

# Culdesac School District # 342

## Student Handbook

2022-2023



This Handbook belongs to:

Name: \_\_\_\_\_

## **Welcome from the Administration**

Dear Parents and Students,

We would like to extend a warm welcome to each and every one of you. We are very excited and fortunate to have you here at Culdesac School. Our school is a community made up of our students, our teachers, and our families who share the common goal of providing a quality education to all of our students.

The purpose of this handbook is to provide students, parents/guardians, and staff with an understanding of the basic policies and procedures that are used in the day-to-day operation of the school. These policies and procedures are in place as one way to help reach our educational goals and provide a safe, orderly, and consistent environment for everyone at Culdesac School.

Parents/guardians thank you for giving us the opportunity to work alongside you in providing the best possible educational experience for our students. Please be actively involved in your child's education and let us know how we are doing. We look forward to working with you in the coming year.

Have a great year!

Sincerely,

Alan Felgenhauer, Superintendent,  
Henry Filipponi, Principal, PreK-12

Please remember that this document is not a complete listing of all the rules and policies of the school district. If we can be of assistance at any time, please do not hesitate to contact us.

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# CULDESAC SCHOOL'S BELIEF STATEMENTS

## Mission Statement

### **101.1 – Mission Statement**

The mission of Culdesac Joint School District is to provide our students with the knowledge and skills that will foster a lifelong love of learning and the desire to become contributing members of our modern society.

**Reviewed: April, 2019**  
**Reviewed & Revised: July, 2008**  
**Adopted: April, 2000**

**The faculty and staff of Culdesac School believe that school should:**

- Provide a variety of challenging academic, professional, technical, extracurricular, and social experiences to allow students to reach their full potential.
- Establish a safe and comfortable environment free from emotional and physical harm.
- Develop socially responsible students.
- Enhance students' skills and abilities by providing diverse, interesting, stimulating, and productive learning opportunities.
- Promote a shared sense of responsibility, integrity, and accountability among faculty, students, and parents for learning and task completion.
- Encourage critical thinking and problem solving to enhance life experiences.
- Nurture growth in positive, progressive, adaptive, and challenging ways.
- Provide an environment promoting physical, mental, and social wellness.

## **Non - Discrimination Statement**

### **701.1 - General Policy Statement**

The Board of Trustees of Culdesac Joint School District No. 342 affirms its belief that there shall be no discrimination against students on the basis of race, gender, color, national origin, religion, creed, marital status or disability in the educational programs and activities of this School District. The District will not discriminate against any student on the basis of sexual orientation.

**Idaho Code Section 16-1619**  
**Title VI of Civil Rights Act of 1964**  
**Title I of Education Amendments Act of 1972**  
**Reviewed & Adopted: July 9, 2008**  
**Adopted: August 23, 2000**

## ENROLLMENT GUIDE

Immunization Records are required for each student by State Law before enrolling. A Birth Certificate is required by State Law within thirty (30) days of registering. Out-of-district students may be admitted only under the guidelines provided through the open enrollment policy. (See enrollment and placement requirements section.)

Culdesac School accepts correspondence credit within the following limitations:

No more than eight (8) total credits will be accepted toward graduation from sources outside the senior high school. Correspondence courses or off-campus courses must be completed by May 1, if they are to be applied toward participation in graduation ceremonies.

- Up to six (6) semester credits by correspondence from the University of Idaho or other approved programs will be allowed toward graduation when some extraordinary or extenuating circumstance exists and prior approval has been granted by the principal.
- Up to six (6) semester credits toward graduation will be accepted from accredited and school district approved off-campus public institutions. These courses must meet the contact hours required for credit and must be approved in advance by the principal.

Culdesac Joint School District No. 342, Culdesac, Idaho is an equal opportunity educational agency. In accordance with all applicable laws and regulations concerning delivery of services, all courses at Culdesac School are open to students of both sexes.

## REGISTRATION FEES

At registration time, students can pay a student activity fee of \$20.00 which entitles them to a student activity card. This card will admit the student to all activities and assemblies sponsored by the student body. This includes all home athletic events except play-off games or tournaments.

With this fee, secondary students become voting members of the Associated Student Body.

# BELL SCHEDULE

<b>Time:</b>	<b>Activity:</b>
7:45 AM - 7:55 AM	Teacher Conference & Prep Time
7:55 AM - 8:00AM	Warning/Tardy Bell
8:00AM -8:58AM	1 <sup>st</sup> Period
9:01AM - 9:59 AM	2 <sup>nd</sup> Period
10:02 AM - 11:00 AM	3 <sup>rd</sup> Period
11:03 AM - 12:01 PM	4 <sup>th</sup> Period
12:01PM - 12:30 PM	Lunch
12:30 PM - 1:28 PM	5 <sup>th</sup> Period
1:31PM - 2:29 PM	6 <sup>th</sup> Period
2:32 PM - 3:30 PM	7 <sup>th</sup> Period
3:30 PM - 4:00 PM	Teacher Conference & Prep Time

## 2021-2022 Room Assignments

<b>Room(s):</b>	<b>Subject(s):</b>	<b>Teacher:</b>
Gym and Modular	Elementary PE/GEAR UP	Lindsey Felton
Counselor Office	Counseling	Kala Parker
Shop	Agriculture/Shop	Elexus Moore
Room 1:	Teacher's Work Room	
Room 2:	Business	Kala Parker
Room 3:	Special Ed.	Karissa St. Onge
Room 4:	Title 1	Kelley Hewett
Room 5:	Science Lab	Elexus Moore
Room 6:	Social Studies	Caitlin Cicrich
Room 7:	English	Shelly Romine
Room 8:	Paris/Speech	Mrs. Scrimsher/St. Joes
Room 9:	Math/Secondary PE	Bonnie MacMillan
Room 10:	5th/6th Grade	Corrine Filon
Room 11:	Junior High Math/English/Science/S.S.	Hilaree Vanderpas
Room 12:	1st/2nd Grade	Tara Jolly
Room 13:	3rd/4th Grade	Scotti Mullen
Room 14:	Kindergarten	Kelley Arnett / Carol Hunt
Office:	Principal	Henry Filippini

# IDAHO DIGITAL LEARNING CLASSES

The Idaho Digital Learning Academy (IDLA) is a legislatively created virtual school created to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. The District will use IDLA classes to supplement its curriculum and to provide remedial academic support.

Any student attending classes through IDLA shall adhere to the District's Acceptable Use policies (3270 and 3270P) and any acceptable use policy implemented by IDLA. In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District and/or the District will notify IDL. The District shall take any disciplinary measures necessary to ensure the integrity of the on-line classes.

## Homework Regulations

Homework includes any assignments intended to be carried out during non-teaching hours. Homework is an important part of learning. The ultimate goal of homework is to enhance learning outside the classroom and beyond the school day.

Additionally, when a student is absent, or has not completed his/her work during class, he/she is expected to take the missed work home to complete it for the next school day.

Assigned homework should be directly related to the curriculum, clearly explained, and assessed. Homework should increase as the student progress through school.

Teachers and parents/guardians share the responsibility for motivating and providing opportunities for homework. The student has the ultimate responsibility for the successful completion of homework. The ultimate goal of homework is to enhance learning. To accomplish this goal, assignments typically address one or more of these purposes:

- Develop regular study habits and teach responsibility;
- Foster communication between the school and home;
- Provide a different learning environment
- Provide information about lesson effectiveness, student knowledge, and student effort;
- Provide independent practice and/or reinforcement skills;
- Extend classroom learning;
- Improve academic achievement; and/or
- Prepare the student for future lessons.

In the event that a parent/guardian is concerned about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following conference steps should be followed:

Parent-Teacher-Principal, and then (if necessary)

Parent-Teacher-Superintendent

## STUDENT DRESS CODE

Students are expected to use good taste and judgment in their dress. It is the responsibility of parents/guardians to ensure that their children's dress conforms to the requirements set forth below:

- Shirts must be fitted and long enough to naturally overlap the top of the lower garment and/or be tucked in
- All attire should be sized to fit without exposing undergarments, buttocks, stomachs or cleavage
- Shorts and skirts must exceed fingertips
- Shoes/sandals must be worn at all times.

The following items of clothing are specifically **prohibited for all grades**:

- Sagging pants
- Spaghetti straps, tank or tube tops and halter tops
- Transparent/mesh clothing
- Makeup that makes a student unidentifiable
- Exposed undergarments, low-cut muscle shirts
- Pajamas, blankets and house slippers
- Shirts with revealing necklines or armholes
- Sunglasses
- Hats or hoods
- Clothing or accessories that promote drug, alcohol or tobacco either by brand or message or lifestyle
- Clothing or accessories with sexually suggestive language, messages or images
- Clothing or accessories that promote violence, criminal activity, intimidation or intolerance of others (based on religion, ethnicity, gender or clothing or accessory that physically or symbolically intimidate or threaten others)
- Attire, accessories or manners of grooming indicative of affiliation with a gang, secret society, or disruptive group. This includes, but is not limited to clothing, gang-related colors or numbers, bandanas, sports logos/apparel, makeup, hats, emblems, trademarks, badges, insignia, logos, belt buckles, color shoestrings and jewelry

Dress guidelines for special events or school-sponsored purposes, including, but not limited to dress-up days, dances, extra-curricular activities, and fundraisers shall be at the discretion of school administration based upon the nature of the particular event.

## Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.

### Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

### Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

I.C. 33-506  
I.C. 33-512(6)

Reviewed & Adopted: July 9, 2008  
**Reviewed & Amended: February 12, 2014**

## Electronic Communication Device Policy

### Possession, Use & Guidelines

Student possession of cell phones, ear buds, headphones, PDAs, iPods or other related electronic devices including handheld devices, is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required.

- Possession of a cell phone or other electronic communication device by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic communication devices. The Culdesac Joint School District No. 342 shall not assume any responsibility for theft, loss or damage of an electronic communication device, or unauthorized use of such device. Secondary students may use cell phones or related electronic communication devices before and after school, **During the school day, phones may not be used for any reason (including talking, listening, ringing, text messaging, checking the time, taking pictures, recording audio, playing music, et cetera).** The

**phones must be powered off during the school day. Phones may not be on, ring, or vibrate during the class period or passing period. Cell phone use is only allowed during the lunch period when a student has reported to one of the staff supervised areas.**

- Any adult staff member will confiscate a cell phone or other electronic communication device that is in violation of these rules and regulations. Exceptions will be made on a case by case basis if a student is non verbal and requires assistance in communication.
- Electronic communication devices are strictly prohibited in locker rooms, restrooms, and shower facilities. Students violating this allowable use provision shall be subject to discipline. No expectation of confidentiality will exist in the use of electronic communication devices on school premises.
- Electronic communication device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

**PARENTS SHOULD CONTINUE TO CALL THE SCHOOL FOR ANY EMERGENCY SITUATION. The office will contact the child(ren).**

**ADOPTED: January 9, 2013**

## **RULES OF CONDUCT Grades 9-12**

Students are expected to adhere to all guidelines and regulations stipulated in the Student Discipline Code adopted by the Board of Trustees of Culdesac Joint School District No. 342, Culdesac, Idaho. The school district and the school within the district constitute an academic community composed of all students, teachers, administrators, parents and the community-at-large. The rules and regulations of the school are the laws of that academic community.

All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of school citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the school community and the rights of the other members of that academic community. What must be emphasized is that education is not only a right; it is a privilege, which must be guarded by appropriate conduct.

Rules of Conduct are guidelines for students to follow in order to create a safe school environment at Culdesac School. It is expected that students will act responsibly because they choose to do so. Therefore, only a few guidelines are stated:

1. There will be no smoking on the school grounds, which also includes the streets surrounding school properties. The use of chewing tobacco will not be permitted within any building, or on the grounds of the campus. Violations will result in suspension from school. Students should refrain from smoking on our school neighbors' property or violating their property rights in any way.
2. No student will be allowed to possess, use or be under the influence of alcohol, illegal drugs or narcotics to include vaping devices at any time within school buildings, on any school district property or at any school activity whether on or off school property. Violations will result in suspension and

could lead to expulsion from school, along with a referral to the Local Authorities and/or Substance Abuse Resource Team.

3. Sexual harassment is defined as inappropriate interactions of physical or verbal nature, characterized as sexually offensive or promiscuous, which place a student in an embarrassing or humiliating situation in a school setting. Violators face disciplinary action.
4. Students attending school functions such as athletic events, music programs or other school activities at home or away, are under the same regulations as if they were at school. By league and school rule, no face painting is allowed at extracurricular events.
5. Cars are to be driven with caution on or near the school grounds. In addition:
  - A. Student cars are to be parked only in the student parking lot, not in the faculty/visitor lot in front of the main entrance, between the shop and modular, or areas designated by yellow curbs, restricted signs or handicapped areas.
  - B. Do not pass school buses while loading or unloading if their lights are flashing and their stop arms are extended.
  - C. Blocking the entrance and exit driveways to public parking is unlawful and vehicles will be towed at owner's expense.
  - D. Students need to stay in compliance with State attendance requirements.
6. Students are expected to dress appropriately. Excessively revealing clothes, and shirts with sexually explicit messages, or clothes that advertise or display tobacco, drugs, possible gang related topics or appearances, or alcohol, will not be allowed. Students may be asked to change or remove clothing deemed inappropriate for a public school setting. See dress code for further information.
7. Students are expected to be polite and respectful of staff, fellow students, visitors, the school buildings, and the grounds. Appropriate behavior is also expected of all students in classrooms, on campus, while on the bus or at bus stops. Students who disrupt the educational process with inappropriate behavior may be suspended from school. Chronic misbehavior may result in referral to the Board of Trustees with a recommendation for expulsion from the Culdesac Joint School District. All students are expected to have a hall pass when permission to leave class is permitted.
8. Parent permission forms must be filed before going on any trips in which the school furnishes the supervision or transportation, unless the students involved are members of an organized team. Students may not drive their cars to any activity or field trip.
9. Skateboarding is prohibited in any school building and on the school campus.
10. Weapons of any kind are prohibited on campus. Possession of a firearm can result in a one-year suspension from school. Weapons include knives, clubs, or objects intended to inflict harm of any kind; including look-alikes.
11. Hot lunch is to be eaten in the Cafeteria area only. Upon emergency or special situations, hot lunch may be eaten in other areas upon consent of the administration. Food and drink may be eaten in the classroom upon consent of the teacher. Classrooms must remain free of food and drink debris.

## **Public Displays of Affection**

Being overly affectionate in school creates an environment that is awkward for others and is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. This includes, but is not limited to, kissing, cuddling, prolonged hugging, massaging, groping, and nuzzling.

## **STUDENT BEHAVIOR Grade 9-12**

Students who misbehave at school, fail to complete daily assignments, exceed 90% attendance limits, or who need academic tutoring may be assigned detention. Detention will be served after school from 3:30 - 4:00 pm. Additional detention times may be assigned during lunch or before school as needed. If students arrive late, talk, or cause a disturbance during the after school program, they may be assigned detention.

Students who are assigned detention by a teacher or administrator will be given a detention slip. A copy of the detention slip will also be mailed home if parents are not contacted by the teacher. If the parent wishes to contact the teacher about detention the teachers are available for telephone calls from 7:45 a.m. to 7:55 a.m. and 3:30 p.m. to 4:00 p.m. Monday through Thursday, when school is in session.

It is the student's responsibility to serve the detention on the date assigned to be served. If it is not served on the date scheduled, additional days and/or work detail may be assigned without further notice to parents. It will be the student's responsibility to inform parents as to why additional days were assigned. Friday School may be held from time to time to help students get their required schoolwork or detention completed.

## **COMPLIANCE WITH RULES**

Students shall comply with all Rules and Regulations adopted by the District. The following rules identify, but do not limit, the types of activities covered by District regulations:

1. Alteration of School Records – A student shall not falsify or alter a school record or any communication between the home and the school.
2. Disruptive Actions – Immediate disciplinary action will be taken against individuals participating in disruptive activities. The Board considers the following as examples of disruptive action:

- a. Alcohol, Drugs, and Narcotics- No student will be allowed to possess, use, or be under the influence of alcohol, illegal drugs, or narcotics at any time within school buildings, on any District property, or at any school activity whether on or off school property. (Drug-Free School Policy & Procedures)
- b. Fighting- Fighting or aggressive behavior directed toward another person in a threatening manner.
- c. Gambling- Gambling or possession of gambling devices on school premises or during school activities. Gambling is defined as risking something of value in the hopes of winning something of value and includes such things as dice, cards, pitching coins, or betting.
- d. Hazing- Requiring another student to perform humiliation or unnecessary tasks by coercion of any type.
- e. Incurability- Unmanageable or unruly behavior.
- f. Insubordination- Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.
- g. Lascivious Literature- Possessing or distributing lascivious literature, pictures or materials on school premises or during school activities.
- h. Profanity- Cursing, using profane or vulgar language.
- i. Tardiness- Habitual lateness to classes.
- j. Tobacco/Vape/Oil- The possession or use of tobacco products by students is not permitted on school property.
- k. Unsafe Behavior- Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities.
- l. Hate Speech/Symbols - Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin. Hate speech/symbols include but are not limited to images of the Confederate flag, swastikas, Nazi symbols, use of derogatory remarks or any other forms of hate speech/symbol as recognized by the Anti-Defamation League ([www.adl.org](http://www.adl.org))

3. Off-Campus Events- Students attending school-sponsored functions such as games, music programs, FFA, BPA or other activities at home or away are under the same regulations as if they were at school.

4. Dress and Appearance- Dress and appearance must not present health or safety problems, or pose potential disruption of the educational process as judged by school personnel. Students will not be allowed to wear a hood or cover their face/head during the school day. When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner so that it no longer violates this policy.

5. Refusal to Identify Self- All persons must, upon request, correctly identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.

6. Cooperation with District Personnel- Students must obey the lawful instructions of District personnel.

## **CRIMINAL ACTS**

The following activities are among those defined as "criminal" under the laws of the State of Idaho. In addition to serving as grounds for suspension or expulsion from District attendance, students should also

know that these activities carry a potential for arrest and court action if remanded to civil proceedings. Any perpetrator of a criminal act will be referred to the appropriate legal authority. The list is partial only and “criminal acts” are not necessarily limited to the following:

1. Arson- the intentional setting of fire.
2. Assault- Physical threats or violence.
3. Burglary or Theft- Stealing of school or personal property.
4. Explosives, Possession of explosives, including firecrackers.
5. Extortion, Blackmail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
6. False Alarms or Bomb Threat- Instigating or taking part in false alarms or a bomb threat.
7. Firearms, Possession of Firearms are prohibited on school property or at school sponsored events.
8. Loitering- “A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils...” (Section 33-512, Idaho Code)
9. Malicious Mischief- Property damage.
10. Reckless Driving- Driving vehicles in a dangerous manner on or near school grounds or during school activities.
11. Rioting- A disturbance of the peace by two or more persons assembled together.
12. Larceny/Theft- The unlawful taking of property from the possession of another person.
13. Robbery- The unlawful taking of anything of value by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
14. Substance Abuse- Sale, use, or possession of alcoholic beverages or illegal drugs. (Drug Free Policy & Procedures)
15. Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.
16. Unlawful Interference with School Authorities- Interference with school personnel by threats, force, or violence.
17. Weapons, Possession of- Possessing, handling, or transmitting any object which may be considered a weapon at any school or school event.

18. Vandalism- Willfully, or maliciously destroy, damage, deface, or otherwise injure real or personal property. Graffiti is a form of vandalism.

19. Intimidation- Using threatening words or other conduct that places another person in fear of bodily harm. Such threats can be made in person or in writing.

## **DISCIPLINARY ACTIONS**

The following is a partial list of disciplinary actions that may be taken by the teacher and/or building principal or designee:

1. Guidance- A conversation between the student and school personnel. The purpose of this form of meeting is to inform the student that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

2. Conference- A meeting of the student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior or learning process. The school will seek the assistance of the student's parent(s)/legal guardian(s) in helping the student.

3. Detention- Requiring that a student remain after school for a period of time. Students may be detained up to sixty (60) minutes at the secondary level after the regular hour of dismissal. Detention times may be longer with parent/guardian permission. Lunch Detention - Requiring a student to serve detention at lunch. The student will serve a minimum of 15 minutes on consecutive days until the assigned amount is served. Students who are assigned lunch detention have closed campus. Prior arrangements will be made when a bus student is detained after school.

4. School Cleanup- Requiring a student to clean up certain areas of the school.

5. Rearrangement of School Schedule- Assigning a student a new schedule of classes and/or teachers when the behavior of a student is such that the student cannot conduct himself/herself in an acceptable manner.

6. Restriction of Extracurricular Activities- Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.

7. Friday School- Requiring that a student spends time at school on a designated Friday. Prior arrangements will be made with parents/guardians.

8. Corporal Punishment is in violation of District policy.

9. District Guidelines- The individual circumstances of the student and the severity of the incident will determine the nature of the disciplinary action. The disciplinary actions are listed as guidelines, and the District may resort to immediate suspension or expulsion for severe misconduct even if it is a first-time offense. The administrator in charge will determine the appropriate disciplinary action.

**10. Suspension-** This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for a stated period of time not to exceed five (5) school calendar days for any given suspension. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. Makeup work is at the discretion of the administration. Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parent/guardian. Due process procedures will be followed in all suspensions. Student suspension notices will become part of the student's permanent record. Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of the seriousness of the violation.

**11. Expulsion-**This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. In compliance with the Gun-Free Schools Act, a student who is determined to have brought a firearm to school or to places under school jurisdiction will be expelled from school for a period of not less than one year. The Superintendent or designee may modify the expulsion requirement on a case-by-case basis. (Firearms are defined in Section 91 of Title 18, United States Code.) 29 The District will not admit a student who has been expelled from another district for violating the Gun-Free Schools Act until that student has completed the expulsion period of not less than one year. The date of re-admittance will be based on written confirmation from the district that initially expelled the student. A student who wished to challenge this decision is entitled to a due process hearing. The Board may deny attendance at any of its schools by expulsion for just cause. "No pupil shall be expelled without the board of trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses, and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him." (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions. Student expulsion notices will become part of the student's permanent record. The disability(ies) of an identified student requires additional consideration as outlined in the Special Education Rules and Regulations.

**SEARCHES-** Authorized Personnel School administrators may authorize a "reasonable" search of students, lockers, desks, vehicles, and electronic devices when such persons and/or objects are located on school property are within school jurisdiction.

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

**Other Items-** Other items that may be used to disrupt or interfere with the educational process may be removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Administrative offices.

# **Culdesac High School's Plagiarism and Academic Honesty Policy**

As an academic community, Culdesac High School's focus is to develop students' critical thinking skills and to provide them with an environment which encourages individual intellectual growth. This requires academic honesty and integrity.

## **Plagiarism and Academic Dishonesty:**

- 1) **TAKING CREDIT FOR THE WORK OF ANOTHER IS PLAGIARISM.** (This includes copying and pasting information from another source, without citing the original author/article/source.)
- 2) **ACADEMIC DISHONESTY INVOLVES PLAGIARISM, AS WELL AS INDIVIDUAL STUDENT INTEGRITY.** (This includes copying another student's answers on homework/quiz/test etc. It also includes asking a fellow student to tell you what the reading assignment was about, or what information is on the test, etc.)

## **Plagiarism Training:**

All English students will receive plagiarism training at the beginning of the school year. They will then be asked to sign an Academic Honesty policy statement which will be kept on file in the English Department.

## **Consequences of Plagiarism:**

If a student is caught plagiarizing or engaging in academic dishonesty, the following will occur:

- The student will earn a zero for the assignment.
- The student's act of plagiarism will be shared with the school principal, parents, and school data base.
- The student will be counseled by the teacher about the consequences of committing further acts of plagiarism.
- Should further acts of plagiarism be committed, the student will be referred to the High School Principal for disciplinary action.

\*\*Occasionally, a student will plagiarize a document unintentionally, meaning that they attempted to reword their summary of the document and used too many words from the original source. If this occurs, and the teacher feels as if the plagiarism was unintentional, the teacher should ask the student to rewrite and resubmit. This will be at the teacher's discretion.

(Parts of this policy borrowed from Northwood High School's Plagiarism policy)

# CULDESAC ELEMENTARY PLAYGROUND RULES

1. Only throw objects while playing catch. No throwing rocks, sticks, sand, snowballs or other dangerous objects.
2. Give students the space they request.
3. Use positive language.
4. Use gentle hands on the playground. No shoving or pushing.
5. Play tag with one hand touch.
6. Report all bullying to an adult.
7. Must come immediately when the whistle is blown.
8. All grades must line up quietly.
9. Must ask permission to retrieve a ball.
10. No standing or jumping off benches or tables.

## Playground Equipment Rules:

### 1. Swings

- a. Swing at a reasonable height.
- b. Those who push must stand behind the swings.
- c. Only one person may sit on each seat.
- d. No twisting of the swings.
- e. No jumping from the swings.
- f. No standing on the seat.

### 2. Slide

- a. Only one person may go down the slide at a time.
- b. Must be seated while sliding down.
- c. Slide feet first, not head first.
- d. No objects on the slide (toys, rocks, etc.)
- e. No hanging from the top bars of the slide

### 3. Glide Bar

- a. One person at a time.
- b. No hanging from glide bar.
- c. Gently push others on glide bar so they won't be thrown off.

### 4. Monkey Bars

- a. No standing or sitting on top.
- b. No pulling on others.

## **Consequences for not Following Playground Rules**

1. Warning.
2. Sit against the wall or on a designated bench for five minutes.
3. Sent to principal to discuss actions.
4. Loss of recess at principal discretion.

## **RULES FOR RECESS IN GYM**

1. Students must wear gym shoes.
2. No sitting on the edge of stage, the stage, or on the closed bleachers.
3. Play safely with balls and other gym equipment.
4. Jumping rope should be done along the side of the gym.
5. Students must ask permission to leave gym at recess.
6. Line up in an orderly fashion when whistle is blown.

**Culdesac School has a zero tolerance for bullying. Physical, verbal or sexually explicit gestures or remarks will be considered as bullying.**

## **STUDENT INJURIES**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process we go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise, should their child be injured at school.

The school district does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the district office.

Parents, please be prepared to pay your child's possible medical expenses by purchasing student medical insurance, or by utilizing your family's health insurance, or other family resources. Additionally, please keep contact information current and inform the office staff of any changes in the case we may need to contact someone during the day.

## Lunch Hour

**Closed Campus:** The school campus will be closed for students in grades K-12 during lunch. Students will remain on campus in designated areas during this time. If parents/guardians would like their child(ren) to walk home for lunch, please notify the office.

**Designated Areas:** During the lunch period, students who stay on campus will report to the cafeteria. When the teacher with duty is at their posted area, students can choose between the supervised areas.

## SCHOOL BUS POLICIES

School buses are furnished to transport students to and from school and for other school related purposes. They are not furnished for personal transportation. Students may not ride buses other than to and from their designated stop without a note from their parent or the School Office. Students whose names do not appear on the bus route list will not be allowed to ride the bus without written permission from the School Office or their parent. The School Office may issue permits to allow students to ride the bus when a family emergency exists. These permits must be issued to students in advance and will be limited to the duration of such emergency.

- Once a student passenger has entered a bus, the bus driver has full responsibility for his/her behavior. The driver will not release the student to anyone without written permission from the School Office or parent.
- Students are to load and unload at their assigned bus stop. They must have written permission from the School Office or parent to leave the bus other than at their normal school bus stop.

Inappropriate behavior may cause the privilege of riding the bus to be withdrawn.

### 707.1 High School Graduation Requirements

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

The Board shall establish graduation requirements which, at a minimum, satisfy those established by the State Board of Education. Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter the 9<sup>th</sup> grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades 9 through 12. The Board shall consider and vote on whether to approve graduation requirements as recommended by the Superintendent.

A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

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

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

### Credits

Students shall be expected to earn a total of **46** semester credits in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **31 semester credits:**

Secondary Language Arts and Communication		9 credits
English (language study, composition, literature)	8 credits	
Speech or Debate	1 credit	
Mathematics		6 credits
Algebra I (or meets Algebra I standards)	2 credits	
Geometry (or meets Geometry standards)	2 credits	
Secondary Mathematics of the student's choice	2 credits	
Science		6 credits*
Secondary Science	6 credits*	
*(4 credits shall be laboratory sciences)		
Social Studies		5 credits
Government	2 credits	
US History	2 credits	
Economics	1 credit	
Arts and Humanities		2 credits
Interdisciplinary humanities, visual and performing arts, or Foreign language		
Health and Wellness		1 credit*

\*(For students who enter 9<sup>th</sup> grade in Fall of 2015 or later, each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the school district, or 18 weeks of a sport recognized by the school district may choose to substitute participation for up to one credit of physical education.)

Advanced Opportunities	2 credits
Career and Life Planning	2 credits*

\*(This class can be waived if the student has achieved an Industry Recognized certification or has participated in a recognized high school apprenticeship program.)

### Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9<sup>th</sup> grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant in the 8 in 6 program.

### College Entrance Examination

A student must take one or more of the following college entrance or placement examinations before the end of the student's 11<sup>th</sup> grade year: SAT, ACT, or COMPASS.

A student may elect an exemption in their 11<sup>th</sup> grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for three academic years or less;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11<sup>th</sup> grade year may instead take the examination during his or her 12<sup>th</sup> grade year in the student:

1. Transferred to an Idaho school district during his/her 11<sup>th</sup> grade year;
2. Was homeschooled during his/her 11<sup>th</sup> grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

### Senior Project

A student shall satisfactorily complete a senior project that includes a written report and oral presentation by the end of grade 12.

## Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by the State Board of Education rules.

### Civics Test

Beginning with the class of 2017, all secondary students must successfully pass the civics test or alternated path. "Civics test" as used herein means the 100 questions used by officers of the United States Citizenship and Immigration Services as a basis for selecting the questions posed to applicants for naturalization.

The school district will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The school district will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student's Individualized Education Plan.

### Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend, and the Superintendent may approve, minor deviation from the graduation requirements.

### Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, college and university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of a class/program supervised by the school.

All classes attempted at Culedsac High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

### Selection of Valedictorian and Salutatorian

The valedictorian will be the graduating senior who has the highest grade point average (GPA) as of his/her seventh semester of high school and this GPA must be 3.50 or higher.

The salutatorian will be the graduating senior who has the second highest GPA as of his/her seventh

semester of high school and this GPA must be 3.00 or higher.

The valedictorian and the salutatorian must have completed all graduation requirements of Culdesac High School. He/she must be enrolled in Culdesac High School for at least the last three (3) semesters of high school and must have passed all of the standardized test required by the State of Idaho for graduation. The administration and Board retain the right to modify the final selection of valedictorian and/or salutatorian in the event of additional unforeseen atypical circumstances.

### Nonpublic School Student Graduation

A nonpublic school student must meet all grade and other graduation requirements of this District in order to graduate and obtain a diploma from the schools of this District.

**Reviewed and Revised: December, 2018**

**Reviewed and Revised: August, 2014**

**Reviewed and Revised: August, 2012**

**Reviewed and Revised: July, 2008**

**Adopted: August, 2000**

## **Junior High Promotion**

Junior High Students are required to pass 80% of all courses in which they are enrolled and pass both semesters of Math and Language Arts. Students who do not meet the above criteria will not be automatically promoted to the next grade level. To make up failed classes, students may be placed on an academic plans which may include Friday School, Summer School or online remediation.

## **High School Classes**

- To be promoted from the 9th grade, students must have earned 10 academic credits
- To be promoted from the 10th grade, students must have earned 22 academic credits
- To be promoted from the 11th grade, students must have earned 34 academic credits

## **Earning Credit toward Graduation**

Graduation credit may be earned in academic subjects, electives, and approved work-based learning experiences. Non-academic courses, i.e., classroom and office aides, do not qualify for credit unless they are approved as a work-based learning experiences.

# CAREER COUNSELING CENTER

Career Counseling Center has been developed to enable students to explore careers that interest them with the aid of their counselors. The center has a great deal of career information and is a part of the Career Information System of the State of Idaho. In addition, the center contains information on financial aid and college entrance materials. Students are encouraged to visit the center to explore possibilities for their future, and to obtain the necessary scholarship and financial information for their college years.

## ATTENDANCE REGULATIONS

### **Philosophy Statement:**

It is the belief of the Culdesac School administration, faculty, and staff that regular school attendance is an essential prerequisite to a successful teaching and learning environment.

We believe that the student's presence in the classroom and regular contact with the classroom teacher is a necessary part of the learning experience. Even when students achieve an acceptable level of academic performance with irregular attendance, a significant aspect of their learning experience is missed.

Irregular attendance can create unreasonable demands on the learning experience of all students by disrupting the pace and organization of classroom instruction. Irregular attendance can shift the work demands of the classroom teacher making less time available to direct the learning experiences of students who attend regularly.

**Policy statement** - Student attendance is a prerequisite to academic credit:

In order to receive academic credit for a class, a student must meet the academic standard determined by the classroom teacher and the attendance standard as follows:

1. It is expected that a student will be in attendance at least ninety percent (90%) of the time that each class is taught. If a student is not in attendance at least ninety percent (90%) of the time a class is in session, the Board of Trustees may deny promotion to the next grade or credit for the class, even if the student earned a passing grade.
2. Absence due to school-related activities, conferences with school administrators or counselor, discipline conferences, participation in school-provided services such as testing and assemblies, and emergency dismissals will not be counted against the student's attendance record. Additionally, extraordinary circumstances involving illness or medical or dental appointments may be excused upon proper documentation.
3. Absences for family convenience, such as shopping or vacations, hunting, etc. should be held

to a minimum since they do count against the student's attendance record.

**In order to assist students to meet this standard the following procedures will be followed:**

### **K-6 Students**

- A. A letter will be sent to the parent/guardian of a student who has accumulated in excess of five (5) absences per year.
- B. The administrator will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated ten (10) absences per year.
- C. The administrator will request a conference with the parent/guardian of a student who has accumulated fifteen (15) absences per year. Other designated personnel may attend in order to resolve concerns regarding attendance.
- D. A Truancy Petition may be filed with the Nez Perce County Prosecuting Attorney's Office when a student has been absent in excess of fifteen (15) days, either excused or unexcused, during the school year. An administrator has the discretion to file a petition earlier on a case-by-case basis with the approval of the Superintendent.
- E. Students will be considered for retention for absences of more than twenty (20) days during any one school year.
- F. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

### **7-12 Students**

- A. A letter will be sent to the parent/guardian of a student who has accumulated in excess of five (5) absences per semester.
- B. The administrator will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated eight (8) absences per semester.
- C. Students will be considered for retention or denial of credits for absences of more than eight (8) days during any one semester.
- D. The administrator will request a conference with the parent/guardian of a student who has accumulated ten (10) absences per semester. Other designated personnel may attend in order to resolve concerns regarding attendance.
- E. A Truancy Petition may be filed with the Nez Perce County Prosecuting Attorney's Office when a student has been absent in excess of ten (10) days, either excused or unexcused, during the school semester. An administrator has the discretion to file a petition earlier on a case-by-case basis with the approval of the Superintendent.
- F. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

The Board of Trustees considers full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the scholastic day and ensures quality education. Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years and that parents or guardians are responsible to ensure that their children are in attendance. In cases of excessive absence, even though excused, it is difficult to make up work missed -failure frequently results.

Absence from school is considered under three categories: (1) excused, (2) unexcused, and (3) truancy.

**Excused Absences:** Excused absences do count as absences. Excused absences shall include personal illness, family emergencies and prearranged absences that are approved by the principal and will be considered on individual merit. Students are expected to make up all graded assignments when possible or practical within a reasonable time after an excused absence. Failure to do so will be reflected in the grade the student will receive from that grading period. Teachers are expected to assist with make-up assignments or activities given in lieu of assignments. In rare instances when neither of the above is possible or practical, the principal must be consulted and the grade from work missed may not be counted in the final grade computation.

The parent or guardian is asked to call on the day a student is absent from school. If no call is made, a written excuse should be sent with the student on the day of return to school. The excuse should describe the reason for the absence indicating a personal illness or family emergency. When a student checks out of school for reasons other than illness, a note from the student's parent requesting the absence will be presented to the office a day before the absence. All work missed can be made up for full credit.

**Unexcused Absences:** Absence for other reasons than listed above shall be considered unexcused. An unexcused absence is one that occurs when the parent did not present just cause or arrange the absence with the school as prescribed. Make-up is allowed for unexcused absences only at the discretion of the teacher or building principal. If, in the opinion of the building administrator, unexcused absences are excessive or flagrant a student may be charged with being truant.

Note: Student employment (work) will not be considered an excused absence under any circumstances.

**Truancy:** Willful absence of the student without the knowledge of the school or parents is considered truancy. It is unexcused and may lead to expulsion from school. Work missed may not be made up for credit. In the senior high school when truancy occurs in a quarter, the parent/guardian of the student will conference with the principal. A student who is truant the second time in a quarter, may be referred to the Board of Trustees for expulsion for the balance of the semester.

1. First Offense: The student and his/her parent will be notified by the building administrator. Detention will be assigned.
2. Second Offense: The student and his/her parent will be notified. A conference will be held. Student will be assigned in-school suspension.
3. Third Offense: The student and his/her parent will be notified. A conference will be held with student, parent, counselor, and principal. Student will be assigned out of school suspension.
4. Fourth Offense: The student and his/her parent will be required to meet with District Board of Trustees. The District Board of Trustees may recommend any of the following: probation, transfer, alternative school, exclusion for the remainder of the grading period, or expulsion.

## **ABSENT PROCEDURES**

When a student is unable to attend school due to illness or appointment:

- The parents are asked to notify the school office as soon as possible. (843-5413) -If a parent calls in, a note is not necessary).
- If the parent did not call the previous day, the student must check in at the office for an admittance slip to his/her classes.
- All absences, other than illness, are unexcused unless prearranged through the office.

## **PREARRANGED ABSENCES**

Whenever students are aware beforehand that they will be absent, they must obtain a prearranged absence form from the school secretary, counselor, superintendent, or principal. Prearranged absences will be approved for circumstances such as family trips, conventions, etc., which are approved by parents, but not recommended by the principal. The request may be made by telephone, but a written note must follow to enable the student to be excused for the absence. Make-up privileges are allowed only if the absence is prearranged. Upon their return, students will be expected to be able to continue with the course work of each class.

Even though an absence may be prearranged, it is understood that all absences count.

## **TARDY POLICY**

Students are expected to make every effort to get to class on time. It is understood that there are occasional instances where a student is unable to arrive on time. Punctuality is an important skill to learn and it is the intent of Culdesac School to emphasize being on time. Chronic tardiness to class may result in removal from class for continual disruption of the educational process.

**Habitual Tardiness:** Student will be assigned detention if they are late to class three (3) or more times during a week.

## **SUSPENDED STUDENTS MAKE-UP REGULATIONS**

Any daily work assigned during the suspension, and work assigned before suspension but due during

the period of suspension, will be accepted when the student returns but all assignments will be lowered one grade. All assignments will be due at the conclusion of the suspension. Any assignment not turned in at the conclusion of the suspension will be considered late. It is the student's and parent's responsibility to find out what assignments are to be completed during the suspension.

## **HEAD LICE/NIT**

The Culdesac School District adheres to a no head lice/nit policy. If a child has evidence of either head lice or nits, he/she will be kept home until all signs are gone. If a child is identified by school personnel as having head lice/nits, parents will be notified and the child sent home and not be allowed to return until all lice/nits are gone.

## **PROGRESS REPORTS, REPORT CARDS AND GRADING**

Progress Reports will be issued to every student in danger of failing. These may be given to the student any time up to one week before either the semester, mid-semester or quarter examinations in any subject. However, Progress Reports will be issued as soon as possible in order to insure that the student is aware of the problems. Progress Reports may also be issued to students who may not be failing but who are not working up to their ability, or to inform students and parents of student progress.

Parent Contact and Progress Reports are required on a regular basis. A schedule of requirements will be given to each teacher. Teachers are encouraged to contact parents more often than the minimum required. Teachers are also encouraged to contact parents to let them know when students are performing well.

Report cards will be issued at the end of each nine-week period. Grade point averages will be calculated on the following basis:

<b>Grade</b>	<b>Description</b>	<b>Cutoff %</b>	<b>Grade Points</b>
A	Superior	96-100	4.000
A-	Superior	90-95	4.000
B+	Good	87-89	3.000
B	Good	83-86	3.000
B-	Good	80-82	3.000
C+	Average	77-79	2.000
C	Average	73-76	2.000
C-	Average	70-72	2.000
D+	Poor	67-69	1.000
D	Poor	63-67	1.000
D-	Poor	60-62	1.000
F	Failing	0-59	0.000
P*	Passing	N/A	N/A
I	Incomplete	N/A	N/A
W	Withdrawal	N/A	A/A

\*Passing receives credit but does not count in computation of grade point averages.

NOTE: Progress Reports and attendance reports will be mailed home each midterm if parent contact is not made. Report cards will be sent home with students each grading period. The final report card of the year will be mailed home.

All graded schoolwork must be completed by the date assigned by the teacher and no later than the end of the semester with teachers consent. **Late work may be penalized according to individual teacher classroom policy.** Illness and/or emergencies will be taken into consideration. Pre-arranged excused absences may take place through the Principal's Office.

## **End of Semester Field Trip (7th-12th grade)**

At the end of each semester, secondary students may have the opportunity to participate in a reward field trip. Semester 1 trip will be determined by the ASB and is subject to funding and event availability. Participation will be based on, but not limited to, students' performance and behavior during the current semester.

1. Student must pass all classes taken during the current semester.
2. Student's absences must not exceed 7 unexcused during the current semester.
3. Student must not have any unserved detentions. Any student with more than 3 detentions will be decided on by secondary staff.
4. Students who have been suspended, in-school or out of school, will not be able to participate in the field trip.

## **CLASS CHANGES OR WITHDRAWALS**

Students may change courses with the advice and consent of the guidance counselor and parent/guardian within one week (four school days) of the semester beginning. If a student withdraws after two weeks, a grade of "F" will be recorded on the student's permanent transcript. A faculty member may, however, request the withdrawal of a student from class without grade penalty.

## **CLASS ENROLLMENT**

All students in grades seven, eight, nine, ten, eleven, and twelve are required to enroll for a full schedule of classes or be scheduled to be at a definite location throughout the entire school day. Students must be accountable for all periods, either in class, serving as teacher aide, or office aide, in college classes, or at authorized work or work experience sites.

## **CHECKING IN/OUT OF SCHOOL**

When a student checks out of school for reasons other than illness, a note from the parents or

guardian requesting the absence will be presented to the office. Students who are to be gone from school and have prior knowledge of the absence must present a note from their parent/guardian the day prior to their absence and obtain a prearranged form.

When a student becomes ill while at school, he/she must check out with the office. The office will call home and release the student with parent/guardian permission. If a student leaves school and does not check out at the office, the absence will be counted as a truancy. If a parent or guardian can substantiate the absence, the time missed will then be changed to an unexcused absence.

**WHEN A STUDENT ARRIVES AT SCHOOL AT TIMES OTHER THAN THE REGULAR START OF THE SCHOOL DAY, HE/SHE MUST CHECK IN AT THE OFFICE AND SIGN IN WITH THE ATTENDANCE SECRETARY.**

## **VISITORS**

All visitors and speakers must report to the office, sign the visitor's log, and receive a visitor's pass. This includes parents of students.

No visitors are allowed for students, and no student visitors are allowed to accompany students in classes.

## **STUDENT DANCES**

Student dances may take place throughout the school year. Dances are to take place between 8 p.m. and 11 p.m. Any time variations must be approved by the administration.

To schedule a school dance students must first get administrative approval to hold a dance. Dances require administrative approval, an administrator or his designee at the dance, two staff members and at least two parents.

Students attending the dance will:

- Sign out with the time they are leaving the dance if more than 15 minutes before the activity is over.
- Have a guest pass for their dates that are not from our school.
- Not be allowed back in the building after leaving the dance unless a chaperone has walked them out to their car to get a necessary item.
- Not be allowed to dance inappropriately in the school setting. The school administrator or his/her designee will determine appropriate dancing.
- Be required to clean-up after the dance is over.

## SUPPLIES

It is suggested that students furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes such as art, home economics and shop will be required to purchase materials and supplies used in any projects that become the personal property of the student. Some of these items will be available through the school while other items will be purchased personally by the student. Student supply lists are available at the office.

## LOST AND FOUND ARTICLES

If you find a library book, it should be returned to the library; all other articles should be turned in at the office. Report all articles lost or stolen to the office. You are responsible for all textbooks and equipment issued to you and you should make certain that your name and the name of the teacher is in each book. **Malicious destruction of textbooks and equipment will not be tolerated.** Call for all lost articles (other than library books) at the office. It is often good policy to check in your classroom before calling at the office.

## LOCKERS

Each student is assigned a specific locker by a member of the office staff. Under no conditions are students to change lockers or use more than one locker without permission from the office. You are encouraged to keep your locker locked at all times. Students are advised not to keep money or other valuables in their lockers. Students should bring valuable items or sums of money to the office for safe storage. Taking items from other student lockers will not be tolerated. Locks are provided for all lockers and must be turned in during student checkout.

Lockers are not to be written on, marked, scratched or used as bulletin boards. The cost of repairing any damage to lockers will be charged to the student. Periodic locker clean-outs may be scheduled.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots) as well as personal effects left there by the student, without notice or consent of the student.

The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

The principal may authorize the inspection of school property, including lockers assigned to students, for reasonable cause. Reasonable cause is defined as when a reasonable person, in view of the facts of the matter, could assume articles potentially harmful to the students or the school property or disruptive to the educational process will be uncovered. Unauthorized or illegal items may be taken into custody by school authorities. A reasonable effort will be made to notify the parent or guardian.

Items considered potentially dangerous, disruptive or that can interfere with the educational process may be removed from student possession.

Neither Culdesac School nor Culdesac Joint School District No. 342 can be held liable for any lost, stolen or damaged property when left at the school. It is imperative that all lockers be kept locked at all times in order to reduce the chance of theft.

## **Backpacks**

Backpacks will no longer be allowed in secondary classrooms. Students in grades 7-12 are assigned a locker in which their backpack can be kept. Students will need to bring required materials to class with them. They have a passing period between classes to go to their locker and grab needed materials. Backpacks can be used to transport books and materials to school at the beginning of the day, and home at the end of the day.

## **ACTIVITIES**

All students are encouraged to participate in the activities program. A grade point of 2.00 is required of all students holding offices in classes and clubs. Student body officers are required to have a grade point average of 2.00 and must have been in attendance at Culdesac High School during their junior year. These grade point averages are required because it is felt that only students who are doing good work academically should be allowed to assume additional responsibility with the risk of lowering grades. In order to participate in any activity at Culdesac High School controlled by the Idaho High School Activities Association (IHSAA), a student must:

- Be under twenty (20) years of age. If a student turns twenty years of age during a sport season, he/she may finish the season.
- Have been in school no longer than eight (8) consecutive semesters in grades nine through twelve.
- Have earned credit in at least five (5) classes that met four (4) days per week in the previous semester.
- Not play on any other than a school team, in the same sport, during the season (a season starts with the first practice session in that sport and ends with the last game).
- Be an amateur (having never been paid to play).
- Have established residency requirements as required by IHSAA.
- Abide by all rules set down by the coach, athletic department and the IHSAA.

Other regulations and guidelines governing participation in the secondary athletic program (Grades 6-12) of the Culdesac School District can be found in the handbook for student athletes available in the activity director's office.

**For the 2021-2022 school year, the following IHSAA Activities are at Highland High School and under the supervision of Highland School District.**

### **IHSAA Activities**

Baseball, Basketball, Cheerleading, Cross Country, Track, Volleyball, and softball\*.

\*Softball and Tennis may be offered at Culdesac High School depending on number of active participants and ball field arrangements with Highland High School.

Activities and clubs available to students of Culdesac School include the following (with advisor identified). New clubs may be added throughout the year.

<b>Assignment:</b>	<b>Staff Member:</b>
Athletic Director	Lindsey Felton
Junior High Boys/Girls Basketball	TBA
Honor Society Advisor	Caitlin Cicrich
Junior High Advisor	Hilaree Vanderpas
Freshman Advisor	Bonnie MacMillan
Sophomore Advisor	Shelly Romine
Junior Advisor	Elexus Moore
Senior Advisor	Caitlin Cicrich
Trapshooting Club Advisor	Henry Filipponi
FFA	Henry Filipponi / Elexus Moore
BPA	Kala Parker
ASB Advisor	Tammy Dudley
Twirling Advisor	Tammy Dudley
Yearbook Advisor	Kala Parker
Junior High Volleyball	TBA
Elementary Basketball	TBA
Tennis Coach	Caitlin Cicrich
Softball Head Coach	TBA
Softball Assistant Coach	Staci Smith
Cross Country	TBA
Junior High Track	Elexus Moore
Newsletter	Shelly Romine

### **Evening Activities**

<b>Assignment:</b>	<b>Staff Member:</b>
ASB Harvest Carnival	Tammy Dudley
Gear-Up Family Night	Lindsey Felton
Title I Math Night	Kelley Hewett
Title I Reading Night	Kelley Hewett
Christmas Concert	Elementary Staff
Night of the Arts/End of Year BBQ/ Athletic Banquet	Caitlin Cicrich / Lindsey Felton
Graduation	Caitlin Cicrich

## **During School Activities**

<b>Assignment:</b>	<b>Staff Member:</b>
Geography Bee	Caitlin Cicrich
Science Fair	Elexus Moore
Student of the Month	Kala Parker
Wolfbucks Store	Tammy Dudley
Silverwood Trip	Tammy Dudley
Field Day	Lindsey Felton
Spelling Bee	Tammy Dudley
Read Across America	Carol Hunt
Red Ribbon Week	Kala Parker
Teacher/Staff Appreciation Week	PTSA
Homecoming	Tammy Dudley

## **ACTIVITY SUSPENSION AS A RESULT OF A SCHOOL SUSPENSION**

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

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

## **STUDENT TRANSCRIPTS**

Forms are available in the main office for release of record information. During their final semester, seniors may sign a notebook in the main office requesting their final completed transcript of grades be mailed to the college or university of their choice.

## **DRIVER LICENSE-REVOCAION**

Idaho Code 49-303/49-303A states that students who drop out of school prior to the age of 18 will have their driver's license suspended. Personal or family hardships must be documented by the parent/guardian in writing, in order for the student to receive a waiver of this statute. Waivers may only be granted by the school principal or his/her designee. Please review the following:

1. A public school principal or designee shall provide written notification to a minor and the minor's parents, guardian or custodian of the school districts intent to request that the department suspend the minors driving privileges because the minor has dropped out of school and has failed to comply with Idaho Code 49- 303/49-303A
2. The minor or the parent, guardian or custodian of the minor shall have fifteen (15) calendar days from the date of receipt of this notice to request a hearing before the public school principal or the principal's designee for the purpose of reviewing the pending suspension.
3. The requested hearing shall be conducted within thirty (30) calendar days after the public school principal or the principal's designee receives the request.
4. The public school principal or the principal's designee shall waive the requirements of Idaho Code 49-303/49-303A for any minor under its jurisdiction for whom personal or family hardship requires that the minor have a driver's license for his or her own or his or her family's employment or medical care. Consideration will be given to recommendations of teachers, guidance counselor, school officials or other academic advisors prior to granting a waiver.
5. Any person denied a hardship waiver by the public school principal, or the principal's designee may appeal the decision to the board of trustees.
6. The public school shall notify the department of all students not in compliance with Idaho Code 49-303/49-303A or who have been granted a hardship waiver.

## **EXPANDED EDUCATIONAL SERVICES (EES)**

### *STUDENTS WITH DISABILITIES*

Under The Individuals with Disabilities Education Act (IDEA) and (Section 504) of the Rehabilitation Act of 1973, the Culdesac Joint School District is prohibited from discriminating against students on the basis of a disability. Culdesac provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra-curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least

restrictive educational environment. To the maximum extent appropriate for the needs of the student, Culdesac will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal, 843-5413, 600 Culdesac Avenue, Culdesac, ID 83524.

Programs and related services for students with disabilities are available for all eligible students. Compensatory (remedial) services are available in schools designated as target schools under federal guidelines. Teaching for homebound students, psychological testing, counseling, social work, and Indian education services are available.

Consult the counselor for information about referrals, eligibility and service procedures for any of the above special services.

#### Culdesac Joint School District #342 Policies

Information regarding any school district policy can be found by visiting or calling the Superintendent of Schools at Culdesac School District.

## **School Song**

(Tune – Notre Dame Fight Song)

Cheer, Cheer, for the Old Culdesac High,  
Wake up the spirit, don't let it die,  
Send a roaring cheer on high,  
Shake down the thunder from the sky,  
What though the odds be great or small,  
Old Culdesac High will win over all  
While her loyal sons are marching  
Onward to victory. Rah! Rah! Rah!  
(Repeat faster)

## **Traditions**

The Star Spangled Banner is played at the opening of each athletic event.

Everyone stands when the school song is played.

The seniors decorate for Graduation.

The juniors will clean up after Graduation.

The wolf is the symbol and mascot of Culdesac High School.

Green and Gold are the school's colors.

## **Acknowledgement of Handbook**

I agree to review the Culdesac School District Parent/Student Handbook with my parent / guardian.  
I understand that not following the policies outlined in the manual may result in loss of privileges or  
outright suspension and/or expulsion from school.

Student printed name-\_\_\_\_\_

Student signature-\_\_\_\_\_

Parent/Guardian printed name-\_\_\_\_\_

Parent/Guardian signature-\_\_\_\_\_

Date-\_\_\_\_\_

Please acknowledge receipt of the handbook by signing above and return to the school office as soon as possible.