

PRESTON HIGH SCHOOL



STUDENT HANDBOOK

2026-27

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Section One: School Climate

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

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

Prohibition of Discrimination

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

Federal law prohibits discrimination based on race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; American with Disabilities Act of 1990).

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

Due Process

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

- **Level 1A:** Student and Teacher
- **Level 1B:** Parent contact
- **Level 2:** Student and Administrator (may include parent)
- **Level 3:** Student, Parent(s)/Guardian(s), and School Administrator

As part of the due process, a behavioral contract may be developed. A behavioral contract is a written agreement between a student and an administrator designed to modify a student's behavior. As part of the due process, a student may be suspended, which is a denial of attendance at school for up to five days. The superintendent may suspend for up to 10 days. A conference may be held with an administrator, a counselor, the student, and a parent(s)/guardian prior to the student returning to school (BP 533).

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

Discipline may include detention, ISS, OSS, tutoring, service, etc...

Harassment/Intimidation and Bullying/Hazing

Harassment/Intimidation/Bullying/Hazing in any form is prohibited at Preston High School. Harassment includes conduct whether verbal, electronic text or pictures, written, graphic or physical relating to a student's race, nationality, ethnicity, disability, or sex. Bullying is defined as intentional, repeated acts, words, or other behavior such as name-calling, threatening and/or shunning, committed by one or more students against another. Bullying may be physical, verbal or emotional in nature. Any of the above-mentioned acts that are sufficiently severe or persistent enough to substantially interfere with a student's educational benefits, opportunities, or performance, and that occur on or immediately adjacent to school grounds, at any school-sponsored event, on school-provided transportation, and that has the effect of: 1) physically harming a student or damaging a student's property; 2) knowingly placing a student in reasonable fear of physical harm or damaging student's property; or 3) creating a hostile educational environment will be considered as harassment and/or bullying.

Hazing is any intentional knowing or reckless act occurring on or off the campus that can be deemed related to a school activity, by one person alone or acting with others that endangers the mental or physical health or safety of a student/district personnel for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students in the Preston School District (BP 506, 506.5, 543). Students who wish to report a situation need to contact an administrator, school counselor, or a faculty member. An investigation will be conducted. The following due process will occur if warranted.

First Infraction

- a. Behavioral Contract
- b. Due Process (level 2)
- c. Detention/In-school or Out-of-school suspension
- d. Possible due process (level 3)
- e. Referral to law enforcement

Second Infraction

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

Language and Freedom of Speech

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of other students to express themselves or with the teacher's classroom presentation. Language, verbal or symbolic speech, which is socially acceptable, will be spoken on the premises of Preston High School. The use of inappropriate language, verbal or symbolic speech, vulgarity, profanity, inflammatory statements, racist remarks, obscenities, pornographic material, or personal attack is not allowed and use of such will involve a referral to administration (BP 516).

First Infraction

- a. Parent Contact
- b. Due Process (level 2)

Second Infraction

- a. Due Process Hearing (level 3)
- b. Referral to school resource officer
- c. Behavior Contract

Third Infraction

- a. Due Process Hearing (level 3)
- b. Referral to superintendent for further action

Academic Integrity/Honesty and Plagiarism/Cheating

Preston High School places an emphasis on academic integrity and honesty in all endeavors. Academic integrity in all aspects is part of our focus. Students must carefully use the internet and properly reference sources used in their academic work. **Submitting another person's work as your own in any form without proper citation is plagiarism.**

Teachers are encouraged to create classroom policies to guide the use and reference of sources. It is the teacher's responsibility to inform students of these policies regarding plagiarism and cheating. The administration will support individual teachers' written classroom academic policies regarding plagiarism/cheating and academic honesty. Forged notes and fraudulent phone calls to the office will be considered a violation of this policy. These incidences will be dealt with under the disruptive behavior policy.

Willful Disobedience/Defiance/Disrespect/Insubordination

During the school day or at any school activity or function, students are expected to follow any reasonable request by a school employee, i.e. administration, faculty, and classified staff. A student not complying with reasonable requests will be considered in violation of this policy. This includes verbal or symbolic speech/defiance, failure to follow verbal instructions and/or requests, etc. The intent is to promote education and safety of all personnel of Preston High School.

First Infraction

- a. Due Process hearing (level 2)
- b. In-School suspension/detention

- c. Parent Notification

Second Infraction

- a. Due Process (Level 3)
- b. Out-of-School suspension
- c. Behavior Contract

Third Infraction

- a. Due Process Level 3 w/principal
- b. Possible referral to superintendent

Disruptive Behavior

Student behavior should not disrupt the classroom learning or teaching process (BP 540).

First Infraction

- a. Due Process hearing (level 1)
- b. Notification by teacher to student, parent, and assistant principal
- c. Three days lunch detention

Second Infraction

- a. Due Process hearing (level 3)
- b. Behavior Contract
- c. Five days lunch detention

Third Infraction

- a. Due Process hearing (level 3) with principal
- b. Removed from class, assigned a failing grade, and assigned to a holding class for the remainder of semester

Removal from Class/Holding Class

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

Trespassing/Loitering

Any person who comes onto district property and who disrupts the educational process, or whose presence is detrimental to the morale, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed, and charged with trespassing. Such person(s) will be prosecuted to the full extent of the law (Board Policy 934).

Pertaining to students, only those enrolled at Preston High School and in good standing are to be on the school premises during school hours (7:30 am to 4:30 pm).

Students assigned to Release Time are not allowed on school property during that time. Those who violate or do not meet this expectation are subject to consequences related to trespassing.

Students who are not in assigned areas after the tardy bell rings and are without a hall pass will be considered loitering. High school students who are loitering while classes are in session will be subject to the following discipline:

First Infraction

- a. Due Process Hearing (level 2)
- b. Parents Contacted

Second Infraction

- a. Due Process Hearing (level 3)
- b. Behavioral Contract

Third Infraction

- a. Due Process hearing with Principal (level 3)
- b. Referral to superintendent for further action

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

Dress Code

PURPOSE & PHILOSOPHY

Preston District is committed to providing a safe, orderly, and positive environment conducive to teaching and learning. The Board recognizes that dress and grooming affect students' behavior. The Board seeks to emphasize the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately to learn. The District believes that the student and their parent/guardian hold the primary responsibility in determining the students' personal apparel (including clothing, jewelry, bags, accessories, etc.) Schools are responsible for ensuring that student attire, jewelry, and personal items do not interfere with learning and does not contribute to a hostile, disruptive, disrespectful or intimidating environment for any student or staff.

POLICY

It is the policy of Preston School District to ensure students' dress and grooming at school comply with the standards outlined below. Violations of the policy will result in corrective action that will not exclude students from school and will not shame a student. While parents are primarily responsible for determining what is appropriate apparel for school, schools have the authority to address and correct violations that are detrimental to the educational process or create a hostile, disruptive, or intimidating environment for other students or staff.

DEFINITIONS

“Apparel” means a combination of all clothing, shoes, jewelry, bags, and accessories.

“Costumes” means any apparel worn to look like someone or something else other than the student.

“Substantial Disruption” means an interruption to the learning environment that is significant and/or impacts a significant number of students.

DRESS AND GROOMING GUIDING PRINCIPLES

Concerning student dress, school administrators will be guided by the following core values:

Students should be able to dress and style their hair for school in a manner that expresses their individuality as long as it conforms with the dress policy.

Students have the right to be treated equitably.

Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type or body maturity.

DISTRICT STUDENT DRESS AND GROOMING MINIMUM STANDARDS

Students must wear:

- Tops that have fabric in front (covering the majority of chest and abdomen), on both sides (under the arms), and in the back (covering the upper and lower back) and over both shoulders.
- Bottoms that cover the buttocks when standing, sitting, and bending over.
- Students are required to wear footwear.

The following is prohibited at school and school activities:

- Clothing that intentionally shows private parts (nipples, breasts, genitals, buttocks) or undergarments. Clothing must cover private parts in opaque (not able to be seen through) material.
- Clothing or attire, jewelry, or personal items that display obscene, vulgar, or lewd words, messages, pictures, or are pornographic.
- Clothing or attire, jewelry, or personal items including attachments, or accessories that could be considered weapons, contain threats, or promote violent conduct such as unlawful use of weapons (ie, chains, dog collars with spikes, spurs).
- Clothing or attire, jewelry, or personal items that advertise or promote drugs, alcohol, tobacco, or drug paraphernalia.
- Clothing that covers the student’s face to the extent that the student is not identifiable.
- Clothing/headwear worn for a religious or medical purpose or when directed by health organizations is not subject to this prohibition.
- Sunglasses on the face or head when worn under a physician’s prescription are not subject to this prohibition.
- Clothing, jewelry, or personal items that demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.

- Any other grooming or dress that causes actual disruption or which creates a significant safety risk or is disrespectful of others' religious or cultural beliefs.
- Clothing, jewelry, or personal items that include gang symbols, monikers, insignias, or other gang identifiers.
- Any apparel or style of clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view denoting gang membership or affiliation
- Costumes or costume accessories, other than designated holidays as allowed by school administration.
- The wearing of hats, caps, and bandanas will be subject to the individual teacher and subject to classroom policies.

Athletic Uniform Dress Code

Preston School District may not prohibit a student from wearing bonafide religious clothing with the athletic uniform; or wearing clothing under, or with, but not substantially covering, the athletic uniform to, consistent with the student's religious or moral beliefs, cover or conceal parts of the student's body that are not covered or concealed by the athletic uniform.

ENFORCEMENT

Students not in compliance with dress standard policy shall be guaranteed due process.

School administrators are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid addressing or shaming students for dress code violations in front of other students.

Staff shall not prohibit or remove students from class for wearing attire that may violate this policy except for extremely disruptive apparel.

Staff will report their concerns to an administrator by the end of that class.

Students shall not be suspended from school unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or prohibition on harassment, intimidation, bullying, and insubordination.

Violations of this policy:

First Infraction

The referred students will be given a written/verbal warning.

Students may be asked/required to change clothing or appearance

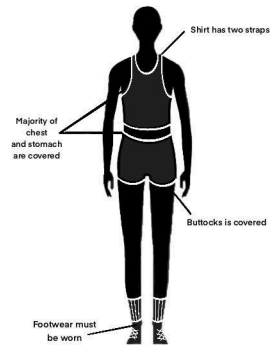
Second Infraction

Student referred to an administrator/counselor – parent contact

Students may be asked/required to change clothing or appearance

Third Infraction

Student referred to an administrator/counselor – behavior contract
Students may be asked/required to change clothing or appearance
Parent, student, and administrator meeting.



Displays of Affection

Students will not engage in inappropriate physical contact that detracts from the educational environment and learning processes. Staff/administration may use professional judgement in determining this. Depending on seriousness, administrator may move to any level of infraction as needed.

First Infraction

- a. Due Process Hearing (level 2) and warning

Second Infraction

- a. Due Process Hearing
- b. One day lunch detention

Third Infraction

- a. Due Process Hearing (level 3)/Parent Contact
- b. Three days lunch detention

**Continued violation of policy may result in reference to the willful disobedience policy.*

Section Two: School Safety

Assault/Battery/Fighting

The district prohibits students from committing acts of violence against other students, district personnel or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near school grounds or at a school-sponsored event will result in the student being disciplined (BP 550). School employees can touch students only to diffuse a volatile situation or restrict/stop a fight.

Definitions:

Assault: promoting, contributing to, or challenging a fight or fighting

Battery: willful use of force or violence

Fighting: physically hitting, shoving, pushing with motive of violence and/or injury

First Infraction

- a. Due Process hearing (level 2)
- b. Parent Contact
- c. Suspended from school for up to five (5) days
- d. Referral to law enforcement

Second Infraction

- a. Due Process hearing (level 3)
- b. Suspended from school for up to five (5) days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

Illegal Drugs/Substances

Defined as any substance regulated by the Controlled Substance Act
(i.e. marijuana, meth, designer drugs, steroids, PCP, heroin, etc.)

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

Illegal Drugs and Alcohol

First and Subsequent Infractions

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days
- c. Referral to law enforcement
- d. Referral to superintendent for further action

Tobacco

First Infraction

- a. Due Process Hearing (level 2)
- b. Tobacco ISS program
- c. Suspended from school for up to 5 days
- d. Referral to law enforcement

Second Infraction

- a. Due Process Hearing (level 3)

- b. Suspended from school for up to 5 days
- c. Referral to law enforcement/judicial process

Third Infraction

- a. Due Process Hearing (level 3)
- b. Suspended from school for up to 5 days/law enforcement referral
- c. Referral to Superintendent for further action

Weapons

This district has no tolerance for students who bring weapons or other objects/substances to school which present a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process.

A dangerous weapon under United States Code, Section 930(g)(2) is defined as any weapon, devise, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or bodily injury.

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

Toy weapons are not appropriate on school property or school events. These toys will be confiscated by school personnel.

A folding pocketknife with a blade length of less than 2.5 inches is not considered a weapon in Idaho. In accordance with Idaho law, students may legally carry a folding pocketknife with a blade length of less than 2.5 inches. However, to maintain a safe and distraction-free learning environment, **pocketknives must remain concealed and secured at all times while on school property.**

The following behaviors are strictly prohibited:

- Displaying a pocketknife during class or school hours
- Placing a pocketknife on desks, tables, or other visible areas
- Flipping, opening, or handling a pocketknife during class time
- Using a pocketknife in any way that could be perceived as intimidating, threatening, or disruptive to others

Any inappropriate display or use of a pocketknife—even if it meets the legal size limit—**may result in disciplinary action**, including confiscation of the item and possible referral to school administration.

Students are expected to exercise responsibility and good judgment. The presence of a legally allowed item does not excuse its misuse on campus.

- a. Due Process Hearing
- b. Suspension from school/referral to superintendent for further action
- c. All infractions will follow district and high school policy, along with state and federal law

Search and Seizure

School district officials have the right to search the student's personal belongings when it is in the interest of the overall welfare of other students, or it is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search (*New Jersey v. T.L.O.*). Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is reasonable suspicion that the student is secreting evidence of an illegal act, including but not limited to, possession of weapons, controlled substances, etc.

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care of, and use of the locker assigned for his/her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open/inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety and security. School administrators may seize and retain or turn over to law enforcement any contraband items or evidence found in a school locker.

Students can park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of school parking lots and inspection of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

Gangs

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

First Infraction

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement

Second Infraction

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to the superintendent and the school board for further action

Stealing and Vandalism

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

The student and his/her parent/guardian(s) will be held for restitution to the full extent of the law for any damage to school district property or to individual property (Board Policy 548).

First Infraction

- a. Due Process Hearing (level 2)
- b. Full restitution
- c. May be suspended for up to five (5) days
- d. Referral to law enforcement

Second Infraction

- a. Due Process Hearing (level 3)
- b. May be suspended for up to five (5) days
- c. Referral to law enforcement
- d. Referral to the superintendent for further action

Criminal Activity at School or School Activity

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

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. May be suspended for up to five (5) days
- d. Referral to the superintendent for further action

Explosive Devices

Possession of devices that can destroy property or cause personal injury is prohibited. These may include fireworks, combustible materials, lighters, fire starters, etc.

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement
- c. Suspension from school
- d. Referral to the superintendent for further action

False Fire Alarms

Sounding the building fire alarm by anyone other than approved personnel without cause is prohibited and illegal.

First Infraction

- a. Due Process Hearing (level 2)
- b. Referral to law enforcement for violation of state fire code
- c. May be suspended for up to five (5) days

Second Infraction

- a. Due Process Hearing (level 3)
- b. Referral to law enforcement for violation of state fire code
- c. Referral to the superintendent for further action

Skateboarding

Skateboards, rollerblades, soap shoes, scooters, or any other type of skating devices are prohibited from all school property at any time (Board Policy 934).

First Infraction – skating device confiscated and kept at office

Second Infraction – confiscation of skating device, meeting with assistant principal

Third Infraction – confiscation of skating device, reference to willful disobedience policy

Visiting Students

Anyone not currently enrolled at Preston High School (including visiting friends/family members) cannot attend classes without prior administration approval.

Section Three: School Procedures

ATTENDANCE POLICY

PHS Student Attendance for Success and Safety

Attendance matters. Student success is most likely to be achieved with good attendance. We will do all we can to make school engaging. Students increase their chances at both academic and social success by being here every period. When a student misses class, it is impossible to recreate the discussion or activities that happened in class. In the past, learning content to pass a test has been too much the focus in school. To be future-ready, we must build the capacities of creativity, collaboration, critical thinking, and communication by using that content in class to go beyond just information that might be on a test. When a student misses class, they create gaps in these capacities.

Attendance also matters for student safety. The safest place a student can be is in class. If a student misses class for any reason, it should be excused by a parent or guardian. When a student has an unexcused absence, we will work diligently to notify parents.

Therefore, for both student success and student safety, a student should NEVER miss school without their parent's knowledge, and we need parents to excuse their children when they know

they are absent. We hope our whole community (students, parents, and teachers) can embrace the value of learning and knowing where students are throughout the school day.

To this purpose the Preston School Board has established an attendance policy to foster the academic success and personal growth of students. Students are required to be in attendance at least ninety percent (90%) of the time school is in session.

CONSEQUENCES FOR POOR ATTENDANCE

The biggest consequences of poor attendance are the learning gaps and safety issues that arise from missing class. But there are some other short-term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.

To be eligible for any extracurricular activity, club, team, or performing group: students cannot have more than 10 hours of accrued detention on the year or exceed 4 tardies in a single class.

To be eligible to participate in date dances, reward trips, other school-sponsored activities, students cannot have more than 20 hours of accrued detention time or exceed 8 tardies in a single class.

Detention is accrued in the following ways:

1 hour - for any unexcused absence.

15 minutes for every tardy

15 minutes for every non-excused release early.

Every Monday, an attendance check will be run and communicated to students and parents if the student is on the attendance list. The student will have until the following Monday to work off the detention time. If they have not worked off time, they will be ineligible until their total drops below required hours.

Detention time can be worked off in the following ways:

Working with the teacher where absences/tardies has occurred before or after school

Attending lunch detention

Attendance school on Tuesday and Wednesdays at 7:00am (*students may attend one time, but are required to make up time with teachers if ineligibility is recurring*).

Administrative directed activities

TRUANCIES

Students who receive a truancy will be considered ineligible for athletics and/or representation of Preston High School in competitions of any kind. Upon receiving a second truancy, students will be ineligible for field trips and dances. A third truancy will result in a referral to law enforcement. A truancy is defined as a confirmed unexcused absence (skipping class) and cannot be excused by a

parent. Upon completing the required amount of attendance school, the student will regain eligibility.

Beyond being eligible to participate in school related functions, students will be held accountable for attendance in the following ways.

- If a pattern of excessive excused absences occurs, administration, parents, and students will meet to develop an attendance plan and contract.

- If students accrue a total of 25% absenteeism in any class for the semester (20 absences in a single class), an attendance council will be held that could include: teacher, administration, counselor, student, and/or parent. At the attendance council, the group will decide if the student should stay enrolled in the current class and be placed on a strict attendance contract, or if the student should be removed and placed in a credit recovery class for the remainder of the semester.

- Before a student reaches the 25% level, the parents and student will be notified. This may be a PowerSchool notification, email, phone call, or administrative meeting.

PRIOR APPROVAL FOR ANTICIPATED ABSENCES

If a student is planning to miss multiple days due to vacation, travel, etc., a prior approval form should be filled out by the student and signed by the parent/guardian before the absences to help facilitate coordinating make-up with the teacher. Forms can be picked up in the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. If denied, the student will be advised in person and the parent will be notified. Even if an extended absence is pre-approved, it has the potential to hurt grades due to what the student will miss by not being in class. These absences will be counted as excused and will count towards the student's eight total for the semester.

EXCUSING ABSENCES

As mentioned, whenever a student is not at school, their parents/guardians should be aware and excuse the absences through the front office. Parents will need to identify the reason for their absence.

- After 8 school days, an unexcused absence (A) will be considered inexcusable by a parent/guardian.

- Parents may call or email the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.

- Leaving campus without parental permission and without going through the proper check-out procedure in the Attendance Office for any reason will be considered an Unexcused Absence (U).

·When parents are writing a note, please include the date it is written, reason for the absence, and the parent signature. The fraudulent excusing of absences may result in loss of privileges for all involved.

-Preston School District board policy considers a student habitually truant if attendance drops below 90% (8 absences per semester). If a parent excuses a student more than 8 times, they are in violation of State and board code and further absences may not be excused unless approved by administration.

Parents requirements for attendance:

·Be aware of student attendance through PowerSchool APP.

·Excuse students when they have a legitimate absence.

·Don't excuse your student if student is not legitimately absent.

Absences appropriate for being excused include but are not limited to the following:

Sickness

Medical treatment and office visits

Funerals

Family Emergencies

Students are always responsible for making up any work, quizzes and/or tests missed during their absence. Students are responsible for arranging makeup work and due date for the work with their teachers.

Class Changes

Selection of classes is one of the most important responsibilities that a student has in order to allow him/her the best possible education at PHS. All students should register for primary and alternate courses of their choice during spring pre-registration. Students should consult with parents, counselors, and teachers during the registration process. If a student did not request a class in the spring, they may not be able to change into it later- students who have requested the class get priority.

Schedules will be available for pick-up during specific advertised dates prior to the beginning of the school year and again prior to the start of the second semester. Counselors will be available during those times to help students change their own schedules through the Class Choice program. Schedule changes will not be made which create significant imbalances between sections and which negatively impact the learning environment. Some adjustments in classes and student schedules may be necessary to improve the learning environment.

Students will have the opportunity to make changes to their own schedule each semester. This must be done before the first day of each semester. Specific deadlines will be posted.

If a student needs help making changes, they may visit with their counselor before school, after school, or during the lunch period. To the maximum extent possible, class time will not be used to make class changes.

Class changes after the deadline will only be allowed for valid reasons. Acceptable reasons for class changes may include the following:

- to satisfy graduation requirements
- to fill each student's schedule
- to ensure proper academic placement
- to avoid unnecessary repetition of the same course
- due to poor academic performance
- student did not meet the prerequisites for specified course as directed by administrators, counselors, and teachers

If a student is removed from a class for disciplinary reasons, the student will lose credit for the course and receive a failing grade (F) on the report card. Depending on the circumstances, the student may have an opportunity to do an online credit recovery course.

IDLA Course Enrollment Policy

Students are not permitted to enroll in IDLA courses that are offered in person by teachers at our high school. Exceptions to this policy require prior approval from the administration.

Additionally, students may only enroll in FLEX IDLA courses for the purpose of credit recovery or with administrative approval.

Electronic Devices

Use of any form of electronic device in a manner that detracts from the educational process of Preston High School is prohibited. Student use of electronic devices (including cell phones, mp4 players, tablets, electronic games, smart watches, etc.) during class is prohibited, unless assigned by a teacher as part of an educational objective or allowed and supervised by the teacher. Teachers have a designated location for all phones to be placed within their classroom. Teachers also have the right to confiscate any device that is disruptive to the classroom environment or used inappropriately in any way. If the administration sees a recurring issue for a student across multiple classrooms, infraction steps may be skipped to accommodate appropriate consequences.

Classroom Phone Procedure

All classrooms will be equipped with a phone holder. At the beginning of each class period, students are required and expected to place their phones in the designated holder. Phones must remain there for the duration of the class unless the teacher grants permission for

academic or instructional use. Phone use during class is solely at the discretion of the teacher.

Failure to follow this procedure may result in disciplinary action in accordance with the school's electronic device policy.

First Infraction

- The teacher will confiscate the phone for the remainder of the class period.

Second Infraction

- The teacher will confiscate the phone for the remainder of the class period.
- The teacher will document in SWIS and contact parents.

Third Infraction

- The teacher will confiscate the phone for the remainder of the class period and bring it to administration.
- The administration will meet with student and contact parents.

Fourth Infraction

- The teacher will confiscate the phone for the remainder of the class period and bring it to administration.
- The administration will meet with the student and contact parents.
- The student may lose the opportunity to bring electronic devices on school grounds.

Individuals need to be cautious of the use of electronic devices that may impose on the privacy rights of other individuals; this includes but is not limited to, the taking of photographs to be posted on social media or making comments on social media. Use of social media that takes the form of social bullying will be dealt with under appropriate policies and in conjunction with law enforcement personnel.

Electronic recordings of any kind (audio, visual, or photography) are not allowed in bathrooms and locker rooms.

Dances

School dances will be held for the enjoyment of Preston School District students. It is expected formal wear be appropriate and follow the school's dress code.

Inappropriate dancing (i.e. moshing, slam dancing, etc.) is prohibited. Students who leave the dance without special permission will not be readmitted to the dance.

Dances will be limited to one per month and dances will end no later than 11:00 pm (or 11:30 if approved by administration). Facilities and any other arrangements must receive administrative approval before the dance is announced.

For the safety of students, admittance to dances is limited to Preston School District students only. Student identification will be required through an ID card or other school sources. An exception is

made for Homecoming, Prom, and Girl's Choice. Students who wish to bring a date from another school to attend these dances must complete a guest pass form before the dance date. These may be obtained at the main office. Dates who are recent (1 year previous) PHS graduates must also be in good standing at PHS.

Franklin County students can attend Preston High dances with prior approval from the administration at both PHS and FCHS. Students will be in good standing with both schools to be eligible. Students are only eligible during their original graduation cohort years.

Homework

Homework may be assigned when it serves an educational objective that can best be accomplished by an out of class assignment or activity. In determining the amount of work assigned to students, each teacher must recognize the other obligations and time commitments the students have to their families and other organizations (Board Policy 628). Some assignments are long range in nature and require planned study time for completion. Planned study time eliminates the necessity of spending too much time on completing an assignment the day before it is due. Certain classes will require more independent study. Consult the current syllabus or with the teacher of a particular class to determine homework requirements.

If a student misses homework assignments due to an excused absence, the student is responsible to contact the teacher for the assignment(s) missed on the day the student returns to school. Students shall be allowed at least one day plus the number of days they were absent to complete the assignments. A student absent for extended periods may be given special consideration after meeting with individual teachers. Teachers will be in their classroom 30 minutes before and after school to assist students.

Grades

Parents have access through PowerSchool to check progress throughout the semester. Grades given are: "A", "B", "C", "D", and "F". "A" indicates exceptional work; "B" represents above average work; "C" indicates average work; "D" indicates below average work, and "F" indicates failing a course.

The grade given at the end of the semester is a cumulative grade for that semester and is recorded permanently on the transcript, and a report card is given out. Students receive one (1) credit for each class they complete each semester. Released Time credit is not given through Preston High School. Student progress reports may be sent any time between grading periods upon request of parents.

Student Records and Confidentiality

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

Lockers

Lockers are assigned to students at the beginning of the school year. Only the assigned locker should be used by the student. The lockers are school property, and the school administration reserves the right to search any locker if there is just cause. (Board Policy 542). When a student's locker is to be opened, two staff members will be present. Students are responsible for any damage to the locker. Physical education lockers are to be used and locked during PE classes to safeguard personal belongings. The school and school personnel are not responsible for personal belongings left in an unsecure location.

Evacuation Policy

The alarm for evacuation of buildings will be a continuous ringing of the fire alarm. Should the bell system be inoperative, the PA system will be used. The "all clear" signal will be three (3) long rings of the bell, and administrative direction to return to the classroom. When the alarm is sounded, the students and staff will:

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

Released Time

Students granted released time may not be in any of the high school buildings (Board Policy 678). Students may only receive one period of released time per semester and must not be credit deficient.

Field Trips

Students who attend any field trip must return permission slips for the field trip, signed by a parent/guardian before they will be allowed to participate. Alternate lesson plans must be available for those students not participating in the field trip (Board Policy 576).

Schedules

Schedules for the regular school day, along with assembly schedules, will be posted in each classroom. Schedules are also available for parents in the main office.

M-Th Schedule

Under House Bill 623, all Idaho public K-12 schools must observe a daily 60-second moment of silence at the start of the school day.

During this time, students may reflect, meditate, or pray. Teachers are strictly prohibited from instructing students on how to use this time.

8:00	1	9:00
9:05	2	10:05
10:10	3	11:10
11:15	4	12:15
12:15	L	12:45
12:50	5	1:50
1:55	6	2:55
3:00	7	4:00

Late Start Schedule

The district may choose to delay the start of school by two hours in case of bad weather or other emergencies. In this case, you will be notified through Alert Solutions of the late start. School will start at 10:00 am. Breakfast will not be served.

10:00	1	10:45
10:50	2	11:35
11:40	3	12:25
12:25	Lunch	12:55
1:00	4	1:45
1:50	5	2:30
2:35	6	3:15
3:20	7	4:00

Hall Passes

All students, when out of class, need a hall pass provided by the teacher. Students who are called to the office, attendance office, or counseling office will return to class with a signed slip. **A teacher may only allow 1 student with a hall pass out at a time. Teachers can require students to leave their cell phones in the classroom when using the hall pass.**

Computers

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

Prescription Medicines

Medication Administration Guidelines (policy #561)

Students who require medication during the school day must coordinate with their doctor and the school nurse. A doctor's authorization form is available from the office and must be signed by the doctor, parents, and school nurse. A new authorization form is required at the beginning of each school year.

Parents must bring prescription medications to the school office in their original container, clearly labeled with the child's name and dosage instructions. A completed medication administration form must also be provided.

For safety reasons, **please do not send any medication to school with your child.**

Students who require inhalers, emergency epinephrine pens, diabetic medications, or supplies must have an emergency action plan. These plans are available from the district nurse and require signatures from the doctor, parent, and district nurse.

If a student needs assistance with over-the-counter medications, a medication administration form must be completed and signed by the parent and district nurse, including all necessary details.

Office staff responsible for administering medications will receive proper medication administration training. Our priority is to ensure safe, competent, accurate, and careful medication administration for all students.

Referral to Franklin County High School and Probationary Contracts

Preston High School has the right to refer a student to Franklin County High School throughout the school year. A student may be put on a Preston High School Student Academic Probationary Contract if the student is behind on credits or has excessive attendance issues. If the student breaks the Academic Probationary Contract, then they will lose their opportunity to attend Preston High School. This would result in the student having to choose FCHS or another institution.

Item Drop-Off Procedures

We, as a school, understand that occasionally a situation may arise where a student may forget something, resulting in the need for it to be dropped off for the student to pick up. However, we will not interrupt the instructional day and have students miss valuable classroom instruction to pick up items. Therefore, the following procedures have been put in place:

- Only parents/guardians will be allowed to drop off necessary school items for their students.
- It is the parent/guardian's responsibility to notify the student that a drop-off was made. The school is not responsible for notifying a student of a drop-off.
- Items will be left in the front vestibule. A sticky note will need to be attached with the student's name on it.
- Items left are at the parent/guardian's discretion, and the school is not responsible for stolen items or items left at the end of the school day.
- Students will only be allowed to pick up delivered items during passing time and lunchtime.

Section Four: School Services

Cafeteria

Preston High School offers breakfast and lunch selections in the cafeteria. We encourage all students to eat lunch at school. The cost for a student breakfast is \$2.95, a student lunch is \$3.60, and an adult lunch is \$5.10.

Please keep in mind the following:

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

Guidance

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

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

Parent Contact

Teachers and administrators will notify parents of a student's attendance, tardies, classroom performance, and discipline concerns. Parent notification may include letters, telephone calls, PowerSchool notifications, email, text, and/or parent conferences. Parents are welcome to contact teachers, counselors, and administrators to discuss student progress or concerns.

School Office Telephone Numbers

High School Office	852-0280	Pioneer	852-2050
District/Superintendent	852-0283	Junior High	852-0751
Oakwood	852-2233	Franklin County High School	852-2272

PHS Administration

Clint Peery, Principal
Jaclyn Heward, Assistant Principal
Brent Knapp, Athletic Director
Carrie Sanders, Counselor
Saige Lenkersdorfer, Counselor
Patriece Moffit, Office Manager/Bookkeeper
Sarah Curry, Attendance Secretary

Preston School District #201 Board of Trustees and Administration

School Board

Rachel Randall
Mason Jensen
Geniel Lyons
Launa Moser
Chris Jones

District Office Administration

Gary Thomas, Superintendent
Shelby McKenna, Business Manager
Terri Fredrickson, Administrative Assistant
Brady Gardner, Director of Special Services, Activities Director
Tamara Harris, HR Manager

Parking

Due to limited parking facilities, students are encouraged to use free school transportation. Student vehicles may only be parked in the parking lot south of the high school, selected space in the Craner building or on public streets. Parking in the areas behind the old and new high school gyms and the cafeteria is reserved for faculty. Vehicles driven or parked in the bus-loading zone, reserved parking spaces, on public or school sidewalks, in private driveways, or on the practice field will be ticketed by the police.

Student vehicles parked in faculty spaces 6:00 AM - 4:30 PM, in a non-marked parking area, or in a manner detrimental to normal traffic flow will be given 5 hours of detention for each occurrence and/or prohibited from further parking in school parking lot for a designated length of time. If students habitually park in areas designated for other purposes, their vehicles will be removed at the owners' expense.

Students can park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be

inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542)

Self-Disclosure

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

Wellness Policy

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

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

Health Services

We want to ensure that your child's health and well-being are a top priority while they are at school. As part of our commitment to providing a safe and supportive environment, we offer a range of health services to all students. These services include both preventive care and emergency assistance.

1. Preventive Health and Wellness Services:

Vision and Hearing Screening: Regular screenings are conducted to identify any potential vision or hearing issues early on.

General First Aid: Our trained staff can administer basic first aid for minor injuries and illnesses.

Lice Checks: Periodic checks are performed to detect and manage head lice infestations.

Temperature Checks: We monitor students' temperatures when needed.

2. Medication Administration:

If your child requires medication during school hours, our staff can administer it according to the prescribed instructions. Please contact the school to get further directions.

3. Emergency Care:

In case of accidents or sudden health emergencies, our school team is prepared to provide immediate assistance.

We have protocols in place for handling emergencies and contacting parents or guardians promptly.

4. Chronic Disease Management:

For students with chronic health conditions (e.g., asthma, diabetes, allergies), our school team works closely with families to manage their conditions effectively.

We encourage open communication with parents to ensure a comprehensive understanding of each student's health needs.

5. Parental Rights and Access to Records:

Parental Consent: While we opt-out method of parental consent for health and wellness services, this does not waive your right to access your child's educational and associated health records.

Notification: You will be informed about any health monitoring or status updates related to your child.

Please feel free to reach out to our school administrator if you have any questions or need further information. We appreciate your partnership in keeping our students healthy and ready to learn.

Title IX

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Preston School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment. Reports of sex discrimination or sexual harassment should be made to the Title IX Coordinator or the Superintendent for the investigation and resolution of such complaints. Brady Garner, Assistant Superintendent, is the Preston School District #201 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to:

Brady Garner, Title IX Coordinator 525 South 4th East Preston, Idaho 83263 208-852-2233
brady.garner@psd201.org

Gary Thomas, Superintendent 105 East 2nd South Preston, Idaho 83263 208-852-0283
lance.harrison@psd201.org

Dir. of Office for Civil Rights Department of Education Washington, D.C

SCHOOL – PARENT – STUDENT COMPACT

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the school's challenging academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences, bi-annually, during which this compact shall be discussed as the compact relates to the individual child's achievement.
 - Frequent reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning.
- Participating, as appropriate, in decisions relating to the education of their child.

FEDERAL MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at 208-852-0283 to find out more.

TITLE I

Title I Program and assistance is offered to all students as needed. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. The school recognizes that in order for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. The compact will provide a space for all parties to sign and date the document. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place.

Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased.

Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

IEP/504 Services

Special education and related services will be provided for students with learning and educational difficulties determined eligible for an Individual Education Plan (IEP) or 504 plan. See your special education case manager, counselor, or the district special services director regarding any question you have with your specific plan.

Through the IEP process, adapted courses or alternate courses are available to special education students who require modification of their course work, as determined by the student's IEP Team. For further clarification please contact your student's case manager or the district special services director.

Inquiries regarding 504/IEP may be directed to:

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

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

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

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

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

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Section Five: School Activities

Activity Cards

The purchase of an activity card at the cost of \$37.50 will admit students to all home athletic competitions with the exception of tournament games. Replacement cost for a lost card is \$5 for first semester and \$3 for second semester. The card is not transferable, and if a student gives his/her card to another student for use, the card will be confiscated and destroyed.

Assemblies

Assemblies must be cleared by the administration and will be held in the gym or auditorium and are under the direction of the Executive Council, the Counselors, or the Cheerleaders. The number of assemblies will be determined by student attendance and respect shown to those conducting the assembly. Please show proper respect and enthusiasm at the appropriate times.

All school policies will apply during assemblies. Also, assemblies are part of the instructional day; therefore, attendance is required. If a student misses an assembly, s/he will be assessed an absence in the class the assembly is held within. Should a student become disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator.

Clubs and Sports

See PACE Guide for all sport and activity information and eligibility.

Early Graduation

Students who wish to apply for early graduation must do so in the spring of their Junior year (Board Policy 616). Students must complete seven (7) semesters in order to be eligible for early graduation. They need to have a cumulative GPA of at least a 2.5 and no F's in the 7th semester.

An application needs to include:

- a. Plan to complete credits, outlining how and where credits will be obtained
- b. Letter from student outline future plans and reason for early graduation
- c. Letter from parent support student's decision

Senior Project must be completed the first semester. If credits are not earned by January of their senior year, early graduation will not be granted. Students may return to participate in graduation activities in May of their senior year

Graduation

Preston High Graduation will be for students who complete all the required credits and requirements and have Preston High as the student's parent school (enrolled in a minimum of four PHS classes) for at least the final semester of the student's senior year. If a student is not receiving a Preston High School diploma, they cannot participate in the graduation ceremony.

****Preston High School will comply with state and school board policies. If state or board policy changes are made during the school term, handbook policies will be updated to comply.**