

**MCCALL - DONNELLY  
HIGH SCHOOL  
STUDENT HANDBOOK  
2018-2019**

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**MCCALL DONNELLY JOINT SCHOOL DISTRICT BOARD OF TRUSTEES**

- Zone 1 – Ms. Pattie Soucek
- Zone 2 – Mr. Jon Walker
- Zone 3 – Ms. Laurie Erikson
- Zone 4 – MS. Heidi Galyardt
- Zone 5 – Mr. Lewis McLin

## **ADMINISTRATIVE STAFF**

Mr. Jim Foudy, Superintendent  
Mr. Tim Thomas, Principal  
Ms. Penny Lancaster, Business Manager  
Ms. Lauren Bevill, High School Secretary

## **PROGRAM DIRECTORS / DEPARTMENT COORDINATORS**

Mr. Brian Joyce, Athletics  
Ms. Audrey Linville, Drama  
Ms. Susie Reddick, English  
Ms. Shealyn Mascheroni, Mathematics  
Mr. Graham Pinard, Music  
Ms. Shelly Chamberlain, Professional Technical  
Mr. Matthew Hellhake, Science  
Ms. Karen Olsen, Social Studies  
Mr. David Pickard, Curriculum  
Mr. Jason Clay, Facilities  
Ms. Alison Foudy, Library Services  
Mr. Matt Cavallin, Technology

### **Counselor**

Ms. Rebecca Shepard

### **Registrar**

Ms. Wendy Swan

### **Attendance Clerk**

Ms. Amanda Hopper

## **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, 208-634-2161.

## SPECIAL PROGRAM CONTACTS

### **Special Education Services McCall-Donnelly Joint School District - Mr. Phil Schoensee**

Heartland High School  
124 Idaho St  
McCall, ID 83615  
Phone: 208-634-3686  
E-mail: [pschoensee@mdsd.org](mailto:pschoensee@mdsd.org)

### **Special Education Services / 504's – Ms. Kim Arrasmith**

McCall-Donnelly High School  
401 N Mission St  
McCall, ID 83638  
Phone: 208-634-2218  
E-mail: [karrasmith@mdsd.org](mailto:karrasmith@mdsd.org)

### **Counseling Services – Ms. Rebecca Shepard, Counselor**

McCall-Donnelly High School  
401 N Mission St  
McCall, ID 83638  
Phone: 208-634-2218  
E-mail: [rshepard@mdsd.org](mailto:rshepard@mdsd.org)

### **Title IX Coordinator - Mr. Timothy Thomas, Principal**

McCall-Donnelly High School  
401 N Mission St  
McCall, ID 83638  
Phone: 208-634-2218  
E-mail: [tthomas@mdsd.org](mailto:tthomas@mdsd.org)

### **Athletics - Mr. Brian Joyce**

McCall-Donnelly High School  
401 N Mission St  
McCall, ID 83638  
Phone: 208-634-2218  
E-mail: [mkraemer@mdsd.org](mailto:mkraemer@mdsd.org)

## **MISSION & VISION**

### **MCCALL-DONNELLY HIGH SCHOOL**

**MISSION STATEMENT – Developing life-long learners *today***

**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**

**BELIEF STATEMENT:** MDJSD believes public education provides a learning environment that is challenging, authentic, and current.

#### **BASIC CURRICULUM**

Every student will have an individual education plan made in collaboration with student and parents. The school will function as the provider of a comprehensive curriculum and as the facilitator of partnerships for educational experiences with the community.

#### **CLASSROOM DISCIPLINE**

Self-control is a cornerstone of student learning.

#### **COMMUNICATE EFFECTIVELY**

Communication is a cooperative process among students, teachers, families and the community.

#### **BASIC VALUES**

Respect, honesty, trust and courtesy should guide interaction among all persons in the school community.

#### **SKILLS NECESSARY TO ENTER THE WORK FORCE**

Cooperation with others, the production of quality work, an attitude of responsibility and a willingness to learn are the skills necessary to enter the work force.

#### **RESPONSIBLE CITIZENS**

Educators, parents, students, and community share the responsibility to encourage respect for diversity and promote active and effective citizenship.

#### **SAFE ENVIRONMENT**

Every person should be physically, emotionally, and socially secure in an inviting, cooperative school environment.

#### **CURRENT TECHNOLOGY**

Technology should be used as a tool to facilitate learning in the classroom and beyond.

## A MESSAGE FROM THE PRINCIPAL

Dear Student:

Welcome to McCall – Donnelly High School (MDHS). Each school year represents an opportunity for you to reflect upon personal goals and expectations. Take the time to chart academic strategies, co-curricular involvement and growth opportunities that will enhance your experiences at MDHS. It is my hope that you will achieve your highest potential in all of your endeavors.

As you meet the various challenges of the year, I want you to consider the following....

- **We are what we repeatedly do. Success, therefore, is not an act but a habit.** It is the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives. Through constant attention to academic preparation, co-curricular involvement and personal development, you can repeat success over the course of the year.
- **Successful preparation for life is a significant challenge, demanding a well-developed capacity to be self-directed and self-managing and the ability to negotiate obstacles.** Learn to plan your time effectively. Accept responsibility for your learning, your decisions, and your actions.
- **Great works are performed not by strength, but by perseverance.** Establish goals and commit yourself to them with the strength to test your limits and the courage to succeed.
- **The level of school spirit is not determined by what the school gives to you, but by what you give back.** Show your enthusiasm and support for projects that enhance the quality of life for other members of the school family and community. Give with no strings attached, and you will receive in the same manner.
- **MDHS is a diverse community.** Our students are diverse and express themselves in different ways. Who students are, or how they choose to express themselves should not subject them to ridicule or rejection from others. I ask that you be tolerant of others who are different than you and be accepting of others within our diverse school community. Our diversity must not separate us; it must bring us together and make us stronger. I ask that you make MDHS a welcome place for all students. It is one of the most important things you can do to make our school a safe environment for all.

I am proud to have you with us and encourage you to commit to giving your best effort in everything that you do.

In addition, I encourage you to take a few minutes to explore the MDHS website and discover for yourself why MDHS is one of the premier high schools in the nation. MDHS website address is <http://mdhs.mdsd.org> ... under select a school, select MDHS.

In closing I would like to wish you the very best for a happy and successful school year.

Sincerely,



Timothy T Thomas  
Principal



## MCCALL-DONNELLY HIGH SCHOOL STAFF

Principal .....	Timothy Thomas
Athletic Director.....	Brian Joyce
Counselor .....	Rebecca Shepard
Secretary .....	Lauren Bevill
Registrar/Library Aide .....	Wendy Swan
Attendance Secretary .....	Amanda Hopper
Librarian/French.....	Alison Foudy
Custodial Supervisor .....	Warren McCoy
Special Education .....	Kim Arrasmith
Special Education .....	Jennifer Sadhana
Paraprofessional .....	Lisa Cooke
Paraprofessional .....	Susie Erickson
Paraprofessional .....	Julie Fields
Paraprofessional .....	Riley Bevill
Paraprofessional .....	Mallory Lott
Paraprofessional .....	Stacey Lane
Paraprofessional.....	Linzie Green
Mathematics .....	Kim Allen
Health.....	Lewann Ball
Science .....	Bill Borg
Business Tech.....	Shelly Chamberlain
Social Science .....	Kylie Christensen
English/Speech.....	Melissa Coriell
Science .....	Todd Daniels
Art .....	Cynthia Dittmer
Industrial Technology.....	Greg Dittmer
Social Sciences/Physical Education.....	Dan Ereksen
English/Library .....	Alison Foudy
English/Senior Project.....	Michelle Harris
Mathematics .....	Patty Hallett
Science .....	Matt Hellhake
Social Studies .....	Michael Kraemer
Weight Training.....	Lee Leslie
English/Drama.....	Audrey Linville
Mathematics .....	Joe Lyon
Mathematics .....	Shealyn Mascheroni
Family and Consumer Science .....	Kristine Maxwell
English/Humanities .....	Ted McManus
Health/Psychology .....	Kelly O'Connell
Social Science .....	Karen Olsen
Band/Choir .....	Graham Pinard
English/French .....	Susie Reddick
Spanish .....	Tyler Vance

## STUDENT BODY OFFICERS 2018 – 2019

President: **Taylor Youkstetter**  
Community Outreach: **Haley Calkins**

Vice President: **Seth Jones**  
Secretary: **Chloe Hanson**

## CLASS OFFICERS 2018-2019

### Class of 2019

Hannah Baker  
Abbie Duhm  
Hallie Auth

### Class of 2020

Abby Griffith  
Hailey Grenda

### Class of 2021

Ethan Hutchinson  
Brooke Robinson

### Class of 2022

Emme Richards  
Juliet Montague  
Riley Leonard  
Kaylee Davies

## CLASS ADVISORS

(Lead advisors bolded)

Class of 2019: **Shelly Chamberlain**, Susie Reddick, Ted McManus, Bill Borg, Greg Dittmer, Lee Leslie

Class of 2020: **Karen Olsen**, **Matt Hellhake**, Kim Arrasmith, Alison Foudy, Patty Hallett, Tyler Vance,

Class of 2021: **Audrey Linville**, **Shealyn Mascheroni**, Kelly O’Connell, Melissa Coriell, Todd Daniels,  
Michael Kraemer

Class of 2022: **Graham Pinard**; **Michelle Harris**; Cynthia Dittmer; Joe Lyon, Kristine Maxwell, Jennifer  
Sadhana

## 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 MDHS 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.***

## EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. arrive to class on time;
2. are prepared for class with all materials necessary for class that day;
3. are attentive to the task at hand until dismissed by the teacher;
4. show respect and consideration for others;
5. demonstrate care and consideration for school property and the property of others

**Each teacher is able to establish the rules and procedures for his/her classroom. You are expected to observe these rules and respond promptly to the direction of your teacher.**

## HONOR CODE

McCall – Donnelly High School (MDHS) has a tradition of excellence. As a student of MDHS, you are asked to help contribute to that tradition. Generally speaking, there are six broad principles that students must observe if they are to get the most from their educational opportunity and MDHS is to be an excellent school. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, you increase both your opportunity for success and help make MDHS an excellent school.

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community and self to promote a safe and healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.

5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

These six general principles form the foundation of the honor code of McCall – Donnelly High School. If you act in accordance with these principles, you will be within the rules of the school and more importantly, you will increase the likelihood of experiencing personal success in, and satisfaction with, school.

## **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 (pink sheet) in the front office. Pink 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 MDHS expect all students to be in class every day. Participation in each class and group session contributes to the well-rounded education which MDHS 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 (**208-634-2218**) 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**

- 1.** A student may miss **no more than six (6) class periods** of a given class **each semester**. On the **seventh (7th) absence** the student shall **lose academic credit for that class period**. Exceptions to this policy are school related and extraordinary absences as defined in policy.
  - a.** Absences from school must be excused by a parent/guardian phone call or note within 48 hours of the day the student returns to school. Excuses **may not be accepted after the 48 hour period. Excuses will not be accepted at an appeals hearing.** Truancies from class or school will remain an unexcused absence.
- 2.** Students/parents will receive a letter of notification from the attendance secretary at the time of the students' third (3rd) and fifth (5th) absences from school or class(es).
- 3.** At the time the 7th absence occurs, the student/parents shall receive a notice of academic credit loss for the period/s the excused or unexcused absences occurred.
- 4. Appeals Process** - The loss of credit, due to excessive excused or unexcused absences may be appealed to the MDHS Attendance Review Committee. The committee will be made up of high school

staff members and one administrator or designee. The Attendance Secretary will serve as an ex-officio member providing needed attendance data and information. An appeal must be made in writing to the high school principal **within five (5) school days** following written notification of loss of credit. Appeals hearings will be set following the end of each academic semester. Seniors in jeopardy of not graduating due to excessive absences will have their hearing held prior to graduation.

Loss of an appeal at this level may be appealed to the McCall-Donnelly Board of Trustees. Appeals of loss of credit should be made **within 5 school days** following notification to the parents. 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, and/or friend) at any appeal.

**5. 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.

#### **6. 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.

**7. 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 Counselor, Attendance Secretary or Principal at least 5 school days before leaving. A meeting may be set up including your teachers, counselor, 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 & pre-approved through the attendance office)

**8. 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 for an admit slip.

**9. 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.

**10. 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 pre-determined 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.

**11. Attendance Requirements to Participate in Extracurricular Activities** - Students involved in extracurricular activities are required to attend all class periods on the day of the contest or activity. If the return to school time after an event is 12:30am or later, first period will be excused as a school activity.

Family emergencies or extraordinary circumstances will require prior administrative (principal) approval to practice or participate in an activity or contest.

If a student is absent on either a practice, performance, or game day, they are not allowed to attend practice or perform that day. Students suspended in or out of school shall not practice or participate in activities during the time of suspension.

**12. 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 McCall – Donnelly High School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. MDHS 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. Students who are registered athletes may face athletic consequences in addition to school disciplinary action.**



## 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.** Athletes who are assigned to detention during the season must fulfill these obligations as scheduled. No participation of any kind (i.e. registration, weigh-ins, warm-ups, practice, bus boarding) is allowed prior to the completion of the detention obligation. A student may participate in a contest or practice once all obligations have been fulfilled. Failure to complete detentions may result in in-school suspension.

### Detention Procedure

1. Students will be 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 2:50pm or until the end of your last scheduled class. This includes assemblies, pep rallies, etc. **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:

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

Failure to comply with these provisions will result in a parent conference and loss of privileges: parking, dances, etc., and/or out of school suspension.

**NOTE: You are not allowed to participate in any athletic practice session or contest, or any co-curricular practice, rehearsal or performance on the day of an in-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)**

McCall-Donnelly 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 Counselor or 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)**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by the Principal or designee if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Prior to conducting a search, the Principal or designee shall ask that the student consent to being searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, the Principal or designee may proceed to search the student.

Searches may be conducted of a student's person, his/her backpack, or automobile by the Principal or designee in the presence of a police officer if the Principal or designee has reasonable suspicion to believe that the search is needed to maintain an appropriate environment for learning, and that this need outweighs the student's expectation for privacy. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. The Principal or designee may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized. When the search of a student, his/her backpack, or automobile is made by a police officer, the police officer must have probable cause to believe that he/she will find contraband or evidence of an illegal act. Searches shall be conducted in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.

## **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**

### **CLOSED FORUM**

Public schools are not open forums. All presentations are subject to review and must receive the principal's approval prior to actualization. All mediums of communication originating through school programs, students, or staff intended for the public must be cleared by the principal.

### **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.

### **PASS SYSTEM**

Students who are in corridors at times other than the five minute passing time between periods should have a hall pass. Students are expected to report to an assigned class on time. If a student is detained in a previous class, a pass from that teacher will be needed to be admitted to the next class.

### **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** **(Board Policy 3350)**

### **COMMUNITY STANDARDS**

The McCall-Donnelly School District reserves the right to request that the dress and grooming of students be within the limits of generally accepted school standards and students shall be required to show proper attention to personal cleanliness.

### **EDUCATIONAL ENVIRONMENT**

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.

### **RESPONSIBILITY**

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 time.
2. Crop, tanks tops, strapless or low cut clothing as well as clothing with slits must provide appropriate coverage.
3. Shorts, skirts and dresses must be hemmed and be of appropriate length.
4. Slogans or advertising which will disrupt the educational setting may not be displayed on clothing.
5. Underwear is not to be visible.

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

### **STUDENT DRIVING**

#### **(Board Policy 3241)**

The board regards the use of motor vehicles for travel to and from school as an assumption of responsibility by parents and students. Students who drive negligently or violate posted driving speeds may be prohibited from operating a motor vehicle on or around school property.

Student parking areas include: the front of the school building and the southwest parking area by the MacNichol building. *Students who violate parking regulations are subject to having their vehicles towed at their own expense.*

### **Definitions**

**Negligent Driving** - operating a motor vehicle in a manner which could endanger life or property.

**Driving speed** - shall be reasonable and prudent on all school grounds and in parking lots. Students shall adhere to posted driving speed limits. The speed limit is 10 M.P.H. or as posted.

**Improper Parking of Students' Vehicles** – vehicles parked in areas other than designated parking areas including, but not limited to handicap, fire, or loading zones, and snow removal piles.

### MISCONDUCT CONSEQUENCES QUICK GUIDE

Problem Area	Min. 1 <sup>st</sup> Occur	Max 1 <sup>st</sup> Occur	Min. Repeat	Max. Repeat
Alcohol/Drugs	STS/ PN/D/AC	LTS/PN/D/AC	LTS/PN D/AC	Expulsion/PN
Arson	STS/ PN	Expulsion/PN	LTS/PN	Expulsion/PN
Assault	STS/PN	Expulsion/PN	LTS/PN	Expulsion/PN
Assault on staff	LTS/PN	Expulsion/PN	Expulsion/PN	Expulsion/PN
Bus Offense	Conf/Warning	STS/LP	STS	Loss of priv.
Cheating	Conf/Zero	STS/Zero	Conf/STS/Zero	Alter. placement
Defying Authority	Conf/ASD	STS	Conf/STS	LTS
Dress Code	Conf/Warning	STS	Conf/ASD	LTS
Disruptive	Conf/Warning	Conf./STS	Conf/ASD	Conf./LTS
Drug Paraphernalia	STS/PN/D/AC	LTS/PN/D/AC	LTS/PN/D/AC	Expulsion/PN
Not following directions	Conf/ASD	STS	Conf/STS	LTS
Extortion	STS/PN	Expulsion/PN	LTS/PN	Expulsion/PN
Fighting	STS/PN/Counsel	LTS/PN	LTS/PN	Expulsion/PN
Forgery	Conf/ASD	STS	STS	LTS
Gambling	Warning/ASD	STS	ASD/STS	LTS
Harassment	Warning/Counsel	Expulsion	STS/Counsel	Expulsion
Profanity	Warning/ASD	STS	STS	LTS
Parking/driving	Warning/ASD	ASD/Privilege lost	ASD/PN	Privilege lost
Showing affection	Warning	Warning	ADS/Conf	STS/Conf
Tobacco	STS/PN	STS/PN	STS/PN	LTS/PN
Tardiness	Warning/ASD	ASD	ISS	STS
Truancy	ASD	ASD/Work	STS	Expulsion
Theft	STS/PN	LTS/PN	LTS/PN	Expulsion/PN
Vandalism	ASD/Restitution	STS/Restitution	STS/Restitution	Expulsion/PN
Verbal Abuse	Conf/ASD	LTS	STS	LTS
Water/snowballs	Warning/ASD	STS	STS	LTS
Weapons	STS/PN	Expulsions/PN	Expulsion/PN	Expulsion/PN

The student misconduct and consequences listed above look formidable and may create the impression that offenses are frequently committed by students ... this is not the case. The number of suspensions each year is minimal and expulsions are rare. The Administration reserves the right to by-pass one or more of the steps depending on severity.

**Abbreviation definitions:**

ASD - After school detention	D/AC - Drug alcohol counseling req'd
Expulsion – min: remainder of semester; max: remainder of school year	ISS - In-school suspension
STS - Short term suspension (1 period up to 3 days)	LP – Loss of privileges
LTS - Long term suspension (3+ days - principle; 6+ days - superintendent)	PN - Police notification

## **COUNSELING & SCHEDULING**

### **GUIDANCE AND COUNSELING (Board Policy 2140)**

The district recognizes that guidance and counseling is an important part of the total program of instruction and should be provided in accordance with state laws and regulations, district policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should:

- A. provide staff with meaningful information which can be utilized to improve the educational services offered to individual students;
- B. provide students with planned opportunities to develop future career and educational plans;
- C. refer students with special needs to appropriate specialists and agencies;
- D. aid students in identifying options and making choices about their educational program;
- E. assist teachers and administrators in meeting the academic, social and emotional needs of students;
- F. provide for a follow-up of students who further their education and/or move into the world of work;
- G. solicit feedback from students, staff and parents for purposes of program improvement;
- H. assist students in developing a sense of belonging and self-respect

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities.

The Board directs the administration to work with the staff, community and appropriate agencies to develop, implement and regularly evaluate this program.

### **CLASS PLACEMENT**

The McCall-Donnelly School Board, administration, and staff believe each student should be encouraged and expected to maximize their potential during their educational experience at MDHS. Students will be provided the opportunity through the curriculum offered at MDHS to develop process skills needed to continue with their post-secondary goals.

### **ENROLLMENT**

- A. Students must be enrolled as full-time students (8 classes) unless prior approval is obtained through the counseling office. Seniors must be enrolled in a minimum of 6 classes each semester (3 classes per day). Juniors, sophomores and freshman must have 8 classes each semester.
- B. Students must be enrolled in a program of study that will result in a diploma from MDHS fulfilling the district's graduation requirements (home school/dual enrolled students not planning to graduate from MDHS are exempt).

- C. Students will take courses in the sequence as prescribed in the curriculum requirements set for each grade level.

### **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.

### **STUDENTS TRANSFERRING TO MDHS**

Students moving to MDHS will be required to meet the district graduation requirements to receive a diploma from MDHS. It is the responsibility of the new student/parents enrolling to provide the Counselor with information from the previously attended schools to make decisions pertaining to transfer of credits meeting district graduation requirements. Student placement will be decided by faculty on the basis of:

- A. Teacher recommendation concerning attitude, readiness, maturity, etc.
- B. Past and present academic performance
- C. Standardized test scores
- D. Parent/guardian input

Parents/guardians or over 18 year old students may request a placement change by submitting a written request to the principal. Parents/guardians have the final right of placement for their child. If the parent/guardian's decision of placement is contrary to the judgment of the teachers and administration an assumption of responsibility letter must be filed in the student's permanent folder from the parent/guardian.

### **STUDENT TRANSCRIPTS**

Transcripts of each student are kept and filed indefinitely. These transcripts contain grades, test scores, and attendance information. Students and parents/guardians of students under 18 may request to see their own school records. A graduate's transcripts will be sent, upon written request, to other schools, colleges or agencies within two weeks of that request. Students with outstanding fines/fees will not have their transcript sent until those fees are cleared.

### **ADDING/DROPPING CLASSES**

Students are allowed to add/drop classes at the beginning of each semester within the following guidelines:

- A. **Week One (3 A day classes and 3 B day classes):** Change in course selection – students and parents are encouraged to make careful selection of all courses and alternative choices. The Master Schedule is built on student requests and may not accommodate changes due to balancing class sizes and course selection conflicts.

- B. **Week Two:** Restricted; student must consult with teachers involved and the Counselor; parents must give prior approval.
- C. **Week Three and later:** Requests will normally not be accepted unless the student is academically misplaced or incurs a health problem. Students who elect to drop a course after the second week of classes for reasons other than those stated above will receive a grade of “F” in the course and not be given credit for transferring to a new course.

Students should contact the Counselor for assistance in dealing with situations of concern. Dropping a class that changes your approved 4-year plan shall require your parent/guardian’s signed permission. All drop/adds are to be pre-approved by the Counselor.

### **CORRESPONDENCE, ON-LINE & DIGITAL EDUCATION PROGRAMS**

All correspondence, on-line, and digital education programs should be discussed with and approved by the Counselor prior to the student registering for such classes. Only accredited programs are acceptable. Credits will only be accepted for those courses that have been pre-approved. The student will assume any required expenses as set by the program. All class work, quizzes, and tests must be completed within the timeline set by the providing institution. Graduating seniors must have all correspondence work completed and final grades reported to MDHS Registrar by May 10<sup>th</sup>.

### **EARLY GRADUATION (Board Policy 2411)**

Students may elect to graduate prior to the end of their senior year. Planning is critical and students need to work with the Counselor for program development and approval. In order to qualify for early graduation, a student must meet all course and credit requirements for graduation. Applications for early graduation are available in the Counseling Center. It is absolutely necessary that the student and his/her parents do the necessary long-range planning for early graduation. To be eligible for early graduation, a student must complete an application by **May 1** preceding the school year in which they wish to graduate. Following a review of the student's records and a visit with the Principal and Counselor, the request will be submitted to the Board of Trustees for approval.

1. Student will arrange a conference with the Principal and Counselor. A parent/guardian must also be present at the conference.
2. The student must submit a letter that indicates their purpose for wanting to graduate early.
3. A letter supporting the student's request is required from the parents.

### **CLASS RANK (Board Policy 2422)**

The board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their peers.

The board also acknowledges that a weighted grading system will be an incentive for students to take more challenging courses of study and will reward students who take said courses.

The board authorizes a system of class ranking, by grade point average rounded to the nearest hundredth (example: 3.745 rounds to 3.75; 3.744 rounds to 3.74), for students in grades 9-12. Class rank shall be computed by the final grade except that non-numerical marks/grades (plus/minus) shall be excluded from the calculation of the grade point average.

-Classes graded P (pass) are not calculated in a student's grade point average.

Students taking any non-AP (Advanced Placement), courses will receive grade points for each grade as follows:

Grade A = 4.00

Grade B = 3.00

Grade C = 2.00

Grade D = 1.00

Grade F = 0.00

Students taking any AP (Advanced Placement) from an accredited program will receive grade points for each grade as follows:

Grade A = 5.00

Grade B = 4.00

Grade C = 3.00

Grade D = 2.00

Grade F = 0.00

A student's grade point average shall be reported on his/her transcript, and may be reported on each term's grade report. Such calculations may be used for recognizing students for their achievement and end of year honors. Honors students will be recognized at graduation.

Selection of Valedictorian and Salutatorian:

- The Valedictorians and Salutatorians will be selected by the highest and next highest cumulative weighted grade point averages (GPA's) among the graduating senior class. Selection will be made just prior to graduation.
- The Valedictorian and Salutatorian must be enrolled at McCall-Donnelly High School full time, both first and second semesters, their senior year.

**MDHS GRADUATION REQUIREMENTS (Board Policy 2410)**

Content Area	<b><i>MDHS GRADUATION REQUIREMENTS</i></b>
<b>Core of Instruction</b>	42 credits (minimum)
<b>Electives</b>	12 credits (minimum)
<b>Total Credits</b>	54 credits (minimum)
Language Arts - 10 credits	8 – English 1 – Speech 1 - Reading
Mathematics - 8 credits	2 – Algebra 2 – Geometry 4 – Math electives
Science - 6 credits	2- Physical Science 2- Biology 2 - Science Electives
Social Studies - 9 credits	2 – World History 2 – US History I 2 – US History II 2 – Government 1 – Economics
Humanities - 2 credits	2 - “Humanities” Class
Health	1 credit
Physical Education - 2 credits	1 – 9 <sup>th</sup> grade PE (Minimum) 1 – PE elective
Prof Technical / Humanities	2 credits
Computer Education	1 credit
Senior Project	1 credit
Postsecondary Readiness Plan	4 yr Learning Plan-end of 8 <sup>th</sup> grade –updated annually
Advanced Opportunities	5 AP courses Dual Credit: 10 Academic courses – including AP 9 Tech Prep courses
College Entrance Exam	Take ACT, SAT or Compass exam <b>by the end of grade 11</b>
ISAT	ISAT Proficient

## GENERAL INFORMATION

### ACADEMIC ASSISTANCE

MDHS staff is available to assist all students that may need help in any of their classes. Academic assistance time is available to make up tests, quizzes, work on projects, or to get that extra help with a problem or assignment. Academic assistance time for extra assistance is set from 7:30am to 7:55am and from 2:50pm to 3:30pm daily.

### BELL SCHEDULES

This bell schedule is for an alternating “A” day and “B” day class schedule.

<u>“A” Day</u>		<u>“B” Day</u>	
Period 1	8:00 - 9:30	Period 1	8:00 – 9:30
Period 2	9:35 – 11:05	Period 2	9:35 – 11:05
Lunch	11:05 – 11:40	Lunch	11:05 – 11:40
Period 3	11:45 - 1:15	Period 3	11:45 - 1:15
Period 4	1:20 - 2:50	Period 4	1:20 - 2:50

### CLUBS AND ORGANIZATIONS

MDHS has many clubs and organizations that invite participation by students. Your involvement in class and club activities is a valuable experience. Any purchases for class or club activities must be on an ASB purchase order and with your advisor’s approval. Class/Club advisors must be present at all group activities.

### CLUB ADVISORS

**Art Club** – Cynthia Dittmer  
**Biz Prof of Am** - Shelly Chamberlain  
**Drama** – Audrey Linville  
**FCCLA** - Kristine Maxwell  
**French Club** – Susie Reddick

**National Honor Society** – Susan Reddick  
**Quiz Bowl** - Karen Olsen  
**Student Government** – Kylie Christensen  
**Technology Club** - Greg Dittmer

### 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.

### DAILY BULLETIN

The bulletin is composed and posted to MDHS website daily. Information for the bulletin needs to be turned into the front office no later than 9am. The bulletin is read daily.



## **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, damaged school property will result in the student paying for those items.

Payment should be made to MDHS. 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.

## **LOCKERS**

Lockers are assigned at the beginning of each school year. Students shall occupy only the locker assigned to them. The lockers are to be kept neat and clean.

Students shall not place, keep, or maintain any article or material in or on a locker that may cause or tend to cause, any type of disruptive activity. If students wish to hang pictures in their lockers, they must be appropriate in nature. Any sexually suggestive or drug related pictures, as well as advertisements for alcoholic beverages or tobacco, are not permitted. If a student has any of these in his/her locker, an administrator will request that these items be removed. This constitutes a warning. If a second violation occurs, a detention will be issued.

Students are encouraged to keep their lockers locked at all times. Only school issued locks can be used. Items stolen from a locker are not the responsibility of the school district as locks are available for student use.

## **LOCKER SEARCHES (Board Policy 3232)**

Student lockers are school district property, and as such, are subject to periodic inspections without permission and without notice, by school administration or designees or by school administration or

designees accompanied by police officers. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

Any individual student's locker or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

An all school locker search may be conducted at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school administration or designee conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

### **LIBRARY MEDIA CENTER**

The center is open every school day from 7:30am to 3:30pm where a quiet, relaxed atmosphere for reading, research, and inquiry is maintained. Library-Media personnel and aides are glad to assist you in any way possible. We ask your cooperation in thoughtful respect and understanding for the rights of others in maintaining this atmosphere. There will be no fines as long as all materials are returned promptly.

### **LOST AND FOUND**

Clothing, books and other articles found will be placed in a lost and found box located in the gym. Students looking for lost items should check with the lost and found box near the front 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 (208-634-2218) 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.

## **SCHOOL DANCES**

1. Dances held at MDHS will be open to MDHS/HHS students only.
2. Students below the 9th grade are not allowed at high school dances.
3. Guests of MDHS/HHS students may attend only with prior written permission from the principal. Responsibility for the guest lies with the host student.  
**Dance entrance closes 1 hour after the stated dance start time. Under certain circumstances, this may be waived if approved in advance by the principal.**
4. Once a student enters and then leaves the dance, they will not be permitted to return.
5. School dances shall end no later than 12:00 midnight.
6. Students attending dances should inform their parents as to the time the dance ends and when they may be picked up.
7. All school rules will apply and a student will be dealt with according to MDHS disciplinary policies.
8. Alcoholic beverages and drugs are prohibited. Anyone under the influence will not be admitted to the dance and will be subject to school disciplinary policy. Any student in violation may lose their dance privileges for the remainder of the school year. A breathalyzer or Alco Screen may be used to determine if students are under the influence of alcohol at the dance.
9. The sponsoring group's advisor shall be in attendance at the dance. A minimum of two staff members and an adequate number of chaperones will attend the activity.

## **SIGNS, POSTERS, ETC.**

Members of clubs or other school organizations wishing to put up posters must first have them approved by their advisor. Individuals who wish to put up posters must secure approval from the principal. Those who put up such posters are responsible for removing them and all tape after the event. Anyone seeking to pass out printed handbills must first secure approval from the Principal. Please do not tape or tack items to the hallway halls; use available bulletin boards.

## **STUDENT HEALTH**

MDHS 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.

## **STUDENT INSURANCE**

The School District does not provide accident insurance for students. Student accident insurance is available to students/athletes. Details as to the cost, company and registration procedures is available on the District webpage. Students should take advantage of this program particularly if they are involved in extracurricular activities. All students participating in interscholastic athletics are required to purchase student insurance or to have their parents sign a waiver stating they are covered under other insurance. Emancipated students will be required to purchase insurance or show proof of a personal policy.

### **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. Phones located in offices, classrooms and library are not for student use.

### **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 Librarian will determine the cost for damaged texts.

### **VISITORS**

Visitors, parents and alumni are welcome at MDHS. Any student wishing to bring a high school aged guest to school must obtain permission from the Principal or his secretary at least one day in advance of the visit. A guest pass will be issued and the guest will follow the schedule of the MDHS student. No guest passes will be issued the first and last weeks of a semester or the day before a holiday recess. All visitors are asked to check in at the front office.

## 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 (MDSO) 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. MDSO will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MDSO 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. MDSO 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.

E-3250

## 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



## **ANNUAL ASBESTOS MANAGEMENT COMMUNICATION**

To: Parents, Faculty, Building Occupants and Community Members

From: McCall-Donnelly School District

Over the last several years the McCall-Donnelly School District has taken steps to remove all known asbestos in our school buildings and support facilities. This was done through abatement projects at the old high school/elementary building and Donnelly elementary. Also, during the recent construction of our new facilities, per the architect's specifications and certified by the construction manager, only asbestos free products were used.

Although we currently have no known asbestos in the McCall-Donnelly School District, in accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), we are obligated by law to maintain an AHERA management plan to be located at each school building and the District Office. These plans are available for public viewing at the District Office.

A memorandum similar to this will be sent out each year, at the beginning of the year, as notification of the AHERA management plan, the locations it can be found and any significant changes made.

If you should have any questions please contact the District Office.