

Preston Junior High School

2017-18 Student Handbook



To succeed, you have to be willing to proceed!



450 East 800 South

Preston, Idaho 83263

(208) 852-0751

Table of Contents

2017-18 Important Dates	4
Bell Schedules.....	5
Welcome & Mission Statement	5
Belief Statement & Bill of Rights	6
Policy Introduction	6
Section One: Due Process	7
A. Discrimination Prohibited	7
B. Due Process	7
C. Administrative Rights	7
Section 2: Promotion Policy	8
Section 3: Student Behavior & Dress Code	9
Harassment, Bullying & Hazing	9
Sexual Harassment & Indecent Exposure.....	9
Pornography & Inappropriate Writing	9
Due Process for Bullying, Harassment, and Pornography	9
Appropriate Language and Freedom of Speech.....	10
Due Process for Inappropriate Language	10
Trespassing/Loitering	11
Due Process for Infraction of Trespassing/Loitering:	11
Dress Code.....	11
Unacceptable Absolutes.....	12
It's All in the Attitude	12
Due Process for Infraction of Dress Code.....	12
Disruptive Behavior/Horseplay	12
Due Process for Disruptive Behavior/Horseplay:	12
Tardy Policy	13
Removal from Class/Holding Class	13
Willful Disobedience, Defiance, Disrespect, & Insubordination.....	13
Due Process for Willful Disobedience	13
Verbal or Physical Abuse of School District Employee	13

Displays of Affection.....	14
Due Process for Infraction of Displays of Affection.....	14
Plagiarism & Cheating	14
Due Process for Plagiarism & Cheating	14
Attendance.....	15
Truancy/Sluffing	15
Due Process for Truancy.....	15
Section Four: School Safety.....	16
Assault, Battery & Fighting.....	16
Due Process for Assault, Batter & Fighting.....	16
Illegal Drugs, Alcohol, and Tobacco.....	17
Due Process for Illegal Drugs and Alcohol.....	17
Due Process for Tobacco	17
Weapons	17
Due Process for Infraction of Weapon policy.....	18
Gun-free Schools Act.....	18
Search and Seizures.....	18
Gangs.....	18
Due Process for Infraction of Gangs Policy.....	19
Acceptable Use Policy (Electronic Devices)	19
Due Process for Infraction of Electronic Devices Policy	19
Theft & Vandalism.....	20
Due Process for Infraction of Theft & Vandalism Policy.....	20
Criminal Activity at School or at a School Activity.....	20
False Fire Alarms & Building Threats.....	20
Due Process for Infraction of Fire Alarm or Building Threats Policy.....	20
Explosive Devices	21
Evacuation Plan & Emergency Drills.....	21
Bicycles/Skateboarding	21
Outside Behavior at Breaks & Lunch.....	22
Student Rights Regarding Restroom/Locker Room Use.....	22
Parking/Driving.....	22

Section Four: School Procedures.....	22
Accidents	22
Advertisement, Flyers, etc.....	22
Assemblies.....	22
Backpacks	22
Book Fines	23
Check-In & Out	23
Classroom Guidelines.....	23
Closed Campus	23
Dances	23
Computers & Technology Acceptable Use	24
Discipline Policy.....	24
Field Trips	24
Grading & Citizenship.....	24
Insurance	26
Hall Passes.....	26
Lockers	26
Lost and Found	26
Lunch, Food & Drink.....	26
Media Center (Library)	27
Prescription Medicines.....	27
Schedule Changes	27
Student Records and Confidentiality.....	27
Incentive Activities	27
Medication & Illness.....	28
Immunizations.....	28
School Counseling and Psychology Services.....	28
School Telephones	28
Student ID Cards.....	29
Suicide Intervention	29
Visitors.....	29
Yearbook	29


Section Five: School Services.....	29
Cafeteria	29
Guidance Counseling.....	29
Parent Contact	29
Self-Disclosure	30
Wellness Policy.....	30
Junior High Faculty	30
FERPA	31
Bus Transportation.....	32
Section Six: School Activities	32
PJH Clubs & Activities	32
Eligibility and Participation in Extracurricular Activities.....	33
Student Government.....	33
Other Extra-Curricular Activities (i.e. Band, Orchestra)	33
School Fees.....	33
BOOST	33
CAST (Career Academic Social Technology)	34
P.A.S.S. (Positive Alternative for Student Success).....	34
National Junior Honor Society.....	34
Office Resources.....	35
Closing Statement	35

2017-18 Important Dates

Aug 21	First Day of School for Students	Feb 29	Presidents Day (No School)
Sept 4	Labor Day (No School)	Mar 8	End of 3 rd Quarter
Oct 5	*Student-Led Conferences	Mar 23-Apr 1	Spring Break (No School)
Oct 26	Last Day of 1 st Quarter	April-May	End-of-Year Testing
Nov 22-23	Thanksgiving Break (No School)	Apr 10	Senior Project Day (No School)
Dec 7	*Teacher Professional Dev.	May 24	*Last Day of School
Dec 22-Jan 1	Christmas Break (No School)		
Jan 11	Last Day of 1 st Sem. & 2 nd Qtr.		<i>Feb 23, Mar 16 Snow Day Makeup (If Needed)</i>
Feb 8	*Teacher Professional Dev.		*= Early Release

Bell Schedules

Tribe Time (Mondays)



<hr/>		
7:40	NB	7:55
<hr/>		
8:00	1	9:02
<hr/>		
9:07	<i>TRIBE TIME</i>	9:37
<hr/>		
9:42	2	10:44
<hr/>		
10:49	3	11:51
<hr/>		
11:51	A 12:21	11:56 4 12:59
<hr/>		
12:26	4 1:29	12:59 B 1:29
<hr/>		
1:34	5	2:37
<hr/>		
2:42	6	3:45

Regular (Tuesday-Thursday)



<hr/>		
7:40	NB	7:55
<hr/>		
8:00	1	9:16
<hr/>		
9:22	2	10:28
<hr/>		
10:34	3	11:40
<hr/>		
11:40	A 12:10	11:46 4 12:52
<hr/>		
12:16	4 1:22	12:52 B 1:22
<hr/>		
1:28	5	2:34
<hr/>		
2:40	6	3:45

Half Day



<hr/>		
7:40	NB	7:55
<hr/>		
8:00	1	8:35
<hr/>		
8:40	2	9:15
<hr/>		
9:20	3	9:55
<hr/>		
10:00	4	10:35
<hr/>		
10:40	5	11:10
<hr/>		
11:15	6	11:45

Welcome & Mission Statement

We are proud of our school and believe that we have excellent facilities, academic programs, and extracurricular programs to offer. **It is our mission to empower lifelong learning, advance excellence, and strengthen our communities.** We encourage you to get involved and take advantage of opportunities that come your way. It is our goal to help you succeed. To do this, we will teach and assist you in any way we can, but your success ultimately depends on you. Remember that ability is what you are capable of doing, motivation determines what you do, and attitude determines how well you do it. Make good decisions and take control of your success.

Belief Statement & Bill of Rights

We believe --

- That our school's learning environment should be conducive to teaching and learning;
- That there be a variety of opportunities for students to develop a positive self-concept and to achieve;
- That students will demonstrate at least a proficient understanding of the curriculum in accordance with District and Idaho Core Standards;
- That students will show an understanding of correct behavior with a focus on accepting responsibility for choices;
- That students will be given incentives and opportunities to encourage individual student growth and development;
- That students learn in different ways and should be provided with a variety of instructional approaches to support their learning and talents;
- That learning environment is a shared responsibility of the school, the family and community members;
- That students should be taught the concept of life-long learning; and
- That the staff and students will be unified with regards to school policies and practices.

We, the students of Preston Junior High School, hereby adopt the following Bill of Rights, together with their accompanying responsibilities. The Right:

1. to a quality education; teachers should be free to teach and students free to learn without being interrupted by inconsiderate and disruptive students;
2. to express ideas and opinions that are not harmful to others
3. to be respected and treated fairly and kindly;
4. to be recognized and applauded for one's accomplishments and efforts without being compared to others;
5. to have positive experiences and enjoy peers;
6. to learn, be safe, and to remember that our attitude will determine our success.

Student Government Officers

8th grade

President - Riley W.
Vice President - Ethan T.
Social Vice President - Ryken D.
Secretary - Andie B.

7th grade

President - Tate P.
Vice President - Straton D.
Social Vice President - Hollie W.
Secretary - Taylar C.

6th grade

President - Elly J.
Vice President - Luke V.
Social Vice President - Ashley N.
Secretary - Madison W.

Policy Introduction

This school district recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the district but also the atmosphere in which the student attends school. To this extent possible, Preston School District is committed to providing an educational setting where the students feel safe, are challenged to grow academically and personally, are treated with respect by the district personnel and other students, and are disciplined fairly by district personnel (Board Policy 512).

The following policies and procedures help to establish a positive learning environment.

Section One: Due Process

A. Discrimination Prohibited

It is the policy of Preston School District #201 not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or sex in its educational programs or employment practices (Board Policy 290).

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973).

B. Due Process

All students are entitled to Due Process. Due Process is defined as a meeting to determine the facts surrounding a possible violation of school district policy and procedure. Due Process hearings take place at three levels:

Level 1: A. Student and teacher

Level 1: B. Parent Contact

Level 2: Student and administrator (may include parents)

Level 3: Student, parent(s), and school administrator.

As part of the Due Process, a **behavioral contract** may be developed. A behavioral contract is a written agreement between student and administrator designed to modify a student's behavior.

As part of the Due Process, a student may be **suspended**, which is the denial of attendance at school for up to five days by school administration. The superintendent may suspend for up to 10 days. A conference may be held with an administrator, a counselor, the student, and a parent(s) prior to the student returning to school (Board Policy 553).

Building administration has the right to respond at any due process level on 1st infraction if deemed necessary due to the severity of the policy violation. In all discipline matters involving a student and an administrator, the administrator will use his/her professional judgment to administer the best possible discipline for the situation and the student. The administrator will be fair and consistent in handling each individual case.

C. Administrative Rights

School Administration reserves the right to override consequences for infractions on an individual basis, and based on circumstantial evidence. Written rules cannot cover every possible situation, but similar offenses will warrant similar consequences. Chronic offenders will be treated with more severity.

SEVERE CLAUSE ISSUES: In cases of extremely disruptive behavior or crisis situations only; such as vandalism, defiance, or threat of a physical nature, as well as Safe Schools issues, students may be referred directly to an administrator. The above steps may be overridden for severe cases. Students may be suspended (In-School or Out of School) and/or an expulsion may be considered by the School District's Board of Education. In

addition, infractions may result in the denial of attendance at school, loss of participation in extra-curricular activities and/or incentive days.

Section 2: Promotion Policy

The State Department of Education in Idaho requires that junior high schools implement a system whereby students earn credits in order to be promoted to the next grade level. The new requirements stipulate that a student must pass 80% of all classes. Students who are in danger of not meeting these requirements will be required to meet with their parents and the Promotion committee to help the student change course. There will be an alternative route for making up lost credits. Students can accomplish this by such means as repeating classes, showing growth or proficiency on ISAT, passing end-of-course assessments, successfully completing summer school, and through IDLA or other online credit recovery options.

The **PJH Promotion Policy** outlines the requirements for students to be **promoted to the next grade level** in accordance with requirements set by the State Department of Education:

- Students shall be required to attain a minimum of 80% of their credits in order to be promoted to the next grade level. PJH students earn 1 credit for each semester class and 0.5 credits for each quarter class (i.e., Technology & PE). Credits are earned by passing the class with a letter grade of “A through D–”. Students receiving a final letter grade of “F” will receive no credit for the class. In order to be promoted to the next grade level, PJH students **must earn 10 or more credits** (12 possible each school year).
- Students will not be allowed to lose a full year of credit in one area (i.e., a student would not be able to fail a full year of math) and automatically move on to the next grade level. PJH students that fail both semesters in the following areas will have to make up at least 1 credit in each failed area: math, English, science, reading, and social studies. Alternatives to recover lost credits are listed below.
- Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to **recover credits** or complete an alternate mechanism in order to be eligible for promotion to the next grade level. It is the responsibility of the PJH student and their parents to seek credit recovery for failed classes in order to be promoted to the next grade level. The following are **potential options for recovering lost credits**: PJH summer school (1 credit each summer), online courses (students and parents are responsible to pay the applicable fees) or repetition of a class the next school year. If a student chooses to repeat classes the next year, their elective classes will be replaced by the repeated classes.
- Attendance is a factor (see Attendance Policy). PJH students must attend 90% of any given class in order to earn the credit in that class. Students that are **absent more than 7 days in a semester class** will receive **no credit** in that class (**credit is lost on the 8th absence**). For attendance, PE and Technology will be considered as one semester credit (if the student misses 4 days in PE and 4 days in technology, or any combination for a total of 8 days, then they lose their semester credit). Students who are going to be absent for extended periods (e.g., travel, extended vacations, planned surgery, etc.) must have their parent/guardian(s) meet with the principal or assistant principal to make arrangements regarding class work completion in order to have the absences excused. Absences for school events (e.g., sports, musical performances, etc.) will not count against students for their class credits. Recurring absences for medical issues will be evaluated on a case-by-case basis and will require documentation from the healthcare provider.

Section 3: Student Behavior & Dress Code

Harassment, Bullying & Hazing

Harassment includes conduct whether verbal, electronic text or pictures, written, graphic or physical relating to a student's race, nationality, color, disability, or sex. It also includes any act that injures, degrades, or disgraces a student or school district employee. • Hit, kick, push, shove around, or lock him/her inside a room or other area. • Tell lies or spread false rumors about him/her, send mean notes, try to make other students dislike him/her, and/or other similar hurtful things. When we talk about **bullying**, these things happen repeatedly, and it is difficult for the student being bullied to defend him/herself. We also call it bullying when a student is teased repeatedly in a mean and hurtful way. Bullying is defined as intentional, repeated acts, words, or other behavior such as name-calling, threatening and/or shunning, committed by one or more students against another. Bullying may be physical, verbal or emotional in nature.

Any of the above-mentioned acts that are sufficiently severe or persistent that substantially interfere with a student's educational benefits, opportunities, or performance, and that takes place on school grounds, at any school-sponsored events, on school-provided transportation, and that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm or damaging student's property; or
- Creating a hostile educational environment.

Hazing is any intentional knowing or reckless act occurring by one person alone or in acting with others that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students in the Preston School District (Board Policy 506, 506.5, 543). Hazing may include: 1) total or substantial nudity on the part of the person; 2) compelled ingestion of any substance by the person; 3) wearing or carrying of any obscene or physically burdensome article by the person; 4) physical assaults upon or offensive physical contact with the person; 5) participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; 6) transportation and abandonment of the person; 7) confinement of the person to unreasonable small, unventilated, unsanitary or unlighted areas; 8) sleep deprivation; 9) assignment of pranks to be performed by the person; or 10) any scenario that demands or harms a person. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted and due process will occur as outlined later in this section.

Sexual Harassment & Indecent Exposure

Sexual harassment is defined as unwelcome sexual advances, or insults, or requests for favors and other verbal, physical and/or visual contact of a sexual nature, or indecent exposure. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted and due process will occur as outlined later in this section.

Pornography & Inappropriate Writing

Pornographic or otherwise inappropriate materials are not permitted. These may include but are not limited to pictures, photos, drawings, or written material, body, clothing, jewelry. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted and due process will occur as outlined in this section.

Due Process for Bullying, Harassment, and Pornography

First Infraction:

- A. Possible parent contact
- B. Possible behavior contract

- C. Due Process Hearing (level 2)
- D. Detention or in-school or out of school suspension
- E. Possible due process (level 3)
- F. Possible referral to law enforcement

Second Infraction:

- A. Due Process Hearing (level 3)
- B. Detention or in-school or out of school Suspension
- C. Possible referral to superintendent for further action
- D. Parent contact
- E. Behavioral contract
- F. Possible referral to law enforcement
- G. Possible referral to superintendent for expulsion hearing

Third Infraction:

- A. Due Process Hearing (level 3)
- B. Detention or In-school or Out of school Suspension
- C. Possible Referral to Superintendent for further action
- D. Parent contact
- E. Behavioral contract
- F. Referral to law enforcement
- G. Referral to superintendent for expulsion hearing:

[Appropriate Language and Freedom of Speech](#)

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of other students to express themselves or with the classroom presentation and respect of the teacher and fellow students and not violate school and district policies and not violate legal laws. Language, verbal or symbolic speech, which is socially acceptable will be spoken in the halls and in the classrooms at PJHS. The use of inappropriate language, verbal or symbolic speech, vulgarity, profanity, inflammatory statements, obscenities, pornographic material, or personal attack is not allowed. Students will be referred to an administrator (Board Policy 516).

[Due Process for Inappropriate Language](#)

First Infraction:

- A. Possible Parent Contact
- B. Due Process (level 2)
- C. Possible Detention

Second Infraction:

- A. Due Process Hearing (level 3)
- B. Parent Contact
- C. Detention and/or possible Suspension ISS or OSS
- D. Possible Referral to the School Resource Officer
- E. Possible Behavioral Contract

Third Infraction

- A. Due process Hearing (level 3)
- B. Parent Contact
- C. Detention or In-school or Out of school Suspension
- D. Possible Referral to Superintendent for further action

E. Possible Referral to the School Resource Office

Trespassing/Loitering

Only students enrolled at Preston Junior High School and in good standing are to be on school premises during regular school hours (7:45 - 4:30). Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the moral, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed and charged with trespassing. Such persons will be prosecuted to the full extent of the law (Board Policy 934). **Parents must pick up their child without having your child call. School is out at 3:45 and teacher help ends at 4:30 p.m.**

Due Process for Infraction of Trespassing/Loitering:

First Infraction:

- A. Due Process Hearing (level 2)
- B. Possible parent contact
- C. Possible detention
- D. Possible referral to the school resource officer or law enforcement

Second Infraction:

- A. Due Process Hearing (level 3)
- B. Detention or in-school or out of school suspension
- C. Possible behavioral contract
- D. Parents contact
- E. Possible referral to the school resource officer or law enforcement

Third Infraction

- A. Due Process Hearing with principal (level 3)
- B. Detention or in-school or out of school suspension
- C. Behavioral contract
- D. Parents contacted
- E. Referral to superintendent for further action
- F. Referral to the school resource officer or law enforcement

**The public is invited to special events at the school. During the school day, all school visitors must report immediately to the school's administrative office prior to visiting any classroom or attending an activity. Those trespassing will be asked to leave by the school personnel or school resource officer and may be charged with trespassing.*

Dress Code

It is not possible to foresee and list every possible way one may violate dress standards, especially because everyone holds themselves and their children to a different standard. As a school, the discussion comes down to enforceability. To be enforceable, a policy must be unquestionable. If a strong case can be made against a policy, it should be revisited and revised.

When it comes to the dress code, we had to decide what things were absolutely not acceptable and focus on those things and those things alone. We don't want to micromanage what you wear, or make school shopping a chore. Obviously there are some things that just aren't acceptable in a school, but whenever possible, we want to leave it up to you.

That said, clothing or appearance which, in the judgment of the administration, draws undue attention or is disruptive and/or distracting to the educational process will not be accepted. When in doubt, don't.

Unacceptable Absolutes

- **Underwear.** As the name suggests, wear it under clothing. If we can see it, you need to cover it up. FYI, a spaghetti strap doesn't cover up a bra strap.
- **Private Areas.** This should be obvious, but we don't want to see any part of your chest, breasts, belly, back, privates, or buttocks. No skin above mid-thigh.
- **Weaponizable Apparel.** If you have a spike or chain or anything else that could realistically injure another person, don't wear it at school.
- **References to Gangs, Drugs, Sex, Swearing or Violence.** You can't learn if you don't feel safe. These things make other people not feel safe.
- **Concealed Identity.** Anything that makes it so that we can't readily identify you if needed is a safety haphazard. This can be hats, hoods, face paint, or a wide variety of other things. We're responsible for you while you're here, so we need to be able to tell who you are.

It's All in the Attitude

If you push the limits, someone is going to push back. You are in school to learn, and anything that gets in the way of that is unacceptable. Your attitude will determine the consequences. If you wear something with the intent to distract others, we'll have a problem with it. There are many policies, for example, that ban flip-flops. We don't, but if you're walking up and down the halls doing your best to make the loudest flippity-flop possible, we'll probably ask you to stop. If you wear a hat, we'll ask you to take it off. Hopefully you get the idea. We want the school to be a positive place, but that begins and ends with your attitude.

Due Process for Infraction of Dress Code

First Infraction

- A. Student referred immediately to an administrator or counselor.
- B. Student will be asked to change clothing or appearance.
- C. Possible parent contact

Second Infraction

- A. Possible behavioral contract - Due Process Level 2
- B. Student will be asked to change clothing or appearance.
- C. Possible detention or in-school or out-of-school suspension
- D. Possible parent contact

Third Infraction

- A. Discipline can be issued for willful disobedience
- B. Student will be asked to change clothing or appearance.
- C. Possible detention or in-school or out-of-school suspension
- D. Parent contact
- E. Due process with principal (level 3)

Disruptive Behavior/Horseplay

Students' behavior should not disrupt the classroom learning or teaching process (Board Policy 540).

Due Process for Disruptive Behavior/Horseplay:

First infraction

- A. Due Process Hearing (level 1)
- B. Letter by teacher is sent to parent, and assistant principal
- C. Possible lunch detention

Second Infraction

- A. Due Process Hearing (level 2)
- B. Parent notification
- C. Possible behavioral contract
- D. Possible detention or in-school or out-of-school suspension

Third infraction

- A. Due Process Hearing (level 3) with principal

- B. Parent notification
- C. Behavioral contract
- D. Detention or in-school or out-of-school suspension
- E. Possibly removed from class and assigned to a holding class for the rest of the semester with a failing grade

Tardy Policy

Arriving to class late or unprepared is a distraction for everyone else and makes it so you start class behind. Whenever tardy, a student will not be allowed into class without a tardy slip from the office. Students will be given a lunch detention for their fourth tardy in any class each semester, and parents will receive a notification via text, email and phone each time a student is given a detention for excessive tardies. At 8 tardies in a single class in a single semester, parents will be contacted and they will visit with the administration to come up with a solution. Excessive tardiness can be considered part of the Disruptive Behavior/Horseplay Policy.

Removal from Class/Holding Class

When a student receives a due process hearing at level 3 for classroom behavior, he/she may be removed from that class for the balance of the semester and placed in a holding class and a behavior contract will be developed. The student may receive a failing F grade. Students will not be tardy or disruptive in their assigned holding class. A violation of holding class rules will result in a 1-day suspension, a revision of the behavior contract, and placement in another holding class. Further violations may be handled in a referral to the district level for additional discipline

Willful Disobedience, Defiance, Disrespect, & Insubordination

Willful disobedience is defined as a failure to follow verbal instructions and/or reasonable requests during the school day or at any school activity or function made by a school employee (i.e. administration, faculty, and classified staff).

Due Process for Willful Disobedience

First Infraction

- A. Due Process Hearing (level 2)
- B. Detention or in-school or out-of-school suspension
- C. Possible parent notification

Second Infraction

- A. Due Process (level 3)
- B. Detention or in-school or out-of-school suspension
- C. Behavior contract
- D. Parent notification

Third Infraction

- A. Due Process (level 3) with principal
- B. Detention or in-school or out-of-school suspension
- C. Possible referral to school resource officer
- D. Possible referral to superintendent for further action
- E. Parent notification

Verbal or Physical Abuse of School District Employee

Hitting, striking or verbally attacking any school district employee, volunteer or other student employee will result in parent and police notification and suspension the day of the incident with an additional 1-9 days of ISS/OSS. It may also lead to recommendation for expulsion to the Board of Education.

Displays of Affection

Inappropriate display of affection includes but is not limited to: affectionate hugging or touching, kissing, obscene words, obscene or inappropriate actions or gestures. Students will not engage in inappropriate physical contact.

Due Process for Infraction of Displays of Affection

First infraction

- A. Due Process Hearing (level 2)
- B. Possible parent contact
- C. Verbal warning
- D. Possible lunch detention

Second Infraction

- A. Due Process Hearing (level 3)
- B. Parent contact
- C. Detention or in-school or out-of-school suspension

Third Infraction

- A. Due Process (level 3) with principal
- B. Detention or in-school or out-of-school suspension
- C. Possible referral to superintendent for further action

Plagiarism & Cheating

Emphasis is placed on academic honesty. Preston Junior High School supports and promotes academic honesty in all endeavors, and academic integrity is part of our focus. Students need to carefully use the internet at all times and properly refer sources obtained from the internet. If a student merely copies a paper from any source including electronic sources, it is a form of plagiarism, and classroom policies will be enforced. Teachers have policies regarding plagiarism and cheating, and it is the teacher's responsibility to inform the students of their classroom policy on plagiarism and cheating. The administration will support individual teacher's written classroom academic policy regarding plagiarism and cheating. Likewise, cheating will not be tolerated. Cheating may include but is not limited to academic dishonestly on quizzes or tests, lending of student's school work or using someone else's work as your own, intentional incorrect scoring of papers, copying another person's work, or copying material from a book without giving credit, forged notes, fraudulent phone calls, etc. Note: *Any offense* will affect eligibility towards the upcoming incentive activity.

Due Process for Plagiarism & Cheating

First infraction

- A. Due Process hearing (level 2)
- B. Possible parent contact
- C. Verbal warning
- D. Possible lunch detention
- E. Loss of score on said assignment, quiz, test, or project

Second Infraction

- A. Due Process hearing (level 3)
- B. Parent contact
- C. Detention or in-school or out-of-school suspension
- D. Loss of score on said assignment, quiz, test, or project

Third Infraction

- A. Due Process (level 3) with Principal
- B. Parent contact
- C. Detention or in-school or out-of-school suspension
- D. Loss of score on said assignment, quiz, test, or project

E. Possible Referral to Superintendent for further action

Attendance

Attendance is required by state law. Any time a student misses class except for school testing, counseling, and participation in extracurricular activities or field trips, it is considered an absence. Examples of possible absences include medical reasons, family vacations, attendance of another school's functions, illnesses, trancies, etc. Being more than 10 minutes late to a class or missing more than 10 minutes during any portion of class will result in an absence. PJH students must attend 90% of any given class (Board Policy 522) in order to earn the credit in that class. Students that are absent 7 or more days in a semester class (3.5 or more absences in a quarter class) will receive "No Credit" in that class. Students who are going to be absent for extended periods (e.g., travel, extended vacations, planned surgery, etc.) must have their parent/guardian(s) meet with the principal or assistant principal to make arrangements regarding class work completion in order to have the absences excused. Absences for school events (e.g., sports, musical performances, etc.) will not count against students for their class credits and students will have at least as long as they were gone to make up the work. Recurring absences for medical issues will be evaluated on a case-by-case basis and will require documentation from the healthcare provider.

- **Attendance Notification** - After accumulated absences at the levels listed above, a letter will be sent to the parent/guardian as a notification of the student's attendance status. You will also be alerted via text, email and phone if your student is absent.
- **Excessive Absences** - Parents, guardians and students are responsible for school attendance. In accordance with state and district policy, when a student accrues more than 14 absences, a Court Petition referral may be sent on behalf of the student's best interest. Excessive absent days may be made-up through in cases of extraordinary circumstances a written appeal by the parents/guardians may be made to the building principal.
- **Personal Pre-Arranged Absences** - Students planning to be out of school for an extended period of time for any reason should inform the school. Parents/ students requesting excused absences will need to pick up the appropriate form at the office, secure all the necessary signatures, and follow the guidelines indicated on the form. The form ensures the student receives credit for missing work completed later, *but does not waive the attendance requirement* for incentive days or activities unless exemplary academic performance can be demonstrated both before and after the absence takes place, and in making up work missed.
- **Absence for School Event** - Students who will be absent from classes for a school event/activity will be expected to check with their teachers whose class they will miss prior to leaving.
- **Absence Notification** - Parents have a legal right to take their student out of school for any reason, but do not have a legal right to violate the state and district mandatory attendance law. Students returning from school after an absence must call the office or submit a written excuse from the parent/guardian stating the reason for the absence to the office. Excessive absences or trancies will be referred to the juvenile court.
- **School Closure** - Tune into KACH radio (1340 AM) for notification regarding school closure. Notification will also be placed on the school and district websites, and our text/email system (Alert Solutions) will also push out notification via text, email and phone as long as your information is current in PowerSchool.

Truancy/Sluffing

Truancy is defined as an absence without parental or guardian approval, regardless of which class period or length of time. A student is thus considered truant if he/she leaves school and does not check out at the office with the attendance secretary. A student is also in violation if they are out of their assigned area during the school day without permission (Board Policy 522).

Due Process for Truancy

First infraction

- A. Explanation of policy
- B. Due Process Hearing (level 3)
- C. Parent contact
- D. The student will be assigned to make up missed class time

- E. Attendance/behavior contract
- F. Possible school resource officer notification

Second infraction

- A. Due Process Hearing (level 3)
- B. Parent contact
- C. The student will be assigned to make up missed class time
- D. Attendance/behavior contract
- E. Possible school resource officer notification

Third Infraction

- A. Due Process Hearing (level 3)
- B. Parent contact
- C. The student will be assigned to make up missed class time
- D. Attendance/behavior contract
- E. School resource officer notification
- F. Possible court referral and/or expulsion referral

Section Four: School Safety

Assault, Battery & Fighting

This district prohibits students from committing acts of violence against other students, district personnel, or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near school grounds or at a school-sponsored event will result in the student being disciplined (Board Policy 550). School employees are allowed to touch students to break up fight or diffuse a volatile situation. Students are encouraged to seek help from the counselor or principal if there are any problems that could lead to fighting consequences. These terms are defined as:

- **Assault/Threat** - promoting, contributing to, or challenging a fight or fighting
- **Battery** - willful use of force or violence
- **Fighting** - physically hitting, shoving, pushing with motive of violence and/or injury.

Due Process for Assault, Batter & Fighting

First Infraction

- A. Due Process hearing (level 2)
- B. Detention or In-school or Out of school Suspension
- C. Behavioral contract
- D. Possible Parent Notification
- E. Possible Referral to law enforcement

Second Infraction

- A. Due Process hearing (level 3)
- B. Parent Notification
- C. Suspended from school for up to five (5) days
- D. Possible Referral to Superintendent for further action
- E. Possible Referral to law enforcement

Third Infraction

- A. Due Process hearing (level 3)
- B. Parent Notification
- C. Suspended from school for up to five (5) days
- D. Referral to Superintendent for further action
- E. Referral to law enforcement

*For continued or severe behavior, students may be recommended for expulsion to the District Board of Education.

Illegal Drugs, Alcohol, and Tobacco

The use (on school campus or at school-sponsored activities), sale, distribution (includes sale and/or providing alcohol, tobacco or drugs to another while on school campus or at school sponsored activities), or possession (drugs, alcohol, or tobacco carried by a student while on school campus or at school sponsored activities) of illegal drugs or abuse of prescription drugs, alcohol, or paraphernalia is illegal. Students under the influence of any intoxicating substance including, but not limited to, inhalants, over-the-counter medications, narcotics, dangerous drugs, controlled substances, tobacco or alcohol will be referred to an administrator for disciplinary action. Smoking and possession of tobacco by students is prohibited (Board Policy 551).

Due Process for Illegal Drugs and Alcohol

First Infraction

- A. Due process hearing (level 3)
- B. Parent Notification
- C. Referral to superintendent for further action
- D. Suspended from school for up to 5 days.
- E. Referral to law enforcement

Due Process for Tobacco

First Infraction

- A. Due process hearing (level 2)
- B. Parent Notification
- C. Tobacco cessation program
- D. Suspended from school for up to 5 days.
- E. Referral to law enforcement.

Second Infraction for Both Categories Listed Above

- A. Due process hearing (level 3)
- B. Parent Notification
- C. Judicial process
- D. Suspended from school for up to 5 days.
- E. Referral to law enforcement.
- F. Students may be recommended for expulsion to the School Board of Education.

Third Infraction

- A. Due process hearing at level 3
- B. Parent Notification
- C. Judicial process
- D. Referral to law enforcement.
- E. Referral to Superintendent for further action
- F. Suspended from school for up to 5 days.
- G. Students may be recommended for expulsion to the School Board of Education.

Weapons

This district has no tolerance for students who bring weapons or other objects/substances to school which present a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. A dangerous weapon under United States Code - Section 930 (g)(2) is defined as any weapon, devise,

instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Possession of implements manufactured, used, or intended for use as weapons, or facsimiles intended to intimidate, threaten, or result in causing harm, and/or use of these objects/substances at school or at any school-sponsored activity without prior permission of school officials, will result in formal suspension procedures and expulsion procedures. Students found in possession of these items may immediately be referred to the appropriate law enforcement agency and will be suspended from school until a thorough investigation is made (Board Policy 541, 550).

Due Process for Infraction of Weapon policy

- A. Due Process Hearing (level 3)
- B. Parent notification
- C. Referral to law enforcement.
- D. Suspension from school/referral to superintendent for further action
- E. All infractions will follow district and school policy along with state and federal law

Gun-free Schools Act

The Gun-Free Schools Act provides that all school districts must put in place a policy requiring the expulsion from school of any student who brings a firearm to school. The expulsion is for a period of not less than one year. Receipt of federal funds under the Elementary and Secondary Education Act of 1965 (ESEA) is conditioned upon compliance with the Gun-Free Schools Act. Idaho Code § 18-3302D, added by the Idaho Legislature in 1993, provides that it is unlawful and is a misdemeanor for anyone under the age of 21 “to carry a firearm, dirk knife, bowie knife, dagger, metal knuckles or other deadly or dangerous weapons concealed on or about his person while on the property of a public or private elementary or secondary school. . .” The District Board of Trustees may expel any student who violates this section. The School District Board of Trustees may also deny attendance through the expulsion proceedings to any student that is continuously disruptive of school discipline or whose presence is detrimental to the health and safety of other students. Idaho Code § 33-205.

Search and Seizures

School district officials have the right to search the student’s personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve, the good order and discipline of the school, and reasonable suspicion exists for such a search. Search of a student’s person or possession (backpack, purse etc.) should be limited to situations in which there is reasonable suspicion that the student is secreting evidence of an illegal act, including, but not limited to, possession of weapons, controlled substances, etc. Lockers assigned to students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety and security. School administrators may seize and retain or turn over to law enforcement offices, any contraband items or evidence found in a school locker. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

Gangs

All gang and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge symbol, sign, gestures, codes, influencing others in a negative way, or other things which evidence membership or insinuation of such, or affiliation in any gang is prohibited in any public school in this district and at all school functions (Board Policy 517, 549).

Due Process for Infraction of Gangs Policy

First Infraction

- A. Due Process hearing (level 2)
- B. Detention or in-school or out-of-school suspension
- C. Possible Referral to law enforcement
- D. Possible Parent notification
- E. Requirement to change, remove, or cease activity related to gang involvement.

Second Infraction

- A. Due Process hearing (level 3)
- B. Referral to Superintendent for further action
- C. Possible Referral to the school board
- D. May be suspended for up to 5 days.
- E. Referral to law enforcement
- F. Parent notification.
- G. Requirement to change, remove, or cease activity related to gang involvement.

Acceptable Use Policy (Electronic Devices)

Given the pervasiveness of mobile technology and its many useful applications, and in order to prepare students to be career and college ready, it is the practice of Preston Junior High to allow students to use cell phones and/or electronic devices in the following situations:

- A class where the teacher has clearly outlined where use is and isn't appropriate
- The cafeteria and outside play area during lunch and nutrition break ONLY
- In the office by the permission of office personnel
- Throughout the building before and after school

Any perceived violation of the school technology policy is up to staff discretion and will result in the device being taken to the office for a parent or guardian to retrieve. Repeated violations will be considered willful disobedience. It is never acceptable for electronic devices to be used:

- During a class or in any situation where or when a teacher has deemed it inappropriate
- In restrooms or locker rooms
- In the library or hallways during passing periods, or before school once the 5-minute bell has rung

In addition, electronic devices on school grounds cannot be used for:

- Anything that violates the policies regarding school technology (gambling, pornography, etc.)
- Anything that captures the voice or image of someone without their permission.

For more detail, please refer to the district acceptable use policy.

Due Process for Infraction of Electronic Devices Policy

First Infraction

- A. Phone confiscated from student. Parent/guardian must pick up phone or device.

Second Infraction

- A. Phone confiscated from student and parent/guardian must pick it up.
- B. Student serves detention and signs a contract with administration indicating that if there is a continued problem, it will be considered and treated as willful disobedience and insubordination by the student.

*ADDITIONAL OFFENSE: Phone confiscated, parent notified, LD/ISS/OSS.

Theft & Vandalism

Theft: taking items that belong to another person or is school property.

Any student who steals, destroys, or defaces school property, or the property of another individual at a school site, copies keys or trespasses with, will receive prompt and decisive discipline action, which may include, but is not limited to suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

Vandalism: Willfully or intentionally causing damage, defacement, or destruction of property owned or under the lawful control of another without that person's consent.

Vandalism should be reported immediately to the office or a teacher or other school personnel. The student and his/her parent or guardian will be held for restitution to the full extent of the laws for any damage to school district property or to individual property (Board Policy 548).

Due Process for Infraction of Theft & Vandalism Policy

First Infraction

- A. Due Process hearing (level 2)
- B. Full restitution.
- C. Parent notification
- D. May be suspended (ISS or OSS) for up to 5 days.
- E. Possible referral to law enforcement.
- F. Possible detention

Second Infraction

- A. Due Process hearing (level 3)
- B. May be suspended for up to 5 days.
- C. Referral to superintendent for further action.
- D. Referred to law enforcement.
- E. Parent notification

Criminal Activity at School or at a School Activity

Whenever a student is involved in any activity that violates criminal code or an Idaho statute at school or at any school function, the student will be subject to the following:

First Infraction (& Subsequent Infractions)

- A. Due Process hearing (level 2 or possible level 3)
- B. Referral to law enforcement.
- C. May be suspended for up to 5 days.
- D. Possible Referral to Superintendent for further action.
- E. Parent Notification

False Fire Alarms & Building Threats

Sounding the building fire alarm system without cause or participating in building threats is illegal.

Due Process for Infraction of Fire Alarm or Building Threats Policy

First Infraction

- A. Due Process hearing (level 2)
- B. Referral to law enforcement for violation of state fire code.
- C. Possible suspension up to 5 days.
- D. Restitution
- E. Parent notification

Second Infraction

- A. Due Process hearing (level 3)
- B. Referral to law enforcement for violation of state fire code.
- C. Referral to superintendent for further action
- D. Restitution
- E. Parent notification

Explosive Devices

Possession of devices that can destroy property or cause personal injury is prohibited.

Due Process of Infraction of Explosive Devices Policy

First Infraction

- A. Due Process hearing (level 3)
- B. Referral to law enforcement for violation of state fire code.
- C. Suspension from school.
- D. Referral to Superintendent for further action
- E. Restitution
- F. Parent Notification

Evacuation Plan & Emergency Drills

Evacuation & emergency drills will be conducted on a regular basis. The alarm for evacuation of buildings will be a continuous ringing of the fire alarm. Should the bell system be inoperative, the PA system will be used. The administration will give direction when it is safe to return to the classroom.

In the event of a fire or emergency, the students and staff will:

- (1) Exit the building using the appropriate route for the classroom. Routes are posted by the door of each classroom. Students should not take books, notebooks, etc. Teachers should take grade/attendance book.
- (2) Go directly to the teacher designated area for that classroom. Students should not stop at lockers or restrooms.
- (3) Remain in the assigned area until the “all clear” signal is given. Students and staff members should then return to their classrooms. (Board Policy 514).

Bicycles/Skateboarding

Bicycles and scooters may be ridden to and from school, but may not be ridden on school grounds between 7:30 a.m. and 4:00 p.m. (Once they are on campus, they must be walked). Bicycles are to be secured in the bike rack to the west of the junior high building. No loitering is allowed around the bike rack. Skateboards are to be picked up and carried once on school property and put away. Riding Skateboards on any school district property is prohibited. Rollerblades, soap shoes, or any other skating devices are prohibited from all school property at any time. (School Board 934

- **First Infraction:** Confiscated and kept at the office
- **Second Infraction:** Confiscated and meeting with Administrator to pick up the board
- **Third Infraction:** Confiscated and written up for willful disobedience

Outside Behavior at Breaks & Lunch

Obey lunch supervisors, stay in designated play areas, and maintain proper behavior for school. Specifically, do not play tackle or contact sports, do not go into or go behind softball dugouts, into faculty parking area, or other places where you are not able to be observed. During winter weather, avoid potentially harmful activities like king of the hill, climbing on snow hills, sliding on ice, throwing/kicking snow, etc. If it's on the ground, leave it on the ground.

Consequences may include: lunch detention, ISS, OSS, parent notification and possible law enforcement notification.

Student Rights Regarding Restroom/Locker Room Use

The goal of Preston School District is for all students to feel physically and emotionally safe while participating in any district sponsored program or activity. The use of a locker room facility or restroom is a private and personal matter and if, at any time, a student feels uncomfortable with using the prescribed facility they may request alternate arrangements and/or accommodations from the instructor/advisor or building administrator.

Parking/Driving

Due to limited parking facilities, parents are encouraged to be mindful, respectful and courteous while parking and picking up their student(s). Due to no student parking and age of students, students of Preston Junior High are not allowed to drive and park at the junior high before, during and after school operating hours.

The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

Section Four: School Procedures

Accidents

Accidents are to be reported immediately to the office so that we can attend to the student and get the assistance necessary for the injury. An accident form is to be filled out and returned to the administration as soon as possible. Parents will be notified. All students are required to have on file an emergency phone number where a parent or another adult can be reached at all times.

Advertisement, Flyers, etc.

Distribution of these items must be pre-approved by the administration.

Assemblies

Assemblies are planned for students' educational value and entertainment. Courteous and cooperative behavior is expected. If a student is asked to leave an assembly due to poor behavior, he/she will forfeit attendance at other designated assemblies and/or incentive days during the year. Unacceptable behavior would include uncalled for clapping, booing, boisterousness, talking during a program, or a general lack of respect for assembly participants. All school policies will apply during assemblies - electronic devices are not permitted. Also, assemblies are part of the instructional day; therefore, attendance is required. Should a student become disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator for possible loss of the assembly, incentive days and detention.

Backpacks

Backpacks are to be used for carrying books and school supplies. They are not to be left in the halls. Students need to carry their backpacks or keep them in their locker. School personnel are not responsible for any lost items. Individual teachers have the discretion and right to ask students to not bring their backpack to their classroom, and it has been

decided by the faculty that backpacks cause enough congestion in hallways and classrooms that they will only be allowed in the hallway before school and after 5th period.

Book Fines

A lost text- or library book requires the replacement cost to be paid by the student. Incentive activities may be forfeited if fines are not paid.

Check-In & Out

Signing in at the office window is required for all students who enter the school after the tardy bell rings at 8:00 a.m. Any student who leaves the school grounds between 8:00 a.m. and 3:45 p.m. must be checked out at the office by a parent or have a parent permission note to leave to give to the secretaries, or a phone call must be made to the office by the parent. Check-out should be with the teacher's knowledge if the student is checking out during a class period. Students may be excused during the school day for family emergencies, medical appointments or sickness. Parents may only check out their own student from school.

Classroom Guidelines

Each classroom teacher will conduct an orientation relative to their specific classroom rules, expectations, and the student handbook. General guidelines are as follows:

- Students are expected to be in their seats ready for class when the tardy bell rings.
- Textbook, pencil or pen, and a notebook are expected each class unless otherwise instructed.
- Assignments, projects, and other written work are to be handed in on the due date.
- All makeup work and makeup tests are the responsibility of the student. It is the student's obligation to check with the teachers to determine what makeup work can be done.
- At the end of the hour the teacher will dismiss the class, not the bell.
- Students are to take responsibility for keeping their desktops clean.
- Students will not be allowed to leave the classroom unless an emergency exists. Students in the hall during class time must use a hallway pass.
- Each student may be issued a textbook which must be covered. Lost or damaged books will have to be replaced by the student.
- Candy, food, and drink are not allowed in the classroom or halls.

Closed Campus

Students are not to leave campus after arriving on the bus in the morning or before boarding the bus in the afternoon. This includes going to Ransoms or Alco. Closed campus also means that students are not to leave the school grounds during the school day without a note from parents and clearance from the office. Students are not to go home for lunch unless they are cleared by their parent and administration and there is sufficient time to return to school without being tardy to class. A note from parents excusing their student to go to Ransoms or uptown to eat or for errands will not be honored. If a parent wants to pick up their child for lunch, it is allowed, but the parent must sign the student in and out at the office. Students entering or leaving the school during the school day are to sign in/out at the office or they will be marked truant.

Consequences: possible parent notification, possible truancy, lunch detention, ISS/OSS.

Dances

Preston Junior High may have dances throughout the school year. Only Preston Junior High students are allowed to participate at PJH dances. No inappropriate behavior will be allowed such as mashing, slam dancing or other forms deemed inappropriate by school personnel, perceivably dangerous stunting, or any other behavior that endangers the

safety of any student or adult. Misbehavior in the regular school setting may result in ineligibility for dances and referral to administration for applicable consequences. The school dress code remains in force at these activities.

Computers & Technology Acceptable Use

Each student is required to sign a Technology Use and Internet Safety Policy before access to computers in the school. Users of the technology system who are found to be in violation of the Technology Use and Internet Safety Policy which may include, but are not limited to, email, inappropriate web sites, vandalism, chat rooms, using someone else's account and password, or accessing a teacher's computer, will be referred to school district administration and/or law enforcement for disciplinary action. Student's access to, and use of, the school's technology system may be suspended (Board Policy 689).

Discipline Policy

Students are responsible along with the administration, faculty, and staff for maintaining a school environment in which educational programs can flourish and extracurricular programs can be conducted for the benefit of all participants. The teacher-student relationship is the center of all educational activity. It is at this level that most discipline problems should be resolved. Teachers with their professional training and experience provide an atmosphere of mutual respect in which students learn and grow. Administration and counselor may provide additional resources for consultation and information. Students who do not respond to the best efforts of staff members are to be referred to the school administration. The faculty and staff of Preston Junior High School expect full cooperation from all students and will act fairly, quickly, and decisively in dealing with those students who disrupt the educational process. The staff of Preston Junior High School will help you achieve success at school.

We will help you solve problems and protect your right to learn. The following policy has been established to help all students achieve self-discipline:

- Classroom rules are posted, explained to students, and are reviewed frequently.
- If a student breaks one or more rules:
 - A staff intervention is always used.
 - Appropriate classroom consequences are applied.
 - Parent or guardian contact is made for repeated and/or serious infractions.
 - A school counselor may be involved with behavior modification or discussion
 - The student may be referred to the Principal/Assistant Principal.
 - The student may be assigned In-school or out of school suspension.
 - Students may be referred to Law Enforcement.
 - Behavior contract.

Field Trips

Students who attend any field trip must return permission slips for the field trip, signed by a parent/guardian before they will be allowed to participate. Alternate lesson plans must be available for those students not participating in the field trip (Board Policy 576). When students register, parents sign a field trip permission/waiver on a signature page which is returned to the office.

Grading & Citizenship

Semester grades are final grades (except for technology and PE which has final quarter grades) and are placed on the permanent record of each student. It is also important to note that midterm notices are not grades but are only progress reports.

Deficiency reports will be sent home throughout the year for those students who are receiving below a C- in a class. Whenever questions arise on grades, students and parents are to contact the teacher immediately. Office personnel

may not have teacher's records and therefore cannot indicate reasoning for student grades. When questions arise, or whenever a progress report is desired, teachers are available before and after school and during their prep hour to meet with parents to discuss individual concerns. Teachers will not be interrupted during teaching time.

It is critical that parents become the main monitor of student progress and are encouraged to check their student's progress on Power School. Parents can also sign up for automatic progress reports emailed to their email boxes. Parents are encouraged to contact the teachers if they have questions on grades and/or behavior. Teachers are encouraged to make every effort to contact parents when concerns with a student's academic performance and grading occur. Whenever students are considering extra-curricular activities, it is advisable that parents become closely involved with monitoring their student's educational program.

Students have full responsibility for their behavior and academic progress. Grades are computed as follows:

A	4.00000	C	2.00000
A-	3.66667	C-	1.66667
B+	3.33333	D+	1.33333
B	3.00000	D	1.00000
B-	2.66667	D-	0.66667
C+	2.33333	F	0.00000

And Incomplete (I) is sometimes necessary in order to give the student an opportunity to make up missed work due to uncontrollable and unforeseen extended absence. It is the student's responsibility to check with each teacher for make-up work deadlines.

Citizenship is also part of the grading process. The following standards were established in a collaborative effort in order to better communicate to parents about the negative and, more importantly, the positive behavior of their children in school. Teachers will keep the citizenship grade updated as things happen in class, so that parents have a real-time view of how things are going. As always, let us know if you have suggestions or feedback.

H (Honorable) - Behavior in class not only meets expectations, but exceeds them. The student makes a concerted effort to help other students, to improve the culture of the class in their interactions with the teacher and their peers, and to make the learning environment an effective one by assisting the teacher in carrying out class activities.

S (Satisfactory) - Behavior in class meets all expectations. The student complies with teacher requests, participates in class activities, and uses class time effectively.

N (Needs Improvement) - Behavior in class needs improvement. The student needs to be redirected frequently, does not participate in class activities, or often doesn't use time in class effectively. When parents or the administration get involved, behavior temporarily improves.

U (Unsatisfactory) - Behavior in class is unacceptable. The student is either openly defiant, refuses to comply with teacher requests, rarely uses class time to work, or actively distracts others from class activities. Even with parent or administrator involvement, behavior remains the same.

The grade given at the end of the semester is a cumulative grade for that semester and is the grade which is recorded permanently on the transcript, and a report card is given out. Students receive 1 credit for each class they complete each semester. Student progress reports may be sent any time between grading periods upon request of parents. Deficiency notices are sent at midterm (Board Policy 688).

Insurance

Insurance is an individual concern and is not carried or sponsored by the school district. Information regarding purchasing insurance for your child will be shared at registration and available at the office. Students involved in athletics must have insurance coverage.

Hall Passes

All students, when out of class during class time, need a hall pass which will be provided by the teacher. Students who are called to the office, attendance office, or counseling office will return to class with a signed slip.

Lockers

Lockers will be assigned at registration time. Combinations should be kept confidential at all times since combinations cannot be changed during the school year. Lockers should be kept locked at all times and valuables should be kept with the student or left home. The school is not responsible for any loss or destruction of personal property.

All students are responsible for the lockers assigned to them. Jammed lockers must be reported to the school office or custodian. Unnecessary damage, vandalism, etc., as well as writing on the lockers are the responsibility of the student and he/she will be financially responsible. Magnets can be used to display acceptable images inside the lockers.

The outside of lockers may not be decorated for any reason.

Drinks or candy should not be stored in student lockers. The exception would be student lunches, which must remain sealed and in the locker until lunch.

During the last week of school, students should clean their lockers and take all personal items home. Students will be asked to clean their locker if it is dirty. The school maintains control and right of inspection of lockers.

Students are not to change lockers once they are assigned. Students who move to another locker without permission may lose their locker use privileges.

Students will also receive a P.E. locker while registered for Physical Education classes. P.E. Lockers must be cleaned out at the end of the class block.

Lost and Found

Lost and found items will be kept in the office or designated location. Unclaimed items will be discarded at the end of the school year. Please keep your possessions, coats, etc. in your locker. Do not leave them in a teacher's room or lying by your locker.

Lunch, Food & Drink

Lunch is directed by the district and may change at any time. Lunches are paid for in the cafeteria. The office does not handle lunch money. Each student is issued a lunch card. A plus balance must be kept in the account. Lunches can be paid for daily during lunch if change is not required. Prices can change at any time. Students are not allowed to charge meals and must have a lunch card or money when they enter the cafeteria or they will be asked to wait until students with cards have gone through the line. Students are not allowed to sell or loan their cards to other students. Inappropriate behavior in the lunchroom will not be tolerated and violators will be referred to the office and may lose lunchroom privileges as well as help clean up. Students are to clean up after themselves and all food and drinks are to remain in designated eating areas. Food and drinks are not to be taken outside the cafeteria. Drinks of any type are not to be taken on the carpeted areas of the school or stored in lockers, and will be confiscated. In addition, students will be responsible for cleaning up any mess caused by food or drink brought by them outside the cafeteria. Students must present their ID card each day to cafeteria personal. Students found stealing lunches from others will lose the privilege of eating in the lunchroom, and parents and law enforcement may be notified. Restitution will be expected.

Media Center (Library)

The library will be open 7:45 a.m. until 4:30 P.M. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform personnel about his/her particular needs. Most books can be checked out for two weeks. Books become the responsibility of the student and the student will be assessed for any damage or loss. Overdue books will be charged 5 cents per day and report cards will be held if fines have not been paid and possible loss of incentive activities. Library computers are under the same restrictions as the computers in the labs and classrooms and use as covered by the District Use Policy. Students wanting to use the computers before and after school must have a written note from the teacher whose class is requiring computer use. The note should be presented to the library technician. Because of limited supervision, the media center will not be open for student use during lunch time.

Prescription Medicines

It is not the responsibility of Preston School District to diagnose or treat medical problems (Board Policy 561). Students requiring medication during the school day need to observe the following guidelines:

- A. Medications should be brought by parents in a clearly marked container from the pharmacy.
- B. All medications will be kept in a secured area in the school office.
- C. It is the student's responsibility to come to the office at the appropriate time to take his/her medication.
- D. Non-prescription medications, such as Aspirin or Tylenol, will not be provided to students.
- E. A student may self-administer medication in a metered dose inhaler for asthma or other respiratory illness.

Schedule Changes

Typically, schedule changes will be made only when a student has been placed in the wrong class. Changes will not be made to adjust lunch periods and only in extreme cases will changes be allowed after school begins. If a student is having an academic problem in a class, parents should request a parent/teacher conference in an effort to share input in their child's academic program or receive assistance with their student. Requests for parent conferences may be made anytime during the school year. If there are continuing problems in a particular class, a parent conference with the student, teacher, and an administrator will be held to consider resolution. Administration will make the final decision on the request.

Student Records and Confidentiality

School staff, students, and parents/legal guardians have access to student records upon request and proper identification. All student records are confidential and safely secured. The school record's secretary will record, up-date, maintain and store records and transcripts (Board Policy 680.5).

Incentive Activities

The school may hold incentive activities throughout the year. The intent of incentive activities is to put in place rewards for those students who choose to excel in academics, attendance, and citizenship standards. Students will be notified of the specific requirements for each activity. In the past, students had to meet certain criteria in order to qualify the activity. Specific requirements for each activity will be posted and may vary with needs, policy and decisions but a general guideline for participation can be found in the following requirements: Maintain a 2.5 GPA each quarter; not have any D's or Fs; not have any outstanding fines or owed fees; not exceed 7 absences each semester; not exceed 4 tardies each semester; not have any incomplete grades; no major discipline issues as determined by administration. If an eligible student decides not to participate in the activity, they are still required to attend classes during that school day since it is counted as a regular day of school. Students not eligible will be assigned an alternate location.

Medication & Illness

If a student becomes ill during the school day, they are to call a parent, be signed out by a parent and go home. Students on prescription drugs need to keep the medication in the office and must have a letter from the doctor as to the time and actual amount of medication that is to be taken. Any drugs not authorized by the student's doctor in writing will result in a police referral. The student is responsible for remembering to take the medicine. SCHOOL PERSONNEL CANNOT DISPENSE ANY MEDICATION TO ANY STUDENT WITHOUT WRITTEN PERMISSION. Also, students with health concerns of which the school needs to be aware should meet together with their parents and administration to develop a written health care plan that will be kept on file at the school.

Immunizations

Idaho Department of Health and Welfare recently announced new requirements for incoming 7th graders. In addition to the school entry requirements, a student must receive the following immunizations prior to admission into 7th grade:

- One dose of Tdap booster
- One dose of Meningococcal

Please make arrangements for your child to receive these immunizations if your child is within this age group. For more information on the changes to Idaho's school immunization requirements, please visit the DHW immunization website at <http://www.immunizeidahoschools.com>.

School Counseling and Psychology Services

Preston Junior High School provides school counseling and psychology services available to all students. School counseling services include individual and small group skills training (for issues, such as anxiety, depression, problem solving, grief, stress, etc.), crisis intervention, suicide intervention, career guidance, and academic assistance. Psychology services entail primarily assessments to determine placement and eligibility for resource, special education, and other interventions available in the school. The purpose of counseling and psychology services at PJHS are to help students improve their emotional, social, behavioral, and intellectual well-being in the school environment. Similar to academic achievement, it is expected that parents/guardians will collaborate with the school counselor in a team approach to assist their students. If the team determines that the student's issues exceed the severity of issues that can be addressed at school, the school counselor will assist the parents/guardians in locating appropriate community resources.

While counseling and psychology services at PJHS are free to students, paying fees for community services are the sole responsibility of the parents/guardians. Interactions between students, parents/guardians, and the school counselor are protected by confidentiality. Personal information revealed during these interactions will not be shared by the school counselor without the parents/guardians' and student's permission unless there is a threat to the safety of the student.

School Telephones

Students have access to a student phone at the office for emergencies only. The front office phone is not to be used by students during passing time. Students and parents are encouraged to make plans before the student leaves for school so that students can concentrate on class work rather than worrying about receiving forgotten items or where to go after school. Additionally, we encourage students to make a responsible effort to bring items such as PE clothes, lunch money, homework/projects, etc. so that their day will be free from the anxiety of not being prepared. Teachers' phones are to be used only in an emergency or with teacher permission. Instructional time will not be interrupted for phone calls. Students will not be called out of their instructional program for messages unless it is an emergency.

If you need to speak directly with a teacher, call the main office. Teachers are available during their prep hour or before and after school.

Student ID Cards

All students will be issued an initial Student ID card. Replacement cards will cost \$5.00 each. Cards are used for obtaining school lunch and for checking out books from the library. Schools employees try very hard to learn and know every student, but this task is difficult. For that reason, we ask that students bring their card with them every day, especially for checking in for lunch or checking out a library book.

Suicide Intervention

If you or someone you know is struggling with thoughts of suicide, there is help available. Twenty-one Preston School District personnel are certified in ASIST (Applied Suicide Intervention Skills Training). ASIST is an evidenced-based program developed in 1983 to provide caregivers effective skills to intervene with a person at risk of suicide. ASIST-trained personnel also know how to link the person at risk with long-term resources in the local community and region. Any students and patrons of Preston School District with concerns for themselves and/or others about suicide are encouraged to make contact with an employee of the school district.

Visitors

Parents are an integral part of their child's education. Parents and visitors are always welcome to the school but must report to the office in an effort to ensure student safety. Students are not to bring cousins, friends, brothers, sisters, etc. to school who are not enrolled. Special considerations are given if guest is participating in an assembly, presentation or other event and is given prior administration approval.

Yearbook

Preston Junior High School publishes a yearbook every year. Students may order a yearbook at the office beginning in August. Students are to pay for their yearbook by the designated ordering day to assure that they will have a yearbook reserved. Yearbook availability will be based on the number ordered. Yearbooks are distributed the last week of school.

Section Five: School Services

Cafeteria

Preston Junior High School offers excellent lunch selections in the new cafeteria. We encourage all students to eat lunch at school. Breakfast is also served at no cost to all students. Please keep in mind the following:

- Deposit all lunch litter in wastebaskets
- Return all trays and utensils to the dish-washing area.
- Leave the table and floor around your place in clean condition for others.
- Respect the rights of others and do not crowd in line.

Guidance Counseling

The purpose of the guidance services is to help students in their educational, professional technical, social and personal development. The counselors are available to students and parents from 7:30 a.m. to 4:30 p.m. The counselors are willing to meet with students and parents when necessary. They may assist students:

- In recommending materials that the student may use to improve study habits.
- In planning his/her school program
- In making realistic curriculum selections and suitable plans for the future.
- In offering aid in solving personal and school-related problems.

Parent Contact

Teachers and administrators will notify parents of a student's attendance, tardies, classroom performance, and discipline concerns. Parent notification may include letters, telephone calls, PowerSchool, email, and/or parent

conferences. Parents are welcome to contact teachers, counselors, and administrators to discuss student progress or concerns.

Self-Disclosure

Students who are seeking help and/or assistance for drug or alcohol use may refer themselves to a counselor without fear of discipline measures. If the student continues to use any illegal drugs and is in possession or under the influence at school or at school activities, the student will be referred for discipline measures.

Wellness Policy

In compliance with the federal law, Preston School District #201 has completed a staff guide for wellness practices and healthy life-style choices (School Board Policy #359). It is the goal of the district that students and staff members shall possess the knowledge and skills necessary to make nutritious food choices and healthy life-style choices. In addition, all school staffs are encouraged to model healthy behavior as a valuable part of daily life. School leaders shall prepare, adopt, and implement a comprehensive plan to encourage healthy life-styles and activities that include:

- A food service program that employees well-prepared staff who efficiently serve appealing choices of nutritious foods daily;
- Pleasant eating areas for students and staff with adequate time for unhurried eating;
- An overall school environment that encourages staff and students to make healthy choices;
- Courses that model and promote healthy life-styles;
- Opportunities and encouragement for staff to model healthy eating habits;
- Strategies to involve family members and community in program development and implementation.

Junior High Faculty

Teachers and staff are here to help students and teach students to love learning. Listed below are the junior high faculty and staff along with their current assignments.

Office/Administration:

Jensen, Curtis (Principal)

Gifford, Ken (Assistant Principal)

Adamson, Austin (Counselor)

Woodward, Don (Counselor)

Jensen, Marla (Business Secretary)

Erickson, Kathy (Records Secretary)

Sessions, Tamra (Librarian)

Harris, Laraine (Special Education)

Haslam, Jocelyn (Home/School Liaison)

Larsen, Marie (Special Education)

Naegle, Billie (Special Education)

Ostler, Staci (Title-1)

Seamons, Janet (Special Education)

Smith, Julie (Special Education)

Wilde, Judy (Accompanist)

Wilkes, Melinda (Special Education)

Wright, Dayna (IDLA)

Cafeteria

Foster, Tonya (Cook)

Gilbert, Kim (Cook)

Henderson, Vickie (Cafeteria Manager)

Smith, Jeanette (Cook)

Titensor, Allie (Cook)

Building Maintenance

Robinson, Hallie (Head Custodian)

Teachers

Allred, Eric (Electronics)

Ashcroft, Matt (Social Studies)

Ashcroft, McKenzi (English)

Babb, Mandy (Special Education)

Blumberg, Kelly (Special Education)

Boehme, Janel (Science)

Bunderson, Desiree (Social Studies, Spanish)

Para-Professionals/Staff

Adamson, Lee (Title 1)

Dopp, Trissa (Special Education)

Dryden, Vickie (Special Education)

Edwards, JoDawn (Special Education)

Harris, Amelia (Home/School Liaison)

Carter, Regie (English, PE)
Christensen, Jessica (Social Studies)
Coburn, Todd (Math, Yearbook)
Crosland, Robert (Science)
Durrant, Jill (Orchestra)
Fife, Andrea (English)
Finch, Kelly (Art)
Fuller, Valicia (Math)
Hamblin, Lynda (English)
Hatch, Becky (English)
Jenkins, Julie (Science)
Jensen, Camille (Science)
Larsen, Alan (Math)

Larson, Hailey (Math)
Leishman, Jill (Social Studies, Student Government)
Manning, Wayne (Band)
Marlow, Stephanie (English)
Mather, Vicky (English)
McCarthy, Jan (English)
Owens, Stephanie (Math)
Perry, Ryan (Technology)
Seare, Paul (Career)
Shumway, Stewart (Math, PE)
Sorensen, Catherine (Math, Science, Communications)
Speedy, Susan (Special Education)
Young, Ryan (PE, Health)

Preston School District #201 Board of Trustees and Administration

Joy Christensen, Board Member
Marc Gee, Superintendent
Brian Mendenhall, Clerk/Treasurer
Brooke Palmer, Board Member
Brandon Roberts, Board Member
Jody Shumway, Board Chairman
Fred Titensor, Board Vice Chairman

Special Education Directors

Pandi Elison-Chang, Kaylynn Hamblin

Title IX Representative

Shannon Page - Coordinator, State and Northwest Accreditation slpage@sde.idaho.gov (208) 332-6942

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest;

Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Bus Transportation

- Riding the bus is a privilege. Disorderly behavior will result in withdrawal of bus privileges. The driver is in charge and must have full cooperation from all students. Repeated failure to observe rules will result in a referral to Administration over transportation and possible loss of bus use.
- Students should be off the pavement as the bus approaches.
- Students should enter the bus in an orderly manner and be seated. They should not be standing while the bus is in motion.
- Riders should not place objects or body parts out the windows of the bus.
- No horseplay or harassment of students or the driver should take place. Students shall be courteous to driver and fellow passengers.
- Eating and drinking on the bus are not allowed.
- Littering and vandalism are not allowed.
- The emergency door or window shall be opened only in cases of emergency. Operating emergency exits at any other time will result in automatic bus suspension.
- For everyone's safety, no item shall be carried on the bus that could create a hazard to any passenger.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
- Only regularly scheduled bus students are to ride the buses.
- The buses will wait eight (8) minutes after school is dismissed before they leave at 3:53. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.
- Junior High students are to board the bus at the Junior High School.
- The Junior High School campus is a closed campus. Students are not to leave campus before boarding the bus in the afternoon or after arriving on the bus in the morning including going to Ransoms.
- Bus rules and regulations apply to all students who are being transported for any school sponsored activity.

SEVERE CLAUSE: In the case of disorderly conduct, assault, arson, or other endangering behavior, the driver may stop and call the parents for them to meet the bus and take the student home. If they are unavailable or unwilling to come, the local police will be called to take the student off the bus. In the event there is a problem that threatens the immediate safety of students on the bus, the individual student involved will be removed and/or suspended from the bus and district administration will be contacted.

Section Six: School Activities

PJH Clubs & Activities

- Athletics
- Builders Club

- Communications
- National Junior Honors Society
- Sources of Strength
- Student Government
- Yearbook

Eligibility and Participation in Extracurricular Activities

Student Government

Preston Jr. High Student Government Officers have a significant responsibility to commit to the highest standards of excellence in representing the students, faculty, and administration of PJH. Officers are expected to attend many activities, and support faculty, students, and administration when called upon. Officer duties should be a priority during the officers' tenure. Officers must maintain a minimum GPA of 3.5 and must not receive any N's or U's.

Athletics Eligibility

- No N's or U's on citizenship
- Students must attend school the day of the event
- A minimum 2.0 GPA and no failing grades
- Administrators will check eligibility and inform students regarding student eligibility status the day before an event. (Students take responsibility of their own grade and should be aware of their grade at all times.)
- Students must be considered eligible prior to the day of the event. Students have the responsibility to check with their teachers and coaches to determine if eligibility is met.
- All students are eligible the first week of any new grading period
- If convicted of a crime by local officials, suspension and ineligibility will result
- Based upon the coach's approval, an ineligible student may be allowed to try out for a team and practice with the team if she/he makes the team. The ineligible student will not be allowed to participate, travel, or sit on the bench with the team until eligibility is achieved
- Coaches have the right to add additional rules and requirements for their sport with the administration's approval and followed by written student notification
- A physical examination and proof of insurance coverage are required before participation is permitted
- A fee is assessed for each sport and must be paid to the office prior to the student traveling or participating in competitions

Other Extra-Curricular Activities (i.e. Band, Orchestra)

Same requirements as athletics and may include participation fees.

School Fees

Fees are due as students receive their schedule. Fees are as follow:

\$20	Activity Fee (Assemblies, dances, field trips, etc.)
\$5	Electronics Class
\$10	Art
\$16	Ceramics

BOOST

Students who choose to participate go to an assigned room and teacher during their lunch time. Boost is set up to assist students with getting additional help and time to complete homework assignments. We encourage students and parents to take advantage of this opportunity. BOOST helps give students an extra boost academically. \

CAST (Career Academic Social Technology)

CAST is a federally funded after-school program that is designed to help students attain skills they will need and use in everyday life. Students can meet before school for help with homework from 7-8 am or after school from 3:45-5:45 pm. Both the morning and the first hour of the afternoon are dedicated to academics. From 4:45-5:45 pm there are breakout sessions that will include cooking, sewing, crocheting, robotics, games, ceramics, video production, carpentry, Photoshop and photography, and more. Kristin Skinner is our program director, and can answer any questions.

P.A.S.S. (Positive Alternative for Student Success)

PASS is set up to assist students in getting additional help to complete homework assignments. We encourage students and parents to take advantage of this opportunity. It is the responsibility of the students/parents to arrange transportation. PASS is typically held Monday through Thursday from 3:45 to 4:30 pm. Students are also encouraged to work with individual teachers in the mornings before school (not before 7:30 am) or after school.

National Junior Honor Society

NJHS is an organization that encourages scholarship, citizenship, and service. Any full time student may qualify if he/she meets the following requirements:

- Must be in the 8th grade.
- Membership will be by invitation at the beginning of the school year.
- Must have 1st Quarter GPA of 3.5 in the 8th grade.
- No major discipline problems or Unsatisfactory or Needs Improvement in Citizenship Marks in any class.

*Pay a \$5 membership fee upon nomination.

Tribe Time (Advisory)

We set out to find ways to help students in areas that are not formally part of any other class – things like character education, career and college planning, having an adult advocate and strong support system, and having someone checking in on your grades every month. After much deliberation and input, we've created Tribe Time – a 30-minute block of time each week where those things get address in small groups. It'll be a class with attendance and a grade, but the focus will be on developing you as a person. There will be four C's to Tribe Time, and we'll cycle through different activities centered around each one:

- | | |
|------------------|---|
| Character | The Character portion of Tribe Time will center loosely around the <i>7 Habits of Highly Effective Teens</i> , as laid out by Sean Covey. Things like putting first things first and beginning with the end in mind seem simple enough, but they don't happen by accident. We'll fill your toolbox so that you are able to make excellence a habit. |
| Career | The Career portion of Tribe Time will be when you can get some help setting your sights on a life and career that will make you happy. We've adapted material from <i>learningforlife.org</i> , and we'll basically be talking about how to make smart choices now for a good career later. |
| Condition | The Condition portion of Tribe Time will start with checking your grades and making some changes based on what we see. We'll talk with you about it like a doctor would, and make a plan together to either get or keep your academic condition healthy. |
| Community | The Community portion of Tribe Time gives you adults and peers to lean on. We'll play games that get you out of your shell and help you build a relationship with a variety of different people. That way, you've got a safety net you can land in if you ever need it. |

Each student will stay with their Tribe all year, and we'll use this time to organize other things like seating at assemblies, grouping during fire drills and evacuations, etc. One of the main goals of creating Tribe Time was to ensure that every student has a trusted adult in the building who can advocate for them and be a point of contact should the student ever need help or support.

Office Resources

The office staff is at school to assist you and your parents in anything that you need. The office welcomes any student who would like to sign in and out of school, pay fees, give attendance notes, etc. Office hours are from 7:30 a.m. to 4:30 p.m. Monday through Thursday.

Closing Statement

The policies and procedures contained in this handbook are the results of a concerted effort on the part of parents, staff and the administration. This information has been carefully prepared so that it will be of value in helping students adjust to our school and to become an integral part of the school. The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship will assist students as they participate in the world of tomorrow.

We encourage students to participate in activities offered at Preston Junior High School, thus broadening their experiences in preparation for high school. Their success will be directly proportional to their commitments and efforts. It is the policy of the Preston School District not to discriminate in any educational programs or activities or in employment practices. Federal Law prohibits discrimination on the basis of race, color, religion, sex, national origin, age or handicap in any educational programs or activities receiving federal financial assistance (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973).

Inquiries regarding compliance with this nondiscriminatory policy must be directed to Joel Wilson, Superintendent, 115 East 2nd South, Preston, Idaho 83263, (208) 852-0283, or to the Director of Office of Civil Rights, Department of Education, Washington, D.C.

Students and Parents- Please review the contents contained in the student handbook. It is placed out online on our website for your convenience. Please sign our signature sheet and hand into the office indicating that you received this handbook and agree to support the guidelines contained therein to help create and foster a safe learning environment. Thanks for your support in making our school a better place.