

# Soda Springs High School

## *Home of the Cardinals*

### Student Handbook (DRAFT ONLY)

### 20123 – 20134

300 East 1<sup>st</sup> North, Soda Springs, Idaho 83276  
Phone (208) 547-4308

This handbook was approved on August 22<sup>nd</sup>, 2012 July 2<sup>nd</sup>, 2014 by the Board of Trustees of Soda Springs Jt. School District #150. All persons identified and information included herein was accurate as of that date.

#### Welcome

This student handbook is informational so that you and your parents may become more fully aware of the rules, regulations, policies and procedures that govern school operations. **Not all policies and procedures are contained within this handbook. Please contact the school office for further details or information.** The faculty and staff are in place to guide you through high school and the many opportunities that await you there.

The school uses cameras to monitor and record common areas on school premises.

## Bell Schedules

Regular Schedule		Early Dismissal Schedule	
"0" Hr	07:00—08:00	"0" Hr	07:00—08:00
1 <sup>st</sup> Pd	08:04—09:20	1 <sup>st</sup> Pd	08:04—08:53
Ch 1/Nut	09:20—09:34	2 <sup>nd</sup> Pd	08:57—09:46
2 <sup>nd</sup> Pd	09:34—10:55	3 <sup>rd</sup> Pd	09:50—10:39
3 <sup>rd</sup> Pd	10:59—12:15	4 <sup>th</sup> Pd	10:43—11:32
Lunch	12:15—12:55	Lunch	11:32—12:12
4 <sup>th</sup> Pd	12:55—02:11	Adv/SP	12:12—12:37
5 <sup>th</sup> Adv/SP	2:15—2:40	5 <sup>th</sup> Pd	12:41—1:30
6 <sup>th</sup> Pd	2:44—4:00		

Regular Schedule		Early Dismissal Schedule	
"0" Hr	07:00—07:56	"0" Hr	07:25—07:56
1 <sup>st</sup> Pd	08:00—08:55	1 <sup>st</sup> Pd	08:00—08:35
2 <sup>nd</sup> Pd	08:59—09:56	2 <sup>nd</sup> Pd	08:39—09:14
3 <sup>rd</sup> Pd	10:00—10:55	3 <sup>rd</sup> Pd	09:18—09:53
4 <sup>th</sup> Pd	10:59—11:54	4 <sup>th</sup> Pd	09:57—10:32
Lunch	11:54—12:34	5 <sup>th</sup> Pd	10:36—11:11
5 <sup>th</sup> Pd	12:34—01:29	Lunch	11:11—11:51
6 <sup>th</sup> Pd	01:33—02:28	6 <sup>th</sup> Pd	11:51—12:26
7 <sup>th</sup> Ad/SP	02:32—02:57	7 <sup>th</sup> Ad/SP	12:30 – 12:51
8 <sup>th</sup> Pd	03:01 – 04:00	8 <sup>th</sup> Pd	12:55 – 01:30

On occasion bell schedules will be altered to accommodate special events, testing and shortened hours.

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## Board of Trustees

Chad Christensen, Alan Erickson, Dan Lau, Lynda Lee, Jim Smith, Jim Stoor, Irene Torgesen

### District Administration

Dr. Molly Stein	Superintendent
Mrs. Kim John	Secretary
Mr. Jonathan Balls	Business Manager
Mrs. Arlene Bailey	Food Service Director
Mr. Robert Daniel	Special Services Director
Mr. Brent John	Transportation Director
Mr. Doug Hogan	Maintenance Supervisor

School District #150 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability.

### Contact Information:

<b>Section 504</b>	Building Principals	Soda Springs High School	547-4308
		Tigert Middle School	547-4922
		Thirkill Elementary School	547-2616
<b>Title II</b>	Dr. Molly Stein	District Office	547-3371
<b>Title VI</b>	Mr. Robert Daniel	Tigert Middle School	547-4922
<b>Title IX</b>	Building Counselors	Soda Springs High School	547-4308
		Tigert Middle School	547-4922
		Thirkill Elementary School	547-2616

### School Purpose

Soda Springs High School has been established for the purpose of preparing the young adults of Soda Springs for the future. The faculty and staff are trained and dedicated to the goal of making them productive, positive individuals who will help to make the country and communities in which they reside better places.

### Mission Statement

Our mission is to help our students to become successful individuals, life-long learners, dependable employees, to have stable families, and to be good citizens of our nation and world.

### Accreditation Standards

A **safe environment** conducive to learning.

Educators are empowered to maintain **classroom discipline**.

The **basic values** of honesty, self-discipline, unselfishness, respect for authority and the central importance of work are emphasized.

The skills necessary to **communicate effectively** are taught.

A **basic curriculum** necessary to enable students to enter academic or vocational post-secondary educational programs is provided.

The **skills necessary** for students to enter the workforce are taught.

The students are introduced to **current technology**.

The importance of students acquiring the skills to enable them to be **responsible citizens** of their homes, schools, communities, state and nation is emphasized.

## Faculty and Staff

Mr. Doug Owen	Principal	Mrs. Ashly Brown	Art, CIS
Mrs. Joy Wilson	Secretary	Mr. Joe Brown	Agriculture, Welding
Mrs. Lynda Stoor	Attendance	Mrs. Cassie Cook	Business Education, Speech
Ms. Jennifer Collins	Distance Ed Coord	Mrs. Becky Craner	Terah Fetzner English, History
Mrs. Chris Ledbetter	Counselor	Mrs. Jane Garbett	Government
Mrs. Carol Williams	Media Specialist	Mrs. Cecelia Hoggan	Ms. Nancy Ball Family and Consumer Science
Mr. Wade Schvaneveldt	Athletic Director	Mr. Jeff Horsley	Life Sciences
Mr. David Stoor	Head Custodian	Mrs. Liz James	Spanish
Mr. C.J. Mabey	Custodian	Mr. Bryan Jensen	Physical Sciences
		Mr. Jess McMurray	Mathematics
		Mrs. Caitlin Pankau	English, Speech
Mrs. Peggy Peterson	Lunchroom Mgr	Mr. Wade Schvaneveldt	Mathematics, AD
Mrs. Patty Bolingbroke	Lunch Aide	Mrs. Shawnae Somsen	PE, Health
Mrs. Virginia Christensen	Lunch Aide	Mrs. Vicky Spliedt	Special Education
Mrs. Peggy McCollum	Lunch Aide	Mrs. Laura Stanton???	Music
Mrs. Becky Peterson???	Special Ed Aide	Mr. Jeff Uskoski	Mathematics
Mrs. Lori Weaver	Special Ed Aide	Mrs. Dawn Worthington	Social Studies

## Class Sponsors

Seniors	Mrs. Worthington, Mrs. Ledbetter, Mrs. Spliedt, Mrs. Williams
Juniors	Mrs. Craner, Mrs. Hoggan, Ms. Collins, Mr. Jensen, Mr. Brown, Ms. Ball
Sophomores	Mr. Schvaneveldt, Mrs. Somsen, Mr. Horsley, Mrs. Pankau
Freshmen	Mrs. James, Mrs. Cook, Mr. McMurray, Mr. Uskoski

## Co-curricular Advisors

BPA	Mrs. Cook	FCCLA	Mrs. Hoggan	Ms. Ball
FFA	Mr. Brown	NHS	Mrs. Williams	
Pops Choir	Mrs. Stanton???	Student Council	Mr. Owen	Mrs. Fetzner
Yearbook	Mrs. Pankau, Mrs. Cook			

**Co-Curricular Activities** can be defined as those activities outside of, but complementing the regular curriculum. Thus, co-curricular activities may relate to a class that is part of the curriculum, such as most of those listed above, and also have activities outside of the regular school day in addition to the regular curriculum.

## Extra-curricular Coaches/Advisors

Baseball	Mr. Uskoski	Boys' Basketball	Mr. Bergholm
Cheerleading	Mrs. Offret, Rasmussen	Cross Country	Mr. Horsley
Drill Team	Ms. Sweers	Football	Mr. Erickson
Girls' Basketball	Mr. Schvaneveldt	INL Scholastic	Mr. Uskoski
Softball	Mr. Stein	Track	Mr. Horsley
Volleyball	Mrs. Sweers ???	Wrestling	Mr. Clark

**Extra-Curricular Activities** are those activities for students that are sponsored or sanctioned by the school and which supplement or complement, but are not a part of, its required academic program or regular curriculum. Although not a part of the academic program, extra-curricular activities are considered an integral part of a school's total educational program.

## Academics

### Graduation Requirements (Policy 610)

The Board of Trustees of Soda Springs Joint School District #150, in conformity with the guidelines of the Idaho State Department of Education, has established the requirements for graduation from Soda Springs High School. Students who successfully complete these requirements will be awarded a Soda Springs High School Diploma. Students must also pass the Language Arts, Math, and Reading portions of the ISAT exams at the proficiency level.

Graduation requirements are stated in terms of "credits earned." One credit is awarded for each **trimester semester** of successfully completed work.

Credits required for graduation are as follows:

Class of	2013	2014	2015
English	9	8	8
Speech	1	1	1
Mathematics	6	6	6
Science	6	6	6
American Govt.	2	2	2
U.S. History	2	2	2
Economics	1	1	1
Humanities	4	4	4
Health	1	1	1
Physical Education	2	2	2
Reading	1	0	0
Senior Project	1	1	1
Online Courses	0	0	2
Electives	20	20	18
Total	56	54	54

  

Class of...	2014	2015	2016	2017+
English	8	8	8	8
Speech	1	1	1	1
Mathematics	6	6	6	6
Science	6	6	6	6
American Government	2	2	2	2
U.S. History	2	2	2	2
Economics	1	1	1	1
Humanities	4	3	2	2
Health	1	1	1	1
Physical Education	2	2	2	2
Senior Project	1	1	1	1
Electives	19	19	19	18
Total	53	52	51	50

Beginning with the class of 2013, a College Entrance exam (taken during their Junior year), and an additional year of Science and of Math are required (2 Math credit/s must be taken during their Senior year). Students are now required to complete a senior project during their senior year.

Once a student has met with the counselor to make class changes for a **trimester semester**, any additional class changes will only be done with the student's parent or guardian present.

Students who are juniors or seniors may enroll in a total of two teacher aide, office aide, or peer tutor positions per school year. This does not mean two in each category. These positions are electives and receive pass/fail credit. Seniors may enroll for more than two such sections once they have exceeded the credits required for graduation.

Students who are taking correspondence courses in order to complete graduation requirements must deliver their final grades and verification of completion to the office at least one week prior to graduation (see Board Policy 618). Schools providing these correspondence credits must be accredited by the *Northwest Association of Schools* or an association recognized by the Northwest Association of Schools in order for their credits to be accepted by Soda Springs High School.

No student will be allowed to participate in graduation exercises unless all graduation requirements have been completed. (Policy 614)

### Advanced Placement Credit

AP – To qualify for the 5.0 grading scale a student must be enrolled in either a class designated as AP or be enrolled in a regular class and also complete the extra work assigned by the teacher AT THE LEVEL REQUIRED. While it is suggested that AP students take the AP exam, this is not a requirement for the 5.0 scale. Honors work must be completed within the **trimester semester** that the class is taken. **Honors work must be completed by the end of the second trimester.**

### Athletic Credits

A student who competes in and completes three seasons of any sport or combination of sports will be awarded two pass/fail PE credits. **These credits are only available** if the coach holds Idaho PE certification.

A student who competes in a sport or sports where the coach does not hold PE certification may have the PE requirement waived and converted into additional elective requirements.

### Class Rank/Graduation with Honors/Salutatorian/Valedictorian

**Class Rank** - Everyone in the class who has a GPA of 4.0 or above will be ranked #1. The student with the next highest GPA will be ranked #2. There may be multiple students with the same ranking. If no one has a GPA of 4.0, the student with the highest GPA will be ranked #1. There will be no calculation of GPAs over 4.0 or ranking of students above 4.0.

**Graduation with Honors** - Graduating Seniors who have a GPA of 3.5 to 3.69 will graduate with Honors and wear a silver chord. Those with a GPA of 3.7 or above will graduate with High Honors and will wear a gold chord. Members of the National Honor Society who have maintained a 3.5 GPA will wear the collar or blue chord.

**Salutatorian** – the student with the second highest GPA (under 4.0) will be the salutatorian. Equal GPAs would result in multiple Salutatorians.

**Valedictorian** – Every graduating Senior who has a 4.0 GPA will be a Valedictorian. If no graduating Senior achieves a 4.0, the student with the highest GPA will be the Valedictorian.

### College Classes

College classes (with the exception of Tech Prep courses) will be graded on a 5.0 scale once transcripts have been received by the High School. A three credit college class will earn two high school credits. A two credit college class will earn one high school credit. English 12A is a prerequisite for College English.

### Early Graduation (Policy 616)

Any student contemplating graduation prior to their normally scheduled graduation date must submit an “Early Graduation Plan” for approval. In addition to a detailed plan for the completion of all graduation requirements, this plan must include the written approval of the student’s parent/s or legal guardian/s. If a student completes all graduation requirements by the second trimester first semester of their normally scheduled senior year and chooses to attend the regularly scheduled graduation ceremony, they are not considered an “early graduate”.

### GPA

A student’s GPA will be determined by adding all of the points that they have earned and dividing by the number of graded classes taken. Classes taken for pass/fail credit and released time classes are not included in the GPA calculation. Second trimester First semester grades will be included in the determination of the final Senior GPA standing for Graduation and Honors Night. The GPA on the final transcript will include third trimester second semester grades.

### Grades and Report Cards (Policy 688)

Student records are confidential. Access to grades and report cards is limited to administrators, teachers, the student and his or her parent/s or guardian/s.

**Deficiency Notices or Grade Reports** – The classroom teacher is to make a good faith effort to keep both student and parents informed of deficient scholastic achievement. Notices or reports will be mailed to parents when a student is deficient in class work and may be in danger of failing a course.

**Report Cards** – Report Cards are issued at the end of each trimester semester and progress reports are issued midway through each trimester semester.

**Incompletes** – Incompletes are to be completed within two weeks of the end of the trimester semester for which they were given, only the Principal may grant exceptions. Incompletes are only used in the case of extended illness or extraordinary circumstances, not for simple failure to submit assignments.

**Withdrawals** – Withdrawal from a course after the first five days of the trimester semester will result in a grade of W/F being placed on the transcript. Exceptions may be granted for extenuating circumstances, such as special health problems, and will be reviewed on a case by case basis.

### PowerSchool

Soda Springs High School uses PowerSchool to record and report student progress. PowerSchool is accessible by students and parents by using an individual password which that can be obtained from our Media Specialist.

### Grading Scales (Policy 684)

Grading Scale			AP Grading Scale		
Grade	%	Points	Grade	%	Points
A+	97-100	4.0	A+	97-100	5.0
A	93-96	4.0	A	93-96	5.0
A-	90-92	3.7	A-	90-92	4.7
B+	87-89	3.4	B+	87-89	4.4
B	83-86	3.0	B	83-86	4.0
B-	80-82	2.7	B-	80-82	3.7
C+	77-79	2.4	C+	77-79	3.4
C	73-76	2.0	C	73-76	3.0
C-	70-72	1.7	C-	70-72	2.7
D+	67-69	1.4	D+	67-69	2.4

D	63-66	1.0
D-	60-62	.7

D	63-66	2.0
D-	60-62	1.7

### Graduation Speakers (Policy 615)

The two graduating seniors invited to speak at graduation will be those with 4.0 GPAs and the highest ACT scores, or the highest GPAs if no one has a GPA of 4.0. The graduating senior with the next highest GPA, or 4.0 GPA with the next highest ACT score will have their choice as to what part (other than speaker) of the program that they would like to do. As many students as possible will be included. If there are more students with 4.0 GPAs than can be accommodated as speakers, those with the lower ACT scores may not be included in the program.

### Honor Roll

The Honor Roll is based on **trimester semester** grades. Students will be included on the Honor Roll if they have a trimester GPA of at least 3.3, from a minimum of 3 graded classes, and have no outstanding Incompletes or "No Credits" (NC). If a student has an Incomplete or NC, it is their responsibility to see that it is cleared and that a grade is turned in to the office.

### Registration

1. Students, with parental approval, are to pre-register in the spring and may change classes up until the end of the first week of class in the fall. It is strongly suggested that students adhere to their registration plan so that their progress toward graduation is not jeopardized.
2. Schedule changes for the second **and third trimesters semester** are allowed during the first week of **each trimester that semester** with parent approval.
3. A conference between student, parents, counselor and teachers will be held to consider any proposed schedule change that occurs after the first week of class. Such changes must also be approved by the Principal.
4. Administrative changes may be made at any time during the **trimester semester** in order to balance classes or when it becomes evident that a student's behavior is disrupting the learning process of other members of the class.

### Released Time Attendance (Policy 678)

Students may be scheduled for released time upon receipt of an application from the parent or guardian. Written requests by the parent will be included in the student's permanent record. Released time will not exceed four (4) periods per week or 165 hours during the year. This means that students are limited to one class period of released time for two **trimesters semesters** per school year. The school is not liable for any injury, act or event that occurs while the student participates in released time.

### Senior Enrollment

All seniors must enroll in at least three classes per **trimester semester** unless the student is an early graduate. Released time is not counted as a class.

### Tech Prep Concurrent Credit

While Tech Prep classes may qualify for concurrent credit, they do not qualify to be graded on a 5.0 scale. Students may articulate college credits up to two years after completion of a qualifying course if they earned a grade of B- or higher. Students will be required to pay a small fee in order to have these credits included on their college transcripts.

### **Trimester Semester** Exams

All students will take culminating exams in each class. The test, or End of Course Assessment, will be given on the last day of each **trimester semester**. **Students who have no more than one absence in a class will be excused from the trimester exam in that class as a reward for good attendance.**

## Attendance

### Attendance Policy (Policy 522)

Regular and punctual patterns of attendance are expected of each student enrolled at SSSH. While it is recognized that absence from school is necessary under certain circumstances, every effort should be made by students, parents or guardians, teachers, and administrators to keep absences and tardiness to a minimum.

Student attendance at school is the responsibility of the student and their parents or guardians. Every effort will be made by school personnel to keep parents or guardians informed of student absences.

An adequate and comprehensive system of attendance records shall be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in his or her classroom. The building principal is responsible for maintaining attendance records of all students and submitting attendance information to the superintendent.

Except in extraordinary cases, the policy of School District 150 is that students in grades 9-12 will not be given credit in a subject should they be absent more than **five (5) days per trimester** eight (8) days per semester.

If a student has missed **six or seven nine or ten** sessions of a particular class and has a passing grade for that class, they will be able to recover credit by paying for and attending sessions of Friday school as assigned by the Principal. The fee for Friday school sessions will be \$5.00 per class session to be made up. Each class period to be made up will also require 1 hour **and 20 minutes** of attendance at Friday school.

Students who have **eight eleven** or more absences may appeal to the Principal's Attendance Committee (consisting of the Principal, Counselor, **Attendance Secretary**, and **three at least one** educators) for consideration of any extraordinary circumstances relative to the



student's attendance record. This committee may deny credit or may establish further criteria for credit recovery. These criteria may include completion of a subsequent trimester with five eight or fewer absences, completion of assigned make-up time and payment of fees assessed. This option is not available to Seniors in their final trimester semester. Under an unfavorable decision, an appeal may be made to the Superintendent, and then to the School Board.

### Attendance Guidelines

1. It is the responsibility of the parent to see that their child is in attendance (Idaho Code 33-205). The school's responsibility is to make a good faith effort to notify parents of a student's absences.
2. It is the responsibility of students to be in class from the first day of the trimester semester. Each trimester semester class has 77 at least 55 minutes of learning time per day. Taking school time off for vacations and other social opportunities has a major impact on student learning.
3. If changes are made to a student's schedule, all previous attendance is forwarded to the new class.
4. Teachers are to take roll at the beginning of class. Students who are more than 5 minutes late to class are to be marked absent.
5. The teacher's roll book is the official record of student absences.
6. The school attendance secretary's record is the next official record of student absences.
7. Three tardies in any one class equals one absence. Chronic tardiness will result in disciplinary consequences.
8. A School Excused Absence is an absence attributed to a school activity or approved school business. It is not counted against the student as part of the 5 8 day limitation because these students are considered to be in school.
9. Truancy Absence.
  - A. Students who have left the classroom or school without proper school authorization.
  - B. Absence without the prior knowledge of the parent or the school.
  - C. Failure of a student to bring a note from the parent or guardian upon return to school following an absence.
10. Habitual Truancy will be defined as when any student has more than six truanies.
11. A Blue Slip is the form needed by a student to leave campus. Only the office may issue blue slips. A Blue Slip must be approved by the parent or by office personnel.
12. An Admit Slip is the form, acquired at the office, that admits a student back into class after an absence.
13. Notes received from parents describing the circumstances of an absence will be placed in the student's attendance file. If the student was absent for any health related appointment, a doctor-verified note will be accepted for up to 48 hours after the time of re-admittance.
14. Letters will be mailed to parents when the student reaches three, four and five four, six and eight absences. Students will lose credit on their sixth ninth absence. Letters may not reach parents before the student has acquired their next absence. Parents are encouraged to check PowerSchool on a regular basis to review student grade and attendance records.
15. After the sixth eleventh absence a letter will be mailed to parents offering a time for students and/or parents to meet with the Principal's Attendance Committee.
  - A. Notes will be taken at All Principal's Attendance Committee meetings will be recorded.
  - B. Records of Principal's Attendance Committee meetings will be kept in the student's attendance file.
16. At six (6) nine (9) absences the grade for the affected class will automatically revert to a No Credit (NC). If the student earned a failing grade for the trimester semester, the attendance policy is moot and the student will receive a Fail (F).
17. At six (6) nine (9) absences the student will be expected to remain in class under the following conditions:
  - A. No class disruptions or behavior problems will be tolerated.
  - B. The student will continue to do all classroom assignments with the understanding that no credit will be given.
18. Persistent attendance problems may result in the student being referred by the Principal to the School District Disciplinary Review Committee with the recommendation of scheduling an expulsion hearing before the School Board.

### College Days

Seniors are allowed one school excused absence to visit colleges. A document which is signed and dated by a college official must be returned to the High School in order for the absence to be school excused.

### Make-Up Policy

Students are allowed one day of make-up time for each day of excused absence. Assignments given in advance of the absence are due on the original due date. Students suspended from school retain make-up privileges. Students on In-School-Suspension are responsible for assignments just as if they were in class.

### Released Time Attendance (Policy 678)

Students may be scheduled for released time upon receipt of an application from the parent or guardian. Written requests by the parent will be included in the student's permanent record. Released time will not exceed four (4) periods per week or 165 hours during the year. This means that students are limited to one class period of released time for two trimesters semesters per school year. The school is not liable for any injury, act or event that occurs while the student participates in released time.

### Trimester Semester Exams

All students will take culminating exams in each class. The test, or End of Course Assessment, will be given on the last day of each trimester semester. Students who have no more that one absence in a class will be excused from the trimester exam in that class as a reward for good attendance.

## **Discipline**

### **Discipline Policy (Policies 540-553)**

It is the function of Soda Springs High School to attempt to meet the educational needs of every child by working with the parents and the community. To be effective, schools must have a standard of discipline. The rules and regulations in this handbook are established to give all students the opportunity to attend school in a positive and safe atmosphere.

All students enrolled in School District 150 are charged with the responsibility of abiding by accepted standards of good conduct and discipline. Whenever the student's behavior violates the standards adopted by School District 150, action will be taken which may deny the privileges and rights of participation in activities and/or school attendance.

Students have a right to freedom of expression. However, when the message expressed infringes upon the rights of others, or is offensive, or is considered insubordinate, students will be subject to the disciplinary code of the school.

The following rules will be observed by all students at all times while on campus.

1. Do not run, push or shove in the school building.
2. Students are not to cuddle, kiss, hug, sit on laps or otherwise participate in excessive displays of affection.
3. Students are to be courteous to faculty, staff and other students.
4. Students are not to be in the school building or on school premises, after hours, unsupervised.
5. Students are to have a hall pass to be outside of class during class time.
6. Students will cooperate with faculty and staff at all times.
7. Students will not use foul or vulgar language.

8. Portable communication and gaming devices are not to be turned on or used in the classroom, detention room or at assemblies without teacher permission. This includes cell phones (see also **Cell Phones**, page 16), picture phones, PDAs, handheld gaming devices and music players (with or without earphones).
9. The Internet and e-mail systems are to be used solely for educational purposes. Use of these tools is a privilege, not a right, and may be revoked at any time for inappropriate use. See the school's Acceptable Use Policy for more information on this topic.

## **Discipline - Consequences**

**Detention** - To aid teachers in maintaining discipline in class, a school-wide detention program will be administered by the office.

Students who fail to abide by classroom and/or school rules may be placed in detention as a consequence for their actions. Detention will be held Monday through Thursday after school. Students who fail to serve assigned detention may be suspended.

**In-School Suspension** - Students who fail to comply with school policies and procedures may be assigned to in-school suspension. Any student being so placed will be removed from the regular classroom and placed in a monitored room where they will do classroom assignments and/or other work for a period of time as deemed appropriate by the Principal. Students will not be released during times when other students are normally out of class (nutrition break, passing periods and lunch).

A cooperative student may be given the opportunity to be placed in an alternative setting such as Caribou County Community Service. Participants in the Caribou County Community Service program will be supervised by the Caribou County Community Service Coordinator while completing their suspension. Students will complete their hours by continuing their missed academic work, working on asset building skills, and providing service in the form of various projects in the community.

**Out-of-School Suspension - (Policy 543)** The superintendent or principal may suspend any student for misconduct. A suspension by the principal will not exceed five days in length. The superintendent and school board may add additional days of suspension as per Idaho Code.

Prior to suspending a student, an attempt will be made to contact the parent or legal guardian.

The parent or legal guardian will be given the opportunity for a corrective conference.

Suspended students may make up class work missed during a suspension.

Students who are suspended or expelled are not to be on school grounds at any time. If they are found to be on school grounds, law enforcement officials may be contacted and citations for trespass may be issued.

A student may be readmitted upon the completion of reasonable conditions as prescribed by the principal or superintendent.

### **Expulsion (Policy 544)**

The Superintendent will give written notice the parent or guardian of the student.

The notice will state the grounds for the proposed expulsion and the time and place where the parent or guardian may appear to contest the action of the Board to deny school attendance.

The notice will also state the rights of the student to be represented by council, produce witnesses, and to submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear as witnesses against him or her.

Within 5 -10 days of delivery of the written notice the Board of Trustees will grant a full and fair hearing.

Unless the student is a danger to others, he or she will be afforded an alternative educational setting pending a final determination by the school authorities.

When a student is expelled within the age of compulsory attendance (7-16) the authorized representatives or the Board must file notice to the proper authorities.

**Readmission to school following expulsion** - The School Board may readmit a student who has been expelled. The parent or guardian may petition for a hearing before the end of each trimester semester to request that the Board consider readmission

## **Misbehavior**

**Overview/Warning.** The classroom instructor is to warn a student of inappropriate behavior and its consequences. This warning may take place at the first of each trimester semester when rules are discussed. No further warnings are necessary. Each student should become familiar with the student handbook. If additional information is needed, full copies of the School and District policies can be obtained in the office. Each student is responsible for his or her behavior.

Students cannot be deprived of a fair procedure to determine whether or not the misconduct occurred. Due process means that students will have an opportunity to present their side of the story. The requirements of due process are:

Notice of charges either written or oral.

Investigation completed by a school official.

An opportunity for a hearing.

A good-faith effort will be made by the school to inform the parent or guardian of any inappropriate student behavior. Administrative interviews with students will normally take place without parents being present.

## **Sexual Harassment (Policy 506)**

Sexual harassment is a form of discrimination which that is inappropriate at school. Sexual harassment is behavior or words that are directed at a person because of his or her gender and which are uninvited, unwanted, and unwelcome. This may cause a person to feel uncomfortable or offended, create an environment that makes learning difficult. It may be offensive whether repeated or a one-time occurrence.

Physical sexual harassment is any unwanted sexually oriented physical act. For example: grabbing or touching someone, especially his or her sexual parts, pulling someone's clothing, purposely bumping or rubbing against a person, kissing or holding a person against his or her will.

Verbal sexual harassment means offensive words or comments. For example: comments about body parts, sexual suggestions or threats, spreading sexual rumors or stories, sexual jokes, using sexual orientation (homosexuality or bisexuality) as an insult.

Nonverbal sexual harassment includes staring or pointing at a person's body, making obscene gestures, displaying obscene sexual material or placing it in someone's work area, writing people's names along with sexual remarks, suggestions, or drawings.

The consequence for sexual harassment ranges from verbal reprimand to expulsion from school, dependent on the magnitude and type of incident.

#### **Teacher's Discipline Plan**

The teacher's classroom Assertive Discipline Plan involves the application of rules of conduct in the classroom.

Students will be prepared for class.

Students will be courteous to others.

No food, candy, pop or hats in the classroom without teacher permission.

Cheating, including plagiarism **will not be tolerated is prohibited.**

Students will be responsible for their actions and be cooperative with others.

#### **Minor Disciplinary Problems**

Unnecessary disruptions in the classroom or in the building by noise, annoying action, inappropriate language, profanity, vulgarities, name calling directed at another student, inappropriate behavior, inappropriate dress, excessive display of affection, rudeness, loudness, horseplay, disruptions of the classroom by a student in the hall or outside the building, campus driving violations, etc. These problems disturb the concentration of students in the classroom and disrupt the educational effectiveness of the teaching environment and interfere with the orderly environment of the school.

Procedure: Depending on the severity and frequency of the problem, the instructor may assign detention for minor disciplinary problems. An appropriate discipline form will be filled out and mailed to the parent or guardian. Three "minor" disciplinary referrals equal one "major". Minor referrals are cumulative for one school year.

Students who receive three minor disciplinary referrals in one class have shown by their behavior that they are not serious about changing their behavior are repeatedly disruptive, may be removed from that class by the Principal and the student will receive a No Credit (NC) grade.

#### **Major Disciplinary Problems (Policies 506,506.5,541,548,549,550,551,552)**

Examples: Defiant behavior (refusal to comply with a reasonable request), vandalism, theft, malicious injury to another person, throwing rocks, coins, snowballs, or any object that could injure, bullying, fighting, abusive language, profanity, vulgarity, name calling directed at a staff member, threatening language, harassment, sexual harassment, intimidation, alcohol, tobacco, or drugs on campus during school or events at the school, threats against another person or property, threats to harm the school, habitual truancy, criminal acts, possession of dangerous weapons, guns, knives, firecrackers, materials or devices to cause a fire or explosion, laser pointers, possession or control of pornographic material, inappropriate use of the computers or the Internet, e-mail, etc.

Procedure: Following an investigation of the incident by school personnel, written or oral charges may be brought against the student. The student will have the opportunity to present his or her side of the incident (due process). The parent or guardian will be notified by phone or by mail. If necessary, a conference will be held with the student, parent or guardian, principal, and other necessary school personnel. The discussion, which may be held over the telephone, will cover the details and seriousness of the incident along with possible consequences which may include: suspension from a class period, in-house suspension, suspension, referral the Building Disciplinary Review Committee, or other consequences. Final determination of the consequences rests with the school officials involved.

If the seriousness of the problem warrants, a student may be immediately referred to the Building Disciplinary Review Committee, or to the School Board for Expulsion. Major disciplinary problems are cumulative for a student's entire career at SSHS.

#### **Building Disciplinary Review Committee**

The Building Disciplinary Review Committee shall consist of three teachers who have not been previously involved with the incident.

1. The Principal is to notify the student and parent or guardian that the hearing has been scheduled.
2. The Principal will present the history of the student's disciplinary infractions and consequences that have led the student and school to this point.
3. The student and his or her parent or guardian will have an opportunity to present their side of the incident and any concerns.
4. The BDRC is empowered to hear the case and make recommendations which may include: Reinstatement, Transfer, Referral to a behavior class, or Referral to the School Board with a recommendation for expulsion
5. The Principal will notify the student and their parent or guardian of the decision rendered by the BDRC.

If the BDRC recommends expulsion, the student and their parent or guardian will be notified in writing that the student is being referred to the School Board for an expulsion hearing.

#### **Drug, Tobacco, and Alcohol Policy (Policy 551) (Policy 578 for Athletics)**

The use, possession, distribution or sale of alcohol, tobacco, or drugs while in school or at any school sponsored event is prohibited. Occasionally, a dog trained to locate drugs will be used in the school parking lot or in school buildings for locker and classroom searches. If a student is found to be using, possessing, or distributing or selling drugs, tobacco, or alcohol, the following disciplinary steps will be taken.

##### **Tobacco**

###### **First Offense**

The parent or guardian will be notified of the violation and a conference will be held.

The student and parent or guardian will be advised of the consequences of a second offense.

The student will be suspended for a period of time to be determined by the Principal.

###### **Second Offense**

The parent or guardian will be notified of the violation.

Law enforcement will be notified.

The student will be suspended for a period of time to be determined by the Principal and may be referred to the Building Disciplinary Review Committee which may result in a referral to the School Board for expulsion.

##### **Alcohol and Drugs**

###### **First Offense**

The parent or guardian will be notified of the violation.

Law enforcement will be notified.

The student will be suspended for a period of time to be determined by the Principal.

The student will be referred to the Building Disciplinary Review Committee to consider reinstatement versus referral to the School Board for expulsion.

###### **Second Offense**

The student will be referred directly to the School Board with a recommendation for expulsion.

## Student Life

### **Class Fees, Activity Card and Player Fees**

Each student is asked to pay a registration/activity class fee of \$35.00 \$15.00 when he or she registers. These funds help pay for school and class activities such as dances, homecoming, athletic events, class activities, student government, student handbooks, awards, assemblies and social events. Students departing from Soda Springs High School may receive a full refund of this fee if they leave within the first two weeks of school. After that time a student will receive a 50% refund if leaving prior to December 1<sup>st</sup>.

Students may also purchase an activity card for \$20.00. With their current activity card in their possession they will be admitted to home athletic events at no cost (excluding tournaments) and will be admitted to games away from home at a reduced rate.

The cost of a yearbook is not included in the student activity fee.

Participants in extra-curricular activities will pay a Players Fee of \$100.00 per sport or activity to help defray the costs of the activity.

### **Assemblies**

Assemblies are an integral part of school life. These will include pep, school, outside talent, and special occasion assemblies. Students should show proper respect to those performing at all times. When assemblies are held in the auditorium students are to sit in the area designated for their current teacher. When assemblies are held in the Gymnasium, freshmen, sophomores, juniors, and seniors will sit in the area assigned to their class.

Students who chose not to attend assemblies and wish to go home must make prior arrangements with the office by bringing in a note from their parent or guardian.

### **Bus Policy (Policy 730)**

Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel and other students. Failure to abide by the following school bus rules, to show proper respect to others, or to comply with reasonable requests made by school personnel may result in a suspension from or denial of bus transportation. Listed below are specific rules which that will guide students toward good bus conduct. This list is not intended to be all-inclusive but it is representative of the types of behavior that will be expected

1. Students must not attempt to board the bus or leave their seats on the bus until the bus is fully stopped.
2. Articles of an injurious, objectionable, or distracting nature must not be taken onto the bus (any type of weapon, large bulky item which might obstruct the aisle, flammable items, water guns or other spray apparatus, noise makers, throwable objects, etc.)
3. Live animals will not be permitted on the bus.
4. Students must remain seated while on the bus except when loading or unloaded.
5. Activities that distract the bus driver or cause problems in the bus are prohibited.
6. Students are not permitted to open or close windows without the permission of the bus driver.
7. Students must keep their hands and all other parts of their bodies inside of the bus.
8. Fighting, pushing, tripping, or scuffling types of behavior are not permitted on the bus or at bus stops.
9. Students will obey the bus driver.
10. Loud and disruptive noise is not permitted on the bus.
11. Throwing objects in, into or out of the bus is not permitted.
12. Students must not tamper with bus equipment.
13. Lighting matches, spitting, littering, and the use of tobacco are prohibited on the bus.
14. Students will refrain from rude, discourteous, and annoying conduct.
15. Destruction or defacing of the bus or its furnishings is prohibited.
16. Students will not bother other students or the belongings of those students.
17. The consumption of food or drink is not permitted on the bus.
18. Students will behave in a manner which that promotes safety,
19. The deliberate destruction or defacing of the interior or exterior of the bus by a student will result in the immediate loss of bus transportation privileges for a minimum of one week and possibly for the remainder of the school year.

The Principal will decide on the suspension of a student's bus riding privileges. The bus driver will not exclude a student from riding the bus as it goes to or from school unless an emergency which that endangers the safety of other riders demands immediate exclusion of the violator. In all situations except for emergencies, exclusion will come after the principal, under the aforementioned regulations, has properly notified the parent or legal guardian.

### **Cafeteria (Policy 770)**

For the 2012/2013 2013/14 school year the cost of each lunch is \$2.35 2.55. Payments to lunch accounts will be accepted in the cafeteria each morning before school begins. The cafeteria will only accept cash or checks that are to be credited to a student's lunch account and only in the amount to be credited to the lunch account. Once monies are deposited to an account, they will not be refunded. Students without money on account will not be able to charge meals, if a student's account becomes overdrawn, the student will need to pay the overdrawn amount before being able to purchase additional lunches. A student purchasing two lunches in one day will need to pay for the second lunch with cash. Students from families whose income falls below a certain limit may be eligible for free or reduced price lunches. Application forms may be picked up in the office.

**Remember, breakfast is free at Soda Springs High School.**

**Cell Phones (Policy No: 553)**

Cell phones have become a significant disruption in our classes. We request that family members and friends refrain from calling students during class time. Cell phones that are taken out or otherwise used (texting, ringing, etc.) during class are subject to confiscation and may be reclaimed by the student at the end of the school day. For subsequent violations of this policy the cell phone will be confiscated and held for a period of time to be determined by the principal, and can only be reclaimed by the student with his/her parent or guardian present. Multiple referrals may also result in additional disciplinary actions.

**Damage to School Property (Policy 548)**

Vandalism: A person or persons found to be willfully destroying school property will be turned over to law enforcement and avenues will be sought to obtain adequate compensation for damages. In the event of damage due to failure of a student to follow school rules or to use necessary caution, the student will be assessed for financial remuneration of damages. Report cards, grades, etc. will be held until damages are paid.

**Dress Code (Policy 517)**

Students at Soda Springs High School are expected to come to school clean, neat and dressed in a manner which that is accepted as being in good taste. Clothing which distracts from or disrupts the educational process is not acceptable. Students are prohibited from wearing clothing that exposes their breast/s, midriff, or buttocks. Clothing printed with obscene or vulgar expressions is not allowed. When questions arise as to the appropriateness of clothing, the principal will be the final determiner. Hats are not to be worn in the classroom except during spirit week costume days. Because Soda Springs High School is a Drug Free School, clothing items depicting drugs, alcohol and tobacco, either in words or images will not be allowed.

Students who do not meet these outlined standards of dress will be asked to change their clothes or will be sent home to change. They will be readmitted to class when they comply.

**Driving and Parking on Campus**

Properly licensed cars and motorcycles may be used as transportation to and from school. Students are permitted to drive and/or park in school parking lots as a matter of privilege, not a right and must register their vehicles in the office. While driving on campus students should respect pedestrian right-of-way, drive in a courteous manner and keep their seat belts fastened.

Students are not to use cars parked on campus as a substitute for a locker. Students are only to be in the parking lot when arriving or leaving campus per their regular schedule. School officials are authorized to conduct routine patrols of school parking areas. The interiors of vehicles parked on school premises may be inspected by school officials when there is reasonable suspicion that they may contain illegal materials or contraband, evidence of a crime or violation of district policy, or items that may be a threat to safety or security. Such searches may be conducted without notice, without consent, and without a search warrant.

Students are to park in either the east or the south parking areas. Other areas, including the paved areas on the north side of campus (the area between the gym and the Art/Ag building, behind the auditorium and computer labs, etc.) and the area immediately in front of the office are reserved for school faculty and staff. Parking in non-paved areas is prohibited. The east parking area will be available after school on game days.

Cars and/or motorcycles may be ticketed, fines may be assessed and students may be restricted from driving or parking on campus due to:

- Parking in more than one space
- Parking in faculty parking areas
- Failure to register the vehicle with the office
- Unsafe or illegal driving practices
- Driving between classes (other than lunch time)

**FERPA (Family Educational Rights and Privacy Act) (Policy 510, 680.50)**

Parents and students have a right to inspect and review records kept by the school. Parents may request that the records be amended if they are found to be inaccurate, misleading, or otherwise in violation of a student's rights.

The school will release student directory information to individuals or groups requesting name, address, telephone number, participation in classes or school activities and sports, grade level, photograph, weight and height, and awards received. This information will be released without notice or consent unless a parent or student opts out of the directory.

**Fund Raising**

Fund raising activities on school ground or at school activities are limited to those sponsored by school organizations and must receive prior approval from the Principal. Students may not sell items in the school either for their own benefit or for a non-school organization.

**Guidance Services**

Your counselor has one major goal, to help you to receive the maximum benefit possible from your years at Soda Springs High School. Information about occupations, careers, scholarships, colleges, technical training as well as various college tests (ACT, SAT, etc.) is available from the counselor. The Counselor also facilitates group counseling sessions on topics including anger management, coping skills, etc. Each year the counselor will meet with individual students to review their registration and four-year plans.

**Gym and Gym Lockers**

The school Gym is only to be used for regularly scheduled class activities. Likewise the Gym Locker Rooms are only to be used for storing clothing and equipment used for PE classes and Athletic Activities. Items needed for other classes are to be stored in hallway lockers.

### **Insurance (Policy 573)**

The school makes available to students the purchase of a low cost insurance policy to protect the student in the case of accident or injury. It is especially advisable to consider this low cost coverage if the student has no insurance coverage. This insurance will cover all school sponsored athletics except football. A separate insurance policy is available for football players. If players desire to have this coverage (evidence of insurance is a requirement to participate in all athletic activities) they must purchase this insurance prior to the first day of practice. It is advisable to look over this policy even if a player has another health insurance policy.

### **Lockers (Policy 542)**

Lockers assigned to students are the property of the school and remain under the control of the school at all times. School officials may randomly open and inspect lockers for any reason at any time. School officials may open and inspect lockers when there is reasonable suspicion that lockers contain illegal materials or contraband, evidence of a crime or violation of district policy, or items that may be a threat to safety or security. Searches of lockers by School officials may be conducted without notice, without consent, and without a search warrant.

Every student **will** may be issued a locker (with a pre-installed lock) at the beginning of the school year. This will be the student's locker until such time as the student has received permission from the office to change to a different locker. It is the responsibility of each student to take care of his/her locker. If a lock or locker is damaged it will be the responsibility of the student to pay for any necessary repairs or replacement. It is important to keep lockers locked and to keep your locker combination private. Never leave money or valuable personal property in an unlocked locker. These items may be checked into the office for safekeeping. If school property, textbooks, etc., are stolen from a locker, the student is responsible for the replacement of those items.

### **Media Center (Library)**

The Media Center is open Monday through Thursday from 7:30 am to 4:30 pm.  
The Media Center will close for faculty meetings on alternating Tuesday mornings.  
Books may be checked out for two weeks.  
Computer and Internet access are available in accordance with district policy.  
Evening hours for special projects may be scheduled by appointment with the media specialist.  
Computers are available for approved web-based courses.  
Online periodicals are available for home use.

### **Part-Time Students**

Seniors may enroll as part-time students in order to complete graduation requirements. Part-time students are not to be in the school building outside of their scheduled class times unless granted permission by the Principal. Seniors are to be enrolled in a minimum of three classes per **trimester semester**, exclusive of released time.

### **Phone Calls**

Students will not be called out of class to answer a phone call except in the case of an emergency. Messages will be taken and delivered to students so that they may return calls at more convenient times.

### **Posters**

All posters or announcements to be displayed in the school or on school ground are to be pre-approved by the office. Care is to be used to avoid causing damage to walls and other surfaces. All event-related signs and posters are to be removed the day after the event.

### **Released Time Attendance (Policy 678)**

Students may be scheduled for released time upon receipt of an application from the parent or guardian. Written requests by the parent will become parent will be included in the student's permanent record. Released time will not exceed four (4) periods per week or 165 hours during the year. This means that students are limited to one class period of released time for two **trimesters semesters** per school year. The school is not liable for any injury, act or event that occurs while the student participates in released time.

### **School Closure (Policy 354)**

Should there be a need to close the school due to weather, mechanical problems, or health reasons, the school will notify local radio stations for public broadcast of the closure. Signs announcing the closure will also be posted at the major entrances to the school building.

In the case of a long-term school closure, staff will endeavor to contact students via the internet and/or telephone in order to continue, to the extent possible, educational services for our students.

### **Shuttle Bus**

Bus transportation is provided for students working as tutors at the middle school and/or elementary school. Students who miss the bus without a valid reason may be counted as absent. Students are not to drive to or ride in vehicles driven by other students to off campus class assignments, doing so may result in removal from the class and loss of credit.



## Visitors

Visitors, including parents and former students, must receive permission at the office in order to be in the High School building or on the High School grounds during the hours when school is in session. This includes lunch time and the normal gathering time before school and departure time after school. Class visitors (high school students) are permitted to attend class for up to one half-day only if they have received prior approval from the principal. Anyone found in any of the school buildings or on school premises without specific approval of the administration will be asked to leave.

## Withdrawing or Transferring to Another School

It shall be the responsibility of the student to take a withdrawal form, pre-signed by the parent, to each of his/her teachers for their signatures and clearance. All school materials, books, locks, etc. must be turned in and all bills taken care of. Unpaid bills and school items not turned in may be recorded on the student's permanent record until cleared. Final transcripts or report cards will not be issued until a student has settled his/her debts with the school.

## Yearbook

A yearbook will be made available at a cost of \$58.00 TBD (including tax). Yearbook orders may be placed at the beginning of the school year. Be sure to pay attention to ordering deadlines to ensure availability. Yearbooks cover the entire range of school activities and are published during the summer for distribution at the beginning of the next school year.

## Athletics

### Athletic Credits

A student who competes in and completes three seasons of any sport or combination of sports will be awarded two pass/fail PE credits. These credits are only available if the coach holds Idaho PE certification.

A student who competes in a sport or sports where the coach does not hold PE certification may have the PE requirement waived and converted into additional elective requirements.

### Eligibility Rules (Policies 572 and 578)

The Idaho High School Activities Association has established eligibility regulations for high school activities. In order to be eligible for athletics, the participant must pass and be enrolled in a minimum of four (4) full credit classes each trimester six (6) full credit classes each semester. Students having incompletes will be ineligible until a passing grade is posted in the office. Early graduates can finish the season of the sport or activity they are involved in but are ineligible for any activities thereafter. Additionally, students may be dismissed from any athletic team or extracurricular activity by the principal for behavior problems.

### Insurance (Policy 573)

The school makes available to students the purchase of a low cost insurance policy to protect the student in the case of accident or injury. It is especially advisable to consider this low cost coverage if the student has no insurance coverage. This insurance will cover all athletics except football and rodeo. A separate insurance policy is available for football players. If players desire to have this coverage (evidence of insurance is a requirement to participate in all athletic activities) they must purchase this insurance prior to the first day of practice. It is advisable to look over this policy even if a player has another health insurance policy.

### **Sportsmanship Guidelines**

Respect for others and sportsmanship are synonymous. If you display one, you will display the other. We should treat other people with courtesy and respect at all times. Play with dignity, skill, and courage, and then regardless of the score, you will have won.

The following guidelines have been established to promote good sportsmanship at all athletic contests.

We will show school spirit by cheering for our team.

We will not yell at or against the opposing school, players, or the officials.

Derogatory cheers/taunts will not be used.

We will be respectful during the introduction of opposing players and coaches.

We will treat our visitors with courtesy and respect.

Remember, cheer for, not against. Our school has class!

**Principals have the authority as well as the responsibility to control the crowd and to insure good sportsmanship at all athletic contests.** (Idaho High School Activities Association By-Laws 2-6).

### **Transportation To and From School Activities (Policy 575)**

Students involved in off-campus school activities shall travel to and from these events by means of school transportation unless the parent or guardian has made prior arrangements with the school principal or his/her designee. A student may be released to their parents or guardian at the site of the activity for the return trip. Students will not be released for the return trip to a person or persons other than their own parent or guardian. Once a student is released to their parent or guardian, the parent or guardian assumes responsibility for the student and the mode of transportation that they choose. **Sportsmanship Guidelines**

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