obtaining homework assignments from each of your teachers prior leaving for an extracurricular activity. Homework is to be completed when assigned.

Homework not turned in during your absence for the extracurricular activity is due the following day along with the assignment given during your absence. Both assignments should be handed in the day you return. For example: If you miss Friday for an extracurricular activity, you are responsible for turning in Friday's and Monday's assignment on Monday.

Extracurricular Eligibility

West Jefferson High offers students the opportunity to participate in athletics and in various extra-curricular activities. Students who choose to take part in our programs must abide by rules of eligibility, practice, and conduct which are established as follows: West Jefferson follows all of the Idaho high School Activities Associations rules, plus additional policies approved by the board of trustees.

1. Each participant and his/her parents must sign the WJHS Eligibility Contract before he/she can play in a game.
2. Each participant must attend 3 of the 5 classes to participate and meet all other academic standards in the eligibility contract unless prior approval is obtained from Administration or due to medical appointments with a signed Dr. Note. Contact Administration for more information or questions.
3. A participant who is undergoing disciplinary action for misbehavior will also be considered ineligible to participate until such disciplinary action is resolved. This may refer to detention or other school discipline.
4. Each participant will present themselves as an ambassador of "good will" from the West Jefferson School District.
5. Participants are required to follow all instructions given by their coach or director. This includes instructions for safety, proper equipment, schedules, and general rules as implemented by the coach or director.

It is understood that participation in extra-curricular activities is a privilege and not a right. It is also understood that academics have priority over extra-curricular activities. Failure to comply with this agreement may end in being dismissed from the team or activity. School administration will have the final say.

PLEASE SEE ELEGIBILITY CONTRACT BELOW. ALL CONTRACTS MUST BE SIGNED BY THE PLAYER AND HIS/HER PARENTS BEFORE A STUDENT CAN PARTICIPATE IN A GAME.

503.3 ATHLETIC ELIGIBILITY

Participation in extracurricular activities and/or student performances and leadership positions is regarded as a privilege for students. Participation in extracurricular activities is a great opportunity to promote individual student growth and achievement. The District is proudly committed to developing and maintaining high standards of conduct by the participants, student



body, and school community. Therefore, students who participate in extracurricular activities are expected to meet academic, attendance, and conduct standards.

Idaho High School Activities Association (IHSAA), and the following West Jefferson School District, requirements must be met for a student to be eligible to participate on a school athletic team. IHSAA rules state that "To be academically eligible for athletics, a student must be enrolled full time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credit in the required number of courses during the previous reporting period. The number of courses needed to pass shall be based on the following schedule:

Number of Courses	Number needed to pass
4	3
5	4
6	5
7	5
8	6

Additionally, the following rules are the minimum requirements for students who participate in extra-curricular activities:

1. IHSAA rules require that all athletes receive a physical examination prior to his/her first high school practice. This physical must be performed by a Board Certified Physician or licensed physician's assistant.
2. Student accident insurance is the responsibility of the parents. All participants in each sport are required to have insurance either through a family insurance plan or through the school.
3. All student athletes must be full-time students and have a current WJHS Activity card.
4. Once a student begins or attends practice they are considered an athlete and part of the team.
5. The following grade requirements are mandatory.
 - a. Grade checks will be completed at the mid and end of term for each grading period. At the grade check times, any student with an "F" in one class or a current GPA of less than 2.0 for the previous grading period will be placed on academic probation until Mid-term or end of term. Academic probation means the student can practice and compete in any school sponsored event.
 - b. Students on academic probation will be required to check his/her grades every week using an eligibility form (blue slip) provided by the school office. This form will require the students to meet and or conference with their teachers and obtain grades and signatures of each teacher in all of the student's classes. These



- slips will be turned into the principal for initialing and then to the athletic director on Friday.
- c. The student on academic probation must have a grade point average of 2.0 or above and no failing grade in all their non-AP or Dual Enrollment classes on the day of the grade check in order to continue competing. If a weekly grade check is failed, the student becomes ineligible to compete until the next successful grade check.
 - d. If the student maintains a grade point average of 2.0 or higher and have no failing grades until the Mid-term or End of Term, the student is off academic probation. If not, the student remains on probation.
6. Students may not possess or consume alcoholic beverages, tobacco of any kind, or illegal drugs in any form. This is in effect for all student athletes from the beginning of the school year to the end of the school year. This includes the time between the end of a sport and the beginning of a sport. Violation of this requirement will result in the following suspension of privilege to participate in any activities.
 - a. First Violation: Suspension for 20% of the season's regular scheduled games, suspension will be carried over to post season play if needed. Suspension at minimum is not to be less than one game. Students are expected to practice with teams during the suspension period. If the offense occurs with less than 20% of present season remaining, the suspension will carry over to the next sport season in which the athlete participates. If the violation occurs between sports seasons, the 20% suspension will then carry over to the next sport season in which the athlete participates. Suspension will be complete games, if the percentage of games does not come to a whole number; the suspension will be rounded to nearest whole number. Student must complete the next sport season in good standing.
 - b. Second Violation: Suspension from all activities for the remainder of the school year with forfeiture of all awards gained during that season.
 - c. If there should be subsequent violations, they will be treated the same as a second violation.
 - d. In the instance of extreme violations (If student athlete is involved in a felony, incidents involving law enforcement, or deemed extreme by administration, the above steps maybe be passed over. Incidents deemed as extreme violations will be brought before the superintendent or school board for interpretation.
 7. Note: The location (on or off campus) of the violation has no bearing on the violator's expulsion. Parental knowledge or permission cannot exclude a student from this requirement.
 8. A WJHS coach, principal, or superintendent has the authority to exclude any participant for serious misconduct including, but not limited to: bullying, hazing, or violation of other school rules of conduct.



9. Attendance (Also see Policy 501.2A.):

- a. Participation in extracurricular programs is a privilege rather than a right. Students are encouraged to attend school whenever school is in session. A student shall be in attendance and fully participate in his/her scheduled classes in order to take part in any extracurricular activity occurring on that school day. An exception is when the student must see a licensed medical professional in order to verify that he/she is medically cleared to participate. All other exceptions must be cleared with the principal prior to the absence.
- b. A student who has excessive school absences (absences which deny credit in a class) will become ineligible for the balance of the trimester.

Immunizations

Immunization Records must be maintained by the school on each student. The state requires a report from each school on the status of each student in regard to minimum immunizations. For more information, see the following link:

<http://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/InformationforParentsFamilies/SchoolandChildcareRequirements/tabid/2296/Default.aspx>

Lockers

Each student in the High School will be issued a locker that is school property. You are responsible for the condition of the locker you are assigned and students enjoy making it their own. You are welcome to decorate your locker as long as everything can be removed without harming the surface. Do not trade lockers or tell anyone your combination. PLEASE, PLEASE, PLEASE do not leave money in your locker or clothing while you are in P.E. Stolen money is rarely able to be identified.

- PLEASE KEEP books and book bags off the floor at all times and placed in lockers. Lockers are the property of the school district. This allows the administration to inspect the lockers whenever it is suspected that the lockers contain:

-Lost or stolen items	-Illegal items, drugs, tobacco, etc.
-Health hazards	-Weapons or dangerous items

Lost and Found

All articles found on the school grounds must be turned into the proper places: library books should be turned into the librarian, text books that are found should be turned into a teacher of that subject area. Money or other valuables must be turned into the main office. Clothing found will be kept in a box located near the office. Unclaimed items will be taken to a thrift store.

Lunch & Breakfast



Free or reduced lunches are available for those that qualify. You may pick up an application in the office or access it online at <http://wjsd.org>.

Breakfast is served every morning from 8:00-8:20. This service is free to any student.

Students are expected to conduct themselves in an orderly manner when eating in the cafeteria.

Students are to return trays to the window and clean up any litter they may have made. Any violation of proper behavior will cause the student to be refused the privilege of eating in the cafeteria.

Medicine

Any pertinent health information should be shared with the school office and teacher. Medicine cannot be administered by school personnel. Students who need to take prescribed medication must have the appropriate form signed by the prescribing physician and parent before the medication can be brought to school. The medication and form must be left in the office. Medication will be distributed by office personnel.

Textbooks and other School Materials

Every student is responsible for the textbooks issued to him/her. We suggest that all textbooks be covered to ensure adequate protection. In the event a book is lost or damaged, charges will be assessed to the student. The principal/teacher will determine the cost based on the condition and the price of the book. When necessary, arrangements for a payment schedule can be accommodated through the principal.

Transferring Out of West Jefferson Schools or Leaving the Area

If you must leave West Jefferson Schools or you leave the area for more than 10 days, please notify the office and your child's teacher in advance. This will allow time to complete the check-out procedure. Transcripts will not be sent to a student's new school without proper check out from the high school secretary.

Visitors

Occasionally we receive requests from students or parents to have friends or relatives accompany students to school for a visit. These situations are an interruption to the classroom and educational program and we ask that other arrangements be made for these children during the school day. However, our school has an open door policy concerning parents who wish to observe their child's classroom. To observe a classroom, the parent must obtain permission from both the teacher and the principal with special care taken not to disrupt the educational process.

Volunteers

Parents are encouraged to volunteer to help at the school. Volunteers are needed in many areas of the school. Please talk to teachers about ways you can help. The PTO is also in need of people to help with activities during the year. Your help is always appreciated and lets all children know adults think school is an important place.

502.1 WJHS Teacher Classroom Authority

The Idaho code establishes the teacher's right to control students as follows: "Powers and Duties of Teachers: In absences of any statute or rule or regulation of the Board, any teacher employed by the district shall have the right to direct how and when each pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the Board



in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in and otherwise govern the classroom, not inconsistent with any statute or rule or regulation of the Board.”

WEST JEFFERSON DISCIPLINE POLICY

We expect good citizenship in and out of the classroom. Our emphasis is to help students learn exemplary citizenship and social skills. Please note that this discipline policy applies to behavior in classrooms, hallways, extra-curricular activities, lunchrooms, playgrounds, buses, field trips, and in any other school related function or location. This table is not meant to be all inclusive and administrator judgment will be used in determining which level of misconduct and consequences best fit the misconduct.

DISCIPLINE DEFINITIONS

Bullying, Hazing, or Harassment

Bullying may be physical, verbal, or emotional in nature. Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. If bullying occurs at or references school, administrative action may be taken.

Harassment includes conduct whether verbal, written, graphic, or physical relating to student's race, national origin, color, disability or gender that is sufficiently severe, pervasive or persistent.

Cheating/Plagiarism

Plagiarism is the act of presenting other peoples' ideas and writings, and not giving credit to these sources, by claiming them to be one's own. It is academically dishonest and may carry severe consequences, from a zero on an assignment up to removal from class, for those who employ it. While it is fine to study with another student, the work students submit must be their own. Our staff expects every student to do his or her own work unless told that it's okay to work with others. Any kind of cheating (copying someone else's homework, borrowing a term paper, writing answers on hands, plagiarizing, copying from the internet etc.) is not allowed. If you are caught cheating or assisting cheating, the result will be an "Incomplete" on that assignment or test until it is resubmitted or retaken and their citizenship grade will reflect the incident. In addition, the student will call home to inform their parents of the cheating incident. Should a student cheat a second time in the class, course credit may be denied or be referred to administration for discipline. The above consequences apply to students not in Dual Enrollment or AP Courses which are bound by the College or University policy.

Classroom Disruption

Each teacher has a discipline policy in his or her classroom. Teachers will monitor classroom disruptions and as needed report them to the office for further support.

Disruptive Behavior



Disruptive behavior is willful disobedience or failing to comply with reasonable directions of a staff member. Disruption of school related activities by depriving others of the use of school buildings, school grounds, or parts thereof, through violence, force, noise, threat, passable resistance, or other conduct which interferes with the educational activities is unacceptable.

Dress Code

The Board of Trustees of West Jefferson School District #253 recognizes the individual right of students to choose their style of dress. The Board also recognizes that the majority of this District's students have elected to wear appropriate clothing and observe good grooming habits. Since it is the duty of the Board to provide a safe environment and an educational atmosphere conducive to learning, clothing should always be clean, mended, and suitable to body size and in good taste. Clothing and grooming habits that are disruptive or have a detrimental effect on the educational process are prohibited. In order to create workable and enforceable standards for student dress, the following are considered to have a detrimental effect on the educational process and would be unacceptable. This code applies to all school affiliated activities.

- No references to drugs, alcohol or tobacco products
- No references that promote gangs, violence or anti-social behavior either by color, design, insignia or writing
- No references that degrade gender, religion, culture or ethnic values
- No tank tops, bare midriff-type shirts, muscle shirts or half tops for either males or females.

Shirt tops must cover the outer edge of the shoulder.

- No displaying of undergarments, no low-riders that expose boxers or undergarments.
- Shorts and skirts need to be an appropriate length (no higher than 3 inches above the knee)
- No accessories that could inflict bodily harm
- No sunglasses in the building anywhere, anytime
- No see-through or revealing clothing
- No sagging pants, blue jeans, shorts or hats are allowed at formal and semi-formal dances.

Detention - Before and After School

Students may be required to serve detention either before or after school. Parents are responsible for transportation of students to and from such detention. Students will bring school work to utilize their time wisely or work will be provided for them.

Harassment

Includes, but is not limited to, verbal, written, graphic, or any physical contact by any student(s), which disrupts, interferes with, or limits a student's ability to participate as a student. Language that demeans, degrades, embarrasses, or humiliates a student or other employee is not permitted.

Harassment also includes acts of aggression, damage to property, intimidation or physical conduct of any kind relating to a student's gender, race, color, national origin, age, religious belief, ethnicity, or disability. Harassment also includes demeaning jokes, taunting, racial slurs, derogatory nicknames, or other derogatory sentiments.

Sexual harassment is misconduct that includes unwelcome sexual advances, requests, sexual favors, either verbal or physical, that are unasked for, which interferes with the relationship of students with



employees or other students. Sexual harassment is sexual overtures or conduct that is unwelcomed, offensive to the person, and interferes with a student's educational activities.

Sexual harassment is misconduct when submission is made as a condition of education or participation in school activities, used as a basis for academic decisions, or creates a hostile work or learning environment.

Any student's sexual harassment by employees of the District is "unwelcome" regardless if "consensual." Examples of sexual harassment include, but are not limited to:

1. Unwanted sexual touching, verbal comments, gestures, and jokes;
2. Students in a class which is predominantly of one sex subjecting a student of the opposite sex to sexual remarks, teasing, or being questioned about their ability to do the work;
3. Touching oneself sexually or talking about one's sexual activity in front of others;
4. Displaying, wearing or distributing sexually explicit or sexually suggestive drawings, pictures or written materials;
5. Unwelcome solicitation or pressure for sexual favors;
6. Unnecessary touching of an individual, e.g., patting, pinching, repeated brushing against another person's body;
7. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the District; and
8. Cornering or blocking of normal movements.

Examples of conduct which typically would **not** constitute sexual harassment:

1. A single instance of a kiss on the cheek of a student by another student;
2. Hugging the winning athlete;
3. A teacher putting his/her arms around students during photographic session.

Reporting

A student, a student's parent/guardian, or a District employee may make reporting of student harassment. Harassment witnessed by an employee requires immediate appropriate action to intervene and stop the harassment. A student who becomes aware that another student is being harassed should immediately report the incident.

Reporting should be made to a building administrator. If the complaint includes the building administrator, the report should be made to the Superintendent. This is not to say that reports cannot be made to teachers and counselors and, in such instances, those persons should report the incidents with immediacy to the building administrator.

There is no requirement that reports be made in writing or that any specific timeline within which to report an incident of harassment is required.

When a report of harassment is received by the building administrator, the following procedures shall promptly occur:



1. Obtain a written statement from the complainant;
2. Obtain a written statement from the accused;
3. Obtain written statement from witnesses;
4. Prepare a written report to be submitted to the Superintendent.

Appropriate Disciplinary Action, upon sufficient evidence to support the allegation, will be taken in the event the offender is an employee.

If the harassment is caused by a student, and sufficient evidence exists to support the allegation, appropriate disciplinary action in accordance with School District's discipline policy, rules and regulations, will be taken, up to and including suspension and expulsion. When appropriate, a complaint of harassment will be referred to appropriate law enforcement.

No retaliation shall be taken against any student who reports harassment in good faith.

A reasonable effort will be made to maintain confidentiality, but complete confidentiality may not be attainable, and students and employees must accept the fact that complete confidentiality may not be possible. If there is suspected child abuse, such abuse will be reported to the appropriate authorities as required by law.

Harassment of Teachers

It is against state law for parents or students to verbally or physically harass, intimidate, or abuse a teacher. An occurrence of this nature will result in school discipline and may be subject to criminal investigation.

Inappropriate Public Display of Affection (PDA)

Refrain from kissing, embracing, or caressing. School should be conducted in a business-like atmosphere to prepare you for college and career readiness.

Insubordination

Students are considered insubordinate if they use verbal abuse, fail to follow reasonable verbal instructions by a staff member or bus driver, and/or other appropriate requests by appropriate adults.

Obscene, Inappropriate Language

Profanity, vulgarity, or pornography, either spoken or written is considered obscene. The severity of the profanity will determine the consequence.

Possessing, Using/Abusing Drugs

Possessing, handling, transmitting, or being under the influence of any illegal drug, will result in the proper authorities being contacted, along with suspension from school, and referral to the Superintendent and the School Board.

Possession of Firearms or Weapons Policy



- Policy of West Jefferson School Board prohibits students from possessing a weapon of any kind on school property or at school sponsored activities. Toy or otherwise.
- Instruments considered weapons are knives of all types, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks or clubs, explosives, chemicals such as mace, or any other items intended to inflict injury on another individual or group of individuals.
- Possession, use, or any attempt to use such weapon will constitute violation of the policy. Students found in violation of this policy will be referred to law enforcement authorities for legal action; Students found in violation will be suspended. Possession of firearms will constitute expulsion for one year.
By Law West Jefferson High will not admit a student who has been expelled from another district for violating Senate Bill 1189 until that student has completed the expulsion period. The timing should be based on written confirmation from the district that initially expelled the student.

Unverified Absence/Truancy

An unverified absence is a failure to attend a class or classes without checking out at the office with parent verification.

LEAVING THE SCHOOL BUILDING:

All students leaving the building must have a check out slip from the office before they actually leave. Students must have parental or teacher permission to leave the building at any time of the school day. Failure to leave through proper channels may result in one or more periods of unexcused absences.

Students who do not check out through the office before leaving cannot get their absence excused after the fact. Campus is closed for all students grades 9-12 between classes. If students leave campus at any time during the day other than Lunch Break, they are truant if they do not check out at the office first.

Tardy

Students are expected to be in class, ready to learn, and on time. Students are to be counted tardy if they enter the classroom after the bell finishes ringing. Teachers will keep track of the number of tardies a student has. The 5th tardy in a class will result in 1 hour of detention time. The 6th tardy and each succeeding tardy will result in 2 hours of detention. Habitual tardiness by a student will result in a meeting with the student's parents, administration and the school counselor.

Theft

Theft is defined as stealing or attempting to steal, school property or private property.

Tobacco or Alcohol

Possessing, handling, transmitting, or being under the influence of alcohol, intoxicant of any kind, or tobacco is not allowed on school grounds or at school functions. If there is strong evidence of intoxicants, alcohol, or tobacco the proper authorities will be called. Suspension from school, referral to the Superintendent or the School Board may be made.



Vandalism/Graffiti

Includes disrespect, destroying, defacing property and/or buildings.

Weapons Defined & Zero Tolerance Policy

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon of any kind. Any object which could be used to injure another person will be considered a weapon.

The following are examples of instruments ordinarily or generally considered weapons: knives with blades longer than 2.5 inches, guns, air propelled guns, lead pipes, chains (wallet chains must not exceed 12" in length), throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, or other chemicals. Toys that appear to be weapons are considered to be weapons. A student who brings a weapon to school must give it to school authorities. Consequences may include suspension from school, criminal charges, and expulsion from school by the Board of Trustees.

