



Marsing Secondary Schools

Student–Parent Handbook

2020-2021

Table of Contents

Secondary Schools Mission and Vision Statement Page 5

High School

MHS Staff Contact Information Page 6
Student Body Officers/Advisors Page 7
Class Officers Page 7
MHS Fees Page 8
Advanced Opportunities Page 9
Graduation Requirements Page 11
Senior Participation/Senior Sneak Page 12
Transcript of Credit Page 12
Valedictorian and Salutatorian Requirements Page 13
Early Graduation Page 14
Advancement of Grade Level (High School) Page 14
Seniors Off Track Page 14
Early Finals Page 14
Bell Schedule Page 15

Middle School

Bell Schedule Page 15
MMS Staff Contact Information Page 16
MMS Fees Page 17
MMS Grade Promotion Policy Page 18

Secondary Schools Policies

Accident Procedure Page 19
Advanced Math Placement Page 20
After School Programs Page 20
Alternative Programs Page 21
Assemblies Page 21
Attendance and Appeal for Credit Page 21
Behavior Policy Page 22
Discipline System Page 24
Bicycles/Cars/Motorized Vehicles Page 25
Books Page 25
Bullying and Cyberbullying Page 25
Bus Regulations Page 26
Cafeteria/Lunch Room Page 27
Cellular Phones Page 28
Cheating/Plagiarism Page 29
Child Abuse Page 29
Class Changes Page 29

| | |
|--|---------|
| Closed Campus | Page 29 |
| Clubs | Page 30 |
| Complaints/Student Grievance Procedure | Page 30 |
| Computer Use | Page 30 |
| Conferences | Page 31 |
| Custody of a Son or Daughter | Page 31 |
| Damage/Destruction of Property | Page 31 |
| Dances | Page 31 |
| Detention | Page 31 |
| Disruption of School | Page 31 |
| Dress Code/Appearance | Page 31 |
| Drugs | Page 32 |
| Due Process | Page 33 |
| Expulsion Hearing | Page 34 |
| Field Trips | Page 34 |
| FFA | Page 34 |
| Film/Software Policy | Page 34 |
| Fighting | Page 34 |
| Financial Hardship | Page 35 |
| Food and Drink | Page 35 |
| Freedom of Expression | Page 35 |
| Friday School | Page 35 |
| Fund Raising | Page 35 |
| Gangs/Discrimination/Hate Groups | Page 36 |
| Grading | Page 36 |
| Guest Speakers | Page 36 |
| Guidance Services | Page 36 |
| Hall Passes | Page 37 |
| Honor Society | Page 37 |
| Insurance | Page 37 |
| Intimidation or Harassment | Page 37 |
| Library Procedures | Page 37 |
| Lockers and Other School Property | Page 38 |
| Lost and Found | Page 38 |
| Make-up Work | Page 38 |
| Medication Policy | Page 38 |
| Meetings/Assembly of Students | Page 39 |
| Open Enrollment | Page 39 |
| Parties | Page 39 |
| Personal Property | Page 39 |
| Personal Relationships | Page 39 |
| Philosophy of Marsing Schools | Page 40 |
| Restroom Policy | Page 40 |
| Retention of Students | Page 40 |
| School Hours | Page 41 |

| | |
|--------------------------------------|---------|
| Search and Seizure | Page 41 |
| Selling/Advertising in School | Page 41 |
| Sexual Harassment/Wrong Doing | Page 41 |
| Special Education | Page 42 |
| Sportsmanship | Page 43 |
| Student Records | Page 43 |
| Tardy Policy | Page 43 |
| Telephone | Page 44 |
| Toys | Page 44 |
| Truancy | Page 44 |
| Vandalism, Damage to School Property | Page 44 |
| Visitors | Page 45 |
| Weapons | Page 45 |
| Withdrawal from School | Page 46 |
| Yearbook | Page 46 |
| Handbook Signature Page | Page 47 |

MARSING SCHOOL DISTRICT #363

OUR MISSION

To educate all students to lead productive, satisfying, and responsible lives now and in the future.

VISION STATEMENT

To provide effective schools that has the following characteristics:

- Commitment to learning as the number one priority
- Strong community involvement
- Strong instructional leadership
- High expectations for students and staff
- Commitment to mastery of basic skills by all students
- Clear and focused school mission
- Positive school climate
- Consistency among staff in the treatment of students
- Frequent and careful monitoring of student progress

MARSING SECONDARY SCHOOL MISSION STATEMENT

Our mission is to create a positive, safe, and success-oriented environment for all students. We will involve parents in their child's educational process. We will encourage self-discipline, high expectations, and respect for others. We will encourage students to become lifelong learners in social skills, basic values, basic curriculum, workforce skills, and current technologies within an ever-changing society.

SCHOOL MASCOT: Husky

SCHOOL COLORS: Navy Blue and Gold

SCHOOL FIGHT SONG: *Stars and Stripes Forever* by John Phillip Sousa

MARSING HIGH SCHOOL

Contact Information:

Marsing High School: 649-5411 ext. 2

Staff Email: first initial last name @marsingschools.org (Example: jsmith@marsingschools.org)

FACULTY AND STAFF

| | | |
|------------------|--|----------|
| Nick Ketterling | Principal | Office |
| Brian Marshall | VP/AD | Office |
| Robin Simpson | Counselor | Office |
| Alicia Ponce | Secretary | Office |
| Lois Floyd | Secretary | Office |
| Jacky King | Career Specialist/Gear-Up Coordinator | Office |
| Robin Hamblin | US Hist 1/Econ/Personal Finance | Room 324 |
| Juan Garcia | Spanish I/II/ESL | Room 326 |
| Jonathon Cossel | P.E./Weight Training | Gym/309 |
| Kim Freeman | Business/Media/Web Design | Room 300 |
| Lennie Freeman | 10th and 12th Language Arts | Room 408 |
| Daryl Lemos | Media Specialist/Library Science | Library |
| Melinda Garcia | 9 th and 11 th Language Arts | Room 304 |
| John Lindley | Biology, Chemistry, Physics, Psychology | Room 328 |
| Steven Morton | Gov/US Hist II/World History | Room 404 |
| Hannah Mamer | Bio Survey/Fabrication/Vet Science/Horticulture | Ag Shop |
| Mary Beth Prince | Art/Speech | Room 400 |
| Dawn Sandmeyer | Beginning and Adv. Band, Choir | Room 311 |
| McKenzi Baggett | Math Resource Room | Room 410 |
| TBD | ELA/Reading Resource Room | Room 412 |
| Monique Smart | Health/P.E. | Room 409 |
| Clint Thomas | Alg I, Alg II, Bus. Math | Room 323 |
| Megan McInnelly | Earth Science | Room 406 |
| Mark Worley | Integrated Math II, Trig, Calc, Alg III | Room 312 |
| Jaime Wood | School Resource Officer | Building |

Head Coaching Staff:

| | |
|--------------------------------|---------------------|
| Volleyball: Amy Chadez | Softball: Dan White |
| Football: Mike Nunnelee | Baseball: JW Chadez |
| Cross Country: Clint Thomas | Track: Heidi Ankeny |
| Girls Basketball: Mike Swanson | Cheer: Kylie Sevy |
| Boys Basketball: Tim Little | Golf: Scott Larsen |
| Wrestling: Juan Garcia | |

Club Advisors:

| |
|---------------------------------------|
| Robin Hamblin – Student Council |
| Kim Freeman -- BPA |
| Hannah Mamer -- FFA |
| Dawn Sandmeyer -- Marching Band/Choir |
| Juan Garcia -- FHLA |
| Mary Beth Prince -- Drama |
| Jacky King– National Honor Society |

Marsing High School Class Advisors and Officers

Student Body Advisor: Robin Hamblin

Student Body Officers

| | | |
|------------|-------------------|-------------------|
| President: | Vice President: | Secretary: |
| Treasurer: | Sergeant at Arms: | Host and Hostess: |
| | Historians: | |

| | |
|---|--|
| <p>9th Grade Class (2024) <i>Advisors: Mr. Garcia, Mr. Cossel, Mrs. Garcia</i> <i>*To Be Voted On in August</i></p> | <p>10th Grade Class (2023) <i>Advisors: Mr. Lemos, Ms. Freeman, Mr. Worley</i> President - Vice President - Sec/Tres - Boys Rep - Girls Rep -</p> |
| <p>11th Grade Class (2022) <i>Advisors: Ms. Freeman, Ms. Prince, Mr. Morton</i> President - Vice President - Secretary - Treasurer - Boys rep - Girls rep -</p> | <p>12th Grade Class (2021) <i>Advisors: Mr. Lindley, Ms. McInelly, Ms. Smart</i> President - Vice President - Secretary - Treasurer -</p> |

*A class must have 10+ students in meeting attendance to hold a vote for officer positions during a class meeting.

| | |
|--|---|
| <p>BPA OFFICERS President - Vice President - Secretary - Treasurer - Historian - PR -</p> | <p>FFA OFFICERS President - Annie Miller Vice President - Regan Stansell Secretary - Amaya Mendoza Treasurer - Hannah White Reporters - Emily Thoene & Audrie Miller Sentinel – Jonathan Ineck Parliamentarian – Gene Showalter</p> |
|--|---|

HONOR SOCIETY OFFICERS

President -
Vice President -
Secretary -
Treasurer -
Historian -

High School Fees for 2020-2021 School Year

Student fees are due at the time of registration. Failure to pay class and club fees may result in students being removed from courses or groups, teams or clubs.

Student Body cards should be purchased at registration. This card enables students to participate in school activities. It may admit them to away athletic events at a free or reduced rate.

Elective course fees should be paid before the first day of class.

If you take any of the following classes or are a member in one or more of the clubs, you must pay the following fees:

High School Fees

| | |
|--------------------|---|
| Academic Decathlon | \$25.00 plus tax |
| ASB/Activity Card | \$50.00 plus tax |
| BPA Club | \$25.00 |
| Co-Curricular Fee | \$70.00, per sport. \$200 limit/ year/family (\$400 Family combination with MMS) |
| FFA Club | \$20.00 |
| FHLA Club | \$5.00 |
| Yearbook | \$47.00 plus tax (during 1st month of school) \$50.00 plus tax (after 1st month of school) |

| | |
|--|-----------------------|
| | Engraved cover \$5.00 |
|--|-----------------------|

Activity Fees

| | |
|-----------------------------|-------------------|
| Adult Season Athletic Pass | \$75.00 plus tax |
| Family Season Athletic Pass | \$150.00 plus tax |

**Admission to home games only. Tournaments are not included.

Advanced Opportunities

The District provides opportunities for students to begin earning credit for college and vocational programs and/or to take advanced placement or other college credit-bearing or professional certificate examinations while they attend school in the District.

Participation in the District’s advanced opportunities program requires parent and student agreement to program requirements and completion of the State Department of Education's participation form documenting the program requirements found in 2435F.

In order to ensure that students have a chance to participate in advanced opportunity programs, the Board hereby directs the Superintendent to establish procedures with timelines, requirements for participation, requirements for financial transactions, and transcription of credits.

Definitions

"Credit" means middle level or high school credit.

"Dual credit" means credit awarded to a student on his or her secondary and postsecondary transcript for the completion of a single course. Students may be allowed dual credit when approved in advance.

"Full credit load" means at least 12 credits per school year for grades 7 through 12 or the maximum number of credits offered by the student's school during the regular school day per school year, whichever is greater.

"Overload course" means a course taken that is in excess of a full credit load and outside of the regular school day, including summer courses

"School year" means the normal school year that begins upon the conclusion of the spring semester leading up to the break between grades and ends upon the beginning of the same break of the following year.

Fast Forward Program

The State’s Advanced Opportunities funding, known as the Fast Forward program, provides students in the District with \$4,125 to use toward overload courses, dual credits, college credit-bearing examinations, and career technical certificate examinations.

Students may access these funds in grades 7 through 12 for:

1. Overload courses, in an amount which may not exceed \$225 per overload course. A student must take and successfully be completing a full credit load within a given school year to be eligible for funding of an overload course. An overload course must be taken for high school credit to be eligible for funding.
2. Eligible dual credits, in an amount which may not exceed \$75 per one dual credit hour.
3. Eligible postsecondary credit-bearing or career technical certificate examinations.
4. Career technical education (CTE), including assessment, that lead to a badge recognized by the Division of Career Technical Education.

To qualify as an eligible overload course for the program, the course must be offered by a provider accredited by the organization that accredits Idaho high schools and be taught by an individual certified to teach the grade and subject area of the course in Idaho. Eligible examinations include advanced placement (AP), international baccalaureate (IB), college-level examination program (CLEP), and career-technical examinations.

The District shall make reasonable efforts to ensure that any student who considers participating in the District's advanced opportunities program understands the challenges and time necessary to succeed in the program. The District shall make such efforts prior to a student's participation in the program.

Parents of participating students may enroll their child in any eligible course, with or without the permission of the District, up to the course enrollment limits described in this policy. Each participating student's transcript shall include the credits earned and grades received by the student for any courses taken pursuant to this policy. For an eligible course to be transcribed as meeting the requirements of a core subject, as identified in administrative rule, the course must meet the approved content standards for the applicable subject and grade level.

A student who has earned 15 postsecondary credits using the advanced opportunities program and wishes to earn additional credits must first identify his or her postsecondary goals. Advisors shall counsel any student who wishes to take dual credit courses that the student should ascertain for him/herself whether the particular postsecondary institution that he or she desires to attend will accept the transfer of coursework under this section

The District will collaborate with publicly funded institutions of higher education in Idaho to assist students who seek to participate in dual credit courses or graduate high school early by enrolling in postsecondary courses.

Challenging Courses

The Board hereby directs the Superintendent or designee to develop criteria by which a student may challenge a course. The Superintendent will present the criteria for challenging courses to the Board for approval. If a student successfully meets the criteria, then the student shall be counted as having completed all required coursework for that course.

If a student fails to earn credit for any course or examination for which the State Department of Education has paid a reimbursement, the student must pay for and successfully earn credit for one similar course before any further reimbursements for the student can be paid. If a student performs inadequately on an examination for which the State Department of Education has paid a reimbursement, the building principal shall determine whether the student must pay for and

successfully pass such examination to continue receiving State funding. Repeated and remedial courses or examinations are not eligible for funding through this program.

Advanced Opportunities Scholarship

Students who successfully complete grades 1 through 12 at least one year early may be eligible for an advanced opportunities scholarship. A student shall be eligible if he or she:

1. Shows that he or she has met all of the graduation requirements of the District; and
2. Completes grades 1 through 12 curriculums in 11 or fewer years.
3. Applies within two years of graduating from a public school.

A student is not required to graduate early and can choose to participate in dual credit or advanced placement classes upon meeting these criteria.

If an eligible student requests an advanced opportunities scholarship, the student shall be entitled to such a scholarship which may be used for tuition and fees at any publicly funded institution of higher education in Idaho. The amount of such scholarship shall equal 35 percent of the statewide average daily attendance-driven funding per enrolled pupil for each year of grades 1-12 curriculum the student avoids due to early graduation.

The District shall collaborate with publicly funded institutions of higher education in Idaho to assist early-graduating students in enrolling in postsecondary or advanced placement courses held in high school.

Idaho Digital Learning Academy (IDLA)

IDLA classes will be offered during the school day to students only if supervision is available. If no supervision is available, students that want to take IDLA classes can do so outside of school hours or during Zero Period from 7-7:25 a.m. Students do not have the option of taking an IDLA class in place of the same class taught at Marsing High school unless there is a scheduling conflict.

PLEASE VISIT WITH THE HIGH SCHOOL COUNSELOR FOR INFORMATION SHEETS, PROS AND CONS OF EACH PROGRAM.

GRADUATION REQUIREMENTS

Marsing High School and the State of Idaho have specific requirements for graduation from High School. Students must have 48 credits. A credit is defined as a passing mark of “D” or higher in a state approved class.

A student must meet all of the following criteria:

1. **48 total credits, including:**

| | |
|---------------------|--|
| English | 8 credits |
| Math | 6 credits (Must earn 2 credits your senior year) |
| Science | 6 credits (4 must be lab courses) |
| U.S. History II | 2 credits |
| American Government | 2 credits |
| Economics | 1 credit |
| Careers | 1 credit |
| Speech | 1 credit |

| | |
|--------------------|--|
| Health | 1 credit |
| Physical Education | 2 credits |
| Humanities | 4 credits (Two credits must be U.S. History I) |
| Electives: _ | 14 credits |
| | |
| Total | 48 credits |

2. Students must successfully complete a senior project.

The senior project is a comprehensive assignment that is designed to be a culmination of each student’s academic experiences from his/her high school career. Senior projects include a formal research paper, a comprehensive writing portfolio, student/mentor collaboration, development of a career-related product and a final presentation of the product. More information is provided in Economics/Personal Finance Class, which is only available to seniors and on the Marsing High School Website.

3. ISAT’s, Civics Exam and College Entrance Exams

All students are required to take the ISAT in order to graduate, unless arrangements with the building principal have been made. An alternative plan may need to be put in place. In addition to the above, each student must take either the SAT or ACT exam by the end of grade 11 and pass the State Civics Exam by their senior year. Colleges often require more mathematics and science. Some colleges require foreign language and fine arts. It is the student’s responsibility to check district and college requirements when selecting classes each year.

4. STEM Diploma

The Board may award a STEM Diploma to every student enrolled in the District who meets the requirements of graduation established by the District and also completes the following:

1. Eight credits in mathematics;
2. Eight credits in science; and
3. Five credits in the students’ choice of any or all subjects of science, technology, engineering, or mathematics.

Students who have completed eight or more credits in mathematics that include algebra II or a higher-level mathematics class before the student’s senior year are not required to take a mathematics class in the student’s senior year.

The official transcript will indicate the specific courses taken and level of achievement.

SENIOR PARTICIPATION/SENIOR SNEAK PARTICIPATION

1. To participate in the graduation ceremony, all of the requirements must be completed and fines/fees must be paid in full.
2. Only graduating seniors, who are attending MHS 2nd semester and meeting requirements may participate in Senior Sneak Day or any other senior activities. Early completers (Juniors graduating) may also participate in senior sneak. If elected to be held on a school day, to be eligible for senior sneak, seniors must be meeting academic eligibility requirements, as defined by the senior advisors, have ALL fees and fines paid (or arrangements to pay) in full and have less than 6 absences in any one class during Semester 2 of their senior year. Building administrator may make adjustments if needed.

TRANSCRIPT OF CREDITS

Transcripts of records for colleges and special vocational schools are sent out by the counselor for senior students or graduates. At least two school days’ advance notice is necessary. No charge is made for copies of the transcript. The request must be made in writing by the parent or by the student if the student is eighteen years old or older.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian and Salutatorian will be decided once final grades have been calculated at the end of the student’s 8th semester. Grades, course load, attendance and good standing must be maintained throughout the senior year, and this honor will be re-evaluated multiple times during the senior year. Attendance, school discipline, and academic success throughout the senior year can hinder the opportunity to receive Valedictorian/Salutatorian status.

Due to this policy, final standings may change at the end of the 8th semester. To be eligible to be Valedictorian or Salutatorian, the student must also successfully complete 1 (or more) “Honors” courses (list below) and earn dual/college credits if offered within that class during their junior and senior year. To be considered for Valedictorian or Salutatorian status at graduation one class must be completed in each area during the junior and senior year. If a student enrolls within an “Honors” course, they are required to complete the course for the entire year, unless there are uncontrollable circumstances and approved by the building administrator. In the event there is a “tie” with grades/GPA we will look at SAT scores to determine Valedictorian(s).

| Junior Year | <i>One or more classes from each section</i> | Senior Year | <i>One or more classes from each section</i> |
|--------------------|--|--------------------|--|
| <i>Elective</i> | | <i>Elective</i> | |
| | US History II, Dual Credit | | Government, Dual Credit |
| | General Business, Dual Credit | | General Business, Dual Credit |
| | Admin Approve IDLA Dual Credit Elective | | Admin Approved IDLA Dual Credit Elective |
| <i>Math</i> | | <i>Math</i> | |
| | College Algebra, Dual Credit | | Calculus, Dual Credit |
| | Trigonometry, Dual Credit | | Trigonometry, Dual Credit |
| | Algebra II (Applicable only for a transfer student that has to take Alg. II Junior Year) | | College Algebra, Dual Credit |
| | Admin Approved Dual Credit Upper Level Math Course | | Admin Approved Dual Credit Upper Level Math Course |
| <i>Science</i> | | <i>Science</i> | |
| | Chemistry | | Physics |
| | Advanced Biology, Dual Credit | | Psychology, Dual Credit |
| | Admin Approved Dual Credit Science Course | | Chemistry |
| | | | Admin Approved Dual Credit Science Course |

| | | | |
|----------------------|----------------------------------|----------------------|----------------------------------|
| <i>Language Arts</i> | | <i>Language Arts</i> | |
| | Advanced English 11, Dual Credit | | Advanced English 12, Dual Credit |

EARLY GRADUATION

Permission to graduate from Marsing High School with less than four years’ attendance shall be granted by the Board of Trustees on the basis defined herein:

All requests for graduation must be presented to the principal in writing with the student and parent signatures. This request must be submitted to the school office on or before the first day of school for the first semester completion and on or before the first day of second semester for second semester completion. The principal and the designated counselor shall make a thorough review of the student’s credits and reasons for the request and shall make their final recommendation to the Superintendent and the Board of Trustees.

Students that graduate early will be considered a Junior in PowerSchool and be recognized as only a Junior in specific school functions – such as Homecoming Court, Prom Court, Class Ranking, etc. Special circumstances will allow Juniors that are graduating early to attend Senior Sneak, as long as they meet the requirements.

ADVANCEMENT OF GRADE LEVEL (HIGH SCHOOL)

High School students can earn up to 14 credits (or more depending on overload classes) a year. PowerSchool will not promote a student into the next grade level unless he/she has met specific criteria. Listed below are the requirements that a student has to meet to be labeled in specific grades.

- All students that have earned less than 13 credits will be identified as 9th graders in PowerSchool.
- Students that have earned 13-26 credits, which must include 2 credits in each Math, English and Science, will be identified as 10th graders in PowerSchool
- Students that have earned 27-40 credits, which must include 4 credits in each Math, English and Science, will qualify as 11th graders in PowerSchool
- Students with over 40 credits, which must include 4 Math credits, 6 English Credits and 4 Science Credits, will be identified as 12th graders in PowerSchool

SENIORS OFF TRACK FOR GRADUATION AT THE START OF 3RD QUARTER

All seniors will be evaluated at the end of 3rd quarter. If a senior has earned 50% or below in any required courses that are needed to graduate for quarter 3, they will be referred and transferred to COSSA Academy in order to graduate that May. Quarter 3 grades, attendance, discipline issues and

tardiness may all be taken into consideration for this decision, as appeals may not be granted. The number one goal is to ensure that seniors graduate on time.

EARLY FINALS

Students are not allowed to take final exams early. If a student knows that they will be gone during finals, parents need to make arrangements with the building principal for making up the finals when they return.

Marsing Schools Secondary Bell Schedule

| Period | High School Schedule | Period | Middle School Schedule |
|--------------|----------------------------------|--------------|------------------------|
| 0 | Study Help 7:00–7:30 a.m. | 0 | |
| 1 | 7:30 – 8:30 | 1 | 7:30 – 8:26 |
| 2 | 8:34 – 9:34 | 2 | 8:29 – 9:25 |
| 3 | 9:38 – 10:38 | 3 | 9:28 – 10:24 |
| 4 | 10:42 – 11:42 | 4 | 10:27 – 11:23 |
| Lunch | 11:42 – 12:12 | Lunch | 11:23 – 11:53 |
| 5 | 12:14– 1:14 | Adv. | 11:55 – 12:25 |
| 6 | 1:18 – 2:18 | 5 | 12:28 - 1:24 |
| 7 | 2:22 – 3:22 | 6 | 1:27 – 2:23 |
| | | 7 | 2:26 - 3:22 |

Contact Information:

Marsing Middle School: 649-5411 ext. 3

Staff Email: first initial last name @marsingschools.org (Example: jsmith@marsingschools.org)

FACULTY AND STAFF

| | | |
|------------------|--|----------|
| Nick Ketterling | Principal | Office |
| Brian Marshall | VP/AD | Office |
| Carrie Patterson | Counselor | Office |
| Alicia Ponce | Secretary | Office |
| Lois Floyd | Secretary | Office |
| Juan Garcia | ELD Teacher | MHS 326 |
| McKenzi Baggett | Special Education Teacher | MHS 410 |
| TBD | Special Education Teacher | MHS 412 |
| Dawn Hughes | TLC Aide | Portable |
| Willow Nunos | TLC Aide | Portable |
| Lilia Dines | Intervention | MMS |
| Teresa Draper | 6th Math, STEM, Math Intervention | Room 104 |
| Jessica Eubanks | PE/Health | Gym |
| DuWayne Krause | 8th Math, Advanced Math | Room 113 |
| Cody Westbrook | 8 th Social Studies | Room 116 |
| Shontel Jarvis | 7th Math, Math, ELA Intervention, and Publishing | Room 107 |
| Mary Lewerenz | Extended Resource Teacher | Portable |
| Deidra Little | 7 th & 8 th Science | Room 114 |

MARSING SECONDARY SCHOOLS STUDENT HANDBOOK 2020-2021

| | | |
|--------------------|--|----------|
| Jennifer Lynde | Educational Assistant | MMS |
| Valerie Murray | 7 th Language Arts and Reading | Room 109 |
| Shari Meuser | 8 th Language Arts and Reading | Room 115 |
| Dawn Sandmeyer | Beginning and Adv. Band, Choir | MHS 311 |
| Heather Hale | Special Education Asst. | MHS 410 |
| TBD | Special Education Asst. | MHS 410 |
| Petra Vawter | 6 th Grade Science & 6 th Grade Technology | Room 110 |
| Amber Shannon | Extended Resource Aide | Portable |
| Phyllis Schleicher | Extended Resource Aide | Portable |
| Lachelle Wood | 6 th Social Studies & Intervention | Room 103 |
| Liz Lyons | TLC Teacher | Portable |
| Melaney White | 6 th Language Arts and Reading | Room 105 |
| Shonie Jarvis | Middle School Athletic Director | Room 107 |
| Ken Price | After School Program Director | Elem 146 |

Middle School Fees for 2010-2021 School Year

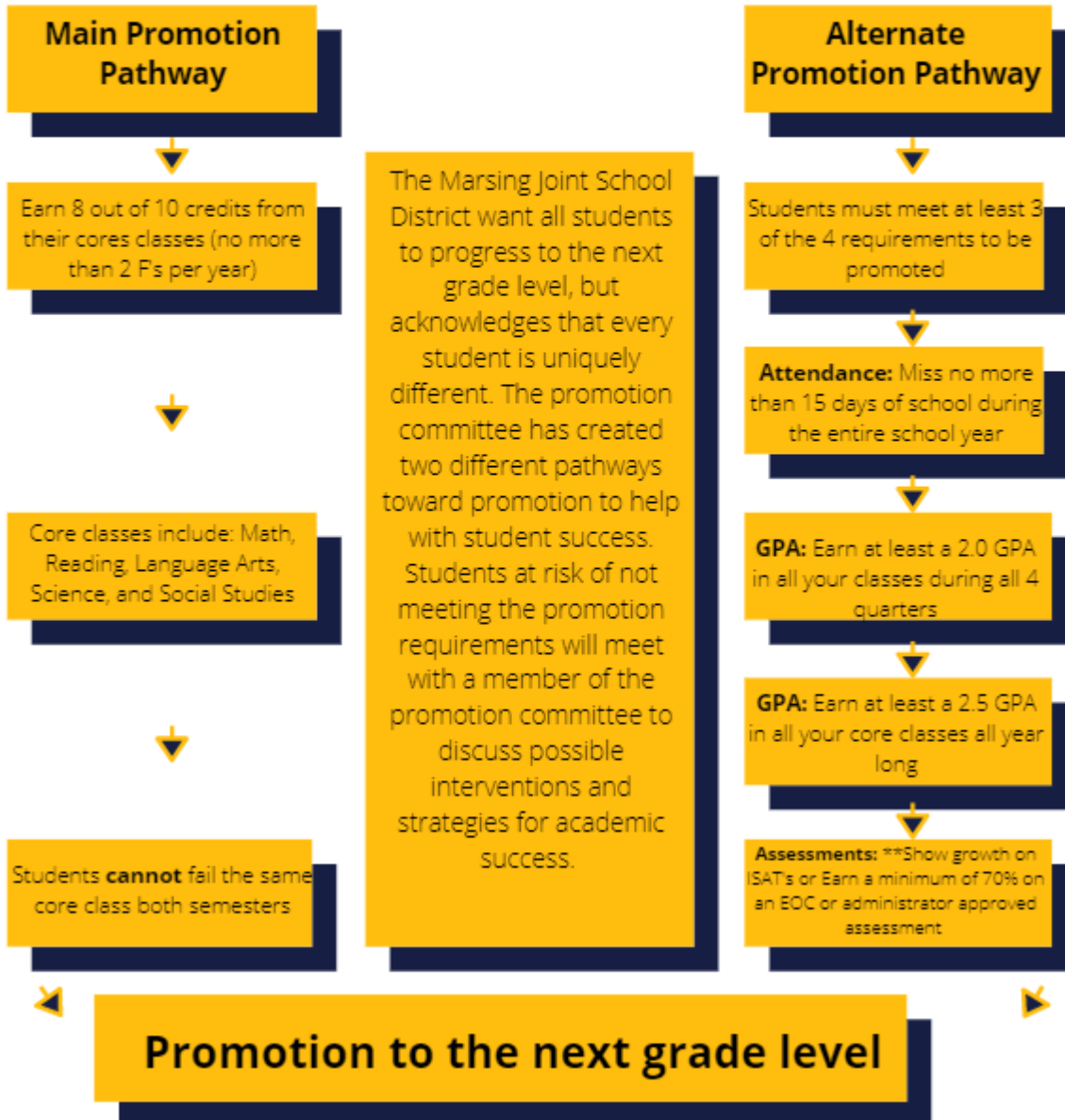
Student Fees

| | |
|--|---|
| ASB Activity Fee (Optional) allows MMS student to enter all regular season "home" athletic events for FREE | \$31.80 (tax included) |
| Athletics or Co-Curricular Fee* | \$60.00, for EACH sport. \$200 limit/year/family (\$400 Family combination with MHS) |
| Physical Education Uniforms (Optional) | \$15.00 T-shirt & shorts |
| Individual PE Uniform Costs: | \$8.00 t-shirt \$8.00 shorts |
| Yearbook (Optional) | \$19.08 (tax included, during first quarter of school) \$21.20 (tax included) |

***The Athletics or Co-Curricular Fee** primarily covers the cost of uniforms and of officials. Uniforms will be replaced, on a priority basis, every few years. The district general fund covers the majority of the more significant costs of transportation and coaching stipends. The activity fee does not guarantee that the student will get to play in every game or that playing time will be equal. However, per our school mission and vision, we will endeavor to help each student improve and participate to the best of their ability, within the resources that we have.

Please request an application if you do not have the funds needed.

MARSING MIDDLE SCHOOL PATHWAYS TO PROMOTION



The Marsing Joint School District want all students to progress to the next grade level, but acknowledges that every student is uniquely different. The promotion committee has created two different pathways toward promotion to help with student success. Students at risk of not meeting the promotion requirements will meet with a member of the promotion committee to discuss possible interventions and strategies for academic success.

*Students enrolled in special programs may have their promotion pathway modified by the promotion committee
 **ISAT growth must fall within the average growth rate of the entire grade level

Marsing Secondary Schools Policy

(Grades 6-12)

AS A STUDENT AT MARSING SECONDARY SCHOOLS:

1. I have the right to be safe. This means that students in the school, on the school grounds, at school activities, and on the way to or from school will not be allowed to hurt nor endanger me, with neither words nor weapons. No one will push me, shove me, threaten me nor fight with me for any reason.
2. I have the right to be treated with respect and understanding. This means that no one will be allowed to laugh at me, call me names, nor do anything to try to hurt my feelings nor to embarrass me.
3. I have the right to hear and be heard. This means that no one will interrupt me by disturbing me in my classroom nor by making noise in the halls.
4. I have the right and responsibility to get the best education possible. I will expect teachers to be well prepared to teach me, and I, in turn, will come to school on time and will try to do as well as I possibly can in my school work.
5. I have the right to a clean and safe school building. I will do all that is possible to make sure that my school and its materials are not damaged or misused.
6. I have the right to study and learn in a school that is free of all illegal drugs, including alcohol and tobacco.
7. I realize that I have the responsibility to always treat students and adults with respect and courtesy and to be sensitive to the feelings of others.
8. I must be willing to accept responsibility for my actions. If I am good, I will be rewarded with positive consequences and will learn to become a better citizen. If I get into trouble, I am willing to accept the negative consequences and to learn from my mistakes.
9. I will not hide evidence of an illegal act or school violation.

AS A PARENT/GUARDIAN OF A STUDENT AT MARSING JOINT SCHOOL DISTRICT #363 RECEIVING FEDERAL PROGRAM FUNDS:

1. I have the right to know if my child's teacher is licensed to teach the grades and subject(s) assigned.
2. I have the right to know that my child's teacher is teaching under a provisional license, meaning the state has waived requirements for my child's teacher.
3. I have the right to know what the college major of my child's teacher is.
4. I have the right to know what degree or degrees my child's teacher holds.

ACCIDENT PROCEDURE

Any student receiving an injury at school, no matter how slight, is responsible for reporting it to the teacher in charge.

ADVANCED MATH PLACEMENT PROCEDURE

Elementary and Middle School students must meet the follow criteria to qualify for testing into advanced mathematics:

| | |
|------------------------|---|
| Academic Level | Students must be in grades 5-8 to qualify for testing into the Advanced track. |
| ISAT | Students must score in the “Advanced” category of Math ISAT over a 2-year span. (The student must score “Advanced” on the last Math ISAT they completed. Due to COVID19 we will only look at the single year for school year 20-21) |
| AimsWeb | Students must score at or above the 75th percentile on AimsWeb testing. (average of whole year) (will not be required for 20-21 school year due to COVID19) |
| Academic Grades | Students must have an academic letter grade of “A” in all mathematics courses over a 2-year span. (4th qtr of 2020 will not count due to COVID19) |
| Teacher Recommendation | Students must have an official “Teacher Recommendation” to qualify for. |

Students in the Advanced Mathematic Track are only allowed to jump one grade level. It will be STRONGLY recommended that students not skip 6th grade math as it is a pivotal transition year coming into middle school. If parents are adamant to make this move a letter will be placed in the students file stating that the school and administration do not see this move to be in the best interest of the student. While students are in the advanced track they need to have a minimum of a “B” letter grade through each quarter. If the student earns a grade of “C+” or lower they will not continue with the advanced track cohort, they have been with. They will stay in the same math class/level for the upcoming school year. Transfer students will need to take a placement test prior to being considered for the advanced track. This procedure will apply to all students applying for the Advanced Track beginning the 2020-21 school year.

This procedure will apply to all students applying for the Advanced Track beginning the 2020-21 school year. Students who previously qualified for Marsing’s Advanced Track will not be required to test. Parents/Guardians and students will need to sign and acknowledge the policy in order to proceed into the advanced placement program.

MHS AFTER SCHOOL STUDY HALL & MMS AFTER SCHOOL PROGRAM

Marsing High School offers after school study hall daily from 6:30-7:30 and 3:30-4:30 pm Monday through Thursday. Students who are struggling or need extra support can ask to be assigned, walk-in, or

sign up with their teacher to attend the after school study hall.

Marsing Middle School offers an after school program from 3:30-5:30pm Monday through Thursday. There are two parts of the after school program: Study hall/homework completion and enrichment. Students failing to meet academic standards may be assigned to attend the after school program. All school rules still apply, but behavior concerns/issues go through the After School Director first.

ALTERNATIVE PROGRAMS

The following alternative education opportunities are available to Marsing Students:

1. Independent study classes through numerous universities and online resources. Before enrolling in a class, check with the principal or counselor to see what requirements the class will meet. This will prevent duplication of classes and classes that will not meet Marsing requirements.
2. Canyon-Owyhee School Service Agency (COSSA) is a public school cooperative serving the special education, gifted/talented, professional-technical, and alternative education needs of students from Homedale, Marsing, Notus, Parma, and Wilder School Districts.

ASSEMBLIES

Students will be personally responsible for proper conduct and courtesy during each assembly. Unacceptable conduct would include whistling, booing, and talking during a program. Our school pride is evident in the way we conduct ourselves during our student assemblies.

ATTENDANCE and APPEALS FOR CREDIT DUE TO EXCESSIVE ABSENCES

It is imperative that students attend school every day. While there are some exceptions (*these include illness, family emergency, etc.*), parents should ensure that their son/daughter is present at school each school day. Parents should inform the school promptly in the instance of their son/daughter not being able to attend school.

Students and parents need to be aware that district policy states that students that miss more than 7 days in one semester (10% of school) will not receive credit. **Whether or not absences are excused or unexcused**, if a student misses more than 7 days they are in SERIOUS RISK of not receiving credit or retention. This also applies to Physical Education classes. A non-dress day in a Physical Education class will be counted as an absence. If you are aware of an upcoming medical procedure requiring extended absences, please consider enrolling in PE another semester. In the event of illness or injury requiring extended absence no credit NC will be given.

Students can appeal to the High School/Middle School Appeal Committee for consideration of receiving high school credits in classes where they were absent more than 7 days. Appeals are evaluated and only approved under circumstances in which a serious illness has occurred or an emergency has taken place. Documentation of the circumstances needs to be provided during the appeal process. Students that appeal will face one or more of the following actions:

1. No Credit is given,
2. Credits are on hold and an attendance contract is agreed upon,
3. Students have to make up the credit through alternative means,
4. Credits are granted, but if attendance issues exist the following semester the student may not be able to appeal.

If no appeal occurs, no credit (NC) will be placed on the student’s permanent record. Attendance is an extremely important part of your education and the Idaho State Department of Education provides funding to Marsing High School based on how many students are in attendance. Please ensure that when you miss school, they are for valid reasons.

If a student or parent disagrees with the determination of the appeal committee, and wishes to appeal beyond the building administrator, parents have the opportunity to get on the June Board Meeting agenda (for 2nd Semester Appeals) or the January agenda (for 1st Semester Appeals) to present their case to the board of trustees. Contact the District Office at 649-5411 ext. 197 to discuss this option.

Middle School absences that exceed 14 days, excused or unexcused will require the student to attend summer school to be promoted to the next grade. Students/parents may appeal the summer school referral or retention to the Middle School Attendance Committee.

BEHAVIOR POLICY

It is expected that students at Marsing make their own choices about the behavior they display. They will also learn that there are consequences for both appropriate and inappropriate behavior.

“*APPROPRIATE BEHAVIOR*” is the behavior that is expected. Our goal is to recognize all students who demonstrate that they are mature enough to use appropriate behavior in their day to day lives. The secondary school applies PBIS (Positive Behavioral Interventions and Supports) methods to recognize good behavior. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. With our PBIS program students can be recognized and awarded with notes home, special treats, extra privileges, verbal praise, phone calls home, or school wide recognition.

While our goal at Marsing is to recognize and praise appropriate behavior, at times we will have to deal with those who choose to exhibit inappropriate behavior. What constitutes inappropriate behavior often depends upon the age and maturity of a student.

NOTE: SCHOOL RULES APPLY WHILE TRAVELING TO OR FROM SCHOOL, AT SCHOOL, AND WHEN GOING TO OR FROM AND WHILE ATTENDING ANY AUTHORIZED SCHOOL FUNCTION.

1. The following acts may get an office referral. The consequences may be but are not limited to Detention, loss of privileges, police citation, parent conferences, and suspension or recommendation for expulsion for repeated violations of these rules (for more specifics, see below):

| | |
|-----------------------|---------------------------------------|
| Repeated tardiness | ● Repeated unexcused absences |
| Truancy | ● Repeated dress code violations |
| ● Illegal behavior | ● Harassment/Bullying |
| ● Cheating/Plagiarism | ● Physical violence |
| ● Insubordination | ● Damage to school property/Vandalism |

| | |
|---|--|
| • Obscene, slanderous, or threatening notes | • Behaviors that places others at risk |
| • Inappropriate or obscene language | • Unprepared for class |
| • Disruptive behavior | • Overt displays of affection |

The following may result in suspension and, in some cases, a recommendation for expulsion:

| | |
|---|--------------------------------------|
| • Repeated major violations | • Fighting |
| • Gang behavior | • Defiance of authority |
| • Cheating on final exam/major project | • Stealing |
| • Illegal behavior | • Use or possession of drugs/alcohol |
| • Possession of a Weapon | • Failure to serve detention |
| | • Making False Allegations |
| Any major violation aggravated by racially/sexually derogatory behavior | • Sale of supply of drugs/alcohol |

Teachers will deal with consequences for acting out in the classroom. Teachers will teach their rules to their classes. These rules will be enforced by the teacher, who has the right to punish according to the age of the student and the severity of the misbehavior. If the classroom behavior doesn't change the teacher may assign a level-one referral and/or have the student complete a problem-solving form, which may be sent home to be signed and returned. Middle school staff have the option of **recommending**, not assigning lunch, 30 min, or 60 min detention. The next step could include a level-two office referral and/or a parent conference.

Out-of-class referrals (level-two office referral): Students sent to the office for behavioral concerns will meet with the building administrator and/or counselor to discuss the office referral. The building administration or counselor will apply one or more of the consequences listed below. If a student is sent to the office for repeated behavioral concerns the following procedure will be followed:

1st Offense -Student speaks to building administrator and/or counselor (review of school rules, expectations, and problem solve concerns).

2nd offense-A meeting will be set up with a building administrator, counselor, teacher, and student within 48hrs of the office referral to discuss office referral.

3rd offense-A parent meeting will be set up and the student will be required to come to the office for that class period until a parent meeting takes place to discuss the behavioral concerns.

In case of need, “reasonable” physical force may be used to control a student and/or to prevent a student from injuring him/herself or another person.

Class and ASB officers, Club Presidents and other official school leaders are expected to model exemplary citizenship, both on and off campus. Failure to do so could result in removal from office in addition to other punishments.

ADMINISTRATIVE ALTERNATIVES FOR INAPPROPRIATE STUDENT BEHAVIOR:

The corrective actions to be taken will be determined by the principal, using his/her best professional judgment, based upon knowledge of the student's age and maturity, the seriousness of the behavior, the Marsing School Board Policy, and the State of Idaho School Laws. Decisions shall be based on a careful and reasoned investigation of the facts as best he can determine them to be. He/she may, in rare cases, make exceptions to the guidelines or add alternative consequences, if necessary, based upon his professional judgment as to what is best for the student and/or the school. Some of the consequences from which he will select for inappropriate behaviors are: Verbal correction, problem solving form, parent letter or conference, behavioral contract, counseling, cooling-off or time out, assigned work/duties, withdrawal of privileges, removal or ban from extracurricular activities, detention/loss of recess, probation, notification to or referral to an outside agency or authority, confiscation of an item, out-of or in-school suspension, Friday School, an alternative education program, and/or recommendation to the board for expulsion. STUDENTS ON IEP PLANS AND/OR 504 PLANS MUST BE DISCIPLINED ACCORDING TO REGULATIONS CONTAINED IN THE IDEA ACT OF 1997.

STUDENTS MAY NOT ATTEND ANY SCHOOL FUNCTIONS THE DAY OR DAYS THAT THEY HAVE BEEN SUSPENDED FROM SCHOOL FOR DISCIPLINARY REASONS, IN ADDITION TO ANY OTHER CONSEQUENCES.

DISCIPLINE SYSTEM

| | |
|--|--|
| <p><i>Bullying Intimidation – Physical or Verbal</i> First Offense: Detention Second Offense: Suspension Third Offense: Suspension and/or possible expulsion</p> | <p><i>Public Displays of Affection</i> First Offense: Detention Second Offense: Suspension</p> |
| <p><i>Damage to Property</i> First Offense: Detention + Restitution Second Offense: Suspension + Restitution</p> | <p><i>Rough Housing</i> First Offense: Detention Second Offense: Suspension</p> |
| <p><i>Defiance of Authority</i> First Offense: Detention Second Offense: Suspension</p> | <p><i>Sexual Harassment or Threats of Any Type</i> First Offense: Suspension Second Offense: Suspension and/or possible expulsion</p> |
| <p><i>Dress Code Violation</i> First Offense: Warning - asked to change Second Offense: Detention</p> | <p><i>Theft</i> First Offense: Suspension + Restitution</p> |

| | |
|--|--|
| Third Offense: Suspension | Second Offense: Suspension and/or possible expulsion |
| <i>Fighting</i> First Offense: Suspension Second Offense: Suspension and/or possible expulsion | |
| <i>Inappropriate Behavior</i> First Offense: Detention Second Offense +: Detention and/or Suspension | <i>Tobacco/Alcohol/Drugs</i> First Offense: Suspension |
| <i>Inappropriate Language</i> First Offense: Detention Second Offense: Suspension | <i>Unexcused Tardy</i> <i>3 = Warning</i> <i>4-7 = After School Detention (per tardy)</i> <i>10+ Appeal for Credit</i> |
| <i>Inappropriate Relationship</i> First Offense: Detention Second Offense: Suspension | <i>Vandalism</i> First Offense: Suspension + Restitution Second Offense: Suspension and/or possible expulsion |
| <i>Inappropriate Use of Cell Phone/Electronic Device</i> First Offense: Warning Second Offense: Removal & student may pick up the device in the office Third Offense +: Removal & parent has to pick up the device | <i>Verbal Assault of Staff</i> First Offense: Suspension Second Offense: Suspension and/or possible expulsion |

From time to time, the severity of the act may be such that it will be treated as a second or third offense even if it is the first time a student has committed the error in judgment. If a student continues to violate the code beyond the number of offenses listed in the handbook, it may lead to a recommendation for expulsion. Failure to show up on time for detention and/or Friday School will be considered defiance of authority.

Students that are suspended out of school will be placed on a behavior plan upon return. The behavior plan will be reviewed with students and/or parents.

BICYCLES/CARS/MOTORIZED VEHICLES

Students may bring bicycles to school. They are to be taken directly to and parked in the bicycle stand. It is recommended that the bikes be locked to the rack with a chain or cable. Bicycles or other wheeled devices such as skateboards and scooters are not to be ridden on any school property.

All motorized vehicles will be parked in the student parking lot. Students **may not return** to or be in this lot during school hours unless they have permission from the principal or office. Students may not be in or on other vehicles during school hours without appropriate permission, as well. All posted speed limits and traffic laws must be obeyed. Violation may result in suspension from school, loss of driving

privileges, and/or arrest.

BOOKS

All basic textbooks are loaned to students for their use during the school year. Library books and textbooks are to be kept clean and handled carefully. Students or their parents will be required to pay for lost or damaged books. A student who loses a book will be charged the replacement cost of the book. The teacher and the principal will determine the fine for damage to text or library books.

BULLYING and CYBERBULLYING

Marsing Secondary Schools takes a proactive stance on addressing bullying and cyberbullying.

Idaho State Department of Education defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated (pattern) that is disruptive of the school environment. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. A young person can be a bystander, perpetrator, a victim, or both (also known as "bully/victim"). Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and through technology. Electronic aggression or cyberbullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media.

After conducting a thorough investigation, students found bullying will be disciplined with detention, Friday school, suspension and possibly expulsion.

Cyber bullying is being cruel to others by sending or posting harmful materials or engaging in other forms of social cruelty using the internet, cellular phones or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful materials, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

Any student using tactics of cyber bullying on any person must be reported to the teacher/principal immediately. Students can also be held responsible for their interactions outside of school if it is determined that such activities are detrimental to the education environment of the school. Students found to be involved in cyberbullying activities could face consequences up to and including suspension and in some cases expulsion. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

The district offers an anonymous tool on the district website to report any form of bullying or cyberbullying.

**Note: Depending on circumstances and degree of bullying, the SRO and/or Owyhee County Sheriff may be contacted and a report filed.*

BUS REGULATIONS

Students and parents should understand that riding the bus is a privilege, not a right, and this privilege may be denied if the student chooses not to follow the Idaho Board of Education Regulations, the district bus guidelines, and/or the Marsing Student Code. The following Idaho Board of Education Regulations governing pupils riding school buses must be observed on the bus:

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use emergency door only in case of emergency.
4. Pupils shall be on time for the bus, both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. The bus driver may assign pupils seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall not spit, use inappropriate language, or throw things in or from the bus.
11. Pupils shall have written parent permission, approved by the principal, to leave the bus other than at home or school.
12. Pupils shall converse in normal tones. Loud or vulgar language is prohibited.
13. Pupils shall neither open nor close windows without permission of the driver.
14. Pupils shall keep the bus clean and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and any passerby.
16. No glass bottles or aerosol cans are allowed on a bus.
17. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations, may forfeit their privilege to ride on the buses
18. On activity trips, students will remain in the seats when the bus arrives home until the coach/teacher has inspected the area and dismissed the students.

Students who refuse to behave appropriately will be subject to the following penalties:

- First offense: To be handled by the driver. Transportation supervisor and/or Principal notify parents or guardians.
- Second offense: Transportation supervisor and/or principal meet with student and contact parent or guardian. Student may forfeit the right to ride the bus for up to 3 school days. The student must be in attendance those days.
- Third offense: Transportation supervisor and/or principal meet with student and contact parents or guardians. Student may forfeit the right to ride the bus for one week (five school days). The student must be in attendance those days.
- Fourth offense: Driver refers to transportation supervisor and/or principal. Principal meets with student and contacts parent or guardian. Student is referred to superintendent if warranted. Student

may forfeit the right to ride the bus for the balance of the school year. Student must continue to be in attendance at school or be considered truant. Denial of bus privileges for more than five days requires school board action.

In all instances of inappropriate behavior, the principal may make exceptions to the guidelines or add alternative consequences, if necessary.

Special Note to Parents: The transportation policy will be discussed with your son or daughter. Students who have been denied bus-riding privileges due to abuse of bus rules must still attend school. Parents are required by law to get students in this situation to school.

CAFETERIA/LUNCH ROOM

The Child Nutrition Department is committed to providing an environment that promotes and protects the health and well-being of its students.

To ensure a pleasant and safe atmosphere in the school cafeteria, food service asks that these guidelines be observed:

1. Remove your hat when entering the cafeteria. All dress codes apply in the cafeteria.
2. Please wait in a mannerly fashion in the cashier line and serving line.
3. Please wait your turn. Do not go around the cashier and/or other students and staff without giving your ID (meal) number or money to the cashier.
4. Please have money and/or your ID (meal) number ready when arriving at the cashier station.
5. If you do not have your ID (meal) card, please wait at the back of the line until those with ID cards have been through the cashier line.
6. Please take food only from the serving line you chose; do not cross over to the other lines.
7. Please remember there are others who share the cafeteria with you. Leave the serving and dining areas clean.
8. Please stack trays so they lock together. A broken lunch tray, due to mishandling, will result in a \$5.00 charge to the student's account.
9. If good manners or appropriate behavior are not used, disciplinary action may be taken through the student's principal.
10. NO GUM ALLOWED IN THE CAFETERIA AT ANY TIME. PLEASE PUT GUM IN THE TRASH CAN BEFORE ENTERING THE CAFETERIA.

Good table manners and behavior are required in the lunchroom. Begging for or forcing other students to give up their food is not allowed. Food is not allowed to be taken from the cafeteria unless approved by the principal for a special situation, such as detention or in-school suspension.

RETURNED CHECK FEES

Checks returned to the food service program for insufficient funds will result in a \$25.00 check return fee being deducted from the student's account. The check will be deposited a second time unless food service is otherwise instructed by the check writer. If the check is returned a second time, the amount of the check and a second return check fee of \$25.00 will be deducted from the student's account.

ID (MEAL) NUMBER

Students will have a number issued to them. The student ID number is the same as their student ID number in PowerSchool. Please contact Child Nutrition for more information.

LUNCH ROOM CHARGING

1. Secondary school students will be allowed to charge up to \$5.00. We access School Messenger to notify parents of account balance; low balance calls go out when the student's account reaches a balance of two lunches and negative calls go out as soon as the student's account goes into the negative.
2. Students who have reached the charge limit may be given a peanut butter sandwich, milk and access to the fruit and vegetable cart for a charge of \$0.75 each day. This charge will be posted to the student's account. Parents may call at any time to discuss student accounts.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students may possess cellular phones and other electronic devices at school as long as they do not disrupt the educational environment. Please refer to the Course Syllabus for each class in regards to specific cell phone policies within the classroom. Student non-educational use of devices (talking/texting/playing games) during class time will result in confiscation of the phone by the teacher. The phone may be turned over to the principal and the student's parents may be required to meet with the principal before the phone is returned. *See Discipline System under Inappropriate Use of Hand Held Device.*

Students will be required to turn their phone over to the secretary or place it in the phone pockets when they are in the office due to behavior or ISS. The phones will be returned after the situation has been taken care of, at the end of the day, or to a parent/guardian. Failure to comply with this request will be considered insubordination and will result in a minimum of a detention given. If this occurs a second time the student will be suspended.

Students are not allowed to take pictures using their devices in or around the locker rooms. Students are not allowed to use devices to take inappropriate pictures of any type during any school function or activity. Violations of this rule will result in a minimum of suspension and may include consequences up to and including expulsion.

CHEATING and PLAGIARISM

The Marsing School District faculty and administration believe honesty and trustworthiness are basic characteristics of a citizen in a free society. We also believe whatever learning a person achieves as a result of his/her own efforts is an accomplishment in which he/she can take pride and which will be useful and beneficial.

In this belief, and as an expression of the value we place on the integrity of a student's work, we will not accept plagiarizing, copying the work of others, doing another student's work for him/her, giving another student answers to tests or assignments, or doing any other activity which falls into the classification of cheating.

The consequence for such action will be a minimum of confiscation of materials, a grade of "0" assigned for the work, no opportunity to make up the work, and notification of parents by letter or telephone. Additional consequences may include but are not limited to detention, suspension, or expulsion.

CHILD ABUSE

Idaho law requires school employees to report any suspected child abuse (any physical injury which has been caused by other than accidental means) neglect, or sexual molestation to the police and/or Services to Families and Children, who alone may or may not notify parents of an investigation of the

suspected abuse. Therefore, if a student is accidentally injured in such a way as to even resemble possible child abuse, parents are advised to notify the principal and explain the injury before such a report is made. A copy of the Child Abuse Law is available for examination in the Superintendent's office.

CLASS CHANGES

The counselor will attempt to honor requests to change classes **during the first 4 days of the semester** as long as the request does not put the student at risk for getting off track for graduation or class status. **Upper division classes/dual credit courses at the high school will not be changed at semester time UNLESS administration, instructor, and counselor agree that there are uncontrollable circumstances that require the change.** Any student requesting a class change after four days into the semester will not be allowed. Appeals may be made if extenuating circumstances beyond the control of the student exists. Appeals are made to the building principal first, then to the superintendent, then to the school board. In most cases, the student will receive a "F" in the class being dropped and a "NC" (no-credit) in the class being added.

Midterm reports will be entered and extra-curricular eligibility will be determined at the end of the following dates: September 14, November 16, February 8, April 26

CLOSED CAMPUS

Marsing School District is a closed campus. This includes during lunch time and during the after school program. If a student leaves campus without permission, they will receive truancy and the appropriate consequence. No student will be in the student parking lot or in a car at lunch time without permission from the office or principal. Parents must sign their children out each time they leave. Blanket notes will not be accepted. Parents are asked not to sign students out to go get lunch.

CLUBS

Activities such as clubs give students the opportunity to explore shared personal interests and hobbies. The Marsing School District feels that these opportunities are important to the student's educational experience. Individuals interested in establishing a club must receive permission from the administration before development can occur.

COMPLAINTS/STUDENT GRIEVANCE PROCEDURE

Any time a student/parent has a concern with a staff member or school policy the following steps will be followed:

- Step 1 The student/parent will discuss the problem with the teacher outside of class time.
- Step 2 If the problem is not resolved, the student/parent may take their concern to the principal to attempt to work it out informally. For any formal action to be taken, the complaint will have to be made in writing.
- Step 3 If the problem is not resolved, then a formal, written complaint must be made to the superintendent. The form is available at the office. The superintendent may schedule a formal hearing.
- Step 4 If the problem is not resolved, then a formal hearing may be requested with the school board.
- Step 5 If the problem is not resolved through the previous steps, then either party will have to pursue their interests at the civil court level.

Please remember, the steps are: **TEACHER, VP/PRINCIPAL, SUPERINTENDENT, and then the SCHOOL**

BOARD. No satisfaction will come about if your problem is just discussed "over the back fence." We can't help you solve a problem unless we are aware of the problem. Remember, to all problems there are always at least two sides to the story. Please, before drawing any conclusions get as many facts as possible, from all of the people involved.

COMPUTER USE

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. With access to other networks and computers around the world, it is possible to gain access to information which may not be appropriate. Users (and parents of users) must understand that neither the Marsing School District nor any District staff member controls the content of the information available on these other systems. It is general policy that computers used through the MSDnet (Marsing School District network) are to be used in a responsible, appropriate efficient, ethical and legal manner. Failure to adhere to the policy and guidelines for the use of MSDnet, as described below, will result in immediate revocation of access privileges. Reinstatement will be at the discretion of the building administrator.

Computer Use Guidelines

1. Students must have a signed computer use contract on file with the school district before they will be allowed to use the computer.
2. Students may only use the district's computer equipment with a teacher present.
3. Students and their parents will be held financially responsible for intentional damage to any district computer equipment.
4. Chatting will not be allowed on school district computers.
5. Only appropriate
6. Accessing inappropriate websites will not be tolerated.

**Computer use for educational purposes will take priority over recreational use.

CONFERENCES

Parents are encouraged to become involved in the education of their children, and they are always welcome at Marsing Schools. Please remember that you must check in at the office when visiting school. Please see "VISITORS" for specific details. Parent-Teacher conferences are scheduled for TBD

CUSTODY OF A SON OR DAUGHTER

The school does not wish to pry into personal matters, but please discuss with the principal any guardianship matters, etc. which may concern a student at Marsing. This is especially important if there is a possibility of problems with the custody. The parent who has custody of a son or daughter should note that the non-custodial parent (the ex-spouse) has a legal right of access to the son or daughter at school and to his/her school records, unless there is a court order preventing this. **A copy of such an order must be filed with the school if the school is to deny any access to the student or the records.**

DAMAGE/DESTRUCTION OF PROPERTY (**See also Vandalism, Damage of School Property*)

No person shall willfully write, make marks or draw obscene pictures on the walls or any other part of any schoolhouse or outbuildings, or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section. Students who damage school property will be held responsible for its repair or for the cost of repair, and their actions may be reported to the police for citation.

DANCES

The scheduling must be done a minimum of two weeks in advance of a dance. Students may request a guest pass from the principal for an outside guest. Passes must be signed by the guest and the administrator of the guest's school. Guests that are not eligible to attend activities in their home district will be refused admittance. All rules of conduct apply at school dances including behavior and attire, and the host student will be held responsible for the behavior of his/her guest. **Dance guests must be in High School and between 14-18 years of age. High School dance guests can not be in middle school (grades 8 and lower).** Students need to petition the principal for older guests. All dances must be cleaned-up prior to Monday; Failure to abide by this rule will result in a clean-up fee of \$200, which will be assessed to the organization sponsoring the event. No outside drinks are allowed at dances. Students are not allowed to leave and return to a dance.

DETENTION

Detentions are held on Mondays from 3:30-5:00 for grades 6-12. If you miss detention, you will be required to meet with the principal and you will be issued further consequences, up to suspension. Students who owe detention time will not be excused from detention for school activity reasons.

DISRUPTION OF SCHOOL

State law forbids any conduct that substantially disrupts any part of school or a school function or is likely to. This includes but is not limited to willful disobedience or open defiance by a student. This is cause for action up to but not limited to authorities being notified and/or suspension.

DRESS CODE/APPEARANCE

Dress and appearance must be neat and clean and must not present health or safety problems or disrupt the educational process. This includes clothes for Weight Training and P.E. classes. Students failing to meet these requirements may be assigned Detention, ISS, or Suspension. The students may be sent home to dress properly or will be "covered" appropriately for school attendance or change into other clothing.

Shorts that are in good taste, hemmed and mid-thigh in length are allowed. Skin-tight, shorts/apparel will not be allowed. Short shirts exposing the abdomen and clothing exposing undergarments will not be allowed. Wearing of clothing that advertises alcoholic beverages, other drugs, or tobacco products, promotes sex or violence or implied sexual innuendos, or that has profane or vulgar words, phrases, pictures, or symbolic meanings will not be allowed.

Students in violation of this section will be required to remove or change the clothing. Students may be sent home to change. Flagrant or repeated violation of this section will lead to disciplinary action, up to and including suspension.

Specific restricted clothing, attire and styles include the following items and will not be allowed in school:

1. Hats or headgear are not allowed to be worn in the school building, gym OR cafeteria.
2. Hairnets, hoods, or other possible gang related headgear may not be worn.
3. Tank Tops and sleeveless shirts are not allowed
4. Bandannas (rags) may not be worn or displayed in any fashion.
5. Shorts, skirts and dresses, which are excessively short. Shorts are to be hemmed.
6. Pants (sags) more than two sizes larger than the student's waist or that do not stay up even with a belt.

7. Trench coats or jackets/coats that go beyond the knee.
8. Clothing or jewelry that distracts from the learning process or which sends a negative message or endangers others.
9. Any clothing which exposes the undergarments. Sport bras are considered undergarments.
10. Pocket chains.
11. Any clothing colors or styles that appear on groups of students and that may lead to intimidation or may make students feel threatened or uncomfortable may be subject to inclusion on this list. Any clothing or attire that disrupts the educational process will not be allowed in school.

An administrator has complete discretion in determining a student's attire inappropriate and/or mannerisms related to the above rules on an individual basis.

Physical Education classes also follow the handbook in regards to dress code. Your P.E. instructor will specify which clothes are required for that class and will not allow items that violate the school dress code. For P.E. you will need an extra pair of clean gym shoes, with non-marking soles, that are reserved for use in the gymnasium only.

Anything distracting or disruptive to the learning process will not be allowed in the classroom.

DRUGS

Law and school district policy prohibit the possession, use, sale or source of supply of alcohol, tobacco, e-cigarettes or unlawful drugs (See also MEDICATION Policy) on or near the school grounds, at any time students are going to or from school or while being transported to or attending any school sponsored activity. If a student appears to be under the influence, the proper authorities may be called to diagnose the problem.

For a first time violation for use/possession of tobacco, e-cigarettes, alcohol or an unlawful drug, students will be suspended and will undergo voluntary assessment and/or attend informational seminars. A parent or guardian conference is required. A second violation will result in the student receiving a longer suspension, and a recommendation may be made to the school board that the student be expelled. Mandatory assessment and recommendation for treatment will be required prior to reinstatement. Any student involved in selling or supplying drugs shall be suspended and a mandatory recommendation for expulsion will be given to the superintendent. Students promoting the use of or pretending to sell, supply, use, or be under the influence of narcotics, habit forming drugs, e-cigarettes, or alcohol will be subject to disciplinary action commensurate with the seriousness of the act. Tobacco, e-cigarettes, drug, and/or alcohol violations by students either in possession, use, or sale may be reported to the proper law enforcement agencies for subsequent follow up action on their part.

DUE PROCESS

If a student is to be suspended OUT-OF-SCHOOL (a temporary exclusion from school for a period not to exceed ten days or a period in which expulsion is being investigated or recommended to the board) or IN-SCHOOL (days of non-class attendance at which time a student may, at the principal's discretion, do school work, write reports, or perform work in and around school as a penalty), or EXPELLED (expulsion—a formal release of a student from school attendance), he/she has certain rights. The student has the right to hear directly from the teacher or staff member the specific complaints or descriptions of unacceptable behavior if the student so requests. The student has the opportunity to

change his conduct, defend his right to engage in the conduct, or show that he/she is innocent of the conduct charge.

In a suspension, the student will know the charge, the specific acts that support the charge, and that he/she is suspended. The parents/guardians are notified by phone, if possible, of the suspension and reasons. A letter will be mailed within three (3) business days to the parents or guardians with the date, time, charge, specific acts that support the charge, the suspension, and the procedures to be followed by the student and his parents/guardians for reinstatement. The parents may request and be given a conference with the principal.

When an expulsion is contemplated, the student shall be granted a hearing unless he and his parents or guardian waive the privilege. The board, based on the recommendations of the superintendent makes expulsions. The student will be suspended pending investigation for expulsion. The superintendent will collect the information and present it to the board. He will send the parents a certified letter with return receipt requested and also a letter by regular mail that notifies the parents that he is recommending expulsion and that he will present the evidence to the board. The letter will state the specific date, time, and place of the next regularly scheduled board meeting. The board will review the suspension and the recommendation for expulsion at the next regular board meeting. The parents and/or the student may appear at the board meeting to confer with the board concerning the recommended expulsion, and they shall notify the superintendent by telephone at least three days before the date specified in the letter that a conference is requested. Counsel or other persons may represent the student. The conference shall be in executive session unless the student requests a public hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits, and the student or board may make a record of the hearing. The board will determine whether or not to expel the student. Within three days of the meeting or after the terminal date is set, the board shall mail to the parent, in the same manner as prescribed above, a notice of its decision. If the decision is to expel, it gives the effective dates and the specific reason(s) for the expulsion. When it is necessary to remove a student from school, other agencies are alerted and work in cooperation with the school to assist the student in his/her reorientation and adjustment. NOTE: IEP and 504 students must be dealt with according to the IDEA Act of 1997.

EXPULSION HEARING

These policies for MSD #363 will follow a student throughout his or her career in the Marsing School District. For example: If a student violates the policy while in the elementary or middle school and then violates the policy again during his/her remaining time in the Marsing School District, he/she will go before the school board for an expulsion hearing with the recommendation from the principal for expulsion from the Marsing School District.

FIELD TRIPS

Field trips are taken by classes throughout the school year to enrich the school curriculum. A general field trip permission form is sent home at the beginning of the year to cover all field trips. Students attending field trips will be subject to the academic and behavioral eligibility rules and policies as if they were in school. If an infraction of a major rule or policy occurs at any time or place while on the trip, in addition to the normal punishment for the infraction, the offending student may be sent home at his or her own expense. Some field trips will have additional requirements to attend, such as passing grades, attendance or behavior.

FFA

Students are required to be in an Ag Class to be in FFA and/or show an animal at the fair.

FILM/SOFTWARE POLICY

Any film or software brought into the school or on school buses must be approved by the teacher/coach and the principal before being shown or used on a computer. Films must be rated either "G" or "PG, exceptions may be granted by the Principal for educationally appropriate movies that may be "PG 13" or "R". Any student watching a "PG 13" film must have parental permission. No non-school software may be used and/or loaded onto a computer without permission of the principal and the teacher in charge of that computer. The teacher in charge will cover the specific rules for use of the Internet and computers. Any student who is on a computer must follow all of the rules and regulations concerning computer/Internet use. Punishments up to and including criminal charges may be filed against anyone violating these rules.

FIGHTING

The section on "harassment or intimidation" is very clear about what will not be allowed. If a student is being harassed or intimidated, he/she or another student must report it to a teacher or the principal immediately, rather than fighting. The only intelligent, acceptable self-defense if someone is trying to start a fight is to walk away and report it, the same as a competent adult would do. So, any persons fighting will BOTH be considered guilty unless a person had an unprovoked attack made upon him or her and there was no time to do anything but protect him or herself from injury. Otherwise, the issue of **who started a fight is null and void**, since it takes two people to fight. The mature, civilized way of standing up for one's rights is to let the authorities solve the problem, and in this case, the authority is the principal. Students involved in a fight will be suspended from school from one to five days.

Also, any student(s) encouraging or "egging on" any fight in any manner will also be considered as being guilty, the same as if they were with a friend when he or she robbed a store. So, just being at a fight could get one into trouble and will likely result in a suspension from school.

FINANCIAL HARDSHIP

Almost all families run into a period in which money is short. If this happens and if it affects a student's participation in any part of school, please see the superintendent. In certain cases, he has the right to waive fees or to arrange ways for costs to be worked out at school. Any contact about financial matters will be kept in strictest confidence.

FOOD AND DRINK

Students may consume food and drink before school, after school, and during lunch. There will be no food in classrooms at any time unless approved by the classroom teacher and Principal. There is to be no food in the upstairs HS hall at any time. Every effort should be made to keep the facility clean and free from litter.

Middle School vending machines are only available to use after they eat lunch or after school. They are not allowed use of the vending machines during passing time.

FREEDOM OF EXPRESSION

Students are entitled to express their personal opinions in a lawful and orderly manner. Students may refuse to participate in patriotic exercises as long as such non-participation does not significantly infringe upon the rights of others or does not disrupt the educational process. This symbolic and actual freedom of expression shall not interfere with the freedom of others to express them. The use of profane or obscene language and threats of harm to persons or property are prohibited. Willful disobedience or open defiance of a school employee's authority is not allowed and is sufficient cause for suspension from school. If in doubt, do as ordered and then appeal later. Refusal to do as ordered eliminates any chance of appeal unless the order threatened the health, safety, or welfare of the student or other people.

All students possess the Constitutional right of freedom of speech and press, and the Constitutional right to peaceably assemble and to petition the government and its representative for a redress of grievances, subject to reasonable limitations upon the time, place, and manner of exercising such right. Only material that has been approved by the principal or his/her designee may be posted or distributed on school property. Free speech or assembly may not be used to disrupt the educational process.

FRIDAY SCHOOL DETENTION

At some points throughout the year, Friday school detention may be used. Hours are from 8:00 a.m. to 12:00 p.m. – SHARP! If you miss Friday school, you will be required to meet with the principal and you will be suspended from school on the next school day, unless your parents or guardians have made **prior** special arrangements with the principal for you to attend the **next** Friday school. Students who owe Friday School time or detention time will be excluded from participating in activities until the time is made up.

Athletic events are not excusable reasons to miss Friday School. In an emergency situation if the principal cannot be reached by phone please leave a message on the school voicemail system, excusing your student from Friday School. All messages are time stamped on the system and all notifications must be made to the school before the 8:00am student reporting time.

FUND RAISING

All fund raising activities must be approved by the principal beforehand. All monies raised will be used for approved activities only. Students and parents are responsible for all money collected and for any leftover items that must be returned. No purchases may be made with any cash; all purchases must be on a district approved purchase order. All bills will then be paid by district check, and the class/organization treasurer or sponsor may get a monthly statement of the account.

GANGS/DISCRIMINATION/HATE GROUPS

Secret societies, including fraternity or sorority, gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, religion, sex, sexual orientation, or national origin are inconsistent with the fundamental values and the educational environment of the Marsing Schools and are prohibited. Likewise, the activities of such groups and their members are prohibited in district facilities and at school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior which the school administration finds disruptive such as language, code, or gestures that provoke violence or harm to others or seek to advocate the purpose and objectives of such

groups. Such activity will not be allowed, and disciplinary action will include some form of suspension or expulsion and/or notification of authorities.

GRADING

The Marsing School District supports the certified staff endeavors to use a combination of percentage based, competency-based, and ability-based evaluation procedures in determining student performance. Teachers will communicate their specific grading policies and criteria in their course syllabi.

Grading of evaluative criteria shall be based on the following percentage points:

| | | | |
|------|-----|---|----------------------------------|
| 90 — | 100 | A | Superior scholarship |
| 80 — | 89 | B | Excellent scholarship |
| 70 — | 79 | C | Average scholarship |
| 60 — | 69 | D | Below average scholarship |
| — | 59 | F | Unsatisfactory - NO CREDIT GIVEN |

A grade of “I” means work is incomplete. **Students have two weeks after the conclusion of the semester to remove grades of “I”.**

GUEST SPEAKER FORM

Whenever guests are invited to participate in classroom instruction, teachers must complete a Guest Speaker Form, which is available in the office, and have approval from the principal. Speakers must sign in and get a visitor pass in the office.

GUIDANCE SERVICES

Marsing Secondary School offers a comprehensive guidance program that is available to every student. Our counselors can help students make better-informed choices regarding education, positive interactions with friends and teachers, work, and other personal concerns. Students are encouraged to come to the guidance office during free time or make an appointment. The counselor will initiate group and individual conferences to discuss special concerns and to share general information.

In their relations with a student, the counselors will respect the integrity and guard the welfare of the student. Counselors regard the professional confidence as a trust and will not reveal such confidences without the student’s permission, except when there is clear and imminent danger to an individual or to society.

HALL PASSES

All students not in their assigned class must have either a bathroom hall pass or a library pass that is signed by a teacher or staff member. Students that are found without a hall pass or note may be assigned a detention and will be escorted back to class. Repeat offenders or students that refuse to return to class will be subject to disciplinary actions up to but not limited to detention, Friday school, suspension, or expulsion.

HONOR SOCIETY

The Marsing Chapter of the National Honor Society will create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in

students of Marsing High School. Requirements for being in the Honor Society will be developed by the administration, faculty council, and honor society.

INSURANCE

The Marsing School District Board of Education currently does not carry a supplemental insurance program for its students. Coverage outside of school hours is available at a cost to the parents. Information on this program is available at the office.

INTIMIDATION OR HARASSMENT

No student shall intentionally harass, annoy, or alarm another person, subject another person to offensive physical contact, publicly insult another person by abusive or obscene words or gestures, or otherwise conduct himself in a manner likely to provoke annoyance, alarm, or a violent or disorderly response. No student shall intentionally attempt by word, act, or conduct, to place another person in fear of imminent bodily injury; to recklessly engage in conduct which creates a substantial risk of bodily harm or injury to another person; or to intentionally cause or attempt to cause bodily pain or injury to any person. Any student seen harassing and/or using intimidation on any person must be reported to the teacher/principal immediately. This will not be tolerated at Marsing and may result in a detention, suspension or expulsion.

LIBRARY PROCEDURES

The following charges were set by the Marsing School District Book Selection Committee to make the students aware of their responsibilities and the possible consequences when they check out library materials. The library cannot accept replacements for lost library materials.

1. For lost books, or books extensively damaged, the charge will be a replacement cost of the same or similar title.
2. For damaged media barcodes there will be a \$1.00 fine/charge for replacement of the media barcode.
3. For torn pages, there will be a \$.25 repair fine per page. Please do not try to mend torn pages yourself – the library has special tape and procedures for this.
4. For pages written on with ink or crayon, a \$.10 fine per page will be assessed. If excessive, the charge will be the replacement cost. If in pencil, the student will erase the scribbling with no additional charge.
5. There will be no charges for books destroyed in automobile accidents or house fires.
6. Students may work off any library fines they may incur in the library before or after school.
7. The fine for overdue library books is \$0.10 per school day, excluding illnesses. If the fine exceeds the replacement cost of the library materials, the amount charged the student will be the larger.
8. The fine for overdue reference materials, interlibrary loan books and videos is \$0.25 per day.
9. The first interlibrary loan book per period per assignment is free of charge. Materials published within the last year may not be requested through ILL.
10. Students requesting interlibrary loan materials and then not using them will be charged for return postage. Average cost of postage is \$3.00 per item.
11. Replacement costs of interlibrary loan materials will be charged according to the lending library's policy.
12. Parents/patrons who wish to use the media center materials will be charged a one-time \$5.00 user's fee. All other charges stated above apply.
13. School supplies and photocopies cannot be charged for later payment.
14. The library cannot accept replacement for lost materials.

LOCKERS AND OTHER SCHOOL PROPERTY

Students will be required to use a locker in an effort to cut down on bags taking up space and the potential for accidents and emergency situations within the classrooms and hallways. If students cannot afford a lock they may check one out from the office to use during the present school year. They are responsible for the lock and will be charged the cost of the lock if it is not returned or broken.

Student lockers and desks are the property of the district. The student is responsible to keep them organized and clean. The principal is required by district policy to make periodic inspections of all storage facilities, and he may, if he deems it necessary, make spot locker/desk checks at any time. They may be inspected without first notifying the student occupant if it is the opinion of the principal that the inspection is necessary and justifiable. Note that students may be denied locker use for good cause. Students are not allowed to give others the combination to their lockers. Do not jam the locks. Doing so may result in a referral to the principal and restitution for any damage to the lock or locker. No stickers of any type are to be applied to the lockers. Pictures inside the lockers must be in good taste. **MONEY AND OTHER VALUABLE ARTICLES SHOULD NOT BE LEFT/KEPT IN THE LOCKERS, REST ROOMS OR DRESSING ROOMS. IF IT IS NECESSARY TO BRING VALUABLES TO SCHOOL, THEY SHOULD BE TURNED INTO THE OFFICE FOR SAFEKEEPING; OTHERWISE, THE SCHOOL WILL NOT BE LIABLE FOR ANY VALUABLES LOST OR STOLEN. TO HELP PREVENT THEFT, KEEP YOUR LOCKERS LOCKED AT ALL TIMES AND PUT YOUR SCHOOL CLOTHES AND VALUABLES IN THE LOCKED LOCKER, NOT ON THE BENCHES OR FLOOR. Stay in the locker you are assigned to at the beginning of the year. If you move lockers without telling the office, damage to your assigned locker OR substances found in your assigned locker will be considered your property.**

LOST AND FOUND

Articles found in and around the school should be turned in to the office secretary. The owner may claim the property by going to the office and identifying it. Any property not claimed by the end of the year will be disposed of. Keeping "found" property will be considered theft.

MAKE UP WORK

Students are responsible for getting and completing any work missed when they are not in school. If a student is going to have an extended absence, the office will send around and get from the teachers a list of assignments to be made up. Students are allowed the day he/she is absent plus one extra school day to complete any missing assignments, without penalty, due to the excused absence. Refer to your class syllabus regarding specific make up work requirements during absences.

MEDICATION POLICY (Refer to Board Policy #503.2 MEDICATION)

When a student is required to take prescription medicine at school, Idaho law requires these three requirements be met:

- The school receives a written parental request asking the school to comply with the physician's order.
- The school receives prescription medicine from the doctor indicating the student's name, name of the drug, dosage, and time interval the medication is to be taken.
- The student may not have the drug in his/her possession; it must be taken to the office upon arrival at school.

All prescription and non-prescription drugs must be stored in the office. The secretary upon written request of the parent or guardian will administer them to students.

MEETINGS/ASSEMBLY OF STUDENTS

Students shall be permitted to hold meetings on school property only under certain conditions. The principal must approve all meetings before being scheduled. He will explain the other policy requirements at that time.

OPEN ENROLMENT

Marsing School District's Open Enrollment policy is designed to allow students from other areas the opportunity to attend school in our district. Parents from outside our area wishing to enroll their student in Marsing must complete an Open Enrollment Form each year. However, students can have their open enrollment status revoked if they earn repeated disciplinary actions. Please contact the district office for more information.

PARTIES

All room parties must have prior approval of the principal. Invitations to after school parties are not to be distributed at school. No showers nor teacher recognition parties are allowed. Students are discouraged from collecting money, setting aside funds, or purchasing gifts for faculty members except in cases of retirement, severe illness, etc. Students can best express their appreciation to faculty by letters of appreciation or by congenial working relationships.

PERSONAL PROPERTY

LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.

Students assume the responsibility for the loss of or damage to their personal property, clothing, equipment, books, or instruments. The school endeavors to protect all personal property but is not responsible for it. **Remember to mark clothing, boots, etc. for easy identification.** Lost and found items not claimed by the end of the school year will be turned over to a charitable organization. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

PERSONAL RELATIONSHIPS & PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to observe an acceptable code of conduct at school and everywhere when they represent Marsing. Students are allowed no excessive physical contact (touching, grabbing, holding, kissing, hugging, wrestling, shoving, hitting, pushing, etc.) during school hours or at any school functions. **Holding hands will be permissible at High school as long as it is done in an acceptable manner.** Exceptions may be made in the case of dances or when allowed/directed to do so by a teacher/coach.

PHILOSOPHY OF MARSING SCHOOLS

Marsing Schools recognize that education is a shared responsibility. Only when children, parents, schools, and communities work together will optimum learning opportunities exist. Therefore, our schools will use all available resources to develop each student's intellectual, physical, moral, emotional,

and social growth so that s/he will become a contributing member of a rapidly changing world.

In our democratic society the rights, privileges, dignity, integrity, and personal worth of the individual are highly cherished. We believe that each person, regardless of race, color, gender, creed, sexual orientation, economic status, or ability is a resource of our nation and that is the function of the school to develop that resource as far as possible.

Democracy implies privileges, rights, and responsibilities. We believe students have inherent human rights balanced by the responsibility for living and working harmoniously in the school community. The school provides opportunities for working with others, sharing responsibilities, developing initiative, and assuming accountability for one's own decisions. By providing these opportunities, the school gives each child an introduction to the knowledge and understanding needed for good citizenship and enriched living.

We believe all students can learn and we are committed to accommodating individual differences and learning styles. With this commitment in mind, Marsing Secondary Schools dedicate resources to the development and maintenance of balanced programs, which focus sharply on the individual worth, dignity, and self-esteem of each student.

RESTROOM POLICY

No students will be in the hallway the last 10 minutes of class, unless the office has called them down or there is an emergency. This is to protect classroom instruction time, and for attendance purposes. Students also have time before school and during lunchtime for use of the restroom. In case of an emergency, illness, or a medical problem, a student will also be allowed restroom use during the school day by using a bathroom pass. Marsing Middle School students are provided 32 restroom passes per semester to use at discretion. If medical conditions exist, please provide documentation to the principal to allow accommodations for this policy.

RETENTION OF STUDENTS

Retaining a student for one more year is a very critical issue and will occur only when it is in the best interests of the student. Parents will be informed by the end of the third nine-week reporting period if the student is in danger of failing academically, socially, or emotionally, the three criteria for placement in a grade. The superintendent will make the final decision regarding retention/grade placement. (See also ATTENDANCE and GRADUATION.) Marsing High School requires students to earn 2 credits each year in core classes (Math, Science and ELA) or else PowerSchool will categorize the student as a grade lower until this requirement has been met.

RETENTION- MIDDLE SCHOOL ACADEMIC SUCCESS

Students exiting seventh or eighth grade must demonstrate reasonable academic success before they will be allowed to advance into the next grade. Students failing to meet reasonable academic standards may be placed on an academic contract during the second semester. Failure to meet one of the promotion pathways will result in attending summer school, in some cases referral to an alternative program, or retention.

SCHOOL HOURS

Students will attend school on a four-day schedule. The school will open at 7:00 a.m. each day and the first period bell will sound at 7:30 a.m. Buses will run at 3:30 p.m. Monday through Thursday.

SEARCH AND SEIZURE

In order to assure a climate for learning and the safety and welfare of students and staff, search and seizures at Marsing will be based upon the following Policy: 502.7 Searching *Students, Their Personal Property, Lockers or Desks*

1. A search of a student's person and/or property is limited to a situation where there is probable cause that the student is secreting evidence of an illegal act or school violation.
2. Illegal items or other possession reasonably determined to be a threat to the safety or the principal or his designee may seize security of possessor or others.
3. Items that may be disruptive or interfere with the educational process will be taken, and the student may retrieve them from the principal after school.
4. When the principal has probable cause relating to safety or security, a general search of school property, including, but not limited to lockers or desks, may occur and items belonging to the school or considered illegal may be seized.
5. All non-school items seized will be returned to the owner's parent or turned over to authorities.
6. When possible and practical, the student shall be present when a search of personal possessions is conducted.
7. General searches of school properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the school, which are unlawful, or are in violation of school policy may be seized. Students will be notified that the searches of school property have occurred and will be notified of the items seized.

SELLING, ADVERTISING IN SCHOOL

As per board policy no ticket or raffle sales or sales of articles or services except those approved by the school administration may be made on school property or at school activities. The principal must approve any advertisements for any events, activities, or contests other than those sponsored by Marsing Secondary Schools BEFORE they are announced or posted.

SEXUAL HARASSMENT/WRONG DOING

It is the Marsing School District policy to maintain a working and learning environment that is free from sexual harassment and sexual violence. Any form of sexual harassment to students or staff, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, will be disciplined and may include suspension or expulsion and notification of authorities. Examples of behavior that may be sexual harassment include but are not limited to:

1. Demands for sexual favors in exchange for certain favors.
2. Stating or implying that a student will receive a bad grade or lose some benefit if she or he does not submit to a sexual request.
3. Penalizing someone for refusing to submit to a sexual advance.
4. Making sexually suggestive remarks, gestures, or jokes, including the wearing of clothing with such suggestions.
5. Using derogatory sexual terms for women or men.
6. Deliberate and unwelcome touching, pinching, brushing, or patting.
7. Displaying sexual illustrations in school.
8. Unwelcome pressuring for dates or sex.
9. Describing or asking about personal sexual experiences.
10. Hazing, pranks or other intimidating or hostile behavior directed toward the victim because of the victim's gender.

11. Sexual assault.

Complaint Procedure:

Any student who believes that she or he has been sexually harassed, discriminated on the basis of gender, race, disability, or sexual orientation or is a victim of other wrongdoing, she or he is encouraged to use this complaint procedure. A sexual harassment, discrimination, or wrong doing complaint should be filed as soon as possible after the incident(s). Complaints will be investigated promptly. Every effort will be made by the school to preserve confidentiality and protect the student's privacy and the accused privacy to the extent the investigative process allows. The District will in no way retaliate against a person who complains of sexual harassment/discrimination/wrongdoing or tolerate faculty, staff or other students retaliating against a complainant. If illegal sexual harassment, discrimination or wrong doing is not found, the district may still determine that the conduct was inappropriate and require that such conduct be stopped.

Informal Complaint Procedure:

Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged harasser agrees upon. An informal complaint may be oral or in writing. It should be brought to the student's advisor, teacher, counselor, or principal. The complainant may be advised of ways to resolve the problem on his or her own. If that is unsuccessful or if the complainant does not wish to confront the alleged harasser, the principal will discuss the complaint with the alleged harasser and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution. If the proposed resolution is accepted, the principal will keep a record of the complaint and its resolution. The principal will also follow up with the complainant to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the principal or designee will investigate and resolve the case according the formal complaint procedure.

Formal Complaint Procedure

Complainant may file a formal complaint without first using the informal complaint procedure. A formal complaint should be lodged and should include: the alleged harasser's name; the times, dates, places and circumstances surrounding the allegation of sexual harassment or wrongdoing; and the names of any witness to the incident(s). The complaint should be filed with a member of the RISK MANAGEMENT TEAM (see staff information page). The complainant shall be assisted in preparing a written complaint, if needed. Formal complaints will be promptly investigated and resolved. The investigator will check student files and will interview the complainant, the alleged harasser, any witnesses, and appropriate teachers and staff. The investigator will keep notes of the interviews. After considering all the evidence, the investigator will determine if sexual harassment, discrimination, or wrong doing has occurred. If illegal sexual harassment, discrimination, or wrong doing is found, the district will determine the appropriate remedy.

Individuals intentionally filing false reports of sexual harassment, discrimination, or wrongdoing may be subject to disciplinary actions up to and including expulsion.

SPECIAL EDUCATION

At a parent's request or a teacher's request approved by a parent, a student needing extra help may be tested to see if there is a specific learning disability. For students with special physical handicaps, please contact the principal as there are special services available to help them. Special education records and

other student records will be kept for three years beyond graduation.

SPORTSMANSHIP

Sportsmanship refers to the conduct of the athletes and student supporters while participating in various interscholastic activities. The following code is a good summary of a true sportsman. A sportsman will:

- Consider all athletic opponents as guests and treat them with the courtesy due guests.
- Accept the decisions of officials without question and allow coaches to express concerns in the manner prescribed for each sport.
- Never hiss, boo, or make derogatory statements to a player or an official.
- Seek to win by fair means—according to the rules of the game.
- Seek to win every contest. Win or lose, always do your best.

STUDENT RECORDS

All student records at Marsing will be handled in the manner prescribed by the Marsing School District Student Record Policy, which is in compliance with federal and state guidelines which are available in the office. Parents or students over 18 have the right to inspect a student record with the secretary. If there is a problem over the content, the superintendent will resolve the issue and/or provide the parents with the process to challenge any misinformation. Student photographs and the following types of information, known as directory information, may be released upon request unless a specific request in writing is made within 15 days of enrolling in school requesting otherwise:

| | | |
|--|----------------------------|-----------------------------------|
| Student's name | Date/place of birth | Telephone Listing |
| Parents' names | Date of attendance | Participation on teams/activities |
| Address | Degrees or awards received | |
| Most recent previous school program attended | | |

This is your notification that should your son or daughter enrolls in another school system, an official transcript or copy of the permanent record will be sent upon request from the new school. Records will not be kept more than three years after graduation.

TARDY POLICY

High School

All tardies are counted and will result in the consequences below. Students more than 15 minutes late will be counted as absent rather than tardy.

The following procedures will be followed when students accumulate unexcused tardies during any one semester.

3+ Unexcused Tardies total = notification sent home via our automated calling system

10+ Tardies in any one class will result in the students having to appeal for credit.

Tardies will not be excused unless for 1st period under special circumstances and a parent contacts the office before 7:45 am.

If a student is tardy more than 10 times in one period, they are in SERIOUS RISK of not receiving credit. Students have to appeal to the principal and the Appeal Committee for consideration of receiving credits in classes that tardies were more than 10. Appeals are evaluated and will rarely be approved for

excessive tardiness. Students that appeal will face one or more of the following actions for all courses over 10 tardies: 1) No Credit is Given, 2) Credits are on hold and an attendance contract is agreed upon, 3) Students have to make up the credit through alternative means, 4) Credits are granted, but if attendance issues exist the following semester the student may not be able to appeal.

Once a student has appealed, they may appeal further to the Marsing Board of Trustees if they feel there has been wrongdoing. For Semester 1, students would need to request to be on the January Board Agenda by January 2nd. For Semester 2 Board Appeals, students would need to request to be on the June Board Agenda by May 31st. Contact the district office to request being placed on the board agenda.

If no appeal occurs, no credit (NC) will be placed on the student's permanent record. Attendance and being on time is an extremely important part of your education and becoming career ready.

Middle School

The first 3 unexcused tardies each semester will have no penalty. However, all unexcused tardies are counted and will result in the consequences below. A student is tardy if he/she is not inside the classroom door and on task when the bell rings. Students more than 15 minutes late will be counted as absent rather than tardy.

3 Unexcused Tardies notification sent

4-7 Unexcused Tardies = After School Detention for each one

8/8+ Unexcused Tardies conference with student and 1 day Disciplinary Friday School or in-school suspension (or equal consequence), parents notified

Middle School students must be signed in and out by a parent or guardian at the office if they will arrive later than 7:45am

TELEPHONE

Students are not allowed to use classroom phones for personal use. The office phone is to be used only for school business or in case of an **emergency**. Students **will not** be called to the phone unless it is a **real emergency**. Important phone messages will be taken at the office and given to the student.

TOYS

Distractions in the classroom need to be kept to a minimum in order for learning to occur. Bringing toys or gadgets to school is strongly discouraged and if brought to the classroom without permission will be confiscated and returned to a parent. discipline consequences would apply. Examples of such devices would include hand held *Fidget* toys, small electronic toys or games.

TRUANCY

Any unexcused absence that occurs without the knowledge of parents or guardians or that occurs after the student arrives at school (cutting/skipping a class), shall be considered as a severe violation. Unexcused absences will be handled by the principal and may involve a parent conference, suspension, recommendation for expulsion, and/or notification of authorities.

VANDALISM, DAMAGE TO SCHOOL PROPERTY

No person shall willfully write, make marks, or draw obscene pictures on the walls or any other part of

any schoolhouse or outbuildings or furniture thereof, or deface or damage any school building. The district school board shall prosecute any person who violates this section." Hopefully, this won't have to happen since the building belongs to all of us, and we all have an interest in keeping it in excellent condition.

VISITORS

In an effort to make sure our school sites are safe, our school board has adopted the following requirements for visitors. Our district uses the Raptor tracking system to help protect your children. District policy requires that all visitors entering a school during school hours are screened with this program. software uses information from the visitor's government issued ID card to check the sex offender database from all 50 states, including Idaho, and saves their name in the data system.

VISITOR PROCEDURES

For parent, volunteers and community members:

When visiting during school hours, doors should be locked. Go to the security vestibule window to explain your visit. Enter through the front doors to the main building. Never enter a building through the back door or playground entrance. Be ready to provide a government issued ID at the front office (ID required for the first visit of each school year at each school, or if the office staff requests). Sign in at the front office. Receive a visitor's pass/badge. Please wear your pass/badge at all times while in the building. Remember to sign out and return your badge when you leave.

Parents and community members are welcome, in fact encouraged, to visit school, but they must first check in. Per board policy, a teacher may not admit a visitor to his/her classroom unless the visitor has been announced. **Students who are not enrolled at Marsing may visit school with a Marsing student only if cleared 24 hours before by the principal – this would include lunch time visits.** They must also check in at the office on the day of the visit. They must follow all school rules; the host student will be held responsible for the guest's behavior. The principal shall have complete authority to exclude from the school premises any persons whom he has reason to believe:

- Are disrupting the educational programs and/or teachers and students in the classroom or in the school
- Are on the premises for the purpose of committing an illegal act.

**Violators may be removed from the premises and/or prosecuted to the full extent of the law.*

WEAPONS

At any time when subject to school rules, students shall not knowingly possess, handle, or transmit any object or instrument that can reasonably be considered a weapon. This includes guns, knives, clubs, chains, mace, pepper spray, or any other device sold as a method of protection or as a weapon. Violation may result in confiscation of the item and/or referral to proper authorities for arrest. Authorities will be notified.

PENALTIES FOR POSSESSION OR USE OF WEAPONS

1. As pursuant to Marsing School District Policy 502.2.1, "Any student who possesses, uses, transfers, carries, or sells a Type 1 weapon or a Type 2 weapon while on the school campus or on any

school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. Said student shall be expelled from school for not less than one (1) year except that, after reconsideration, the Board of Trustees may modify the expulsion requirements on a case-by-case basis.

2. Any student who possesses, uses, and/or threatens to use a Type 3 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year

3. Weapons are defined as items in the following categories:

a. Type 1 — “Deadly weapon” means a firearm as defined in Section 924 of Title 18, Chapter 44 of the United States Code.

b. Type 2 — Articles other than deadly weapons that are used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are objects as defined, but not limited to, items identified in Idaho Code I 8-3302D such as dark knives, bowie knives, daggers, metal knuckles, chains, clubs, stars, etc.

c. Type 3 — Articles designed for other purposes but which are, or threatened to be, used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocketknives, files, compasses, scissors, pepper spray, mace, etc.

Expulsion Hearing: These policies will follow a student throughout his or her career in the Marsing School District. For example: If a student violates the policy while in the elementary or middle school and then violates the policy again during his/her remaining time in the Marsing School District, he/she will go before the school board for an expulsion hearing with the recommendation from the principal for expulsion from the Marsing School District.

WITHDRAWAL FROM SCHOOL

If you or your family is leaving this area, please inform the office as soon as possible so that the paperwork can be done before you leave. That will help the staff here, and it will make the enrolling in the new school easier and faster.

YEARBOOK

Yearbooks can be purchased at the beginning of the school year until approximately the end of the third quarter. Memorial/commemorative/dedicative pages for students will be placed in the yearbook during the school year unless the date of publication has already passed. If the publication date has passed (approximately middle of March), memorial pages will be reserved for the yearbook associated with the student’s senior yearbook/graduation year.

Signature Sheet of Understanding

Marsing Middle/High School

Parent/Student signature – Each parent/guardian and student is required to sign this after reading the material in this handbook.

I have read the material of this handbook and agree to abide by the policies contained in the school's student handbook. I/my student is willing and able to follow the rules of this handbook and policy of the Marsing Joint School District #363.

Student's name (please print) _____

Student's signature _____ Date _____

Parent's/Guardian's name (please print) _____

Parent's/Guardian's signature _____ Date _____