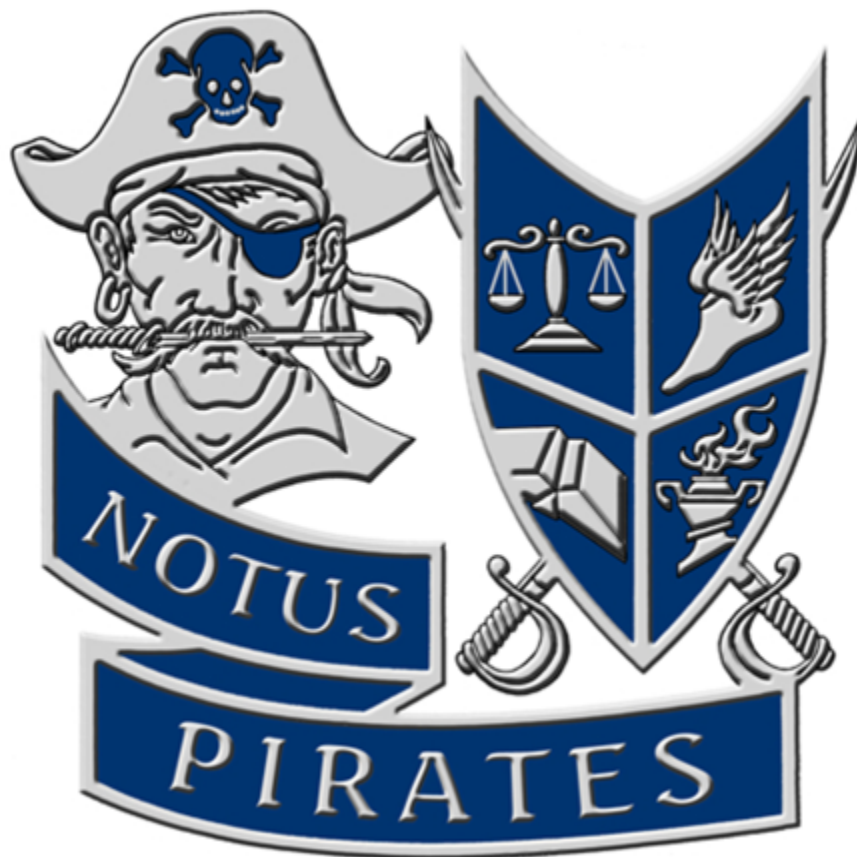


NOTUS JUNIOR SENIOR HIGH SCHOOL

2023-2024

STUDENT HANDBOOK



## **THE MISSION OF THE NOTUS SCHOOL DISTRICT**

Engage students and staff as continuous learners with academics, life skills, and service oriented opportunities, so we present our best selves beyond our doors.

## **THE VISION OF THE NOTUS SCHOOL DISTRICT**

Challenge and inspire one another to be our best academically and socially, modeling our values of respect, responsibility, collaboration, and celebration.

Dear Students and Parents:

Welcome to the 2023-2024 school year! We begin this school year anticipating great results for students educationally, socially, and personally. We welcome new students who will become a part of our Notus Pirate Crew and those returning this school year. Notus Jr. Sr. High School is full of opportunities for our students, and we are working every day to expand those opportunities and open the world to our students through our classrooms and extra-curricular activities.

We are looking forward to a fantastic school year with our amazing educators at Notus Jr. Sr. High School. They, along with you, help to facilitate the dreams of our students. As a faculty, we will work closely with your child to help them achieve their goals. We want our students to feel cared for and know that we are advocates for them every day so they can lead confidently in the future. More than ever, it is critical for students to be learners today so they can be leaders tomorrow.

**Thank you for being part of our team,**

*Notus Jr. Sr. High School Faculty and Staff*

## Table of Contents

<b>Section I: General Information</b>		<b>Section VII: Miscellaneous</b>	<b>18</b>
Contact Information	4	Student Body Fees	18
<b>Section II: Attendance</b>	4	Suicide Prevention	19
Attendance Policy	4	District and State Assessments	20
Pre-Arranged/Family Absences	5	IDLA	20
Tardy Policy	6	Advanced Opportunities	21
Truancy	6	COSSA	21
<b>Section III: Academics</b>	<b>6</b>	Permanent Records	21
Grade Reports	7	Students of Legal Age	22
Grading Scale	7	Electronic Communication Devices	22
Semester Finals Schedule	8	Leaving Campus	24
<b>Section IV: Athletics - Activities</b>	<b>9</b>	Student Dress	24
Notus Fight Song	9	Dances	25
Extracurricular Policy #3380	9	Search and Seizure	25
Sports Physicals	9	Student Vehicle Parking	25
Sportsmanship	13	Lockers	26
<b>Section V: Expectations for Students</b>	<b>14</b>	Title IX Grievance Procedure	27
Pirate Way 4 Rs	14	Idaho Division of Veteran Services	27
Student Discipline	14	Student Injuries	27
Academic Integrity	15	<b>Section VIII: Student Health</b>	<b>28</b>
Bus Conduct	16	Immunizations	28
<b>Section VI: GRADUATION</b>	<b>17</b>	Assisting with Medications	28
Requirements for Graduation	17	<b>Section IX: School Calendar</b>	<b>30</b>
Participation in Graduation	18	Receipt of Handbook Signature Page	33

## **Section I: GENERAL INFORMATION**

Notus Jr. Sr. High School  
25260 Notus Road  
Caldwell, Idaho 83607  
208-459-4633  
District Phone Number: 208-459-7442

Mailing Address:  
25257 Notus Road  
Caldwell, Idaho 83607



Jen Wright, Principal  
Rachel Sanford, Administrative Assist.  
Jim Boeder, Athletic Director

[wrightj@notusschools.org](mailto:wrightj@notusschools.org) 208-870-0719  
[sanfordr@notusschools.org](mailto:sanfordr@notusschools.org)  
[boederj@notusschools.org](mailto:boederj@notusschools.org)

## **Section II: ATTENDANCE**

In an effort to prepare students to succeed in the world of work, we believe one of the most important things we can teach is to maintain an excellent attendance pattern. It is a school wide expectation to Respect Learning (4 Rs) by adhering to NSD's attendance policy. The Board of Trustees of the Notus School District requires each student in grades 7 – 12, to be present in school 90% of the total school days each year. Please review Compulsory Attendance Policy #3040 and Attendance Policy #3050.

### **90% ATTENDANCE**

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students having more than seven (7) absences in a class that meets daily during the semester. The administration shall adjudicate absences where the total number of days is brought below seven (7) days through doctor's excuses and legitimate illness.

The ONLY absences that WILL NOT be used in calculating the attendance record are:

- A. Those that occur due to school sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
- D. Illness or hospitalization verified by a doctor's statement.
- E. Students identified under the McKinney-Vento law and/or in foster care placement. (Pending board policy review)

Absences which will be counted in the 90% limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension in and out of school, watching tournaments when not an actual participant, hair, or photography appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Review Committee. **Students with more than 7 absences in any period will not be allowed to participate in school activities that require the student to miss class time without administrative approval. Students will also be required to attend Friday attendance sessions quarterly, to make up any time missed. This will be scheduled with the administration.**

### **ATTENDANCE REVIEW COMMITTEE**

The Attendance Review Committee shall include a group of volunteers including two (2) teachers, one (1) parent, one (1) administrator or designee, one (1) counselor (as a nonvoting member), and the referred student and his/her parent. The committee will make a recommendation to the principal who will make a final determination.

The decision of the committee shall be subject to review by the School Board upon notice of appeal by the affected student filed in writing by the student with the principal within ten (10) days of the date of the decision of the committee.

### **ABSENCE PROCEDURE**

The primary responsibility for a student's attendance rests with the parents/guardian. Parents/guardians are expected to call the school office when a student is going to be absent from school. This call can be made any time after 7:00 a.m. and before 3:30 p.m. on the day of the absence. Students not attending school can not participate in scheduled school activities/athletic events. For grades 7-12, call Mrs. Sanford at the high school at (208) 459-4633. Notus Jr. Sr. High School is a closed campus. The only reason a student will be permitted to leave and return to campus within the same school day may only be due to reasons that qualify as an excused absence. (Refer to Board Policy #3550)

### **PRE-ARRANGED/FAMILY ABSENCES**

In the event that a student must be absent from school for a reason other than illness or emergency, we require that parents/guardians contact the school office at least 24 hours in advance of the absence so that arrangements can be made.

### **ACCUMULATED ABSENCES - NOTIFICATION TO PARENTS**

The following procedures will prevail in respect to the accumulation of absences:

- 5 Absences: Parents will be notified by email
- 7 Absences: This is the maximum number of absences. Parent/Guardian will be notified by letter.
- 8 Absences: No credit will be granted for eight or more absences except in some cases where extenuating circumstances exist. The student must submit a petition to an attendance committee to determine if extenuating circumstances exist and

whether credit shall be granted. The attendance committee may assign Friday attendance session to make up missed time.

### **TARDY POLICY**

Any student who is not in class at the time scheduled for such class to commence will be considered tardy. **Three tardies in a class equals one absence.**

### **TRUANCY**

Attendance at school is more than a legal obligation; it is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code §§ 33-204, 205 or as determined by school authorities.

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two (2) school days following return to school; otherwise, the absence is classified as unexcused. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. Refer to NSD Policy #3050

## **Section III: ACADEMICS**

It is a school wide expectation to Respect Learning (4 Rs) and be the best student possible here at Notus Jr. Sr. High school. We have many resources available to ensure students' success and firmly believe that we are a "triangle team" to support each and every student. Parents/Guardians are urged to attend Parent –Parent – Teacher Conferences that are available in both Fall and Spring Semester.



### **CREDIT AND CASELOAD**

In the high school years, grades nine through twelve, one unit of credit is awarded for successful completion of the work in any class that meets one full period per school day for an entire semester. One unit of credit must exceed 60 hours of instructional time to qualify. All students must have seven (7) class periods of academic subjects in a

semester. Senior students who are on track to graduate may take up to one work release course per day, if approved by the principal.

### **GRADE REPORTS**

Parents may use the Parent Portal PowerSchool from home to check their student's progress at any time. It is school policy that teachers maintain accurate grades and update their grade book regularly. Semester report cards will be sent home at the end of each semester.

### **DETERMINATION OF CLASS RANK**

Determination of cumulative grade point average for class rank shall be by use of the following method recommended by the National Association of Secondary School Principals:

A = 4 points per unit of credit

B = 3 points per unit of credit

C = 2 points per unit of credit

D = 1 point per unit of credit

### **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

To be eligible to be Valedictorian or Salutatorian, the student must complete two years of education at Notus High School and they must successfully earn four or more credits in the following upper division/advanced courses before or during their Junior or Senior year: Chemistry, Physics, Algebra II, Pre-Calculus, Calculus, and/or Academic Decathlon.

Upon meeting this requirement, the valedictorian will be the graduating senior with the highest cumulative GPA. The salutatorian will be the graduating senior with the second highest cumulative GPA.

### **GRADING SCALE**

Notus Jr. Sr. High School does not use a weighted grading scale. The grading scale is as follows:

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	59 and below

### **TEACHER'S ASSISTANT**

Teacher's Assistants must have a 2.5 GPA or higher and in excellent academic standing. Students can only be a T.A. once per semester.

## **ELEMENTARY INTERN**

Elementary Interns must have a 2.5 GPA or higher and in excellent academic standing. Interns are student leaders and support students and staff at the elementary school. In order to be considered an elementary intern, an application must be submitted.

## **HONOR ROLL**

An honor roll is published each report card period. An honor student must earn at least a 3.5 average on a 4.0 scale.

## **SEMESTER FINALS SCHEDULE**

Fall Semester December 2023

Tuesday, December 19, 2023

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P1 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P2 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

12:39 – 1:34 P3 Class

1:37 – 2:32 P4 Class

2:35 – 3: 30 P6 Class

Wednesday, December 20, 2023

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P3 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P4 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

**12:38 – 2:00 P6 FINAL**

2:03 – 2:45 P7 Class

2:48 – 3: 30 P8 Class

Thursday, December 21

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P7 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P8 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

12:35 – 3:30 End of Semester Celebration

Spring Semester May 2024

Tuesday, May 21, 2024

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P1 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P2 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

12:39 – 1:34 P3 Class

1:37 – 2:32 P4 Class

2:35 – 3: 30 P6 Class

Wednesday, May 22, 2024

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P3 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P4 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

**12:38 – 2:00 P6 FINAL**

2:03 – 2:45 P7 Class

2:48 – 3: 30 P8 Class

Thursday, May 23, 2024

7:40-8:10 Jr. Advisory/Study Hall

**8:15 – 9:45 P7 FINAL**

9:45-9:55 Break

**9:55 – 11:25 P8 FINAL**

11:30 – 12:00 JH Lunch/HS Advisory

12:05 – 12:35 HS Lunch/JH Advisory

12:35 – 3:30 End of Semester Celebration

## **PIRATE LEARNING CENTER**

The 21st Century Community Learning Center program is a FREE after school program for K-8 students that will help promote school success and well-being in a safe environment that is funded by 21st Century Community Learning Center Grant. For more information, please contact Jackie Greenleaf, PLC Director.



## **Section IV: ATHLETICS - ACTIVITIES**

Notus Jr. Sr. High School Fight Song:

On Ye Pirates  
On Ye Pirates, Fight for Victory!  
Win This Game Team, Seek the Fame Team  
See how proud we'll be!  
Rah! Rah! Rah!  
We are loyal to our colors-  
Good Ole Blue and White!  
Keep up the Spirit, Pirates!  
Fight! Fight! Fight!

### **EXTRACURRICULAR AND CO-CURRICULAR PARTICIPATION POLICY**

#### **#3380**

Refer to Policy #3380

### **ATTENDANCE ON DAYS OF EXTRACURRICULAR AND CO-CURRICULAR EVENTS**

STUDENTS SHALL BE IN ATTENDANCE ALL DAY TO PRACTICE AND PLAY - THIS MEANS ALL ACADEMIC PERIODS. An exception for up to one half day can be made with an excuse from a DOCTOR OR DENTIST on their notepad or stationery, or for documented legal purposes. Students who are too sick to come to school are considered too sick to participate in games or practice. A student who is under suspension is prohibited from playing or participation.

### **SPORTS PHYSICALS**

Per Notus School District policy, all **Junior High School** students are required to complete a physical annually in order to participate in Junior High School athletics. In addition, athletes in grades (9-12) must meet the requirements set by the Idaho High School Activities Association as stated below.

The Idaho High School Activities Association requires that an athlete receive a physical examination and have on record with the school the interim questionnaire prior to his/her first practice in any IHSAA sponsored sport (grades 9-12). Physicals are required prior to the first day of practice in the 9th and 11th grades. A student will not be required to have an additional physical examination during the 10th and 12th grades unless:

1. The physician recommends the student have an additional physical examination.
2. The parents request an examination via the Interim Questionnaire.
3. Affirmative answers on 1-9 of the Interim Questionnaire indicate a possible need for a repeat physical examination.
  - a. It will be the responsibility of each principal to consult with a licensed physician regarding any answers to questions given on athletic interim questionnaires which may indicate a possible need for a repeat physical examination.

4. A transfer athlete had a physical examination during the preceding year in another state.

The physical examination must not be completed before May 1 of the athlete's 8th or 10th grade year in order to count for the next two years.

### **ACADEMIC ELIGIBILITY – PRIOR TO THE SEASON**

Notus student athletes must be enrolled full-time and have received passing grades and have earned credit in at least six (6) full credit subjects, or the equivalency, in the previous semester or grading period for which credit is granted in their State Department of Education approved courses during the previous grading period (IHSAA Rule 8-1). Students may gain eligibility by retaking incomplete or failed courses during summer school, approved independent study courses, or IDLA courses. The class must be equivalent to the course failed from the prior grading period.

### **NEW TRANSFER STUDENTS**

When a new student transfers from another school, the eligibility standards for the Idaho High School Activities Association Rule will be followed until the student completes three (3) weeks at Notus High School. At the end of the three-week period the student must be in alignment with the Athletic Participation Policy of the Notus School District.

### **ACADEMIC ELIGIBILITY – DURING THE SEASON**

Refer to Board Policy #3380

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

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (including an in-school suspension) for any reason.

#### **Consequences:**

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed. (Board Policy #3380)

### **Activity Suspension for Repeated Minor Infractions or a Major Infraction during an Activity**

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

#### **Consequences:**

1. The incident will be reviewed pursuant to the Informal Hearing Process at Section V of this policy.
2. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.

3. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section VI of this policy. (Board Policy #3380)

### **Activity Suspension for Criminal Conduct or Drug Use in Any Location during the Scholastic Year**

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the District that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year, in any of the following ways: attempting to secure or purchase, using or having reasonable suspicion of having used, possession, intending or attempting to sell or distribute, selling or giving away, or being knowingly present when any of the above are used, possessed, or consumed.

#### **Consequences:**

##### **Knowingly Present**

- **First Violation:** When a student violates the “knowingly present” prohibition of this policy for the first time during a scholastic year, the school resource officer (“SRO”), principal, or athletic director:
  - will hold a conference with the student;
  - will notify the student’s parent/guardian and the student of the violation; may arrange a conference with the parent/guardian and the student; and
  - will inform the student and parent/guardian of consequences for future violations of the policy.
- **Second Violation:** When a student violates this “knowingly present” prohibition of this policy for the second time during a scholastic year, he/she is subject to the consequences outlined below in part III.B “Other Violations” of the policy.
- **Other Violations**
  - The incident will be reviewed pursuant to the Informal Hearing Process in Section V of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of twenty-one (21) calendar days.
  - The suspension will be reduced to a fourteen (14) calendar day period if:
    - In the case of criminal conduct, the student receives counseling which has been approved by a school counselor.
    - In the case of drug, alcohol, or tobacco use, the student agrees to and completes
      - A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
      - Drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
    - If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
    - If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel’s knowledge of the

incident(s), the principal or athletic director may reduce the length of the activity suspension.

- o On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.
- o All students who receive an activity suspension for criminal conduct or drug use shall be reported to the superintendent or designee and, if applicable, to the appropriate law enforcement agency.
- o The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

### **Infractions Which Occur in Out-of-School Trips**

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

### **Informal Hearing Process**

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

### **STUDENT TRAVEL TO OR FROM AN EXTRACURRICULAR OR CO-CURRICULAR ACTIVITY**

- Students will board the bus at the designated point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students unless approved by principal, transportation supervisor, and parent prior to trip. Students that do not ride the bus to a scheduled event will not participate in that event.
- The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.
- The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.
- Students must follow all school bus rules. If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor\coach\ or adult sponsor, parent/guardian and student. The driver, instructor\coach\ or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem.

If the principal finds that there has been an infraction of bus rules, they will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

### **REHEARSALS/PRACTICES/SCHOOL ACTIVITIES**

A faculty member, advisor or designee must direct all rehearsals and/or student activities. Students are not to attend school rehearsals or practice unless they are scheduled to participate in them. All rehearsals/ student activities must have the principal's approval. Team/group practices may be open or closed to the public (including family members), at the discretion of the head coach and/or advisor.

### **SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND CO-CURRICULAR EVENTS**

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

- using vulgar or obscene language or gestures;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive of the educational process.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

- The date, time, and place of a Board hearing;
- A description of the unsportsmanlike conduct;
- The proposed time period that admission to school events will be denied.

## **Section V: EXPECTATIONS FOR STUDENTS**

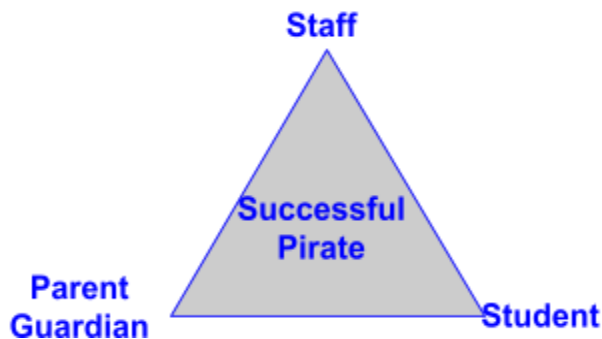
### **EXPECTATIONS FOR STUDENTS: Pirate Way: The 4 R's**

At Notus Jr. Sr. High, we believe that students thrive in a positive school culture. Our staff is committed to provide a safe, happy learning environment for your child/children. We have implemented the School-wide Positive Behavioral Interventions and Supports framework as a district. Consistency is key to the PBIS framework. Your students will be introduced to the rules and expectations during the first few days of school and celebrated frequently for following the expectations. While different areas of the school have expectations that vary slightly, the main expectations remain the same everywhere and can be summed up in a simple statement "Pirate Way: The 4 R's"

- ★ **R**espect
- ★ **R**esilience with Grit
- ★ **R**esponsibility with Integrity
- ★ **R**eadiness

#### **STUDENT DISCIPLINE**

NSD Administration will refer to Board Policy #3330, Student Discipline and 3340P, Corrective Actions, and Behavior Matrix for Notus Jr. Sr. High School. It is a school wide expectation to adhere to the 4 Rs and be the best student possible here at Notus Jr. Sr. High school. We have many resources available to ensure students' success and firmly believe that we are a "triangle team" to support each and every student. Administration will also follow Behavior Flow Chart and Consequences Matrix to ensure consistency.



NSD Administration will follow Board Policy that ensures a safe campus for all students to attend Notus Schools. [Board Policies such as: Drug Free School Zone, Prohibition of Tobacco Possession and Use (Vaping), Substance and Alcohol Abuse, Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing and Gun Free Schools]

#### **DUE PROCESS**

Students who are referred to the Principal/Designee for allegedly violating school policy will be afforded the following:

1. The principal/designee will conduct a thorough and impartial investigation.
2. The principal/designee will establish whether or not the student did in fact violate the policy.
3. The principal/designee will determine and administer the appropriate punishment and notify the parents in writing.
4. The student or parents/guardian may appeal the decision and request a hearing in the following order.
  - Step 1 – Superintendent
  - Step 2 – School Board
5. Students will be afforded the following right at all hearings:
  - Notice of violation
  - Right to impartial hearing
  - Right to be represented
  - Right to cross-examine all witnesses
  - Right to present witnesses

### **ACADEMIC INTEGRITY**

We believe in establishing a school climate that promotes ethical and responsible student conduct. Plagiarism, using another person’s assignment/homework, or translating a work from one language into another and submitting it as original work, or cheating in any form will not be tolerated. If any student is found in violation, the following procedures and consequences will be followed.

“Integrity is not a conditional word. It doesn't blow in the wind or change with the weather. It is your inner image of yourself, and if you look in there and see a man [or woman] who won't cheat, then you know he [or she] never will.”—John D. MacDonald.  
At Notus we also stress integrity (4 R’s) and, therefore, cheating of any kind is prohibited.

Refer to Board Policy #3335 (and page 31 of Student Handbook)

#### **Teacher procedures:**

1. Confiscate the materials and conference with his/her administration.
2. Call home to alert the student’s parent/guardian of the situation.
3. Complete an office discipline referral form and send it to building level administrator.

#### **Consequences First Offense:**

- Grade of zero (0) will be recorded for the assignment.
- The teacher will confer with the student and contact the parent/guardian by phone or email to review the incident.
- Meeting held to include grade building administrator, counselor, and student.
- Immediate removal from National Honor Society and a contract in place if other student leadership position is in place.

#### **Second Offense:**

- Grade of zero (0) will be recorded for the assignment and loss of a letter grade for the current marking period. (In the case of a mid-term or final examination, the student will receive a zero on the exam.)
- Written referral will be submitted to the grade building administrator
- Meeting held to include principal, teacher, student, and parent/guardian
- Removal from the class if the student is enrolled in a dual credit or advanced placement class.
- The student will be suspended from school for 1 day of in-school suspension
- Student Athletes are ineligible for a week and on probation for the remainder of the season
- Students will be ineligible for National Honor Society consideration as well as any position of leadership within the school (i.e. captain of team, president of a club, FFA Chapter, etc.)

**Third Offense:**

- Written referral will be submitted to the building administrator
- Meeting held to include principal, teacher, student and parent/guardian
- The student will be dropped from the class with a grade of “F”
- The student will be suspended from school for 2 days out-of-school suspension

**DRIVING DURING SCHOOL HOURS WITHOUT PERMISSION FROM SCHOOL AUTHORITIES:**

School begins at 7:40 a.m. and is dismissed at 3:30 p.m. Notus School maintains a closed campus; therefore, students driving vehicles to school must, upon arrival, park in appropriate areas (students-back parking lot only) and leave their vehicle in the parking area until dismissal time. No vehicles will be moved to another location on campus i.e., lunchroom, music room, and football fields without prior approval by the principal. Any student driving any vehicle to school will be required to register that vehicle at the main office.

**BUS CONDUCT**

Our transportation staff is committed to provide safe transportation to and from school and to adhere to Board Policy #8140. Students are expected to follow the 4 Rs to ensure a safe ride to and from school and/or activities.

- ★ **R**espect
- ★ **R**esilience with Grit
- ★ **R**esponsibility with Integrity
- ★ **R**eadiness

The Notus School District understands that parents need to have their child transported to a location other than home from time to time. Because of the safety concerns, it is very important that the parent write a note to the bus driver and teacher stating the change. The



note needs to be signed and dated. The bus will only stop at authorized stops, however. If a bus change takes place during the school day, then parents must send an email to the front office ~~and transportation director~~ by 2:00 p.m..

## **Section IV: GRADUATION**

### **REQUIREMENTS FOR GRADUATION** Refer to Board Policy #2700P

Notus Graduates must earn 52 or more credits as shown below:

Subjects required of all students shall include:

English I, II, III, IV	8 Credits
Math: Algebra I, Geometry, and Secondary Mathematics of student's choice	8 Credits
Science: Four science credits must be from a lab course	6 Credits
Social Studies: US History (2), Government (2), & Economics and Financial Literacy	5 Credits
Health	1 Credit
Humanities: 2 Credits may be Vocational	4 Credits
Physical Education	2 Credits
Electives	16 Credits
Senior Seminar	1 Credit
Speech	1 Credit
<b>Total Core Instruction Credits to Graduate</b>	<b>36 Credits</b>
<b>Total Credits to Graduate</b>	<b>52 Credits</b>

\*One credit of foreign language is required by most colleges/universities

In addition to the above, all students must take either the SAT or ACT exam by the end of their junior year, ISAT assessment, Civics test, and successfully pass their Senior Project by the end of their senior year. All other state mandated tests for graduation must be successfully completed as well.

### **EARLY GRADUATION**

Refer to Board Policy #2700P

### **PARTICIPATION IN COMMENCEMENT EXERCISES (GRADUATION)**

**\*\*Seniors not eligible for a Notus Jr. Sr. High School Diploma may not participate in the graduation ceremony or graduations/senior activities. \*\***

A student's right to participate in the commencement exercises of the School District's graduating class is a privilege. **Students may be denied the right to participate.** As such, participation in this ceremony is reserved for those members of the graduating class who have completed all of the state and local requirements for graduation before the date of the ceremony. The school administration shall exercise plenary control over all aspects of any graduation ceremony held within the district. The school administration may invite graduating students to participate in high school graduation exercises according to academic class standing or class officer status. Any student who, because of academic class standing, is requested to participate may choose to decline the invitation.

Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing. The principal shall review and approve the student's address, poem, reading, song, musical presentation, or any other pronouncement of their choosing prior to its presentation to the audience attending the graduation ceremony to ensure that there is no conflict with the Establishment Clause found in the First Amendment to the United States Constitution, The Idaho Constitution or the laws of the state of Idaho.

## **Section V: MISCELLANEOUS**

### **STUDENT BODY FEES**

\$5.00 Class Donation (Optional)

\$8.00 Student Handbook (Replacement fee)

\$35.00 Yearbook (Optional - Payment Deadline April 1, 2024)

\$38.00 Activity and Athletics Card (MUST be purchased by all students participating in an activity or athletics)

\$40.00 - High School Athletics

\$25.00 - Junior High Athletics

All Athletes are required to pay fee for each sport they participate in and students may practice, but **may not participate in athletic events until fee is paid in full.** Students may request a waiver of fees by contacting the Athletic Director or head coach.

Activity cards allow students to enter home events at no charge, with the exception of district and state playoff games. Students not purchasing an Activity and Athletics Card will be issued a Student ID card at no cost and will be required to pay the student entry fee for all games and home events. ID cards will only be issued to students who attend Notus Jr. Sr. High School.

**SUICIDE PREVENTION** Refer to Board Policy #3530

**Suicide and Crisis Lifeline: 988 or Text HOME to 741741**

Administration and staff has a responsibility to notify a student's parent/guardian

regarding any known changes in the student’s mental, physical, or emotional health or well-being. Notus Administration and Staff have preventative measures as outlined in Board Policy #3530. Furthermore, Sources of Strength and SchoolPulse are both opportunities that support student’s mental, physical, and emotional health.



Scan the QR code or text “NOTUS” to 78573.  
Opt-in via email at:  
<https://schoolpulse.org/schools/notus/>

Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student’s doctor or counselor stating that it is the doctor or counselor’s opinion that the student is ready to return to school. The student and their parent/guardian may meet with the [school counselor OR POSITION] to create a plan for the student’s return to school, including any appropriate accommodations needed by the student.

**SENIOR AWARDS CEREMONY**

The awards ceremony is for the announcing of any awards or scholarships that seniors may have earned. The date of the ceremony will be coordinated by the school counselor and is usually held on the Thursday before Graduation or as the schedule permits. If the class decides to have a dinner, dessert or potluck, then the class and their class advisor will decide on how many family members are permitted. The cost will be covered by the Senior class.

**DISTRICT AND STATE REQUIRED ASSESSMENTS**

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Notus School District 135 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and Local assessments.

**IDAHO DIGITAL LEARNING ACADEMY COURSES PROCEDURE**

IDLA is an integrated online educational program wherein students will enrich their normal academic coursework via available online courses. The following procedures will ensure that all students have an equitable experience.

**Eligibility:**

- A. Class size is limited to 10 students each class period and as facilities and resources dictate.
- B. Priority is based on
  - 1. Grade level. Seniors have priority.
  - 2. AP/Dual credit courses and credit retrieval courses are given priority over electives.
  - 3. Core courses have priority over electives.
  - 4. Courses offered on-site have priority over online courses.
  - 5. Schedule conflicts with onsite classes and electives must be approved by the principal.

**Restrictions:**

- C. Any schedule conflicts between core classes, electives, & online classes must be approved by the principal.
- D. Schedule conflict will not be allowed as a valid reason for students in grades 9 & 10
- E. All AP and Dual Credit classes require approval from the Counselor and require a minimum of a sophomore standing. (AP exams have a minimum age requirement of 16).

**Payment:**

- i. Students are required to pay for IDLA credits in advance for all courses offered locally and which are not a reasonable schedule conflict.

**ADVANCED OPPORTUNITIES**

Advanced Opportunities is a program provided by the Idaho State Department of Education. The program provides funding for Idaho students to use for educational and career pathways. The program provides \$4,125 for each student in grades 7-12 attending an Idaho public school. More details about these opportunities can be found on the school website or <http://www.sde.idaho.gov/site/advancedopp/>. The dual credit/advanced opportunities form must be completed and turned into the office in order to request monies.

**PIRATES PATHWAYS TO PROMOTION - 7<sup>th</sup> & 8<sup>th</sup> GRADE**

Students in grades 7 and 8 must meet the established Pirates Pathways to Promotion in order to be promoted to the following grade level. The Pirates Pathways to Promotion allows for an alternative pathway if a student is unsuccessful in the main pathway. The Pirates Pathways to Promotion is the process of earning credits in order to be promoted to the next grade level. During the 2010 Legislative Session a bill was passed requiring all incoming 7<sup>th</sup> graders and 8<sup>th</sup> graders meet either a “Main” pathway or an “Alternative” pathway in order to be promoted on to the next grade level.

**COSSA STUDENT EXPECTATIONS**

Driving:

1. Students driving themselves to COSSA must have a *COSSA Transportation Liability Waiver* on file at the Notus Jr. Sr. High School office.
2. Student MAY NOT have other students in the vehicle when traveling to and/or from COSSA
3. All students who drive are required to sign out at the office each day.
4. COSSA students who choose to return to Notus Jr. Sr. High School before the end of the regular school day must return to the library until the final school bell.

Assemblies:

5. For safety and attendance purposes, students who wish to participate in afternoon school assemblies must sign back in when they return to campus. Parents should also contact COSSA to give permission for early release.
6. COSSA students who do not drive may have the option to remain on campus the day of an afternoon assembly, but they must stay in the school library until the assembly begins.

**PERMANENT RECORDS**

Parents/guardians or students who have attained the age of 18 may review a student's permanent records. The following process must be followed:

1. A request for an appointment to review the records must be with the office.
2. The principal or his/her designee must be present during the review to explain the contents of the records.

The release of all records will require the signature of the parent/guardian in most cases. Parents/guardians may challenge the contents of a permanent record. In this case, the principal shall be responsible for establishing a review to manage the challenge process.

**WITHDRAWALS**

When a student withdraws from school, he/she must secure checkout forms and clear all accounts and records with the school office by the last full day of his/her attendance.

**STUDENTS OF LEGAL AGE** Board Policy #3070

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such.

**OTHER SCHOOL VISITATIONS**

Parents/guardians are welcome to visit the classrooms as observers after making an appointment through the school office. In accordance with Idaho Code, entering classrooms unannounced is specifically prohibited. Due to insurance purposes, out-of-town or out-of-district students are not allowed to visit the campus during regular school hours.

**ELECTRONIC COMMUNICATION DEVICES (INCLUDING RECORDING DEVICES)** Board Policy #3265

Having a cell phone or electronic communication device at school is a privilege. Please keep in mind it is a privilege to have access to personal electronic communication

devices during the school day. During the school day, students who bring a cell phone or electronic communication device to school must adhere to the following guidelines:

1. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
2. Each classroom will have a wall mounted plastic pocket system to store electronics (fitbits, apple watches, airpods, etc.) and cell phones during class time. This storage system will allow teachers to assign a specific numbered pocket to each student. *Only at teachers' discretion may students be allowed to get their cell phone during class time.* Students may choose to keep their device locked in their locker.
3. If parent or guardian receives a call from his/her child's cell phone or electronic communication device during prohibited times, that student is in direct violation of this policy.
4. Students shall not use cell phone or an electronic communication device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on test or examinations.
5. Students shall not use cell phone or an electronic communication device to in any way send or receive personal messages, record or take unauthorized pictures of students and/or staff or send information that would violate School District Policy, State laws or Federal laws. If a State law or Federal law has been violated, the local law enforcement agency will be notified.

Unauthorized activation or and/or use of cell phones by students or electronic devices will result in the following disciplinary actions:

**First offense** – the cell phone or electronic communication device will be carried up to the office and signed in to the Principal's office. The student may pick up the device at the end of the school day.

**Second offense** – the cell phone or electronic communication device will be carried up to the office and signed in to the Principal's office and a parent or guardian will be notified of the incident. A parent or guardian will be required to pick up the cell phone or electronic communication device from the Administrator or Administrator's designee. Before the cell phone or electronic communication device is returned, the Administrator or Administrator's designee will review the cell phone use-policy with the student and their parent or guardian and the consequence if the policy is violated a third time.

**Third offense** - the cell phone or electronic communication device will be carried up to the office and signed in to the Principal's office and a parent or guardian will be notified of the incident. A written plan of proper use will be created by administrator, counselor, parent/guardian, and student. Students will not have access to their phones during lunch for an extended amount of time as determined by the plan in place.

Any time a cell phone or electronic communication device is confiscated, the student shall have an opportunity to explain why they violated this policy. It shall be understood that the Administrator or Administrator's Designee will make every effort to meet with a parent or guardian during the Administrator's or Administrator's Designee's normal work schedule.

### **SCHOOL ISSUED CHROMEBOOKS**

Students will have access to a school issued chromebook. Refer to Policy #3270 and Chromebook Program Device Agreement #3270F1

### **LEAVING CAMPUS**

NOTUS JR. SR. HIGH SCHOOL IS A CLOSED CAMPUS. Once a student arrives at school, they may not leave without permission from building administration. Students must check into the office before leaving school for any reason during the school day. Parents must be notified before the student will be permitted to leave. Failure to comply will result in truancy.

### **ASSEMBLIES**

Student assemblies sponsored by different organizations within the school will be presented periodically throughout the year. Participation in school assemblies is a privilege. Individuals or groups that are not behaving as expected will not be invited to future assemblies. Teachers will be asked to sit among or near their classes.

### **STUDENT DRESS**

It is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimize disruptions or distractions, and to protect the health, safety, and morals of students. All students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location. Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians.

In general, students are not to wear or carry items of apparel (accessories, cosmetics, tattoos, clipped on tails, collars, blankets, costume attire, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the principal/designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other items which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Shorts and skirts must be at a length that when the student stands with their hands relaxed at their sides that the piece of clothing is past their fingertips. Tops or shirts

where undergarments are visible are prohibited. Head coverings and pajamas (pajama pants) are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy. Students may be asked to change clothing at school or wear school clothing to ensure minimum loss of instructional time. Students are expected to adhere to the 4 Rs by following dress code expectations. Students may earn the privilege of flexibility in student dress due to a PBIS incentive with administrator's approval.

### **PUBLIC DISPLAY OF AFFECTION**

The only public display of affection that will be allowed is holding hands. Kissing, hugging, or other close contact is strictly forbidden. If this rule is violated, parents will be contacted, and appropriate action will be taken.

### **DANCES**

Dances must be sponsored by organizations or classes and must appear on the main school activity calendar at least two weeks in advance of the dance. Students bringing guests to dances who do not attend Notus High School must have a guest permission slip signed by the principal before the evening of the dance. These permission slips are intended for guests of students attending Notus and only one permission slip will be issued to a student. Students attending COSSA Academy are considered out of district students, and to attend must be invited by a Notus High student and have an approved guest pass. Junior High School students will not be permitted to attend High School dances.

### **SEARCHES AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. NSD Administration will adhere to Board Policy #3370.

### **FIRE DRILL PROCEDURES**

Fire drills will be held monthly without announcement. Students are to follow all instructions given by the teacher when evacuating the building.

### **STUDENT VEHICLE PARKING**

**All law enforcement regulations are to be respected, if not, the student will forfeit their right to drive their cars on campus. Students must adhere to the 10 mph speed limit in the parking lot.**

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when required to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension or short-term suspension from school. In cases involving drugs, alcohol or firearms, the local sheriff or police may be called.



Students will be permitted to park their vehicle in the school parking lot provided they have:

1. Current vehicle insurance policy;
2. Driver's license; and
3. Vehicle registration.

Additional parking requirements include:

1. Students are required to park in an orderly manner. Cars are not allowed to block drive-through access. **DO NOT PARK AT THE SOUTH END OF THE BUILDING.** All automobiles inappropriately parked are subject to being towed without additional warning and at owner's expense.
2. The Notus School District assumes no responsibility of automobiles left in the lot overnight.
3. The Notus School District is not responsible for theft or damage to automobiles parked in the student parking lot.
4. The parking lot is off limits to students during the school day. All books and necessary items for class should be placed in your lockers before school. If a student needs to go to their car, they must get permission from the office.
5. Students are prohibited from loitering in the parking lot. Students must enter the building immediately upon arrival.
6. At any time, the office secretary may request evidence of updated insurance and registration material. Failure to provide this evidence will result in revocation of authorization to park on campus. Any unauthorized cars may be towed at the owner's expense.

Any violation of this policy shall result in the following:

1. First Offense: Conference with administration and student.
2. Second Offense: Conference with administration, parent and student.
3. Third Offense: Loss of privilege.

\*Severity of infraction could result in immediate loss of driving privilege for a period of time

### **ANIMALS ON CAMPUS**

Live animals are not to be on or near school property at any time unless approved by building administrator. To protect the health and safety of students and staff as well as maintenance of school, animals may not be on or between schools without prior permission of the school principal. Individuals bringing animals on campus will be asked to leave campus and the surrounding areas.

\*Service animals may be considered.

### **DRUG DOG SEARCHES**

Drug dog searches will be conducted on campus randomly. All property including cars may be searched if the Drug Dog indicates probable causes.

### **STUDENT LOCKERS**

Students are strongly encouraged to purchase their own locks, with the understanding that administration can access lockers at any time.

### **TITLE IX GRIEVANCE PROCEDURE**

Any student of Notus School District 135 who believes he or she has been discriminated against, denied benefit, or excluded from participation in any district education program or activity, on the basis of sex in violation of the provisions of Title XI, may file a written complaint with the Title IX Coordinator.

### **IDAHO DIVISION OF VETERAN SERVICES**

Students and Families that qualify for VA Benefits will schedule a meeting with NSD's School Certifying Official (SCO) to complete the necessary paperwork.

### **RETURNED CHECKS**

Occasionally checks collected by the school are returned for insufficient funds. Notus Jr. Sr. High School will charge a \$12.00 fee for all returned checks. In addition, the amount of the check must be paid in CASH to Notus High School.

### **TEXTBOOKS**

Textbooks are furnished to each student by the school. If the book has had abusive use or has been lost by the student, a charge will be made to the student.

### **LOST AND FOUND**

All articles that are found are to be brought to the school office and all articles that are lost should be reported to the office as soon as possible. Items not retrieved within three weeks may be disposed of or given away. All items will be disposed of at the conclusion of each academic semester.

### **PERSONAL MESSAGES**

Calls by parents/guardians to students should be limited to matters of utmost importance. Students will not be called out of class to answer the telephone except in an emergency. If necessary, non-emergency messages from parents will be delivered to students between class periods. Students will not be allowed to use the school telephones unless requested to do so by a school authority.

### **STUDENT INJURIES**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available at the school office.

### **CONTACT WITH STUDENTS**

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

### **DISRUPTIONS OF SCHOOL OPERATIONS**

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the District, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

### **ABUSE OF SCHOOL PERSONNEL**

It is the policy of Notus School District that all communications between patrons, parents and guardians of students is done in a courteous and professional manner. The Board of Trustees recognize that it is a violation of Idaho Law for any parent, guardian or other person to upbraid, insult or abuse any school personnel of the public schools in the presence and hearing of a pupil.

It is expected that all communications, whether in person, by telephone or by electronic messaging shall be done by both parties in a professional and courteous manner. Any communication which is deemed to be harassing, insulting or abusive will be a violation of this policy.

- Any school personnel in violation of this policy will receive discipline up to and including suspension.
- Any patron, guardian or other person who violates this policy may be considered disruptive and therefore may be prohibited entrance to any school grounds on the grounds such behavior exhibited is detrimental or disruptive to the educational process pursuant to Idaho Code § 33-512(11).

\*\*School personnel refers to but not limited to Administrators, Teachers, Paraprofessionals, Secretaries, Bus Drivers, Kitchen workers, Custodians, Coaches, Volunteers, Board Members, etc.

## **Section VIII: STUDENT HEALTH**

### **IMMUNIZATIONS**

Parents are required to provide immunization records for all students attending Notus Jr. Sr. High school that meet immunization requirements for Idaho School Children. This record must be signed by a physician or other authorized health care provider. A signed exemption form for religious or personal reasons will be accepted, however, a child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

### **SCHOOL HEALTH**

Office staff take on the responsibility of the school nurse and nursing needs the best we are able. We make every effort to assure the health and safety of students and staff.

- If your student has a fever they should remain home until they are fever free for at least 24 hours without fever reducing medication.
- If your student has a fever at school, parent/guardian or emergency contact will be called to pick them up.
- If your student has vomited within the past 24 hours they should remain at home.
- Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules
- The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school.

### **CONTROLLING HEAD LICE**

The following procedure will be used by school staff when a student at school is observed to be infested with live head lice:

1. The parent/guardian will be notified immediately and will be expected to pick up their student as soon as possible
2. The student will need to be treated and have all lice and their eggs removed
3. The student's parents/guardian must accompany the student upon returning to school and remain present during the recheck. For a student to be re-admitted to school following live lice infestation, he/she must be checked, and have no live lice or lice eggs.
4. If no lice or their eggs are found, further rechecking will not be done.
5. If live lice are found, the student will not be readmitted, and the entire procedure will need to be repeated.

### **ASSISTING WITH MEDICATION**

1. Prescription medication will only be administered as approved by a physician and only to prescribed person.
2. These guidelines apply to non-prescription or over-the-counter medications when assistance is provided by school district personnel. If assistance with non-prescription or over-the-counter medication is requested continuously or over long periods of time, the school will require approval of a physician.

3. All medication must be submitted to the school in the ORIGINAL CONTAINER and authorization for self-administered document filled out and signed each school year.
4. The Principal will designate person(s) to be responsible for accepting and administering the medication.
5. The designated person(s) will complete a medication log for each student when medication is administered.
6. A form for administration of medication must be filled out in the school office. The Principal or designee will maintain a log of medication dispensed.
7. Students will not be allowed to carry medication, except as approved by the Principal. Medication will be administered through the front office along with authorization for self-administered document filled out and signed each school year.
8. Medication may be left at the school overnight in cases where the physician and parent make a request for high frequency and length of dosage requirements.
9. Medications will only be stored properly in the ORIGINAL CONTAINER under lock and key.

### **ASTHMATIC STUDENTS**

An asthmatic student may carry a metered dose inhaler on his/her person at school. The student's parent/guardian and physician must provide written approval to the school Principal or their designee.

# Section IX: CALENDAR

## 2023-2024 Calendar

Our schools are on a 4 day school week and will be attending on Mondays, Tuesdays, Wednesdays & Thursdays unless otherwise indicated on the calendar below.

Student School Days       Parent Teacher Conferences       Holiday  
 Start & End of year for Students       No School

		July 2023							August 2023							September 2023						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
August 8	First day for staff																					
<b>Aug 10</b>	<b>Open house night*</b>																					
August 14	First day for students							1			1	2	3	4	5						1	2
September 4	No School: Labor Day Holiday	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
September 8	Sliding Friday	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
September 15	Professional Development	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
September 20-21	P-T Conferences - Book Fair	23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
September 22	Trade Day	30	31																			
October 12	End of 1st Quarter																					
October 13	Grading/PD Day																					
November 10	Professional Development																					
November 20-23	No School: Thanksgiving Holiday	1	2	3	4	5	6	7				1	2	3	4						1	2
December 15	Professional Development	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
December 21	Early Release	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
December 21	End of 2nd Quarter	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
Dec 22 - Jan 7	No School: Winter Break	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
January 8	Staff in service (no students)															31						
January 9	Return from Winter Break																					
January 26	Professional Development																					
<b>February TBD</b>	<b>Parade of Academic Excellence*</b>																					
Feb. 9	Professional Development		1	2	3	4	5	6					1	2	3						1	2
February 19	No School: President's Day	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
February 21-22	P-T Conferences - Book Fair	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
February 23	Trade Day	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
March 7	End of 3rd Quarter	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
March 8	Grading/PD Day															31						
<b>March TBD</b>	<b>Dr. Seuss Night*</b>																					
March 25-28	No School: Spring Break																					
April 26	Professional Development																					
<b>April TBD</b>	<b>Stem Night*</b>		1	2	3	4	5	6				1	2	3	4							1
May 16	Last Day for Seniors	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
<b>May TBD</b>	<b>Graduation*</b>	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
May 23	Last Day for Students	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
May 24	Prof Dev/Last Day for Teachers	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
																30						

\*This is built into contract days. Staff attendance is mandatory to Open House and two other events of choice.

Calendar is subject to change by the Board of Trustees

146 Student Days     
 5 PAID Holidays     
 2.0 + 1.0 (events) Trade Days     
 14.00 PD/Grading     
 2.0 PLT time

Academic Honesty

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator (s). All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
3. Obtaining test questions and/or copies of tests outside the classroom test setting;
4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
6. Allowing another student to copy answers during a test situation;
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
10. Submitting work previously presented in this course or in another course.

## Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

### Policy History:

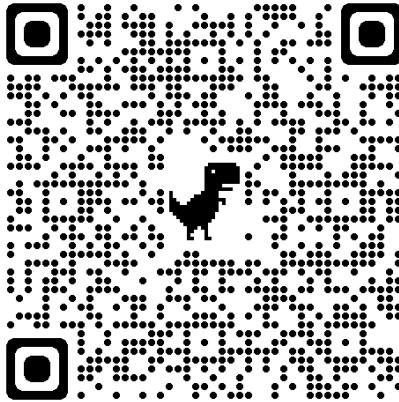
Adopted on: July 13, 2023

Revised on:

Reviewed on:



**RECEIPT OF STUDENT HANDBOOK ACKNOWLEDGEMENT**



By signing this document, I acknowledge I have received and reviewed the Notus Jr. Sr. High 2023-2024 Student Handbook and I agree to act according to the standards, procedures, and policies it contains.

I understand that the handbook contains information that I may need during this school year. All [board policies](#) are available on the District website.

The school guidelines and policies as they are set forth in this handbook are a contract that exists between the school and the parent/student. Therefore, to ensure that all parties have read the guidelines and policies and agree to abide by them, please sign and return this acknowledgement form to the school.

- I have signed the Internet Access Conduct Agreement **(3270F)**.
- I have received a hard copy and/or the QR code for the Notus Jr. Sr. High 2023-2024 Student Handbook.
- I have completed my Student Vehicle Parking Application **(3450F)** (If applicable)
- I have completed my COSSA Transportation Liability Waiver **(8105F)** (If applicable)

Name of Student (printed): \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Staff: \_\_\_\_\_ Date: \_\_\_\_\_