2014-2015

Andy Wiseman, Superintendent/Principal

Clint Evans, Assistant Principal

500 Main

Castleford, ID 83321

SCHOOL HOURS 7:40 a.m.-3:35 p.m.

School Phone (208) 537-6511

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This agenda belongs to:

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/TOWN ___________________________________ ZIP CODE _____________

PHONE __________________________

STUDENT NO. ___________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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INTRODUCTION

The following rules, regulations, and procedures have been established to create the best possible atmosphere for the education of all students. Have a great year!

EMERGENCY INFORMATION
IN THE INSTANCE OF AN EMERGENCY, EACH STUDENT IS REQUIRED TO HAVE ON FILE AT THE SCHOOL OFFICE THE FOLLOWING INFORMATION:

1. Parent(s) or guardian(s) name(s)
2. Complete up-to-date address
3. Home phone and parent(s) work phone
4. Additional emergency phone numbers
5. Medical Alert Information
6. Authorized person(s) allowed to pick up child

SEVERE WEATHER POLICY
School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations will announce the school district decision no later than 7:00 a.m. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal, parents need to discuss in advance with their children, who will pick them up or what to do in case school is dismissed early. Can the student get in the home if delivered early?

ATTENDANCE POLICY

PHILOSOPHY
It is obvious that good attendance is critical. Absenteeism is harmful to the individual and to the entire class. Absenteeism is also not tolerated in our society...a student’s future boss, probably, will not be as lenient as the Castleford school system, and we plan to be fairly demanding.

RESPONSIBILITY
District Policy state that any secondary student not having 90% attendance in a class, per semester, may lose credit in that class for that semester; except in extraordinary cases.

PROCEDURES
A parent (or guardian) is urged to call the school on the morning of an absence. If that call is not made, a written note is requested on the day the student returns to school. Absences “not cleared” will be listed as unexcused, with no make-up allowed. Students will be warned when they have accumulated three days absence, and a letter will be sent home on the third absence and automatically after each following absence.
1. ATTENDANCE CATEGORIES

**Illness and other**

**Excused absence** – an absence will be excused when the student’s absence is requested or verified by a parent or guardian. An excused designation allows the student to make up the missed work. **It still counts as an absence!!** Two school days (for a day absent) will be allowed to complete the work missed because of illness or a parent’s verification. For each additional day missed, one more day will be given. Full credit will be given for “make-up” work if this guideline is met. A student is allowed to be absent 4 days a trimester, and excused absences (except school activity special excused -- see below) still count toward the total days absent. Students who are ill for four or more consecutive days must have a doctor’s note or a personal call/visit by the parents to the Principal upon returning to school. Verification of illnesses needs to be completed by the second meeting of any particular class. The District requires an “Advanced Make-up” sheet to organize work that will be done in the classroom, when a student “knows” he/she will be gone. (See #2)

**Unexcused absence** – This is an absence that is not verified by the student’s parents, does not otherwise fall into the classification of “medical reason”, or has not been pre-approved. A grade of ZERO will be recorded for each class period that the student receives an unexcused designation. Students that have three or more unexcused absences per class period will have their total attendance reviewed. Included in these absences will be truancies, suspensions, or any other absence that is not prearranged or excused. Three tardies will count as one unexcused absence. (See below: Truancy and Tardy)

**Truancy** – Any student absent without the consent of the school, the parent, or guardian shall be considered truant. Cutting individual classes may also be recorded as truancy. Appropriate discipline will be administered to truants.

**Tardy** – When a student is tardy but carries a pass from an administrator or teacher, the tardiness is excused and not recorded on attendance reports. Tardies not excused by a pass or on the student’s own merit as determined by each teacher, will be considered unacceptable and considered unexcused. Unless excused, a student more than 15 minutes late to a class will be recorded as having an unexcused absence.

2. EXEMPT FROM 90% ATTENDANCE RULE

**Special Excused** – is the designation for school approved activities such as college days, special competitions, honor band, all-star basketball, or being a Page (in the legislature). An advance make-up slip is required. An Advanced Make-up slip must be filled out by the student, signed by each of the involved teachers, and turned in to the office prior to the absence. The home work on special excused absences should be arranged with the teachers ahead of the absence. Students may also ask for a special (excused) “family” absence to cover unique circumstances that may occur from time to time, but these absences must be cleared beforehand, by phone or in person, by the parent via the school principal.

3. APPEAL PROCESS – If a student does violate the attendance rule, and requests that earned credit be granted, the following will be required to have the request considered (not necessarily granted):
a. Write a letter outlining the periods absent and specific reasons why the student was absent for each period.
b. The letter should be submitted to the Principal prior to the end of the semester in which credit is requested.

The Principal and associated teachers may grant or deny the request. A denial can be appealed to the Superintendent of Schools and then to the School Board.

BEHAVIOR STANDARDS

Every pupil is expected to live the role of a good citizen. He/she should be punctual and regular in attendance, conform to the rules and regulations of the school, be diligent in study, resourceful, and helpful to schoolmates. Abusive or harassing conduct will be unacceptable.

A GOOD CITIZEN WILL:

1. Support the activities of the school and take part in them.
2. Show respect for the school property and property of others.
3. Be polite and orderly in the building and respect school regulations.
4. Express school spirit by enthusiastically supporting school teams and activities showing good sportsmanship toward other teams, students, and their townspeople.
5. Cooperate with the students and teachers in carrying out the school program
6. Be aware of the opportunities the school offers and take advantage of these.

GENERAL SCHOOL RULES (See also Disciplinary Referrals)

1. Be seated in the room when the tardy bell rings.
2. Bring the necessary books and equipment to class every day.
3. Don’t sit on the desktops or deface the desks in any manner.
4. Don’t interrupt when a student or teacher is talking.
5. Everyday manners and courtesies should be practiced.
6. The bell does not excuse students. The teacher does.
7. Students will not smoke tobacco, drink alcohol in any form, or use or be under the influence of drugs, or chew snuff in buildings or on school grounds or on activities.
8. Students will not be permitted to have any drugs, alcohol, cigarettes or chewing tobacco on their person, in their lockers or in their vehicles.
9. Fighting and harassment will not be tolerated.
10. No hats are to be worn in the main school building during school hours (7:50-3:11).
11. Backpacks are not to be brought to class.
12. Cell phones are to be turned off or on silent in classrooms unless the teacher grants permission to use.

FOOD AND DRINK POLICY

Food will be allowed in hallways as long as it does not create an unnecessary mess. It will be allowed in the classroom only with the teacher’s consent. Food will not be allowed in computer labs or in the gym except during inter-school activities or other pre-approved events.
MAJOR VIOLATIONS OF LAW (Note: This school has video surveillance)

Theft, damage to property, assault, and possession of weapons, or drugs are violations of the law. Such behavior is also cause for suspension, expulsion, and/or other disciplinary action, including restitution. Students involved in these acts will normally be referred to the appropriate law enforcement authorities, in addition to the school disciplinary action.

DRESS CODE

Students will be expected to keep themselves well-groomed and appropriately/neatly dressed. Any form of clothing or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and thus detrimental to the purpose of conduct of the school as determined by the Administration will not be permitted. Some general guidelines include:

1. No clothing or items decorated or marked with illustrations or advertisements, or phrases which are profane or obscene, which encourage the use of drugs, alcohol, tobacco, illegal substances or promote gang or other behaviors that violate district policy are allowed.
2. NO articles of clothing or other items that suggest lewd or sexual themes.
3. NO head wear (hats, bandanas, scarves, berets, hoods, etc.) worn in the building (7:50-3:11).
4. Bra straps must be covered.
5. NO shirts that expose cleavage or the exposed top outline of the bosom.
6. NO short shirts that deliberately expose the midriff. For example (Shirts must be long enough to cover the abdomen when arms are raised, and long enough to cover the back when sitting down).
7. NO low riding pants. Pajama bottoms and boxers are not allowed.
8. NO bare feet, footwear must be worn at all times.
9. NO cleats or taps in any building.

Should a student get “caught” not obeying this dress code policy, the options include:

1. Put on a sweatshirt, if breaking a “shirt” rule.
2. Call parents for change of clothes.
3. Appropriate Disciplinary action (e.g., “Willful Disobedience” rule, with reference to repetitive infractions).

All rules will be enforced during school hours, males and females alike. All students (K-12) will abide by these rules at any and all extra-curricular activities. There are exceptions to all rules, and the administration will have the final say. If there are exceptions to the rule, they must be consistent with the intent of the policy.

LEAVING SCHOOL

Permission must be secured from the office before a student leaves the school grounds during school hours. If a student must leave because of business or illness, be sure to get permission from the teacher whose class you are in and sign out in the office. Students in grades 6-12 are allowed to walk uptown during lunch break. No cars move at noon without permission from the Principal or Superintendent. Unless an administrator approves it, students who leave during extra-curricular events will not be allowed to return.
CHECKING OUT OF SCHOOL
A parent signature and administrator signature are required prior to taking the check out sheet to the teachers for book return and verifying possible fines. The administrator will contact parents prior to signing the check out sheet if there is probable cause to do so.

LOCKERS
A locker will be assigned to each student (or to several students) at the beginning of the year and it cannot be changed without specific permission from the office. The school is not responsible for lost or stolen items. We encourage you to protect your property.
Keep your locker combination confidential.
1. **Lockers are school property.** All lockers assigned to students are the property of the school district. Students have no expectation of privacy with regard to items kept in school lockers.
2. **Locks.** The school principal shall have access to all combinations of school locks on lockers. Locks owned by the school can be checked out with a student request.
3. **Legitimate use of lockers.** Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use their lockers to store contraband—meaning illegal or unauthorized items or items in violation of board policy or rules or any other items reasonably determined by the principal to be a potential threat to the safety or security of others. Students are solely responsible for the contents of their lockers and should not share their lockers with other students unless assigned by office, nor divulge locker combinations to other students, unless authorized by the school principal.
4. **Random or blanket search of locker contents.** Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband. The principal or designated employee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
5. **Search of particular locker.** In addition to conducting blanket or random searches, the school principal or his/her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
6. **Seizure.** When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or the student if he or she is 18 years of age or older, shall be notified by the school official of items removed from the locker.
7. **Notice of policy.** A copy of this policy shall be provided annually to each student and parent/guardian of the student assigned a school locker. All students will be required to sign a written acknowledgement or receipt of a copy of the policy at the time each student is assigned a locker.

**LOST AND FOUND**

If you find something, it should be turned in at the main office. If it is not called for in two weeks, the finder may get to keep the lost merchandise. The lost and found is periodically given to a receiving center.

**VISITORS**

Students who are not enrolled at Castleford Junior/Senior High and are visiting friends need to be pre-approved and they must then check in at the Office. While parents are encouraged to visit, they, too, must check in at the Office before visiting classes.

**ACADEMICS**

**CLASS MEMBERSHIP AND CREDITS**

Every regularly enrolled student in Castleford High School is a member of one of the four classes for activities. A minimum number of credits must be earned to progress from one class to the next. A student must have completed the following:

13 credits to be a Sophomore
26 credits to be a Junior
39 credits to be a Senior

One credit is given for completing one semester of a full year course.

**CHANGE OF CLASS SCHEDULE**

Students may alter their class schedule up to the 10th day of each trimester. Class Load -- Students (9-11) should normally enroll in 5 classes. Seniors must take 4 classes.

**GRADUATION REQUIREMENTS** – A credit is one class taken for a trimester.

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**Core of Instruction 29 credits**

- (minimum)

**Electives- 11 credits (minimum)**

**Total Credits-46 credits (minimum)**

**Language Arts - 9 credits**

(Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district)

**Mathematics - 6 credits**

Including courses that meet Algebra I and Geometry standards.

2 credits must be taken in last year of high school.

**Science 6 credits (4 lab)**

**Social Studies - 5 credits**

**Humanities – 2 credits**

**Health – 1 credit**

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**Postsecondary Readiness Plan =**

- 4 Year Learning Plan end of 8th grade

**Advanced Opportunities -- Districts must offer at least one Advanced Opportunity such as:**

- Dual Enrollment
- Advanced Placement
- Tech Prep

**Senior Project – Required to include:**

- an oral presentation and written report by end of grade 12

**College Entrance Exam – Take either the ACT, SAT or Compass exam by end of 11th grade**

**ISAT – Pass the ISAT with a score of Proficient or Advanced in Reading,**

**Math, Language Usage & Science Middle School – Must take pre-algebra before entering 9th grade**
A student may go through commencement exercises only if he/she has satisfied the requirements for graduation. In order to insure that students have the proper background or success in advanced courses the following are required (COURSE) prerequisites and the ISAT Score or have completed PLATO credit recovery.

Pre-Algebra to Algebra I
Algebra I to Algebra II
Algebra II and Geometry to Pre-Calculus
Typing I to Typing II or Office Machines
Physics – Must have completed an Algebra II course or be currently enrolled.
Advanced Biology – Must have completed a general Biology or currently enrolled.
Chemistry – Must have completed Algebra I

DROPPING A COURSE – After the 10th day, no course can be dropped during the semester without loss of credit and an acceptable alternative approved by the Principal.

HONOR ROLL – There will be an Honor Roll posted at the end of each nine week grading period. High Honors will be those Grade Point averages of 3.5 and above. Honors will be those with a GPA of 3.00 to 3.49.

GRADING SCALE - The following criteria will be used to determine grades. Extra credit may be given at the discretion of the teacher. Academic grades will be issued for each class.

1. A = 90 to 100
2. B = 80 to 89
3. C = 70 to 79
4. D = 60 to 69
5. F = 0 to 59

BOOK AND EQUIPMENT POLICY

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If a student is issued damaged items, make certain the instructor notes that condition in the grade book at that time.

TIME SCHEDULE

Students should not arrive at the school prior to 7:45 a.m. unless arrangements have been made with a teacher for extra help or a special activity. For Junior and Senior High students, the morning tardy bell will ring at 8:35 a.m., lunch will begin at 12:11 p.m., afternoon tardy bell will ring at 12:47 p.m. and classes will be dismissed at 3:11 p.m.

Most secondary students will attend five 70 minute classes per day.

Buses will leave from the school at 3:20 p.m. each day.

Regular Day

1. 8:35-9:45
2. 9:49-10:59
3. 11:03-12:11
4. 12:47-1:57
5. 2:01-3:11

LUNCH ROOM

Normal rules and manners need to be observed in the lunchroom at all times. Loud talking, running, horseplay, and failing to properly dispose of lunch trays will not be
tolerated. Failure to obey the rules will result in disciplinary action. Students who think they might be eligible for reduced or free lunches should check at the lunch office for the proper forms.

BUS CONDUCT

RULES OF CONDUCT

1. Obey all requests of the driver promptly and courteously with no back talk.
2. No loud talking, profane language, or dirty stories.
3. No standing while the bus is in motion. Do not change seats more than once.
   Keep your head and arms inside of bus at all times.
4. No fighting, scuffling or bothering other students. Keep hands to yourself.
   Keep your feet and legs out of the aisles.
5. No eating or drinking on regular bus routes. Eating and drinking will be permitted on extra activity buses as long as the privilege is not abused.
   Do not mark, cut, or deface the bus in any way.
7. Try to be on time at bus stops. Enter and leave the bus quietly.
8. Remember, the driver has the responsibility to get you to school and to get you home safely. Don’t do anything that will disrupt his or her concentration on safe driving.
9. Discipline problems on the bus shall be handled by the bus driver. If this is not satisfactory, the bus driver shall contact the bus supervisor for guidance to correct the problem.

Any student that cannot obey these rules may be suspended from riding on the bus for a period of up to three days. If the student is suspended a second time, it will be necessary for the parent, or parents, to meet with the bus driver, supervisor, student and principal before he/she will be able to ride the bus again. An additional suspension time may be imposed.

EXTRACURRICULAR ACTIVITIES

Philosophy: The purpose of interscholastic athletics and activities is to allow Castleford students the opportunity to experience competitive situation in an atmosphere conducive to personality and character building. A successful program will promote self-discipline, teamwork, effort and a positive attitude. Winning games, competitions and even championships will complement the goal; therefore, trying hard to win is very important. However, a winning program is not necessarily a successful program, if character building is overlooked.

Specifically in sports (football, basketball, and volleyball), the J.V. (junior varsity) programs are instituted for the purpose of developing players to the higher level. J.V. teams will be predominantly freshman and sophomore students. J.V. players may be moved to the varsity level at the discretion of the coach when (1) they have proven that they can successfully compete at the varsity level, and (2) when the move is in the best interest of the player and the program, both academically and athletically. Any decision to move the players up to varsity will be done in consultation with the parent/guardian.

ELIGIBILITY – Each student must meet the IHSAA academic requirement, which involves passing grades in four (4) subjects the previous trimester. Students not
having a 2.0 G.P.A. at grade check intervals will have two weeks to improve their grades to maintain eligibility.

COACHES OR DIRECTORS – In that coaches and directors are such an important aspect of any activity, it is in them that we entrust initial enforcement of our school activity code. In that regard, the coach or director has the authority to suspend a participant from the next event. The coach in an athletic activity may require extra conditioning according to the magnitude of a violated rule. The participant and parents need to sign the athletic code for a player to be eligible to participate.

Any participant who is suspended or has quit a particular activity will not be eligible to receive any awards for that activity for that season. The final decision as to whether individuals participate in a particular event or meet, will rest with the respective coaches or directors. A copy of this policy will be distributed to each member participant and the coach or director will read or have read this entire policy to those students involved, prior to their participation in practices.

SCHOOL ATTENDANCE – A student must be in attendance for two periods to attend any school activity.

CONDUCT

1. Compliance with reasonable request of Coach/Advisor is expected
2. Any student convicted of a felony will be considered ineligible.
3. High standards of personal appearance must be maintained.
4. Compliance with all school rules is important.
5. Be on time. Being late for a practice may count as a missed practice.
6. Attendance at meeting, practices, or any other event scheduled by your coach or advisor is mandatory, unless excused by him/her.
7. Self-discipline, dedication, trustworthiness, dependability, and thoughtfulness are expectations for students representing Castleford.
8. Unsportsmanlike conduct will not be tolerated. This includes unsportsmanlike action or language toward an official or opponent, or any profanity in practices or games. It may result in missed games or additional conditioning.
9. Coach/Advisor may institute additional guidelines specific to their program (upon administration approval).

CLOTHING – All persons bound by this code will wear “school dress code” appropriate clothing to and from all contests. Boys and girls should wear clothes that could be defined as dressy or “sporty” by contemporary standards. The coach or director will set high standards and require his charges to dress accordingly.

TRANSPORTATION – All students will ride school transportation to athletic contests/school activities. Students may ride home with their parents after the contest, providing their parents have made prior arrangements with the respective administrator, coach, and/or advisor, and the parent then signs the appropriate release form with the bus driver.

STUDENT ACTIVITY CARDS – Each athlete must purchase a Student Activity Card. Additional fees are required for each sport, etc. The fee schedule will be posted near the school year end and again near registration time.

DRUG TESTING PROCEDURE – All students wanting to try out will receive a copy of the Activity Code and a “Permission to be Tested” form. Every few weeks
players/coaches and/or others covered under the Code will be randomly drawn for testing. A positive test will be confirmed by another test. If the second test is positive – the code will be consulted for appropriate action. The following code is designed to help the student and also to promote a high standard for all of the extracurricular programs at Castelford. Your signature and a parent/guardian signature will show the students’ understanding and also the intention to abide by this code.

CONTROLLED SUBSTANCES:

***See notes below:

(A) Campus: Extended Campus: District Penalty

1. Tobacco-Possession-3 days out of school suspension + No competitions 6 school days
   Use -6 days out of school suspension + No competitions 12 school days.
2. Alcohol-Possession-5 days out of school suspension + No competitions 10 school days
   Use -10 days out of school suspension + No competitions 20 school days
3. Drugs-Possession per amount
   -15 days out of school + No competitions 30 school days
   Use -Expulsion hearing + No competitions 30 school days
4. Drug Delivery -Expulsion hearing +

Flagrant distribution or misuse of prescriptions, aerosols, over the counter drugs
-5 days out of school suspension + No competitions 10 school days minimum

***For other extracurricular activities, the days of non-participation in events will mirror those listed above. (Please reference, School District Policy concerning the Principals’ legal right to impose lesser on campus penalties if the student submits to evaluation and possible treatment. Also, see second offense provisions for additional campus violations)

***(A) A student who prior discloses a substance problem can practice, but not compete until given a release from an appropriate facility and/or physician (see also #c, below)

***(B) Caught means cited by law enforcement and/or documented by school officials or staff. Caught also refers to a confirmed positive drug test. If caught off extended campus, only the extracurricular part applies.

***(C) Students may not practice during the out of school suspension time. Students can practice for other days but the extent and/or character of the practice will be at the coaches discretion.

SECOND OFFENSE OF THE CONTROLLED SUBSTANCE RULE
It will result in immediate dismissal from sports and/or sports associated activities (e.g., cheer, dance) for the remainder of that school year. For the other extracurricular activities, the second infraction will result in a 30 day period of eligibility for participation.

DISCIPLINARY REFERRALS
1. The Principal will hear student’s side of the story.
2. The Principal will hear teacher’s side of the story.
3. The Principal will decide on a disciplinary measure that is commensurate with the student’s misbehavior, or will dismiss the referral.
4. The Principal will enact a disciplinary step deemed appropriate. Some activities are obviously more severe than others, and require more severe "steps", (see below).

*Please note that: Discipline is cumulative – each succeeding discipline action is potentially at a more severe level.

Step 1: Removal from the class for the period; private conference with teacher, apology offered to and accepted by teacher/class; and or (1) in-school suspension, (2) corporal punishment or (3) working after school, plus (4) notification of parent by written discipline note explaining the nature of the problem and punishment given. This notification will often explain the consequences for recurrent or further discipline problems.

Step 2. Any part of Step 1 plus in-school suspension or suspension from school for up to five days and a parent conference. Student is required to make restitution for any property vandalized, stolen, or misused, and the student will be put on probation. Any felonious activity will result in notification of proper authorities. The Superintendent can add an additional ten days to the suspension.

Step 3. Any part of Step 1 and 2 plus suspension from school for up to ten days or suspension from school until granted a mandatory hearing by the School Board, which can add another five days suspension. A requested hearing need not result in additional days of suspension.

Step 4. Recommendation to the school board for expulsion for the remainder of the semester or year.

*Corporal punishment is permissible and is to be used in accordance with the following guidelines:
   a. No malice
   b. Due process
   c. Witness present
   d. Notification of parent (written/verbal)

IN-SCHOOL SUSPENSION

The Principal will direct in-school suspension. The teacher will bring all appropriate schoolwork to the office, and the students will normally be required to complete those assignments at home. Students on in-school suspension may be asked to eat lunch in the Principal’s office or at another site selected by the Principal. Students and parents who feel they have been improperly charged or sentenced do have the right of appeal and should see the Principal for proper procedures and steps.

EXPULSION from school for repetitive, accumulative, and/or serious offenses will be done according to Idaho Code.

SOME DISCIPLINE INFRACTIONS AND STEPS

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<tr>
<th>Willful Disobedience</th>
<th>Steps 1, 2 &amp; 3</th>
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<td>(Refusing to obey any reasonable authority)</td>
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<td>Disruptive Conduct</td>
<td>Steps 1 OR 2</td>
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<td>(Any conduct not conducive to learning, roughhousing, running, shouting, profanity/vulgarly, etc.)</td>
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<tr>
<td>Vulgarity/Profanity among or to student</td>
<td>Step 1</td>
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<td>Vulgarity/Profanity to a teacher</td>
<td>Step 2</td>
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<td>Vandalism</td>
<td>Step 1-Minor, under $20.00</td>
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<td>Step 2-Major, over $20.00</td>
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Stealing, Extortion .................................. Step 2 or 3*
Irregular Attendance .............................. Step 2
(Excessive absences: 5 per semester or 3 tardies per semester, skipping class, on/off
school campus, etc.)
Cheating ............................................. Step 1, 2*
Fighting ............................................. Step 2
Physical Harassment .............................. Step 1, 2, or 3
(Pushing, pulling or tearing clothes, use of rubber bands,
pulling shorts down, intimidation, etc.)
Possession of tobacco ............................. Step 2
Use of tobacco ..................................... Step 3
(Use of tobacco on school campus or at school functions)
The sale of narcotics or dangerous drugs on school campus
or at school functions ............................. Step 4
Use of or possession of and/or being under the influence
of narcotics, dangerous drugs, alcohol or other controlled
substances on school campus or at school functions ... Step 3 or 4 or an intervention
program approved by the school paid for by the student
Displaying or carrying deadly weapons or dangerous playthings Step 3 or 4* The Gun Free
School Act (1994) requires expulsion of not less than
One year. It also demands a referral to law enforcement
Personnel/agency.

SEXUAL HARASSMENT

A. Sexual harassment is defined as a pattern of unwelcome or unwanted conduct of a sexual
nature committed by an employee or student of the district. Examples of sexual harassment
include, but are not limited to:

1. Demanding sexual favors in exchange for favorable grades, assignments, other
education benefits or benefits related to extracurricular activities, or promises of the
same;
2. Continued or repeated sexual jokes, language, flirtations, advances or propositions;
3. Verbal abuse of a sexual nature;
4. Graphic verbal commentaries about an individual's body, sexual prowess or sexual
deficiencies;
5. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual
acts, or suggestive, insulting, or obscene comments or gestures;
6. Name calling, related stories, gossip, comments or jokes that maybe derogatory
toward a particular sex;
7. The display of sexually suggestive graffiti;
8. The display of sexually suggestive objects, pictures, posters or cartoons;
9. Asking questions about sexual conduct or sexual orientation or preference.

Conduct of this nature is unacceptable including on the school grounds, during regular or special
sessions, at any school activity, function or event.

B. This policy covers all employees and students of the District. The Board of Trustees will not
tolerate, condone, or allow sexual harassment of its students, whether engaged in by fellow
students, teachers, administrators, or any other employees of the District. The Board of Trustees encourages the reporting of all incidents of sexual harassment, regardless of who the offender may be. Employees found to have engaged in misconduct constituting sexual harassment may be disciplined up to and including discharge; students will be disciplined up to suspension.

COMPUTER USE RULES

Students are to stay in the assigned software.
Students are not to make changes on the control panel.
Students are not to play games.
Students are not to access the Internet without permission.

CONSEQUENCES

Major Offenses: Accessing teacher/administrative files, pornography, etc. may result in the student losing all access to computers in the school district. THESE COMMON SENSE RULES AND CONSEQUENCES ARE IN ADDITION TO THOSE STATED ON THE CASTLEFORD SCHOOL DISTRICT COMPUTER USE CONTRACT.

Surveillance cameras are being used in the hallways and outside.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student’s education records. They are:
1. The right to inspect and copy the student’s education records within a reasonable time of the day the District receives a request for access.
2. The right to request the amendment of the student’s education records that the parent(s)/ guardians(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education record except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

***Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board for consideration and action. If these channels have been exhausted, there is a form that should be filled out and access can be granted to the Board. Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session. (Idaho Code 67-2345)