



**Preston Joint School District #201  
Board of Education**

Work Session

Wednesday, July 17, 2024  
5:30 PM

District Office  
105 East 2nd South  
Preston, ID 83263

1. Call to Order
2. Approve Agenda - Action Item
3. Work Session
  - 3.A. Discussion on School Handbooks and Board Policies
4. Adjourn

# Preston Junior High School

2024-25 Student Handbook

## PRESTON PRIDE

*Prepared, Respectful, Integrity, Determined, Engaged*



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Preston, Idaho 83263  
(208) 852-0751

## Table of Contents

<b>2024-25 Important Dates</b> .....	<b>3</b>
<b>Bell Schedule</b> .....	<b>4</b>
<b>Welcome &amp; Mission Statement</b> .....	<b>4</b>
<b>Belief Statement &amp; Bill of Rights</b> .....	<b>4</b>
<b>Student Government</b> .....	<b>5</b>
<b>Policy Introduction</b> .....	<b>5</b>
<b><u>Section One: Due Process</u></b> .....	<b>5</b>
<b>A. Discrimination Prohibited</b> .....	<b>5</b>
<b>B. Due Process</b> .....	<b>5</b>
<b>C. Administrative Rights</b> .....	<b>6</b>
<b><u>Section Two: Promotion Policy</u></b> .....	<b>7</b>
<b><u>Section Three: Student Behavior &amp; Dress Code</u></b> .....	<b>8</b>
<b>Attendance</b> .....	<b>11</b>
<b>Displays of Affection</b> .....	<b>11</b>
<b>Disruptive Behavior/Horseplay</b> .....	<b>10</b>
<b>Dress Code</b> .....	<b>9</b>
<b>Harassment, Bullying &amp; Hazing</b> .....	<b>8</b>
<b>Language and Freedom of Speech</b> .....	<b>9</b>
<b>Plagiarism &amp; Cheating</b> .....	<b>11</b>
<b>Pornography &amp; Inappropriate Writing</b> .....	<b>9</b>
<b>Removal from Class/Holding Class</b> .....	<b>10</b>
<b>Skill Building Room (SBR)</b> .....	<b>10</b>
<b>Sexual Harassment &amp; Indecent Exposure</b> .....	<b>8</b>
<b>Tardy Policy</b> .....	<b>10</b>
<b>Trespassing/Loitering</b> .....	<b>9</b>
<b>Truancy/Sluffing</b> .....	<b>12</b>
<b>Unacceptable Absolutes</b> .....	<b>9</b>
<b>Verbal or Physical Abuse of School District Employee</b> .....	<b>11</b>
<b>Willful Disobedience, Defiance, Disrespect, &amp; Insubordination</b> .....	<b>11</b>
<b><u>Section Four: School Safety</u></b> .....	<b>12</b>
<b>Acceptable Use Policy (Electronic Devices)</b> .....	<b>14</b>
<b>Assault, Battery &amp; Fighting</b> .....	<b>12</b>
<b>Bicycles/Skateboarding</b> .....	<b>16</b>
<b>Criminal Activity at School or at a School Activity</b> .....	<b>15</b>

Drugs, Alcohol, and Tobacco .....	12
Evacuation Plan & Emergency Drills .....	16
Explosive Devices .....	16
False Fire Alarms & Building Threats .....	15
Gangs.....	14
Gun-Free Schools Act .....	13
Outside Behavior at Breaks & Lunch.....	16
Parking/Driving.....	17
Search and Seizures.....	13
Student Rights Regarding Restroom/Locker Room Use.....	17
Theft & Vandalism .....	15
Weapons.....	13
<b>Section Five: School Procedures.....</b>	<b>17</b>
Accidents .....	17
Advertisement, Flyers, etc. ....	17
Assemblies.....	17
Backpacks .....	17
Book Fines .....	18
Check-In & Out.....	18
Classroom Guidelines.....	18
Closed Campus.....	18
Computers & Technology Acceptable Use .....	18
Dances .....	19
Discipline Policy .....	19
Field Trips .....	19
Grading & Citizenship.....	19
Hall Passes .....	20
Immunizations .....	20
Incentive Activities.....	21
Insurance .....	21
Lockers.....	21
Lost and Found.....	21
Lunch, Food & Drink.....	21
Media Center (Library) .....	22
Medication & Illness .....	22
Prescription Medicines.....	22
Schedule Changes .....	22
School Counseling and Psychology Services.....	23
School Telephones .....	23
Student ID Cards .....	23
Student Records and Confidentiality .....	23

Suicide Intervention .....	23
Visitors.....	24
Yearbook .....	24
<b>Section Six: School Services .....</b>	<b>24</b>
Bus Transportation.....	24
Cafeteria .....	25
FERPA .....	25
Guidance Counseling.....	25
Junior High Faculty .....	26
Parent Contact .....	26
School Closure/Late Start.....	27
Self-Disclosure .....	27
Wellness Policy .....	27
<b>Section Seven: School Activities.....</b>	<b>28</b>
CAST (Career Academic Social Technology) .....	28
Closing Statement .....	30
Eligibility and Participation in Extracurricular Activities .....	28
National Junior Honor Society .....	28
Office Resources .....	29
Other Extracurricular Activities (i.e. Band, Orchestra) .....	29
PJH Clubs and Activities .....	29
School Fees .....	29
Student Government .....	29
PRIDE Time .....	29
Preston Jr High TITLE I Statement.....	30
Federal McKinney-Vento Homeless Assistance Act.....	30

## 2023-24 Important Dates

Aug. 19	First Day of School for Students	Jan. 20	Martin L. King Day (No School)
Sept. 2	Labor Day (No School)	Jan. 24	Winter Parent Teacher Conf.
Oct. 3, (4)	Parent/Teacher Conf. (No School)	Feb. 17	Presidents Day (No School)
Oct. 17	Last Day of 1 <sup>st</sup> Quarter	Mar. 6	Last Day of 3 <sup>rd</sup> Quarter
Nov. 27, 28	Thanksgiving Break (No School).	Mar. 24-Mar. 30	Spring Break (No School)
Dec. 19	Last Day of 1 <sup>st</sup> Sem. & 2 <sup>nd</sup> Qtr.	April-May	End-of-Year Testing
Dec. 20 -Jan. 5	Christmas Break (No School)	May 22	* Last Day of School

\*= Early Release

## PJH 2024-25 Bell Schedule

<b>A Lunch Schedule</b>			
1st	8:00	9:05	<sup>65</sup>
2nd	9:09	10:06	<sup>57</sup>
3rd	10:10	11:07	<sup>58</sup>
<b>A Lunch</b>	<b>11:07</b>	<b>11:39</b>	<sup>32</sup>
4th	11:45	12:42	<sup>57</sup>
5th	12:46	1:43	<sup>57</sup>
6th	1:47	2:44	<sup>57</sup>
7th	2:48	3:45	<sup>57</sup>

<b>B Lunch Schedule</b>			
1st	8:00	9:05	<sup>65</sup>
2nd	9:09	10:06	<sup>57</sup>
3rd	10:10	11:07	<sup>57</sup>
4th	11:11	12:08	<sup>57</sup>
<b>B Lunch</b>	<b>12:08</b>	<b>12:40</b>	<sup>32</sup>
5th	12:46	1:43	<sup>57</sup>
6th	1:47	2:44	<sup>57</sup>
7th	2:48	3:45	<sup>57</sup>

\* Nutrition Break will happen before school starts in the cafeteria.

\* First hour is Home Room and Advisory Time

### Mission Statement

We are committed to providing a safe, positive learning environment that values students as individuals; centered on relationships, growth, and success.

### Vision Statement

Lifelong growth through individual responsibility, integrity, and accountability in our learning and decisions.

### Belief Statement & Bill of Rights

We believe --

- That our school's learning environment should be conducive to teaching and learning;
- That there be a variety of opportunities for students to develop a positive self-concept and to achieve;
- That students will demonstrate at least a proficient understanding of the curriculum in accordance with District and Idaho Core Standards;
- That students will show an understanding of correct behavior with a focus on accepting responsibility for choices;
- That students will be given incentives and opportunities to encourage individual student growth and development;

- That students learn in different ways and should be provided with a variety of instructional approaches to support their learning and talents;
- That learning environment is a shared responsibility of the school, the family and community members;
- That students should be taught the concept of life-long learning; and
- That the staff and students will be unified with regards to school policies and practices.

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

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

## Student Government Officers

### 8<sup>th</sup> Grade

Kimble C.  
Cash H .  
Avery H.  
Brixton R.

### 7<sup>th</sup> Grade

Ryder L .  
Liam L.  
Ryan S.  
Leah Z .

### 6<sup>th</sup> Grade

Emma C.  
Olivia H.  
Xavier R.  
Cache S.

## Policy Introduction

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

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

## Section One: Due Process

### A. Discrimination Prohibited

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

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

### B. Due Process

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

*Level 1: A. Student and teacher*

*Level 1: B. Parent Contact*

*Level 2: Student and administrator*

*Level 3: Student, parent(s), school administrator, school resource officer*

**General Due Process Procedure** (may look different depending on severity of behavior)

**First Infraction:**

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

**Second Infraction:**

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

**Third Infraction:**

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

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

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

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

## C. Administrative Rights

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

**SEVERE CLAUSE ISSUES:** In cases of extremely disruptive behavior or crisis situations; such as vandalism, defiance, or threat of a physical nature, as well as Safe Schools issues, students may be referred directly to an administrator. The above steps may be overridden for severe cases. Students may be suspended (In-School or Out of School) and/or an expulsion may be considered by the School District's Board of Education. In addition, infractions may result in the denial of attendance at school, loss of participation in extra-curricular activities and/or incentive days.

## Section Two: Promotion Policy

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

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

- Students shall be required to attain a minimum of 80% of their credits in order to be promoted to the next grade level. PJH students earn 1 credit for each semester class and 0.5 credits for each quarter class (i.e., Technology & PE). Credits are earned by passing the class with a letter grade of "A through D-". Students receiving a final letter grade of "F" will receive no credit for the class. In order to be promoted to the next grade level, PJH students **must earn 10 or more credits** (12 possible each school year).
- Students will not be allowed to lose a full year of credit in one area (i.e., a student would not be able to fail a full year of math) and automatically move on to the next grade level. PJH students that fail both semesters in the following areas will have to make up at least 1 credit in each failed area: math, English, science, reading, and social studies. Alternatives to recover lost credits are listed below.
- Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to **recover credits** or complete an alternate mechanism in order to be eligible for promotion to the next grade level. It is the responsibility of the PJH student and their parents to seek credit recovery for failed classes in order to be promoted to the next grade level. The following are **potential options for recovering lost credits:** PJH summer school (1 credit each summer), online courses (students and parents are responsible to pay the applicable fees) or repetition of a class the next school year. If a student chooses to repeat classes the next year, their elective classes will be replaced by the repeated classes.
- Attendance is a crucial factor in student learning (see Attendance Policy). PJH students must attend 90% of any given class in order to earn the credit in that class. This equates to students being **absent more than 7 days** in a **semester (credit is lost on the 8th absence)**. For attendance, PE and Technology (or any other quarter classes) will be considered as one semester credit (if the student misses 4 days in PE and 4 days in technology, or any combination for a total of 8 days, then they lose their semester credit).

- It is expected that for school excused absences (SE), students will participate in remote learning on the day they are absent. This will include working on Canvas and with each of their teachers to make up all work and learn the material that was missed. It is expected that for each school excused absence, students will work for a minimum of four (4) hours outside of the regular school day.

## Section Three: Student Behavior & Dress Code

### Harassment, Bullying & Hazing

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

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

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

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

### Sexual Harassment & Indecent Exposure

Sexual harassment is defined as unwelcome sexual advances, or insults, or requests for favors and other verbal, physical and/or visual contact of a sexual nature, or indecent exposure. Students who wish to report a situation need to contact an administrator, a school counselor, or a faculty member. An investigation will be conducted, and due process will occur as outlined later in this section. Sexual harassment has many forms of variable seriousness. Sexual harassment includes (but is not limited to) the following:

- Insinuate, propose, or demand sexual favors of any kind.
- Invade another person's personal space (e.g. inappropriate touching).
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.

- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes, noises, gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

### Pornography & Inappropriate Writing

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

### Language and Freedom of Speech

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

### Trespassing/Loitering

Only students enrolled at Preston Junior High School and in good standing are to be on school premises during regular school hours (7:50 - 4:30). Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the moral, health, safety, academic learning, or discipline of the students at any time, or who loiters, may be removed and charged with trespassing. Such persons will be prosecuted to the full extent of the law (Board Policy 934). **Parents must pick up their child without having your child call. School is out at 3:45 and teacher help ends at 4:30 p.m.**

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

### Dress Code

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

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

That said, clothing or appearance which, in the judgment of the administration, draws undue attention or is disruptive and/or distracting to the educational process will not be accepted. As a general rule, keep shorts, skirts, and any rips or

exposed skin below mid-thigh (front or back). While on school property all students will wear a shirt that meets dress code standards.

### Unacceptable Absolutes

- **Underwear.** As the name suggests, wear it under clothing. If we can see it, you need to cover it up.
- **Private Areas.** This should be obvious, but we don't want to see any part of your chest, breasts, belly, back, privates, or buttocks. No skin above mid-thigh.
- **Weaponizable Apparel.** If you have a spike or chain or anything else that could realistically injure another person, don't wear it at school.
- **References to Gangs, Drugs, Sex, Swearing or Violence.** You can't learn if you don't feel safe. These things make other people not feel safe.
- **Concealed Identity.** Anything that makes it so that we can't readily identify you if needed is a safety hazard. On this ground, the following are **NOT** allowed: hoodies, sunglasses, face paint, or a wide variety of other things. We're responsible for you while you're here, so we need to be able to tell who you are.
- **Hats.** Baseball hats and beanies will be allowed in school. They must comply with the rules stated above; may not conceal your identity and may not cover your ears. If at any point they become a distraction to the learning environment of the classroom, the privilege will be taken away. It is the discretion of each teacher to allow hats or not in their individual classrooms.

### Disruptive Behavior/Horseplay

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

### Tardy Policy

Arriving to class late or unprepared is a distraction for everyone else and makes it so you start class behind. Whenever tardy, a student will sign the tardy clipboard in the office window, notify office staff, and then go to class. At 4 tardies in a single class in a single semester, parents will be contacted, and they will visit with the administration. Tardies will be made up before or after school or during lunch with the classroom teacher. Each tardy equates to 10 minutes of classroom makeup time. Excessive tardiness can be considered part of the Disruptive Behavior/Horseplay Policy. Teachers and administration can excuse tardies, which will not count toward the student's four tardies and make up time. If students do not make up the time for tardies with each teacher, they will be assigned to Friday school. Once a student hits 10 tardies in a single class, each semester, they will be assigned 2 hours Friday school. If a student does not show up for the assigned Friday school, they will spend a day in the Skill Building Room (SBR).

- Preston Jr. High has the option to hold a Friday school for students who are truant or have excessive tardies. If assigned Friday school, attendance is mandatory and will count toward the school's promotion policy.

### Skill Building Room (SBR)

The purpose of the SB room is to target and reteach skills which will help students with self-management and social skills and allow them optimal classroom learning. District and School policy regarding students' misbehavior will be followed by classroom teacher and building administration. Students' undesired behaviors will be corrected, retaught, and logged into SWIS for data tracking. Once a student has reached four minor (or major) behaviors in SWIS in a calendar month, they may be sent to the Skill Building Room (SBR). Teachers will fill out an SBR referral form and turn it into the office. Teachers will notify parents/guardians of their student's behavior and that they are being referred to the SBR. They will spend the following day, or a day determined by the administration, in the SB room until they have met the learning, behavior, and point requirements to return to the regular classroom.

## Removal from Class/Holding Class

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

## Willful Disobedience, Defiance, Disrespect, & Insubordination

Willful disobedience is defined as a failure to follow verbal instructions and/or reasonable requests during the school day or at any school activity or function made by a school employee (i.e. administration, faculty, and classified staff). Consequences outlined at the top of page 6 of this handbook may be followed.

## Verbal or Physical Abuse of School District Employee

Hitting, striking or verbally attacking any school district employee, volunteer or other student employee will result in parent and police notification and suspension the day of the incident with an additional 1-9 days of ISS/OSS. Consequences outlined at the top of page 6 of this handbook may be followed. It may also lead to recommendation for expulsion to the Board of Education.

## Displays of Affection

Inappropriate display of affection includes but is not limited to: affectionate hugging or touching (including holding hands), kissing, obscene words, obscene or inappropriate actions or gestures. Students will not engage in inappropriate physical contact. Consequences outlined at the top of page 6 of this handbook may be followed.

## Plagiarism & Cheating

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

## Attendance

Attendance is required by state law and crucial for student learning. Any time a student misses' class except for school testing, counseling, and participation in extracurricular activities or field trips, it is considered an absence. Examples of possible absences include medical reasons, family vacations, attendance of another school's functions, illnesses, trancies, etc. Being more than 10 minutes late to a class or missing more than 10 minutes during any portion of class will result in an absence. PJH students must attend 90% of any given class (Board Policy 522) in order to earn the credit in that class. Students that are absent 7 or more days in a semester class (3.5 or more absences in a quarter class) will receive "No Credit" in that class. Students who are going to be absent (3 or more days) for extended periods (e.g., bereavement, certain family circumstances, planned surgery, etc.) must have their parent/guardian(s) meet with the principal or assistant principal to make arrangements regarding class work completion in order to have the absences excused. The students are responsible for getting all class assignments **before they leave** and then have **one week after they return** to turn those assignments in to their respective teachers. Absences for school events (e.g., sports, musical performances, etc.) will not count against students for

their class credits and students will have at least as long as they were gone to make up the work. Recurring absences for medical issues will be evaluated on a case-by-case basis and will require documentation from the healthcare provider.

- **Attendance Notification** - After accumulated absences at the levels listed above, a letter may be sent to the parent/guardian as a notification of the student's attendance status. You will also be alerted via text, email and phone if your student is absent.
- **Excessive Absences** - Parents, guardians and students are responsible for school attendance. In accordance with Preston City and district policy, when a student accrues more than 14 absences, a Court Petition referral may be sent on behalf of the student's best interest. Absent days may be made-up in cases of extraordinary circumstances. A written appeal by the parents/guardians may be made to the building principal.
- **School Excused Absences** - It is expected that for school excused absences (SE), students will participate in **remote learning (RL)** on the day they are absent. This will include working on Canvas and with each of their teachers to make up all work and learn the material that was missed. It is expected that for each school excused absence, students will work for a minimum of four (4) hours outside of the regular school day.
- **Absence for School Event** - Students who will be absent from classes for a school event/activity will be expected to check with their teachers whose class they will miss prior to leaving.
- **Absence Notification** - Parents have a legal right to take their student out of school for any reason, but do not have a legal right to violate Preston City and district mandatory attendance law. After a student absence, parents must notify the school office. Excessive absences or trancies will be referred to the juvenile court.
- **School Closure** - Tune into KACH radio (1340 AM) for notification regarding school closure. Notification will also be placed on the school and district websites, and our text/email system (Alert Solutions) will also push out notification via text, email and phone as long as your information is current in PowerSchool.

### Truancy/Sluffing

Truancy is defined as an absence without parental or guardian approval, regardless of which class period or length of time. A student is considered truant if he/she leaves school and does not have a parent sign them out. A student is also in violation if they are out of their assigned area during the school day without permission (Board Policy 522). Trancies must be made up before school, after school, or on a Friday school day.

- Preston Jr. High has the option to hold a Friday school for students who are truant or have excessive tardies. If assigned Friday school, attendance is mandatory and will count toward the school's promotion policy.

## Section Four: School Safety

### Assault, Battery & Fighting

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

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

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

### Drugs, Alcohol, and Tobacco

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

### Weapons

This district has no tolerance for students who bring weapons or other objects/substances to school which present a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. A dangerous weapon under United States Code - Section 930 (g)(2) is defined as any weapon, devise, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Possession of implements manufactured, used, or intended for use as weapons, or facsimiles intended to intimidate, threaten, or result in causing harm, and/or use of these objects/substances at school or at any school-sponsored activity without prior permission of school officials, will result in formal suspension procedures and expulsion procedures. Students found in possession of these items may immediately be referred to the appropriate law enforcement agency and will be suspended from school until a thorough investigation is made (Board Policy 541, 550).

#### Due Process for Infraction of Weapon policy

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

### Gun-free Schools Act

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

### Search and Seizures

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

students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items. The school district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety and security. School administrators may seize and retain or turn over to law enforcement offices, any contraband items or evidence found in a school locker. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant (Board Policy 542).

## Gangs

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

## Acceptable Use Policy (Electronic Devices)

### Definitions

Electronic device means a device that is used for audio, video/camera, or text communication or any other type of computer or computer-like instrument. Examples include, but are not limited to, the following: cellular phone, smart phone, iPod, smart or electronic watch, tablet, gaming system, wireless headphones (ear pods, etc.), or virtual reality device.

### Device Use

Electronic devices are only allowed before and after school. Exceptions to this policy for special circumstances, health-related reasons, current and valid IEP/504, and emergencies, can be made through contacting school administration.

Students shall be personally and solely responsible for the security of privately-owned devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized use of an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

### Prohibitions

Electronic devices, active or inactive, are not to be used in the classroom nor in assemblies without the explicit permission of the supervising authority who may allow device use for a curricular purpose. During times electronic devices are allowed (before and after school), they shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Additionally, any use of electronic devices that would cause invasions of reasonable expectations of student and employee privacy are prohibited. Camera or audio recording functions of electronic devices that may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational programs are prohibited. Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises. Unless written permission is given from an administrator, disciplinary action will be taken.

Electronic devices may not be used during assessments unless specifically allowed by law, student IEP/504, or assessment directions.

### Confiscation

If a student violates this policy, electronic devices shall be confiscated. When an employee confiscates an electronic

device under this policy, they shall take reasonable measures to label and secure the device. Confiscated electronic devices will be returned to either the student or a parent/guardian of the student. A student that breaks this policy repeatedly will have their electronic device secured in the office for a parent to pick up after a meeting with administration and is also subject to compliance with disciplinary consequences. A student who refuses to relinquish an electronic device to an adult when asked will be referred directly to the administration and additional consequences will be considered.

#### Due Process for Infraction of Electronic Devices Policy

Warning = student is issued a warning and given an opportunity to correct their behavior

1st Offense = device is confiscated; student may pick up the device from that teacher at the end of the school day

2nd Offense = device confiscated; parent notified by confiscating teacher; parent/guardian may pick up the device from the office, citizenship grade reduced to "N"

3rd offense = device confiscated; administration and parent/guardian notified by office; parent/guardian may pick up the device from the office after a meeting with administration, detention assigned, and citizenship grade reduced to "U"

4th offense = device confiscated; administration and parent/guardian notified by office; parent/guardian may pick up the device from the office after a meeting with administration, detention assigned, citizenship grade reduced to "U," student may be placed on a behavior contract and searched daily for an electronic device by administration before school starts

Subsequent Violation of this policy can result in discipline up to and including detention, suspension, and notification of law enforcement authorities. A student who violates this policy may be prohibited from possession of both privately-owned and district-owned electronic devices at school or school-related events.

#### Theft & Vandalism

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

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

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

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

#### Criminal Activity at School or at a School Activity

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

##### **First Infraction (& Subsequent Infractions)**

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

## False Fire Alarms & Building Threats

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

### Due Process for Infraction of Fire Alarm or Building Threats Policy

#### First Infraction

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

#### Second Infraction

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

## Explosive Devices

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

### Due Process of Infraction of Explosive Devices Policy

#### First Infraction

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

## Evacuation Plan & Emergency Drills

Evacuation & emergency drills will be conducted on a regular basis. The alarm for evacuation of buildings will be a continuous ringing of the fire alarm. Should the bell system be inoperative, the PA system will be used.

The administration will give direction when it is safe to return to the classroom.

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

- (1) Exit the building using the appropriate route for the classroom. Routes are posted by the door of each classroom. Students should not take books, notebooks, etc. Teachers should take attendance book.
- (2) Go directly to student's Home Room (1<sup>st</sup> hour) teacher's assigned area. Do not stop at lockers or restrooms.
- (3) Remain in the assigned area until the "all clear" signal is given. Students and staff members should then return to their classrooms. (Board Policy 514).

## Bicycles/Skateboarding, Etc.

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

- **First Infraction:** Confiscated and kept at the office

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

### Outside Behavior at Breaks & Lunch

#### **Obey lunch supervisors, stay in designated play areas, and maintain proper behavior for school.**

Specifically, do not play tackle anything, wrestle, give back or shoulder rides, or other contact sports, do not go into or go behind softball dugouts, into faculty parking area, or other places where you are not able to be observed. During winter weather, avoid potentially harmful activities like king of the hill, climbing on snow hills, sliding on ice, throwing/kicking snow, etc. If students are allowed to stay in the cafeteria during lunch, please remain seated in designated areas, and keep noise level appropriate, as other students are still in class. If lunchroom rules are not followed, student will be asked to go outside for the remainder of the lunch break.

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

### Student Rights Regarding Restroom/Locker Room Use

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

### Parking/Driving

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

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

## Section Five: School Procedures

### Accidents

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

### Advertisement, Flyers, etc.

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

### Assemblies

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

disruptive as to interfere with other students, he/she will be removed from the assembly and referred to an administrator for possible loss of the assembly, incentive days and detention. Assemblies can be changed or canceled at the discretion of the administration.

### Backpacks

Backpacks are to be used for carrying books and school supplies. They are not to be left in the halls, outside, or cafeteria. Students need to keep them in their locker. School personnel are not responsible for any lost items.

### Book Fines

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

### Check-In & Out

School starts at 8:00 am. Signing in at the office window is required for all students who enter the school after the tardy bell rings at 8:00 a.m. Any student who leaves the school grounds between 8:00 a.m. and 3:45 p.m. must be checked out at the office by a parent or have a parent permission note to leave to give to the secretaries, or a phone call must be made to the office by the parent. Check-out should be with the teacher's knowledge if the student is checking out during a class period. Students may be excused during the school day for family emergencies, medical appointments or sickness. Parents may only check out their student from school (parents may not check out a student of which they are not the legal guardian without written consent and a phone call to the office).

### Classroom Guidelines

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

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

### Closed Campus

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

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

### Computers & Technology Acceptable Use

Each student is required to sign a Technology Use and Internet Safety Policy before access to computers in the school. Students who have 1-to-1 technology will also be required to participate in a Digital Citizenship course. Users of the technology system who are found to be in violation of the Technology Use and Internet Safety Policy which may include, but are not limited to, email, inappropriate web sites, vandalism, chat rooms, using someone else's account and password, or accessing a teacher's computer, will be referred to school district administration and/or law enforcement for disciplinary action. Student's access to, and use of, the school's technology system may be suspended (Board Policy 689).

### Dances

Preston Junior High may have dances throughout the school year. These are a privilege and can be canceled at any time. Only Preston Junior High students are allowed to participate at PJH dances. No inappropriate behavior will be allowed such as mashing, slam dancing or other forms deemed inappropriate by school personnel, perceivably dangerous stunting, or any other behavior that endangers the safety of any student or adult. Misbehavior in the regular school setting may result in ineligibility for dances and referral to administration for applicable consequences. The school dress code remains in force at these activities.

### Discipline Policy

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

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

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

### Field Trips

Students who attend any field trip must return permission slips for the field trip to their teacher, 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).

## Grading & Citizenship

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

Parents/guardians will receive alerts throughout the year for those students who are receiving below a C- in a class. Whenever questions arise on grades, students and parents are to contact the teacher immediately. Office personnel may not have teacher's records and therefore cannot indicate reasoning for student grades. When questions arise, or whenever a progress report is desired, teachers are available before and after school and during their prep hour to meet with parents to discuss individual concerns. Teachers will not be interrupted during teaching time. Progress reports are sent out every other week through the alert system.

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

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

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

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

Citizenship is also part of the grading process, though not tied directly to academics. The following standards were established in a collaborative effort in order to better communicate to parents about the negative and, more importantly, the positive behavior of their children in school. Teachers will keep the citizenship grade updated as things happen in class, so that parents have a real-time view of how things are going. As always, let us know if you have suggestions or feedback. Citizenship grades may be used to determine student participation in assemblies, dances, and school incentives.

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

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

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

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

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

## Hall Passes

All students, when out of class during class time, need a hall pass which will be provided by the teacher. **Students need hall passes even when called to the office or to the counselor's office.**

## Immunizations

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

- One dose of Tdap booster
- One dose of Meningococcal

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

## Incentive Activities

The school may hold incentive activities throughout the year. The intent of incentive activities is to put in place rewards for those students who choose to excel in academics, attendance, and citizenship standards. Students will be notified of the specific requirements for each activity. In the past, students had to meet certain criteria set by the administration in order to qualify the activity. Specific requirements for each activity will be determined by administration and communicated to school faculty and student body. If an eligible student decides not to participate in the activity, they are still required to attend classes during that school day since it is counted as a regular day of school. Students not eligible will be assigned an alternate location.

## Insurance

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

## Lockers

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

All students are responsible for the lockers assigned to them. Jammed lockers must be reported to the school office or custodian. Unnecessary damage, vandalism, etc., as well as writing on the lockers are the responsibility of the student and he/she will be financially responsible. Magnets can be used to display acceptable images inside the lockers. The outside of lockers can only be decorated on special occasions designated by the administration, following fire codes, and no decoration can be permanent.

During the last week of school, students should clean their lockers and take all personal items home. Students will be asked to clean their locker if it is dirty. The school maintains control and right of inspection of lockers. Students are not to change lockers once they are assigned. Students who move to another locker without permission may lose their locker use privileges.

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

## Lost and Found

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

## Lunch, Food & Drink

Lunch is directed by the district and may change at any time. Lunches are paid for in the cafeteria. The office does not handle lunch money. A plus balance must be kept in the account. Lunches can be paid for daily during lunch if change is not required. Prices can change at any time. Students are not allowed to charge meals. Inappropriate behavior in the lunchroom will not be tolerated and violators will be referred to the office and may lose lunchroom privileges as well as help clean up. Students are to clean up after themselves and all food and drinks are to remain in designated eating areas. Food and drinks are not to be taken outside the cafeteria. Drinks of any type are not to be taken on the carpeted areas of the school or stored in lockers and will be confiscated. In addition, students will be responsible for cleaning up any mess caused by food or drink brought by them outside the cafeteria. Students found stealing lunches from others will lose the privilege of eating in the lunchroom, and parents and law enforcement may be notified. Restitution will be expected. Any drinks outside the cafeteria need to have a lid on the container.

## Media Center (Library)

The library will be open 8:00 a.m. until 4:30 P.M. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform personnel about his/her particular needs. Most books can be checked out for two weeks. Books become the responsibility of the student and the student will be assessed for any damage or loss. Overdue books will be charged 5 cents per day and report cards will be held if fines have not been paid and possible loss of incentive activities. Because of limited supervision, the media center will not be open for student use during lunch time.

## Medication & Illness

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

## Prescription Medicines

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

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

## Schedule Changes

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

## School Counseling and Psychology Services

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

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

## Student Records and Confidentiality

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

## School Telephones

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

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

## Student ID Cards

Students ID cards can be purchased in the office for \$3.00. If ID cards are lost, the cost is \$5.00 for a replacement.

## Suicide Intervention

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

## Visitors

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

## Yearbook

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

# Section Six: School Services and School Closure

## Bus Transportation

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

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

## Cafeteria

Preston Junior High School offers excellent lunch selections in the cafeteria. We encourage all students to eat lunch at school. Breakfast is also served in the cafeteria before school. Please keep in mind the following:

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

**Student breakfast - \$2.85** (price will be different for Free and Reduced)

**Student lunch - \$3.50** (price will be different for Free and Reduced)

**Adult breakfast - \$3.95**

**Adult lunch - \$4.95**

## FERPA

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

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

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

## Guidance Counseling

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

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

## Junior High Faculty

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

### Office/Administration:

Schmidt, Tom (Principal)  
Atkinson, Dakota (Assistant Principal)  
Meekl, Jennifer (Counselor)  
Ware, Bobbi (Business Secretary)  
Erickson, Kathy (Records Secretary)  
Sessions, Tamra (Librarian)

### Cafeteria

Belew, Tonya  
Gilbert, Kim  
Larsen, Mabel  
Lindsay, Sheila  
Parker, Mercedes

### Para-Professionals/Staff

Baird, Ronda  
Bartholomew, Marlin  
Bartholomew, Sara  
Bird, Lori  
Chatterley, Lacey  
Gomez, Avery  
Hatch, Nina  
Ostler, Staci  
Smith, Dalene

### Building Maintenance

Robinson, Hallie (Head Custodian)

### Teachers

Allen, Mindy (Special Education)  
Ashcroft, Matt (Social Studies)  
Bassett, Matti (English, Student Gov.)  
Boehme, Janel (Science)  
Brown, Payten (PE)  
Bunderson, Desiree (Social Studies, Spanish)  
Carter, Regie (English)  
Christensen, Jessica (Social Studies)  
Dawson, Jaime (Math)  
Durrant, Jill (Orchestra)  
Fife, Andrea (English, Health, Teen Success)  
Cox, Jared (Art)  
Hamblin, Haley (Technology)  
Hess, Tyler (English)  
Hodgkiss, Darrin (Special Education)  
Jenkins, Julie (Science)  
Jensen, Camille (Science)  
Johnson, Ty (English)  
Malcom, Crystal (English)  
Smart, Braden (Music)  
Keller, Amber (Math)  
Keller, Kelly (Science)  
Kimpton, Shantel (Science)  
Larson, Hailey (Math)  
Littlewood, Joyce (Special Education)  
Marlow, Stephanie (English, yearbook)  
Owens, Stephanie (Math)  
Speedy, Susan (Special Education)  
Young, Ryan (PE, Health)

### Preston School District #201 Board of Trustees and Administration

Jones, Chris  
Keller, Dax  
Lyons, Geniel

Moser, Launa  
Yardley, Susan

Lance Harrison, **Superintendent**  
Shelby McKenna, **Business Manager**  
Tamara Harris, **Human Relations Manager**

**Special Education Directors**  
Brady Garner

### **Title IX Representative**

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

### [Parent Contact](#)

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

### [School Closure/Late Start](#)

Preston school district may choose to cancel for the whole day or delay the start of school by two hours in case of bad weather or other emergencies.

The district will send a notification of a late start or school cancellation through SwiftK-12 Alert to all individuals who signed up to receive text messages or emails through the school's mass notification system.

If you are unsure of whether a storm has warranted full-day closure, a late start delay, or no change to the schedule, please check the homepage of the district website and Facebook page, where notice will be placed in a prominent place. You can also listen to KACH or KVNU Radio for updated information regarding the status of the school day. If a notice has not been posted by 6:00 am, schools and bus routes will likely operate on the standard schedule.

In the event of a late start here at Preston Jr. High, the school day will start at 10:00 am and end at the regular 3:45 pm. The time for each class period will be adjusted accordingly. Breakfast will not be served, but lunch will be served according to the adjusted class period schedule.

Remote learning: Preston School District may decide to go to a remote learning option for various reasons. Remote learning will include working on Canvas and with each of their teachers to make up all work and learn the material that was missed. It is expected that for each school excused absence, students will work for a minimum of four (4) hours outside of the regular school day.

### [Self-Disclosure](#)

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

### [Wellness Policy](#)

In compliance with the federal law, Preston School District #201 has completed a staff guide for wellness practices and healthy life-style choices (School Board Policy #359). It is the goal of the district that students and staff members shall possess the knowledge and skills necessary to make nutritious food choices and healthy

life-style choices. In addition, all school staffs are encouraged to model healthy behavior as a valuable part of daily life. School leaders shall prepare, adopt, and implement a comprehensive plan to encourage healthy life-styles and activities that include:

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

## Section Seven: School Activities

### CAST (Career Academic Social Technology)

CAST is an after-school program that is designed to help students academically and attain skills they will need and use in everyday life. Students can meet after school from 3:45-5:30 pm.

### Eligibility and Participation in Extracurricular Activities

#### Student Government “H.A.P.P.Y. - Have a Positive and Productive Year”

Preston Jr. High Student Government Officers have a significant responsibility to commit to the highest standards of excellence in representing the students, faculty, and administration of PJH. Officers are expected to attend many activities, and support faculty, students, and administration when called upon. Officer duties should be a priority during the officers’ tenure. Officers must maintain a minimum GPA of 3.0 and must not receive any N's or U's.

#### Athletics Eligibility

- No N’s or U’s on citizenship
- Students must attend school the day of the event
- A minimum 2.0 GPA and no failing grades
- Administrators will check eligibility and inform students regarding student eligibility status the day before an event. (Students take responsibility of their own grade and should be aware of their grade at all times.)
- Students must be considered eligible prior to the day of the event. Students have the responsibility to check with their teachers and coaches to determine if eligibility is met.
- All students are eligible the first week of any new grading period
- If convicted of a crime by local officials, suspension and ineligibility will result
- Based upon the coach’s approval, an ineligible student may be allowed to try out for a team and practice with the team if she/he makes the team. The ineligible student will not be allowed to participate, travel, or sit on the bench with the team until eligibility is achieved
- Coaches have the right to add additional rules and requirements for their sport with the administration’s approval and followed by written student notification
- A physical examination, proof of insurance coverage, a concussion acknowledgement form, are required before participation is permitted
- A \$50 fee is assessed for each sport and must be paid to the office prior to the student traveling or participating in competitions

### National Junior Honor Society

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

- Must be in the 8th grade.

- Membership will be by invitation at the beginning of the school year.
- Must have 1st Semester GPA of 3.8 in the 8th grade.
- No major discipline problems or Unsatisfactory or Needs Improvement in Citizenship Marks in any class.

\*Pay a \$10 membership fee upon nomination.

## Office Resources

The office staff is at school to assist you and your parents in anything that you need. The office welcomes any student who would like to sign in and out of school, pay fees, give attendance notes, etc. Office hours are from 7:30 a.m. to 4:45 p.m. Monday through Thursday.

## PJH Clubs & Activities

- Athletics
- National Junior Honors Society
- Student Government
- Yearbook

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

Same requirements as athletics and may include participation fees.

## School Fees

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

\$20	Activity Fee (Assemblies, dances, field trips, etc.)
\$10	Art
\$50	Athletics (Volleyball and Wrestling)
\$15	Creative Crafts
\$5	Electronics Class
\$10	Honors Society
\$7	P.E. Lock
\$5	P.E. Bowling
\$15	Teen Success
\$5	Spanish Culture

## PRIDE (Home Room/Advisory)

We set out to find ways to help students in areas that are not formally part of any other class – things like character education, career and college planning, having an adult advocate and strong support system, and having someone checking in on your grades every month. PRIDE Time will be held during the last couple minutes of 1<sup>st</sup> hour. Student home rooms will be their first hour classes. Preston Jr. High is implementing Schoolwide Positive Behavioral Interventions and Supports (SWPBIS). As a district we will be focusing on the following characteristics to improve our school culture and community environment:

<b>Prepared</b>	Properly expectant, organized, or equipped; ready
<b>Respectful</b>	to show regard or consideration for
<b>Integrity</b>	adherence to moral and ethical principles; soundness of moral character, honesty
<b>Determined</b>	decided; settled; resolved
<b>Engaged</b>	involved

Each student will stay with their PRIDE all year, and we'll use this time to organize other things like seating at assemblies, grouping during fire drills and evacuations, etc. One of the main goals of creating PRIDE

Time was to ensure that every student has a trusted adult in the building who can advocate for them and be a point of contact should the student ever need help or support.

### Student Government “We’re Unstoppable Together”

Preston Jr. High Student Government Officers have a significant responsibility to commit to the highest standards of excellence in representing the students, faculty, and administration of PJH. Officers are expected to attend many activities, and support faculty, students, and administration when called upon.

### Preston Jr High TITLE I Statement

Preston Jr. High School’s Title I program, and assistance is offered to all students. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. PJH recognizes that for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children’s education. PJH 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, such as a PJH PTA will be held in which parents can contribute ideas to make the school a better place. Look on Facebook and search for Preston Jr. High in Preston or go to the Facebook site (<https://www.facebook.com/prestonjuniorhigh>) or go to the PJH website at ([www.prestonidahoschools.org](http://www.prestonidahoschools.org)) for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcomed 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.

### 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.

### Closing Statement

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

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

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

**Students and Parents- Please review the contents contained in the student handbook. It is located on the PJH school website for your convenience. Thanks for your support in making our school a better place.**

# PRESTON HIGH SCHOOL



## STUDENT HANDBOOK

2024-25

# Table of Contents

<b>SECTION ONE: SCHOOL CLIMATE .....</b>	<b>4</b>
PROHIBITION OF DISCRIMINATION.....	4
DUE PROCESS.....	4
HARASSMENT/INTIMIDATION AND BULLYING/HAZING.....	5
LANGUAGE AND FREEDOM OF SPEECH .....	6
ACADEMIC INTEGRITY/HONESTY AND PLAGIARISM/CHEATING .....	6
WILLFUL DISOBEDIENCE/DEFIANCE/DISRESPECT/INSUBORDINATION.....	6
DISRUPTIVE BEHAVIOR.....	7
REMOVAL FROM CLASS/HOLDING CLASS.....	7
TRESPASSING/LOITERING.....	7
DRESS CODE .....	8
DISPLAYS OF AFFECTION.....	9
<b>SECTION TWO: SCHOOL SAFETY .....</b>	<b>9</b>
ASSAULT/BATTERY/FIGHTING .....	9
<i>Definitions:</i> .....	9
ILLEGAL DRUGS/SUBSTANCES.....	10
<i>Illegal Drugs and Alcohol</i> .....	10
<i>Tobacco</i> .....	10
WEAPONS .....	11
SEARCH AND SEIZURE .....	12
GANGS.....	12
STEALING AND VANDALISM.....	12
CRIMINAL ACTIVITY AT SCHOOL OR SCHOOL ACTIVITY .....	13
EXPLOSIVE DEVICES.....	13
FALSE FIRE ALARMS.....	13
SKATEBOARDING.....	14
VISITING STUDENTS.....	14
<b>SECTION THREE: SCHOOL PROCEDURES .....</b>	<b>14</b>
ATTENDANCE POLICY .....	14
CLASS CHANGES .....	17
ELECTRONIC DEVICES.....	18
DANCES .....	19
HOMEWORK .....	19
REPORT CARDS.....	20
STUDENT RECORDS AND CONFIDENTIALITY .....	20
LOCKERS.....	20
EVACUATION POLICY .....	18
RELEASED TIME .....	19
FIELD TRIPS.....	19
SCHEDULES .....	21
HALL PASSES.....	22
COMPUTERS.....	22
PRESCRIPTION MEDICINES .....	22

<b>SECTION FOUR: SCHOOL SERVICES .....</b>	<b>23</b>
CAFETERIA .....	23
GUIDANCE .....	23
PARENT CONTACT .....	23
SCHOOL OFFICE TELEPHONE NUMBERS .....	24
PHS ADMINISTRATION.....	24
PRESTON SCHOOL DISTRICT #201 BOARD OF TRUSTEES AND ADMINISTRATION .....	24
<b>School Board</b> .....	24
<b>District Office Administration</b> .....	24
PARKING .....	24
SELF-DISCLOSURE .....	25
WELLNESS POLICY.....	25
FERPA .....	27
<b>SECTION FIVE: SCHOOL ACTIVITIES .....</b>	<b>28</b>
CLUBS AND SPORTS .....	28
ACTIVITY CARDS.....	28
ATHLETIC FEES.....	28
ASSEMBLIES .....	29
STUDENT INSURANCE.....	29
ELIGIBILITY AND PARTICIPATION IN INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES.....	29
PRESTON HIGH SCHOOL ELIGIBILITY STANDARDS.....	27
EARLY GRADUATION .....	31

## 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 student and 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**

Following are the guidelines for the dress code at PHS.

- Any clothing or appearance, in the judgment of the administration, that disrupts the educational process will not be accepted. (Board Policy 517)
- While at the school, it is expected that all tops and bottoms worn on campus must cover private parts.
- Tops and bottoms must be worn during school hours and school activities, including PE courses, athletic practices, etc.
- Tops must have straps.
- No underwear will be visible.
- Additionally, inappropriate sayings, illegal contraband/substances, and violent/obscene images illustrated on clothing are not acceptable. As a guideline, use general community standards as a guide for content (per S.C. case Miller v. California). Decorations, designs, mottoes, symbols, or words may not appear either on clothing or the skin conveying messages that are crude, vulgar, profane, violent, sexually explicit, racist, or discriminatory against any race, religion, gender, sexual orientation, or that reference items that are illegal

in general or illegal specifically for underage students, such as tobacco, alcohol, and illegal drugs, or that are connected with secret organizations and/or gangs.

- The wearing of hats, caps, bandannas, hoods, or any other headwear will be subject to individual teacher and classroom policies. Students' faces and ears should always be visible.
- Face painting and disruptive/dangerous hairstyles are not allowed.

Only if the dress code violation is disrupting the learning in the classroom will a student be pulled out of instructional time. All other violations will be handled during non-instructional times.

#### *First Infraction*

- The referred students will be given a written warning.
- Students may be asked/required to change clothing or appearance

#### *Second Infraction*

- The student referred to a counselor
- Students may be asked/required to change clothing or appearance

#### *Third Infraction*

- Student referred to an administrator/counselor – parent contact
- Students may be asked/required to change clothing or appearance

#### *Fourth 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 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. Behavior contract
- 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 cessation 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 2.5 inches or less is not considered a weapon in Idaho.

- 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 superintendent and 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 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 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 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 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 contacted at 10%, 15%, and 20% absenteeism. This contact may be as 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, surgery, 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.

#### 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 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.

### 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, 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 reoccurring issue for a student across multiple classrooms, infraction steps may be skipped to accommodate appropriate consequences.

#### *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.

### 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 at 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.

## Report Cards

Progress reports will be given at mid-term to notify parents of progress. The cards are the property of the student and are not returned to the school. In the fall, these may be given at parent-teacher conferences. 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. Deficiency notices are sent at midterm (Board Policy 688).

## 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

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

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

- Medications should be brought by parents in a clearly marked container from the pharmacy. Parents must complete a medical authorization form, which will be kept on file at the main office.
- All medications will be kept in a secure area in the school office.
- It is the student's responsibility to come to the office at the appropriate time to take his/her medication.
- Non-prescription medications such as Aspirin or Tylenol will not be provided to students.
- A student may self-administer medication in a metered dose inhaler for asthma or other respiratory illness.

### 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 \$2.85, a student lunch is \$3.50, and an adult lunch is \$4.95.

Please keep in mind the following:

- a. Deposit all lunch waste in wastebaskets
- b. Return all trays and utensils to the dish-washing area.
- c. Leave the table and floor around your place in clean condition for others.
- d. 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:

- a. in recommending materials that the student may use to improve study habits
- b. in planning his/her school program
- c. in making realistic curriculum selections and suitable plans for the future
- d. in offering aid in solving personal and school-related problems
- e. in making 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  
**Ben Szabo**, Assistant Principal, Activities Director  
**Jaclyn Heward**, Assistant Principal  
**Brent Knapp**, Athletic Director  
**Carrie Sanders**, Counselor  
**Sheena Jones**, Counselor  
**Patricee Moffit**, Office Manager/Bookkeeper  
**Amy Rau**, Attendance Secretary

### Preston School District #201 Board of Trustees and Administration

#### School Board

**Dax Keller**  
**Susan Yardley**  
**Geniel Lyons**  
**Launa Moser**  
**Chris Jones**

#### District Office Administration

**Lance Harrison**, Superintendent  
**Shelby McKenna**, Business Manager  
**Lori Heusser**, Administrative Assistant  
**Brady Gardner**, Directors of Special Services  
**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 discipline measures. If the student continues to use any illegal drugs and is in possession or under the influence at school or at school activities, the student will be referred for 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 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

Lance Harrison, 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

### 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.

### 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

### Clubs and Sports

PHS offers a wide range of clubs and activities. Examples include FCCLA, FFA, Key Club, BPA, NHS, Choir, Pep Band, and Pep Club. A more detailed description of the clubs, their goals, and their advisors are available through the Executive Council.

Sports are offered to students at PHS. Fall sports include cross country, golf, boys and girls soccer, football, and volleyball. Winter sports include boys and girls basketball and wrestling. Spring sports include baseball, softball, and track. Those interested in joining a team must meet eligibility requirements which are outlined in Section Five F.

Students are encouraged to participate in a variety of clubs and activities which will enhance their overall educational experience.

### 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.

### Athletic Fees

Due to increased travel costs, length of travel for the PHS sporting teams, and increased program costs, the Preston School District increased their athletic fees. The administration and school board studied other school’s activity fees, examined projected revenue and expenditures, and developed the following athletic fees:

All students involved in athletic events will be assessed for the following fees: \$100 per sport with a \$250 cap per athlete.

## 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.

## Student Insurance

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the principal's office. This form must be completed by parents and presented to the doctor or hospital.

The district will not allow student athletes to participate in any interscholastic athletic program without insurance coverage and the written permission of parent/guardian. Before engaging in practice sessions or athletic events, the following must occur:

- a. Each student must provide written proof of health insurance.
- b. The parent/guardian must give permission for the student athlete to participate in the program.
- c. The parent must sign a release of liability for the student to participate.

This district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk (Board Policy 573).

## Eligibility and Participation in Interscholastic and Extracurricular Activities

All students at Preston High School are encouraged to participate in some extracurricular activities. All students will be able to find an area of interest whether that is a sport or a club and will be able to make a contribution and develop their talents. This district will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (Board Policy 572).

According to the Idaho High School Activities Association (IDHSAA) for a student to be academically eligible to participate in high school sports or activities, a student must:

- a. Be enrolled full-time and have received passing grades and earn credits in at least six (6) full credit subjects, or the equivalency, in the previous semester/trimester or grading period for which credit is earned.
- b. An approved course is one that is taken for credit toward graduation. Released Time does not count as a class. For example, if 7 classes are available, the student must pass at least 5.
- c. If a student receives a “No Credit” or “NC”, the student has not received credit and the NC will be considered as a failing grade. If a student does not meet this requirement, he/she automatically will sit out the entire semester.

#### Preston High School Eligibility Standards:

- a. Students who represent Preston High School must have a minimum 2.0 grade point average and no F’s. They also need to conform to the attendance guidelines. This applies to athletics, clubs, CTSO’s, music, and school plays.
- b. Students may not be failing any class to miss instruction time. This includes classes such as Art, Band, FCCLA, Orchestra, Vocal Music etc.
- c. All competitors and performers are required to attend school all day on the day of the game/performance, or he/she will not be allowed to participate in the event. To miss any school or class periods on the day of a game or event, the athlete must clear through the Activities Director/Administration his/her absence before missing school.
- d. To be eligible for athletics and extracurricular activities at Preston High School a student must meet the eligibility standards as set by the IHSAA as previously outlined
- e. Eligibility is based on weekly grade checks conducted by the coaches/advisor of each activity assisted by the Athletic Director and the Athletic Secretary
- f. To be eligible a student during weekly grade checks must have a 2.00 GPA and no F’s to participate in athletic contests or games
- g. When a student raises his/her grades to the standards set by the PHS Athletic Department they will be eligible to play in games
- h. Students who are not eligible at the end of a semester, or end the school year ineligible; meaning, their semester GPA is less than a 2.0 or they have any F’s, the student will not be eligible to participate the first month of the new semester (as of January 2025).
- i. Students who end a semester or the school year with a GPA below 2.0 and at least one F are ineligible to compete in the following semester (as of January 2025).
- i. Coaches and advisors are responsible for confirming the eligibility of athletes before they participate in an extra-curricular activity. They are responsible for letting the students know if they are ineligible and cannot participate.
- j. The Athletic Supervisor and Athletic Secretary will monitor and provide information regarding grades to the coach or advisor
- k. With Activities Director approval, the coach, if he/she deems it necessary, can develop contract with the student athlete at any time during the season for the purpose of eligibility or athletic code of conduct violations

- l. It is understood that the head coach/advisor of the sport or activity may establish higher standards for which the student athlete is accountable, if these standards are not in violation of the standards already established by the athletic department.
- m. With the coach or advisor's approval, a student may practice with the team while working on their grades. A student may not travel with, dress for, or participate in any school sponsored extracurricular activity during the period of ineligibility

Eligibility checks at the beginning of each semester will be conducted by the coaches and will begin on the third week of the new semester. If grade check day falls on a game day, a 1-day variance will be given to get the grade up. In other words, the athlete would have until the next day to get it raised.

#### CONSEQUENCE OF PLAYING WHILE INELIGIBLE

It is the coach's responsibility to ensure that all student-athletes are aware of their eligibility status. Students who are ineligible due to attendance or academics are not permitted to participate. Athletes that fail to sit out while ineligible will result in an automatic one-game suspension for the student and coach.

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\*\*See athletic handbook for further information on athletic code of conduct and drug testing policies.

#### 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 7<sup>th</sup> 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.**

The board of trustees recognizes that it is essential to the maintenance of a democratic society that public business be performed in an open and public manner, except as provided by state law. All meetings of the board of trustees are open to the public and all persons are permitted to attend any regular, special, or emergency meeting of the board. A meeting is defined as the convening of the board to make a decision or to deliberate toward a decision on any matter. Trustees may participate in board meetings via electronic means, including telephonic or video conferencing devices, provided at least one member of the board or superintendent is physically present at the meeting location.

### **ANNUAL MEETING**

The annual meeting of the board will be held at its regular January meeting each year. The board, at its annual meeting, will establish the regular monthly school board meetings date, time, and location for the year.

Each board of school district trustees shall organize at its first regular meeting in January and elect a chairman, a vice chairman, a clerk, and a treasurer. The clerk and the treasurer may be members of the board or, at the discretion of the board, either or both may be selected from among competent and responsible persons outside the membership of the board.

### **REGULAR MEETINGS**

Unless otherwise specified, meetings will be held at the Preston School District Office Board Room located at 105 S 2nd E, Preston, Idaho. Regular meetings are held at 7:00 PM on the third Wednesday of every month. The clerk will post the notice of the regular meeting schedule and the agendas for such meetings at a prominent place in the administrative office of the district or, if no such office exists, at the building where the meeting is to be held. If the district at any time maintains an online presence either through a district website or social media platform, the notice for meetings and agendas will also be posted electronically.

In accordance with Idaho law, the board has adopted rules of order and procedure to govern its regular meetings. The rules of order and procedure will be available to the public at each regular meeting of the board and on the district's website, if the district maintains such a website.

### **SPECIAL MEETINGS**

Special meetings may be called by the chairman or by any two (2) members of the board. The board will not hold a special meeting without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists. If the time and place of a special meeting has not been determined at a meeting of the board with all members present, then the notice of the time and place will be given to each member and announced by a written notice in at least two (2) or more public buildings within the school district not less than twenty-four (24) hours before the special meeting is to be convened. If the time and place of a special meeting was determined at a regular meeting of the board with all members present, the notice requirement for meetings and agendas

will be satisfied by posting such notices and agendas in a prominent place at the administrative office of the school district not less than twenty-four (24) hours before the special meeting is to be convened. If the district at any time maintains an online presence either through a district website or social media platform, the notice for meetings and agendas will also be posted electronically. Business transacted at a special meeting will be limited to that stated in the notice of meeting.

### **EMERGENCY MEETINGS**

In the event of a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage, or loss, the board may meet immediately and take official action without prior notification when the notice requirements of the Idaho Open Meeting law would make such notice impracticable or increase the likelihood or severity of such injury, damage, or loss, and the reason for the emergency is stated at the outset of the meeting.

### **EXECUTIVE SESSIONS**

An executive session at which members of the public are excluded may be held upon a two-thirds (2/3) individual vote of the board. If the board has vacancies such that fewer than two-thirds (2/3) of board members have been seated, then the board may enter into executive session on a simple roll call majority vote. The motion to go into executive session must identify the specific subsection(s) of Idaho Code §74-206 that authorize the executive session. The individual vote will be recorded in the meeting minutes.

#### **Matters Addressed in Executive Session**

The board may hold an executive session for the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need (this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general).
2. To consider the evaluation, dismissal, or disciplining of; or to hear complaints or charges brought against a public officer, employee, staff member, individual agent, or public school student.
3. To acquire an interest in real property that is not owned by the school district.
4. To consider records that are exempt from disclosure as provided by the Public Records Law, Chapter 1, Title 74, Idaho Code.
5. To consider preliminary negotiations involving matters of trade or commerce in which the board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel for the district to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently

likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

7. To engage in communications with a representative of the district's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the district's risk manager or insurance provider at an executive session does not satisfy this requirement.
8. To consider labor contract matters authorized under Idaho Code §74-206A(1)(a) and (b). Such matters include the deliberation of labor contract offers or formulation of a counteroffer; or receiving information about a specific employee, when the information has a direct bearing on the issues being negotiated and a reasonable person would conclude that the release of that information would violate that employee's right to privacy.

### **Final Decisions**

No final action or final decision may be made in an executive session, with the following exceptions: (1) a decision to place a Category 3 or renewable contract employee on probationary status; (2) a decision to expel or deny enrollment of a student as provided in Idaho Code §33-205(2); and (3) a finding by the board that the immediate return to school attendance by a student who has been temporarily suspended would be detrimental to the health, welfare or safety of other students, as provided in Idaho Code §33-205(3).

### **Notice and Agenda**

Notice of an executive session will be given according to the meeting and agenda notice provisions of a regular or special meeting. If an executive session only will be held by the board, a twenty-four (24) hour meeting and agenda notice will be given according to the special meeting notice provisions set forth above. Such notice will state the reason and specific subsection(s) of Idaho Code §74-206 that authorize the executive session.

### **Prohibition Against Discussing Unidentified Subjects**

The board is prohibited from changing the subject within the executive session to one not identified within the motion to enter the executive session or to any topic for which an executive session is not authorized.

### **PUBLIC PARTICIPATION**

The board will provide the opportunity for members of the public residing in the district to comment on school and education matters at regular meetings of the board and to request the addition of an item directly related to district business to the agenda of a regular meeting. The manner in which public comment and requests for agenda items will be governed is included in the rules of order and procedure adopted by the board. Under no circumstances will public comment be permitted on topics that would authorize the board to enter an executive session.

**BOARD DECISIONS**

All final actions and final decisions by the board will be made at a regular or special meeting. No final action will be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification for taking final action on an item added after the start of the meeting will be reflected in the minutes. No decision at a regular or special meeting of the board will be made by secret ballot.



**LEGAL REFERENCE:**

Idaho Code Sections

- 33-205 – Denial of Student Attendance
- 33-506 – Organization and Government of Board of Trustees
- 33-510 – Annual Meetings – Regular Meetings – Board of Trustees
- 33-514 – Issuance of Annual Contracts – Support Programs – Categories of Contracts –  
Optional Placement
- 33-515 – Issuance of Renewable Contracts
- 74-201, *et seq.* – Open Meetings Act

**ADOPTED:**

**AMENDED:**

*\*Language in text set forth in italics is optional.*

## **AGENDA PREPARATION**

The agenda for any board meeting will be prepared by the superintendent and board chair. Items submitted by the board chair or at least two (2) board members will be placed on the agenda. The board clerk, administration, or members of the public residing in the district may also request, in writing, the addition of an item directly related to district business to the agenda of a regular meeting. Such requests must be received by the superintendent at least [insert time, e.g. 5 or 7 days] prior to the scheduled board meeting. *The request must include the individual's name, address, the reason for the request, and the action requested, if any. The board chair may decline to place an item on the agenda where the person making the request is not a resident of the district; the request was received less than [insert time, consistent with time specified above] before the regular board meeting; adding the requested item would cause the meeting to be extended by more than [insert time, e.g., 30 minutes]; the item is not directly related to district business; or the item can properly be heard under another agenda item. Individuals who are not residents of the district may request the addition of agenda items that directly relate to district business which requests may be approved at the discretion of the board chair. Within [specify time, e.g., 48 hours] after a written request to place an item on the agenda is received, the superintendent or designee will notify the individual making such request as to whether the item will be placed on the agenda. The decision as to placement of a requested item on the agenda is final.*

## **REGULAR MEETING AGENDAS**

The clerk of the board will post an agenda notice 48 hours in advance of each regular meeting in the same manner as the notice of the meeting.

## **SPECIAL MEETING AGENDAS**

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The clerk will maintain a list of the news media requesting notification of meetings and will make a good faith effort to provide advanced notification to them of the time and place of each special meeting.

## **AMENDING AGENDAS**

The board may amend the agenda, provided that a good faith effort is made to include in the original agenda notice all items known to be probable items of discussion. The agenda may be amended in the following manner:

- 1. Amending the Agenda More Than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting.** If the agenda is amended after it has been posted but there exists forty-eight (48) hours or more prior to the start of a regular meeting, or 24 hour or more prior to the start of a special meeting, the agenda may be amended upon posting of the amended agenda.

**2. Amending the Agenda Less Than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting.** If an amendment to the agenda is proposed less than forty-eight (48) hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the clerk will post the proposed amended agenda but it will not become effective until a motion is made at the meeting and the board votes to amend the agenda.

**3. Amending the Agenda After the Start of a Meeting.** The board may amend the agenda after the start of a meeting upon a motion that states the reason for the amendment and the good faith reason the agenda item was not included in the posted agenda.

## **ACTION ITEMS**

An agenda item that requires a vote of the board will be identified on the agenda as an “action item” to provide notice that action may be taken on that item. Identifying an item as an “action item” on the agenda does not require a vote to be taken on that item. Final action may not be taken on agenda items added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the board minutes.

## **NEGOTIATION MEETING NOTICES**

Notice of all negotiation sessions between the district and the local education organization shall be posted at the earliest time practicable on the front page of the district’s website. Additionally, if time permits, the district shall post notice of the negotiation sessions within 24 hours at the same physical locations the district uses for posting its regular meetings.

## **QUORUM**

A quorum for the transaction of business of the board will consist of a majority of the members of the board. In the event of one (1) or more vacancies on the board, the transaction of business shall be permitted if a majority of the remaining members of the board are present. Unless otherwise provided by law, all questions will be determined by a majority of the votes cast. The chairman of the board may vote in all cases.

## **ORDER OF BUSINESS**

The order of business will be determined by the board chair and superintendent with input from the board. Upon consent of the majority of the members present, the order of business at any meeting may be changed.

## **CONSENT AGENDA**

To expedite business at a board meeting, the board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item which appears on the consent agenda may be removed by a member of the board. Any board member who wishes to remove an item from the consent agenda is encouraged to give advance notice in a timely manner to the board chair and superintendent. The remaining items on the consent agenda will be voted on by a single

motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## **MINUTES**

A complete and accurate set of minutes will be kept of each board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. The date, time, and place of the meeting;
2. All members of the board present and absent;
3. All motions, resolutions, orders, or policies proposed and their dispositions;
4. The result of all votes and, at the request of a member, the vote of each member by name;
5. The legal basis for recessing into executive session, including sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session; and
6. Time of adjournment.

If the designated clerk is not available to attend a meeting of the board, the board will appoint a person to act as the temporary clerk. That person will keep the record of the proceedings of the board and certify the same to the clerk, to be entered by him or her.

*Following a meeting of the board, the clerk will prepare the typed copy of the minutes from the record of the meeting. A copy of the minutes will be given to each board member prior to the next regular meeting. At the next regular meeting of the board, the minutes will be approved and signed by the clerk and the chairman of the board. The approved and signed minutes will become part of the official ledger of minutes maintained in the district office, to be made available within a reasonable time after a meeting for inspection upon request.*

The board will record written minutes of all executive session meetings. The minutes must specify the specific subsection of Idaho Code §74-206 authorizing the executive session and will also provide sufficient detail to identify the purpose and topic of the executive session without compromising the purpose of going into executive session. The roll call vote to go into executive session will also be recorded in the minutes. Executive session minutes may be recorded in the body of the written minutes of the open session and are a public record.

The district will cause to be taken written minutes in all negotiation sessions between the district and the local education organization. All documentation exchanged between the parties during a negotiation session, including all offers and counteroffers, shall be retained by the district and shall be subject to the public records law.

## **MEETING CONDUCT**

General rules of parliamentary procedure are used for every board meeting. The most current edition of *Robert's Rules of Order* may be used as a guide at any meeting. The use of proxy votes is not permitted. Voting rights are reserved to those board members in attendance. Voting will be by acclamation or show of hands.

*Board members will not utilize electronic communication devices during board meetings unless that communication is also publicly communicated to those in attendance at the meeting. Such communication will be recorded or otherwise referenced in the board minutes, as determined appropriate, given the nature of the topic being considered.*

## **PUBLIC PARTICIPATION**

Citizens are encouraged to attend meetings of the board and are allowed to address the board and to comment as allowed under these rules of order and procedure. Public comment is allowed only at a regular meeting or where specifically provided for on the agenda of a special meeting. Public comment is limited to items listed on the meeting agenda. Under no circumstances will public comment be permitted on subject matter that would authorize the board to recess into executive session.

*Priority for public comments is provided to district employees, current district students (including dually enrolled students), and members of the public residing in the district. If time permits, and at the discretion of the board, public comment may also be taken from members of the public not residing in the district.*

*Members of the public who wish to speak on an agenda item shall sign up prior to the start of the meeting by either emailing the board clerk or designee or signing a public comment form available at the meeting location prior to the meeting. Requests to speak should include the person's name, address, and agenda item on which they wish to be heard.*

*Speakers' comments should be shorter than three (3) minutes. However, a speaker may request that they be permitted to yield their time to another designated speaker who has also signed up to speak on the same agenda item. Speakers must be present at the meeting at the time of the request to yield their time. The yielded time will be pooled for a maximum of [insert time, e.g. 10 minutes] for the designated speaker. Speakers are allocated only one opportunity to speak during public comment. In the event that twenty (20) or more speakers express a desire to speak on any given agenda item, the board chair may reduce each individual's time limit or set a maximum time available for all speakers.*

*The board chair may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set forth herein; for example, if the person providing comments uses profanity or other abusive language against board members or others present, or if the speaker attempts to present comments regarding an issue in a pending lawsuit or other matter that would authorize the board to recess into executive session. The board chair may also, after a warning, preclude an individual speaker from addressing the board at that meeting and/or at the next regular meeting*

*of the board for violation of the guidelines set forth herein. The relevant guidelines are described below and are available on the district's website and at all regular meetings of the board or special meetings of the board where public comment is listed as an agenda item.*

**PUBLIC COMMENT GUIDELINES**

- 1. Speakers shall identify themselves by stating their name and address.*
- 2. Speakers shall not engage in political campaigning.*
- 3. Speakers' remarks should be directed to the board chair or the board as a whole and not to any individual board member or member of the public in attendance. Otherwise, the speaker may be ruled out of order and asked to yield the podium. Unless permitted by the board chair, board members will not engage in dialogue with speakers.*
- 4. Speakers shall not refuse to yield the podium when the board chair has advised that their time has expired.*
- 5. The board chair may notify and warn speakers at such time their comments have gone beyond the subject matter for which they had signed up to address, address matters that are not related to district business, or otherwise violate these rules of order and procedure. Speakers are advised to refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or breach of the peace. The board chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of the meeting, or fails to conform their remarks to the requirements of these rules of order and procedure after being duly warned to do so. Alternatively, after a warning, the board chair may have the speaker or audience member removed from the meeting and barred from further appearance before the board for the balance of the meeting. The board chair reserves the right to seek the assistance of law enforcement when any speaker or member of the audience refuses to comply with requests to refrain from disruptive behavior.*
- 6. In the event a large group of individuals (more than 20) sign up to speak on one agenda item, the board has the authority to adjust the time limit for each speaker to speak less than the three (3) minutes usually permitted, and/or limit the overall time speakers will be heard on that item.*
- 7. No heckling, shouting comments from the audience, verbal outbursts, or any other disruptive behavior shall be permitted. No signs or placards shall be allowed in the board meeting. No derogatory comments using a person's proper name shall be permitted. Persons exiting a board meeting shall do so quietly so as not to disturb the orderly conduct of the meeting.*
- 8. Personal cellular telephones must be set to silent mode in the meeting room to avoid disruption of the meeting.*



**LEGAL REFERENCE:**

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

33-510 – Annual Meetings – Regular Meetings – Boards of Trustees

74-201 *et seq.* – Idaho Open Meeting Act

**ADOPTED:**

**AMENDED:**

*\*Language in text set forth in italics is optional.*

The Preston Joint School District #201 recognizes the community's capital investment in school buildings and facilities and believes such facilities should be used for legitimate community purposes. This public investment in school facilities and sites and the general community welfare justify using school buildings and grounds by responsible organizations, associations, and civic groups for educational, cultural, civic, and recreational purposes outside school hours. Such use will not conflict with or handicap the school program, be unlawful, or, in the Superintendent's or designee's judgment, present an unreasonable risk to the property of the district employees or students.

The use of school facilities for district purposes has precedence over all other uses. Student and school-related organizations shall be granted the use of school facilities at no cost. The use of district facilities is offered as a service to the community; however, operational costs while the facility is being used should be at the expense of the third party and not at the expense of the district. Fees charged for using facilities are intended for the recovery of operational costs only.

Groups and organizations who are allowed to use district facilities shall be required to indemnify and hold harmless the district, the Board, and all employees of the district against any and all claims, liabilities, damages, losses, actions, or causes of action that may be sustained to persons or property resulting from the occupancy and use of district facilities and/or equipment. The individual or group renting the facility must also provide the district with a copy of sufficient liability insurance as determined by the district for the third-party event.

District employees who desire to use school facilities for uses other than district business are considered community users and must follow the same procedures as others in the community.

**Restrictions**

Use of district facilities by a third party will be pursuant to written permission issued by the superintendent designee at each facility. The activity conducted in the building or on the grounds shall not be harmful to people nor present unreasonable risk, or cause or threaten to cause undue wear upon district property.

The district reserves the right to refuse permission for facility use.

During the term of the rental, the Superintendent or designee may enter the facilities occupied by the third party.

**Fees**

The facility's fees will be \$50 an hour for the time the group will be in the building or at the complex. A daily rate of \$350 per facility is also available. Facilities can only be rented between 8 am to 8 pm, Monday through Saturday. (The building administrator and head custodian can extend the rental time outside those hours if they determine appropriate school supervision, set-up, and clean-up can be secured without creating a hardship to the district.) If additional staff is

needed, such as but not limited to Technician, Light & Sound Crew, Cook, EMT, or Police, the third party renting the facility is responsible for their wages.

A memorandum of understanding and a facility use agreement may be established between Preston City and Preston School District that follows a different rental arrangement.

### **Busses**

Typically, district buses are not rented to third-party organizations such as government, church, or city agencies, but the superintendent, transportation director, and board may grant approval otherwise after consultation with the insurance and risk management representatives. If bus use for transportation is granted, the price per mile will be the current state rate.

### **Non-Fee Usage**

Local organizations and groups directly affiliated with the Preston public schools, such as school clubs, parent-teacher organization groups, and employee associations may be permitted to use the district facilities without a charge, depending on the nature of the activity. If the group charges a fee for others to attend their event, the group using the facility may need to pay a rental fee to the district, which would be determined by the superintendent designee at the facility.