

HEARTLAND
HIGH SCHOOL
STUDENT HANDBOOK
2020 - 2021

MCCALL DONNELLY JOINT SCHOOL DISTRICT BOARD OF TRUSTEES

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DISCRIMINATION

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status 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; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.) It is the policy of the McCall-Donnelly School District not to discriminate in any educational programs or activities or in employment practices. Inquiries regarding compliance with this nondiscriminatory policy may be directed to Superintendent, Jim Foudy 120 Idaho St., McCall Idaho 83638, 208-6342161.

MISSION & VISION
HEARTLAND HIGH SCHOOL

HEARTLAND MISSION STATEMENT: "To empower students who are at-risk or in distress to learn the skills, acquire the knowledge, and develop the attitudes necessary to reach full potential as life-long learners within society."

OUR VISION: Provide a safe environment which affords opportunities to:

- * Explore, create and achieve
- * Be challenged
- * Become independent
- * Develop a sense of community, stewardship, and belonging

A MESSAGE FROM THE PRINCIPAL

Dear Students, Parent/Guardian, Staff, and Significant Others:

I would like to welcome you to Heartland High School. The school's mission is dedicated to helping students overcome adversity and providing a quality educational experience. Every year Heartland High School (HHS) administers an application process to select the student body. There are a variety of reasons why students choose Heartland High School.

Heartland High School staff expects students to demonstrate a commitment to their education and willingness to make positive changes in their own lives. The programs are designed to combine learning in an academic and social skills setting using a different class schedule than a traditional high school program. Heartland High School staff is dedicated in assisting students define structure in their lives as well as assisting in setting academic and personal goals. While there is a great deal of community and staff support for students who are willing to help themselves, there is limited tolerance for students who disrupt the educational process or diminish the value of the program for others.

We look forward to a great year of learning and we welcome those who would like to work as a team to promote the success of our students.

Sincerely,

A handwritten signature in cursive script that reads "Phil Schoensee".

Phil Schoensee, Principal

PURPOSE OF THE STUDENT HANDBOOK

The purpose of this Student Handbook is to provide an overview of:

- 1) the general principles that form the foundation of the HHS Honor Code;
- 2) our expectations for your behavior;
- 3) the consequences of inappropriate behavior

You and your fellow students play a major role in setting a positive atmosphere in which to learn, develop, and achieve both academically and socially. Behavior that is disruptive to the educational process, inconsiderate of others, or illegal, will be subject to disciplinary action. The specific consequences, as outlined in this handbook, will be assigned by the Principal or designee.

The McCall-Donnelly School Board regularly reviews and updates district policies. For the most recent version of printed policies, please consult the district website.

ADMISSION TO HEARTLAND HIGH SCHOOL

Heartland High School is classified as an alternative school by the State of Idaho. Students are required to qualify for admission. To attend is a privilege, not a right. Failure to maintain academic and behavior status as defined in the student contract may result in being dropped from the enrollment.

CLASS EXPECTATIONS

Heartland High School is governed by the McCall-Donnelly School District Policies and Rules. However, the teachers may establish rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of the adult in charge the first-time direction is given. Failure to comply with these provisions may result in a variety of consequences including but not limited to parent conference, loss of privileges, in school suspension, out of school suspension, or expulsion. Teachers will insist that students:

1. Demonstrate respect and consideration for others
2. Arrive to class on time
3. Be prepared for class with all necessary materials and completed assignments
4. Demonstrate consideration for school property and the property of others

Students receiving “F’s” in two consecutive or concurrent courses may be dropped from enrollment and would need to re-apply for admission.

STUDENT RIGHTS (Board Policy 3200)

All students between the ages of five and twenty-one have a basic right to attend school. This right is inherent; it is not a privilege granted to the students. It is recognized that a student's primary and fundamental purpose in attending school is to engage in learning and his or her cooperation and dedication is fundamental to quality education as outlined in district policy 3200.

Rights

1. All students have an equal right to education opportunities.
2. Students are allowed their constitutionally protected rights of free speech, due process, petition and assembly, as long as they do not disrupt the educational process of the school or interfere with the property or constitutional rights of others.

Responsibilities

1. All students who attend the district's schools shall comply with the written policies, rules, and regulations of the schools; shall pursue the required course of studies; and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials determine.

STUDENT INTERACTION REPORT

To report an incident that happens at school, students complete a Student Interaction Report in the front office. These sheets are reviewed by the principal and discussed with the student.

ATTENDANCE PROCEDURES (Board Policy 3122)

Class time is viewed as a valuable learning experience. Students are strongly encouraged to be present at each session to fully participate in group and individual activities which form the vehicle for increased learning. Absences deprive students and class members of the extended learning which takes place in the group setting. The staff and administration of HHS expect all students to be in class every day. Participation in each class and group session contributes to the well-rounded education which HHS works hard to provide.

Laws of the State of Idaho specify that parents have the primary responsibility of ensuring the attendance of their children at school. They further state that students shall be regular and punctual in their attendance (Board Policy 3122). The official record of attendance is the classroom teacher's electronic roll data base.

NOTES/PHONE VERIFICATION OF ABSENCES

Students who are absent from school are required to have telephone or written verification from the parent or guardian within 48 hours after returning to school. The note should give the student's name, reason for the absence, the date(s) missed, and be signed by the parent/guardian.

Failure to verify the student's absence shall result in an unexcused absence and truancy. Parents may call the office (208-634-3686) and leave a message after school hours to excuse their child's absence prior to the absence or the day he/she returns to school.

CLASSIFICATION OF ABSENCES

Excused

Any absence from school with parent permission, verification required as per above.

Unexcused / Truant

Returning following an absence without parental excuse or leaving a class or campus without permission.

School Related

Field trips, extracurricular activities and other school-planned activities off campus.

Extraordinary

Any absence beyond the scope listed above.

ATTENDANCE POLICY

The staff and administration of Heartland High School expect all students to be in class every day. Class time is viewed as a valuable learning experience. Students are expected to fully participate in group and individual activities.

Loss of Credit Due to Absence

A student may miss no more than six (6) class periods of a given class. On the seventh (7) absence the student shall lose academic credit for that class. Exceptions to this policy are school related or extraordinary absences as defined in policy.

Our experience has shown that it is very difficult for students to successfully "make up" missed work. It is also difficult for teachers to replace instruction missed when a student is absent. However, to account for extraordinary absences, teachers have the discretion to make arrangements with students when excessive absences occur. In the event of such a request, a student's punctuality, participation, effort and grades will be the primary factors in the consideration of the request. Students may use the Appeals Process if an agreement cannot be reached with the teacher. (See Appeals Process below)

Appeals Process

1st Appeal - Students may make appeal to the school at the time of loss of credit or being dropped from enrollment. Students may be allowed to stay in class as long as all behavioral and academic standards are being met. A level 1 appeal should be held as soon as possible. The level 1 appeal meeting shall consist of the teacher, student, all other teachers, the principal and the parent/guardian. The purpose of the meeting is to provide the student an opportunity to appeal to stay enrolled or for another opportunity to receive credit for a class. At the appeal meeting, the

teacher will provide information regarding the student's classroom performance, behavior, and attendance. The level 1 appeal decision will be made by the committee.

2nd Appeal - A second appeal must be made in writing to the Principal within three (3) school days following notification of level 1 appeal being denied. In making the level 2 appeal decision, a student's punctuality, participation, effort and grades will be reviewed and shall become a factor in the outcome of the appeal.

3rd Appeal - A third appeal is an appeal to the Superintendent. Appeals must be within three (3) school days following notification of a level 2 appeal being denied. The appeal shall be in writing to the Superintendent of Schools who will schedule an appointment for the parent and student to meet with the Board of Trustees. Students are entitled to an adult advocate (parent, guardian, teacher, or friend) at any appeal.

Makeup Work

Makeup work will be allowed for an excused absence. The student is responsible to make arrangements with their instructor(s) for make-up work the day they return to school from any absence. For one day absence from class the student has two (2) class days to make-up the missed work. In the event a student has two (2) or more consecutive absences from a class they are responsible to make arrangements with their instructor(s). Students with an unexcused absence may receive a "zero" in that class for the day. Board policy 3310 allows students that have been suspended to make up work for credit in a timely manner set by their teachers.

Extraordinary Absences

1. Extended illness, accident, or health issues (physician verification required)
2. Physical or neurological handicap (physician verification required)
3. Pregnancy & related complications (physician verification required)
4. Educational travel programs sanctioned but not necessarily sponsored by the school district
5. State, regional, national competitions (academic, athletic, fine arts)
6. Bereavement
7. Family travel / travel abroad procedures

It is understood that extraordinary absence causes course difficulties for both the student and the teacher. Therefore, prior to the absence (unless the absence is an emergency of illness or bereavement) the student, together with parent(s)/guardian(s), will meet at a time which is determined by the teacher and agreeable to all parties.

After discussion and consideration of student's class standing, previous absences and ability to work outside the class, the teacher shall determine what action is to be taken. The following options will be available:

1. The teacher determines when and for how long the student shall meet with the teacher either prior to or after the absence; or
2. The teacher suggests that a tutor be employed by the parent(s)/guardian(s) to assist the student in his/her absence to complete course work assigned by the teacher; or
3. The teacher suggests that the student enroll in an on-line or correspondence course approved by the McCall-Donnelly School District.

The responsibility to comply with the results of the meeting among student, parent(s)/guardian(s), and teacher rests with the student and parent(s)/guardian(s). Any expense incurred in employing a tutor or enrolling in an on-line or correspondence course shall not be the responsibility of the McCall Donnelly School District. Should the student fail to satisfactorily complete the work as judged by the teacher (except in the case of on-line or correspondence class, which will be judged by the offering institution), the student shall not receive credit for the course.

It is to be noted that parent(s)/guardian(s) and students realize that the classroom grade prior to an extraordinary absence may be affected due to the student's extended absence, even when arrangements are made and work is made up.

Prearranged Absences

Students that know in advance that they will be absent from a class for an extended period of time or a few days should ask their teacher for homework prior to the absence. Be prepared to take tests and turn in assigned projects upon your return to school. Those students planning an extended absence of a week or longer should make arrangements with the Secretary or Principal at least 5 school days before leaving. A meeting may be set up including your teachers, principal, student and parent(s) to discuss your plans, determine how work can be assigned and made up, and the impact this absence will have on progress towards credits earned.

Days not counted against the attendance policy are:

- School approved activities (class, club, athletics, etc.)
- Out of school suspension
- Religious holidays (student & parent need to make the school aware)
- School sponsored field trips
- Counseling
- Student college visitation (limit of two days to be used either junior or senior year & preapproved through the attendance office)

Tardy and Consequences for Excessive Tardiness

Students need to develop a habit of promptness, for present and future use. Arriving to class on time allows lessons to begin on time, limits distractions to the entire class by late arrivals, and avoids loss of instructional time.

A tardy is defined as being late to class, up to fifteen (15) minutes, for any reason. Any student that arrives to class after the first fifteen (15) minutes of class will be recorded as absent. The individual teacher will assign detention on the student's third tardy and students will receive an additional detention assignment for each subsequent tardy. Excessive tardiness will be referred to the principal. Staff that detain a student and cause them to be tardy to their next class shall write a note and send it with the student to give to their teacher. This would not be recorded as a tardy.

Any late arrival to school requires students to check- in to the office.

Truancy and Consequences for Being Truant

Truancy is an absence from one or more classes without parent, teacher or administrative permission. Students that cut a class or part of a class, and remain on campus or leave campus, shall be considered truant. Truancy may result in a zero for the day in that class with no makeup allowed for credit and two-day detention assignment.

How to Check-Out

When students are dismissed during the school day, their absence falls under the attendance policy. It is strongly suggested that parents come to school and personally sign out their child for an emergency dismissal. Students will be released only to their legal parent/guardian. Students must check out, with permission at the main office, before leaving campus. Students that do not return after lunch must have their parent or guardian verify the absence. Failure to do so is considered truancy.

To check out properly a student must:

1. Go to the office and request to sign out, with permission, on the checkout sheet
2. Present a note signed by your parent/guardian giving you permission to leave campus at a predetermined time, or:
3. Call your parent/guardian and have them speak with office personnel giving you permission to leave, or:

Students that do not return to school after lunch must have signed out with permission before lunch or have their parent/guardian call the school.

Failure to follow this procedure will result in a Truancy/Unexcused absence.

Finals Week Attendance

Students are discouraged from checking out of school at any time during finals week the second semester of the school year. Should you leave early you may receive an "incomplete" and have to return later to make up your finals.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Heartland High School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. HHS does not administer corporal punishment. The selection of the appropriate consequence is at the discretion of the principal. Your parents will be informed of the disciplinary consequence you receive.

Please note: all consequences must be completed before the end of the semester in order to begin final exams as scheduled.

DETENTION

You may be assigned a detention after school not to exceed 30 minutes on any given day. Detentions are held Monday – Thursday. **The sole activity permitted during detention is silent study.** Failure to complete detentions may result in in-school suspension.

Detention Procedure

1. Students will have the option to serve detention the day it is given, or the day after.
2. Students must attend detention and be punctual.
3. Students must bring work to do at all detentions.

If a student fails to serve the assigned detention, the student may be given in-school suspension.

IN-SCHOOL SUSPENSION

The length of an in-school suspension assignment may vary from one period to five school days. If you are given an in-school suspension, you must report to the office no later than 8:00am and remain there until 2:05pm or until the end of your last scheduled class. **The sole activity permitted in this room is silent study.** All of the provisions listed under “expectations for classroom behavior” apply to in-school suspension. In addition:

- you will be allowed to leave the room only during specified restroom breaks;
- you must bring your lunch;
- you must complete all assigned course work

Failure to comply with these provisions will result in a parent conference and/or out of school suspension.

OUT OF SCHOOL SUSPENSION

According to the Idaho School Code, a student may be suspended for up to five days for gross misconduct and disobedience. **IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH THE PRINCIPAL.** The district is permitted to impose suspension from school during an appeal period not to exceed 10 consecutive days or until the appeal is decided.

LONG TERM SUSPENSION

The denial of the right of school attendance for any single class or any full schedule of classes for a stated period of time in excess of three (3) days by recommendation of the Superintendent.

EXPULSION

The denial of attendance at any single subject or class or at any full schedule for an indefinite period of time. (School Board of Trustees’ action)

EMERGENCY SUSPENSION

In an emergency situation, the Superintendent or his/her designee may suspend a student immediately.

BEHAVIOR MANAGEMENT (Board Policy 3300)

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The Board holds a philosophy that the resolution of student behavior management problems requires the active cooperation and participation of parents and/or guardians. Parents share in the responsibility for the actions of their children and the Board expects behavior management procedures to actively involve parents.

EXCEPTIONAL MISCONDUCT

Exceptional misconduct may include but is not limited to:

- Prohibition of Weapons (BP 3310)
- Student Drug, Alcohol and Tobacco Use (BP 3315)
- Harassment, Intimidation and Bullying (BP 3320)
- Sexual Harassment, (BP 3322)
- Theft or Destruction of School Property (BP 3325)
- Assault, Battery or Threats (BP 3330)
- Gang Activities (BP 3335)
- Disruptive conduct, which may include vulgar and profane language, images or gestures in any form that are offensive to others
- Insubordination
- Habitual truancy as defined by Idaho Code 33-205 and 33-206
- Habitual tardiness
- Academic dishonesty
- Inappropriate technology use
- Bomb threats or activating school fire alarm without appropriate cause
- The forging of any signature, the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school

DRUG, ALCOHOL and TABACCO USE (Board Policy 3315)

Students attending school in this district will not use, ingest, possess, sell, buy, or distribute drugs, including alcohol, tobacco, simulated tobacco, vaping products, inhalants, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

- He/she is on school premises, evidencing behavior that creates a reasonable suspicion that he/she may be illegally under the influence of drugs;
- He/she admits to using, possessing, selling, buying, or distributing drugs on school premises;
- He/she is found to use, ingest, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
- He/she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
- He/she is found to knowingly attempt to use, ingest, sell, buy, or distribute drugs or related paraphernalia on school premises;

- He/she is found to knowingly be present when drugs or related paraphernalia are being used, ingested, sold, bought, or distributed on school premises.

The administration may use Rapid Eye Screening (RES), breathalyzer or Alco Screening as tools to assist students in identifying and treating drug and alcohol problems. A student that fails a RES, breathalyzer, or Alco Screen may choose to replace those results by submitting to a urinalysis, (in place of the RES) or a breathalyzer (in place of an Alco Screen) that calendar day.

In the belief that intervention and treatment are key elements to an effective alcohol and drug policy when student and parent agree to assessment and intervention treatment (minimum 60 days) the school policy relative to violations of these rules on drugs and alcohol is as follows:

First Offense: Five (5) days out of school suspension if the parents and student agree to go through a substance abuse evaluation with the substance abuse counselor. An appointment for this meeting should be scheduled before the student completes their suspension. Refusal to participate in the substance abuse evaluation shall result in a 10 day out of school suspension. The minimum probation period is 60 days with random RES or Alco screen testing.

Second Offense: If the student violates the terms of probation or has a repeat offense during the year, ten (10) days out-of-school suspension with treatment and probation to extend to one year. If parents and student choose not to start or continue substance abuse evaluation/treatment, it will be recommended to the board that the student be removed from school.

Third Offense: Long term suspension, minimum of ten days out of school and referral to school board for request of withdrawal from school and loss of all credits.

DRUG PARAPHERNALIA (Board Policy 3315)

A student shall not use, ingest, possess, sell, buy, or distribute drugs, including alcohol, tobacco, simulated tobacco, vaping products, inhalants, controlled substances, or related paraphernalia, on school premises. Any violation of this policy will result in a short-term suspension. **THE APPROPRIATE LAW ENFORCEMENT AGENCY WILL BE NOTIFIED OF ALL CASES AT SCHOOL OR ON SCHOOL RELATED TRIPS INVOLVING DRUG/ALCOHOL OR BREAKING OF THE CIVIL LAW.**

TOBACCO (Board Policy 3315)

We have a total smoke free district to ensure the health of students and employees. No student is allowed to smoke or chew tobacco inside the building, on school grounds, or on school sponsored trips. Any student in possession of or using any tobacco product, simulated tobacco product, vaping product, and/or inhalant shall be subject to the following:

- First Offense Short term suspension and police notification
- Second Offense Short term suspension and police notification
- Third Offense Long term suspension and police notification

APPROPRIATE LANGUAGE

Students are expected to use appropriate language both in the classroom and corridors while in school. Students using inappropriate language will be referred to the office. A minimum after school detention will be issued. Profanity directed at a staff member shall result in a minimum in school suspension.

ASSAULTS AND THREATENING STATEMENTS (Board Policy 3330)

Heartland High School students will be expected to treat each other and staff with respect and to control their anger. Physical or verbal assaults or threats will not be tolerated on school property, at school events or during the school day. In case of an assault, a law enforcement agency will be notified and a minimum short-term suspension will be assigned. Statements (oral or written) or other actions that threaten the physical well-being of another individual shall result in immediate suspension from school with consideration for possible expulsion. Staff and students aware of an individual student's threatening actions or behavior are encouraged to inform the administration immediately.

CHEATING

It is expected that all students will perform their responsibilities as students in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, or project, will not be tolerated. Any student who is found to be cheating may receive a grade of zero on that assignment / test and his/her parents will be notified in writing or by phone by the teacher involved.

FOLLOWING DIRECTIONS

Students are encouraged and expected to conduct themselves in a reasonable manner. Students are expected to follow requests and directives of staff members. Failure to do so will be considered insubordination and discipline will be imposed.

FORGING OF NOTES

Any student who forges any type of note or pass will be issued a minimum of after school detention.

PHYSICAL / VERBAL ASSAULT ON STAFF (Board Policy 3330)

The physical / verbal assault on staff will result in a minimum short-term suspension to a maximum of an expulsion from school, police notification, and referral to the Board of Trustees for request for withdrawal from school.

THEFT (Board Policy 3325)

Students found stealing, face a minimum short-term suspension and notification to law enforcement agencies.

VANDALISM OF SCHOOL PROPERTY

Willful destruction or misuse of school property (books, desks, chairs, lockers, computers, etc.) is prohibited. Those apprehended will pay for the damage and could be assigned a short-term suspension. In addition, a student may be assigned a work detail. Students are responsible for textbooks and materials either checked out to them or used in class and must insure proper care. Any book lost or defaced will result in the student paying for said item with payment being made

to the School District. Transcripts and all school records will be withheld until all obligations are met.

WEAPONS, FIREWORKS, DANGEROUS INSTRUMENTS (Board Policy 3310)

The Board desires students at school to be free from the fear and danger presented by firearms, fireworks and other weapons.

The Board prohibits students from possessing weapons, fireworks, replicas of weapons, or dangerous instruments of any kind in school buildings, on school grounds or busses, or at any school-related or school-sponsored activity away from school unless written permission has been obtained from the Superintendent or designee.

Any school employee may confiscate any weapon, firework, dangerous instrument or replica from any person on school grounds under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public.

Students' possessing, exhibiting or threatening others with a weapon, replica of a weapon, firework, or dangerous instrument may be suspended or expelled pursuant to Board Policy 3310.

Definition of Weapons, Fireworks and Dangerous Instruments

Possession, handling, or transporting a firearm, knife, dagger, metal knuckles, or any deadly and dangerous weapon as defined in Section 921 of Title 18 of the United States Code, including any explosive, including firecrackers, or any other dangerous object, on or about his/her person while on the property of the school district, while engaged in a school activity on other property, and/or while riding school provided transportation.

Definition of Use of Weapon or Dangerous Implement

Causing or attempting to cause physical injury with a weapon or dangerous implement as defined in the aforementioned paragraph or behaving in a way that could cause physical injury to any person.

WHAT IS YOUR NAME?

All persons upon request must identify themselves to the proper school authorities and staff while in the building, on school grounds or at school sponsored events. Students that fail to identify themselves to a school employee upon request will be considered insubordinate and assigned detention.

SEARCH AND SEIZURE (Board Policy 3232 and 3355)

It is the intent of the board of trustees to provide a safe and orderly environment for all students, conducive to the pursuit of educational goals. As a result, it may be necessary for school officials to search a student, his/her personal belongings, locker, desk, or vehicle, 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. School Board policies 3232 and 3355 detail random and reasonable suspicion

searches of a student's school property as well as a student's person, possessions, automobiles, including the use of drug dogs.

HARASSMENT (Board Policy 3320)

It is the policy of this district to maintain a safe school environment for all students while on school grounds, riding the school bus, and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, and bullying are disruptive to a safe school environment and will not be tolerated.

REPORTING HARASSMENT

Any student who believes he/she is being harassed should immediately report the situation to school personnel. A friend or advisor may accompany a student throughout the complaint process. Any student or other individual who becomes aware that a student is being subjected to harassment should immediately report the incident to a counselor, teacher, principal, or other school district personnel. Failure to report may be subject to disciplinary action. Any school personnel receiving a report of harassment from another individual is to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent. In the event the complaint involves the superintendent, the matter must immediately be reported to the school board chairman. Any school personnel witnessing harassment shall take immediate action to stop the harassment and report the matter to the building principal or other appropriate school personnel. Failure to comply will result in disciplinary action.

DEFINITIONS

Harassment is defined as any verbal or physical conduct, written or graphic material, by an individual or group within the school community which, when directed at any individual or group, and due to repetition or severity, either (1) substantially, systematically, and objectively undermines, disrupts, interferes with, or detracts from a person's educational performances so that he/she is effectively denied equal access to the District's resources and opportunities, or (2) creates an intimidating, hostile or offensive environment due to its severity, pervasiveness, and objective offensiveness. Actions that may constitute harassment may include, but are not limited to:

1. Physical acts (i.e. aggression or assault, battery, damage to property, intimidation, implied or overt threats of violence);
2. Verbal acts (i.e. demeaning jokes, bullying, taunting, hazing, intimidation, slurs, derogatory nicknaming, innuendoes, or other negative remarks);
3. Visual Acts (i.e. graffiti, slogans or visual displays such as cartoons or posters depicting derogatory sentiments);
4. Criminal acts; (acts in violation of Idaho Criminal Codes or Idaho Human Rights Commission Code.

Students of the McCall-Donnelly School District are prohibited from engaging in conduct that could reasonably be construed as constituting harassment.

DISCIPLINE OF HARASSMENT

If the allegation involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. Disciplinary action ranging from written notification up to and including dismissal will be taken against the offender if there is sufficient evidence to

support the allegation. If the allegation of harassment is against a student, disciplinary action ranging from written notification, up to and including expulsion, will be taken against the offender if there is sufficient evidence to support the allegations.

SEXUAL HARASSMENT

It is the policy (3322) of the McCall-Donnelly School District to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment including freedom from sexual harassment. Sexual harassment will not be tolerated and students are advised to contact any teacher, counselor or administrator to report such actions.

The definition of sexual harassment is not necessarily limited to unwanted verbal or physical sexual behavior of staff toward student, student toward staff or student toward student. If the action by one person makes someone else feel uncomfortable it may be considered sexual harassment. Students or staff who sexually harass shall be subject to disciplinary action. District policy states that teachers shall discuss this issue with their students in an age appropriate way.

ADDITIONAL EXPECTATIONS

CORRIDORS

Students are expected to proceed in an orderly fashion during passing time between classes.

ELECTRONIC EQUIPMENT & COMMUNICATION DEVICES

Electronic devices which disrupt the educational process are forbidden. All electronic devices used during instructional blocks without the permission of the teacher will be confiscated until the end of the school day. On subsequent offenses, the devices will be confiscated until picked up by a parent / guardian. Communication devices must remain off and not in use during instructional blocks. The use of communication devices will be permitted before and after school, during passing periods, and lunch.

GAMBLING

No gambling is permitted on school property.

SHOWING AFFECTION

Parents of the students involved will be contacted after an initial warning for the first offense. Persistent displays of affectionate behavior will result in disciplinary action.

SNOWBALL THROWING

Snowball throwing is prohibited on school property. Discipline imposed shall range from a minimum of office detention to a short-term suspension.

STUDENT DRESS AND APPEARANCE

RESPONSIBILITY

Students' dress, personal appearance and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

The Principal or designee shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Specific dress code requirements and prohibitions:

1. Shoes must be worn at all times.
2. Half shirts, crop tops, halter tops, backless or strapless tops are not allowed.
3. Low cut clothing as well as clothing with slits must provide appropriate coverage.
4. Shorts, skirts and dresses must be within 6 inches from the top of the knee.
5. Any attire that is associated with drugs, alcohol, tobacco, profanity, obscenity, sexuality, sexual orientation, or has racial, ethnic or religious slurs are prohibited.
6. Underwear is not to be visible.
7. No sunglasses without permission.

Special Occasions - The Principal or designee shall retain the authority to grant exceptions for designated spirit days, special occasions, or special conditions.

SCHEDULING

Daily Schedule

8:00 am to 9:25 am – Period One

9:30 am to 10:55 am – Period Two

10:55 am to 11:35 am – Lunch

11:40 am to 1:05 pm – Period Three

1:05 pm to 2:30 pm – Advisory/Internship Release

Schedule for 2 Hour Delayed Start

10:00 am to 11:15 am – Period One

11:15 am to 11:55 pm – Lunch

12:00 pm to 1:15 pm – Period Two

1:15 pm – 2:30 pm – Period Three

ACADEMIC CURRICULUM

Academic curriculum will generally be organized in, approximately, sixty (60) hour blocks of instruction. The academic core classes will contain material substantially equal to that provided by a conventional high school. Heartland High School will utilize the adopted McCall-Donnelly School District Curriculum. Academic core curriculum may also be delivered online using web-based programs. The instructional staff will carefully monitor course content to assure that the curriculum objectives for each subject are met and mastered by students before credit is granted. In all cases completion of approximately 60 hours of instruction plus necessary homework and research are required.

WITHDRAWAL/TRANSFER FROM SCHOOL

When students transfer to another school or drop from school, they must have permission from their parents, and they must obtain a withdrawal/transfer slip from the school registrar. Take the slip to each teacher, return all books and school materials, and pay any fines. Return the withdrawal slip to the counseling office and have either the registrar or office secretary check your locker to see that it is cleaned out. Records will not be sent until you have checked out of school properly and paid any fees owed.

	Heartland High School Requirements	McCall-Donnelly High School Requirements
English I	2	2
English II	2	2
English III	2	2
English IV	2	2
Speech	1	1
Reading		1
Algebra I	2	2
Geometry	2	2
Math Elective		2
Math Elective –taken last year of High School	2	2
Physical Science	2	2
Biology		2
LAB Science	4	2
World History		2
US History to 1900	1	2
US History beyond 1900	1	2
US Government	2	2
Economics	1	1
Humanities Area	2	2
Humanities Class		2
Health	1	1
Physical Education		2
Computer Education		1
Senior Project	1	1
Electives	16	12
Total Minimum Credits to Graduate	46	54
Additional Requirements		
Postsecondary Readiness Plan	4-Year Learning Plan at end of 8 th grade – updated yearly	4-Year Learning Plan at end of 8 th grade – updated yearly
College Entrance Exam	Take either the ACT or SAT By the end of grade 11	ACT/SAT available in McCall several times a year
Civics Test	Meet State Standard	Meet State Standard
ISAT/SBAC	ISAT/SBAC	ISAT/SBAC
Advanced Opportunities	Offered though HHS, IDLA or MDHS	Dual Credit, AP classes offered

GENERAL INFORMATION

CHANGE OF ADDRESS OR PHONE NUMBER

The school staff attempts to maintain accurate student address and telephone information. This is important to keep such data accurate so that mailings and other parent contacts can be accomplished without problems. It is the parents' responsibility to notify the school as to who should or should not receive your child's grades, records, notices, etc.

CLOSED CAMPUS

Every person should be physically, emotionally, and socially secure in an inviting, cooperative, **and safe** school environment. Students are not allowed to leave the campus during instructional hours without written permission of HHS staff. Instructional hours include the breaks between classes. To ensure that the school environment is safe, Heartland High School may at any time impose a Closed Campus. During Closed Campus times students will remain on HHS school grounds during the entire school day.

18-YEAR-OLD STUDENTS

All school policies, rules, and regulations at MDHS will be followed by all students, including those 18 and older. Students turning 18 during the school year please be advised that report cards, notices, etc will still be addressed to your parent/guardian.

Fines

Students are responsible for textbooks, materials and other school equipment; either checked out to them or used in class or school activities. Please ensure that these items are cared for properly. Any lost, stolen or damaged school property will result in the student paying for those items.

Payment should be made to HHS. Grades, transcripts, and all school records will be withheld until all obligations are met.

FIRE DRILLS

A continuous fire bell will ring. Exit quietly and quickly to the school grounds. Everyone is to be evacuated. Close windows, turn off the lights, and close the doors as you leave. Stay with your class and teacher once outside the building. A signal will be given to denote the completion of the drill and you will return to class.

If you should discover a fire, report it immediately to a staff member.

GUARDIANSHIP

Students under the age of 18 must reside with a legal parent or guardian. Exceptions may be granted by the administration. Forms for power-of-attorney transfer are available in the superintendent's office.

MAKE UP WORK

Students must contact teachers about make-up work and complete it within a reasonable length of time. The due day will be determined by the teacher and student. Those students under suspension will have their assignments sent home.

MONEY AND VALUABLES

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles. If you must bring large amounts of money or something valuable, please take it to the High School Secretary where it will be put into the office safe.

PARENT-TEACHER/PARENT-PRINCIPAL CONFERENCES

Parents desiring a conference with their student's teacher(s) or administration may call the school (208-634-3686) to make an appointment. The best time to meet with teaching staff is before the start of the school day or just after students are released for the day. The Principal is available throughout the school day. We are available to answer any questions or concerns you may have about your student's progress in high school.

STUDENT HEALTH

Heartland High School has access to a school nurse. Should you become ill or injured at school, get your teacher's permission to report to the office. Office personnel will attempt to contact your parent/guardian to transport you home.

TELEPHONES

A student phone is available in the front office. You will not be called out of class for a call unless it is an emergency. You are not to leave class to make personal phone calls.

TEXTBOOKS

Students are responsible for textbooks checked out to them. Lost or damaged texts will result in fines to the student. A lost textbook will cost the student whatever the replacement cost is for that text. The teacher will determine what the cost will be for damaged texts.

ANNUAL NOTIFICATION OF RIGHTS

Notice is hereby given that pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, and regulations implementing the Act, you are entitled to the following rights:

1. Upon making a written request to the District, you may inspect and review the Education Record of your child or yourself (if you are a student 18 years of age or older). The Education Record subject of these rights is located at McCall-Donnelly High School.
2. If you believe any of the information contained in the Education Record to be inaccurate, misleading or in violation of your/your child's right to privacy or other rights, you may request that the information be amended. If such a request for amendment is denied, you may request a hearing to review the accuracy of such information, etc. If requested, you are entitled to a hearing preceded by notice, to present witnesses, and to the assistance of counsel at your own expense. A written decision will be issued based upon evidence presented at the hearing.
3. The District has determined that the following information is "Directory Information" and will be released to the public unless you object by completing a Directory Information Parent Opt Out form. Student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports., weight /height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, photograph and most recent school attended.
4. You may refuse to consent to disclosure of personally identifiable information contained in the Education Record except where disclosure is authorized by you.
5. You may file a written complaint relative to any failure of the institution to comply with these or other requirements of the Act. Any such complaint may be filed with the Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Ave, S. W., Washington, D.C. 20202-4605.
6. You are entitled to a copy of the student's education record upon request and payment of charges for such copies.
7. It is District policy that if a student transfers to or contemporaneously attends another school, the Education Records of files relating to that student will be transferred upon your request or within twenty-one (21) days after a request for transfer of such records is received from the other school.
8. You are entitled to a copy of the District's policy on Student Records which will be given to you upon request at 120 Idaho, McCall, Idaho, 83638.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
2. Receive notice and an opportunity to opt a student out of said survey.
3. Inspect, upon request and before administration or use of said survey.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

If McCall-Donnelly School District (MDSD) develops such policies, it will do so in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MDSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MDSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MDSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by ED.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-5901

SCHOOL DIRECTORY INFORMATION

In accordance with the Family Education Rights and Privacy Act of 1974, the McCall-Donnelly Joint School District #421 hereby gives notice to all parents, legal guardians, students (18 years of age or older), and married students attending the district schools, that the following information is being categorized as directory information: the student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, photograph, and most recent school attended.

Directory information will be published and released by the McCall-Donnelly Jt. School District without prior written consent of the parents, legal guardian, or students 18 years of age or older, or married students. The parent, legal guardian, or student 18 years of age or older, or married student, must notify the McCall-Donnelly Jt. School District that the above mentioned directory information should not be released without prior written consent of the parent, guardian, student 18 and older or married student. Such notification must be given to the District by completing and submitting the Directory Information Parent Opt - Out Form on the following page.

DIRECTORY INFORMATION PARENT OPT-OUT FORM
McCall-Donnelly Jt. School District #421

If this form is not completed and returned to the school, the McCall-Donnelly School District assumes that you have given your consent.

By checking the box(es) below, I prohibit the release of directory information regarding my student.

School Name: _____ School Year: _____

Student Name: _____

Withhold Student Directory Information from:

- Any third party, including, but not limited to, representatives of the news media (newspaper), prospective employers, post-secondary institutions, and non-profit organizations.

- The school yearbook or school picture companies.

- Being published on the McCall-Donnelly School District website (which includes photograph).

- Military recruiters (High School only)

This non-permission form is valid until a new form is completed.

Parent Name (Printed)

Parent Signature

Date

STUDENT/PARENT ELECTRONIC DEVICE CHECK OUT AGREEMENT

1. Use of electronic networks and devices shall be consistent with the District's goal of promoting educational excellence by facilitating resources sharing, innovation, and communication.
2. Title to the electronic device and its contents remain with McCall-Donnelly School District. A student's right of possession and use is limited to and conditional upon full and complete compliance with the following policies:
 - Behavior Management – Policy #3300
 - Acceptable Use Agreement - Policy #8410
 - Search of Student Issued School Property – Policy #3232
 - Student Fees, Fines, Charges – Policy #3520
3. Title to the electronic device may be transferred to the student upon the student's graduation from McCall-Donnelly High School.
4. Use of the District's electronic network and/or device is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. Users have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or device. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the network or device and any and all information transmitted or received in connection with such usage. The network system administrator, principal, and district administration will make all decisions regarding whether or not a user has violated these procedures. The district may deny, revoke, or suspend access to the District's electronic network or device at any time. Violations may include disciplinary action.
5. The District assumes no responsibility for any unauthorized charges or fees.
6. The user is expected to participate in I-club activities, where applicable (Interactive Media), use the electronic device for daily educational enhancement, and collaborate with teachers and students.
7. The user is responsible for his or her actions and activities involving the electronic device.
Examples:
 - Using the device for an illegal activity, including violation of copyright contracts.
 - Unauthorized downloading or installing of material.
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal material or Cyber-bulling.
 - Unauthorized distribution of images, videos or audios of another person.
8. The user is responsible for the general care of the electronic device.
Examples:
 - Do not permanently alter the device in any way.
 - Do not stack heavy objects on the electronic device.
 - Do not eat or drink while using the electronic device.
9. Deliberate damages, neglect or loss of the electronic device will cause MDSB to charge the student/parent replacement and/or repair costs based on the fair market value of the device.

I agree to abide by the conditions of the electronic device Agreement.

Date

Student Name (Print)

Student Signature

Date

Parent Name (Print)

Parent Signature

**HEARTLAND HIGH SCHOOL
STUDENT HANDBOOK AGREEMENT**

REMOVE AND RETURN THIS PAGE TO THE OFFICE within two weeks of Enrollment date. The return of this page signed by you and your parents is required of all students.

School Name: Heartland High School Year: 2020-2021

Date of Enrollment _____

Student Name: _____

Grade Level _____

I acknowledge having received and read a copy of the Heartland High School Handbook.

Parent/Guardian Signature

Student Signature

Date