

Student Related District Policies and Procedures for Grades 7 - 12

INDEPENDENT SCHOOL DISTRICT OF BOISE CITY

The mission of the Boise School District is: *“Educating Today for a Better Tomorrow”*
Our Vision for the Future is: *“We graduate each student prepared for college, career, and citizenship.”*
Our Core Values guide our conduct and work: *Respect - Dignity - Honesty - Responsibility - Teamwork*

*This guide should not be taken as a complete source of information. For complete policies and procedures please refer to **The Independent School District of Boise City Policy Manual** located on the District website at www.boiseschools.org*

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NOTE: Numbers such as #3123 indicate a policy. Numbers such as #3113P indicates a procedure. For further information or commenting on policies, please contact the Board Clerk (854-4123) at the Boise District Services Center.

The school officials mentioned throughout this guide are: principal, superintendent, director, and school nurse. These officials may designate other school officials to act in their place. For example, the principal may designate an assistant principal to handle some or all suspension and expulsion matters. In all cases, the superintendent has the same authority as the principal in matters of suspension and expulsion.

INSTRUCTION

I. GRADING AND PROMOTION

A. Grade Point Averages (#2610) – Final grades and Grade Point Averages (GPA) are computed using the following:

<u>Scale</u>	<u>Points</u>	<u>AP Points</u>
A - 90-100	4 points (Excellent)	5 points (Excellent)
B - 80-89	3 points (Above Average)	4 points (Above Average)
C - 70-79	2 points (Average)	3 points (Average)
D - 60-69	1 point (Below Average)	2 point (Below Average)
F or U - 50-59	0 point (Fail)	0 point (Fail)
NC	No Credit	

The District does not use a “pass/fail” designation in assigning a final class grade except in extenuating circumstances.

Weighting of Advanced Placement (AP) Grades - Students enrolled in an approved AP (Advanced Placement) course will have their letter grades weighted by the addition of one point to the number normally given as shown above.

Grade Point Averages (GPA) - Students receiving five (5) points in one or more Advanced Placement courses may have a grade point average greater than a 4.0. When students repeat a course, only the highest grade will appear on the transcript and will be used in calculation of grade point average.

B. Reassessment and Late Work (#2621)

Students shall be permitted to reassess or revise any assessment/assignment in which she/he has not demonstrated competency, with the exception of an EOC, within 5 school days of the date that the grade was received, or no later than 10 days of the date of the test/assignment. The higher score earned on either test/assignment will be recorded in the grade book and the lower score removed (not averaged). In addition, teachers are encouraged to let students utilize retakes and revisions to improve letter grades.

Late Work

Students shall be permitted to turn in late work two weeks prior to the end of the quarter (unless extensions are made by the principal/designee) as the purpose of the homework is to reflect student learning. This policy is meant to stress the importance of turning in work in a timely manner while simultaneously providing students the opportunity to learn at different rates.

C. College Credit Options in High School

Advanced Placement - Students enrolled in advanced placement courses complete college-level work and prepare for nationally-scored tests. Many colleges grant credit when students enroll and have qualifying AP® test scores. Any expenses incurred with AP exams are the responsibility of the student.

Concurrent Enrollment - Concurrent credits for specific courses are available through various post-secondary institutions. These classes are taught in Boise schools. Credit is granted by both the high school and the college sponsoring the course. See your school counselor for additional information.

Post-Secondary Dual Enrollment (#2121) - Idaho Code requires students to be at least 16 years of age to access Post-Secondary Dual Enrollment. The District shall grant academic credit to a student who meets the requirements of this policy and successfully completes the course work. These courses are taught at a post-secondary institution. Some post-secondary courses may qualify for weighted grade points as determined by the District. Students seeking post-secondary dual enrollment must inform the District of their intent to enroll prior to taking courses.

Tech Prep - Tech Prep offers a coordinated sequence of instruction, jointly designed by secondary and postsecondary instructors, to link high school and college education. Tech Prep students can earn college credit for work completed in high school and can result in earning a two-year associate at a community or technical college. Additional information may be obtained from high school counselors, Professional-Technical Education instructors or visiting the website at www.boiseschools.org.

D. Withdrawal from Courses (#2611) - Students dropping any class from weeks 3 through 4, inclusive of a semester, for any reason will result in an “NC” - No Credit if passing or an “F” if not passing on the transcript. The “F” will be computed into the student’s GPA. Any class dropped after the 4th week for any reason will automatically be recorded as an “F” on the transcript. Exceptions may be granted by the principal.

When students transfer to another school, the grade earned to date preceded by a “W” (withdrawal) will be used.

E. Report Cards (#2612) - Report cards are issued at the middle and end of each semester. Semester grades are recorded on the student’s permanent record.

F. Promotions, Advancement and Retention (#2614) – In grades 7-8, requirements for promotion to the next grade level are:

- must pass 80% of credits attempted, and
- cannot fail both semesters of a year-long course.

In grades 9-12, students advance based on the number of credits successfully completed.

- *Grade 10:* 10 semester credits: A student may make a second semester transfer to tenth (10th) grade with sixteen 9th grade credits and the approval of the principal and a Director.
- *Grade 11:* 22 semester credits
- *Grade 12:* 34 semester credits

G. Credit Acceptance (#2330) - Credits are generally accepted from a high school accredited by an organization recognized by AdvanceED upon receipt of an official transcript. The administration, through the use of academic achievement tests and other evaluation measures, shall determine the appropriate grade level/credit status of students entering from non-accredited programs.

H. High School Transcripts (#2641) – The grade and number of credit hours assigned to a course will be transferred to a student’s high school transcript when the following conditions are met:

- A student completes any required high school course with a grade “C” or higher before entering grade nine (9)
- The course meets high school standards,
- The course is taught by a qualified teacher, and
- The school providing the course is accredited.

Only the highest grade of a repeated course will be used in calculation of grade point average.

II. GRADUATION (#2640)

A. High School Graduation Requirements

Subjects	Credits	
English	8	
Speech	1	One (1) credit any grade, 9-12 (Debate also satisfies the Speech requirement)
Mathematics	6	Successful completion of Algebra 1, Accelerated Algebra 1, Algebra 1 Parts 1 <i>and</i> 2 (4 credits), Intermediate Algebra 1 or Math in the Workplace 1 and 2; and Geometry, Intermediate Geometry, Accelerated Geometry, or Math in the Workplace Geometry is required (6 credits of math must be earned in grades 9-12, including 2 credits earned in the senior year)(Accelerated Algebra 1 taken prior to grade 9 qualifies for graduation credit and grades are entered on the high school transcript)
Reading	1	One (1) credit any grade, 9-12
Science	6	Successful completion of Physical Science 9; Biology, Accelerated Biology, or AP [®] Biology; and 2 additional credits of science taken in grades 9-12 fulfills this requirement (6 credits must be earned in grades 9-12)
Health	1	Health taken in grades 7, 8, 9 does not fulfill this requirement; 2 credits of Orientation to Health Professions or 2 credits of Orientation to Health Professions/Sports Medicine 1 also fulfills requirement
Physical Ed	2	
U.S. History 9	2	Successful completion of US History 9 is required for graduation and fulfills 2 Humanities credits.
U.S. History 11	2	
Economics	1	Completion of any of the following also meets this requirement: Mktg. 1 Economics, Mktg. 2 Promotions, Mktg. 3 Entrepreneurship/Creating Your Own Business; and Mktg. 4 Business Management/Sports & Entertainment
American Government	2	
Required Electives	16	French 1 and Spanish 1 taken in 7 th and 8 th grades qualify for graduation credit
Total Credits	48	

B. Credit Maximums - The following are the maximum number of credits to be counted toward graduation in each of these classifications:

1. One athletic fitness credit per semester in grades 10-12 after completion of the Physical Education requirement.
2. Four service credits in grades 9 through 12. Service credits include classroom aides, library aides, and office aides. No more than two such credits may be taken in a given year.

C. Core of Instruction - Students must pass all 48 credits to graduate. Additionally, they must either have a 2.0 grade point average (GPA) in the following core classes, meet the District's PSAT cut score or successfully complete the Focus class.

Course	Core Credits	Students who choose to use the 2.0 core as a means for demonstrating academic proficiency are advised that, when more than the required credits are taken in any content area, the highest grades will be used in computing the core GPA average.
English	8	
Speech	1	
Social Studies	7	
Mathematics	6	
Science	6	
Health	1	
Total	29	

D. Early Graduation Requirements (#2643) - Any high school student, who successfully completes the graduation requirements established by the State and the District prior to completing eight semesters of high school work, may petition the Board to graduate early.

E. Graduation Ceremony (#2644) - Students must complete all graduation requirements prior to the graduation ceremony in order to participate in the graduation ceremony. The Superintendent or designee may waive this requirement in extenuating circumstances.

F. Course Offerings (#2112) – Some courses may not be offered at every school due to availability of staff, student enrollment, and/or appropriate facilities.

III. OPEN ENROLLMENT/ATTENDANCE ZONES (#3113, #3113P, #3130)

A student's designated attendance area shall be based on the legal residence of his/her parent/guardian. To request an open enrollment application, contact a building principal or the District website. Parents may submit an open enrollment application at any time. Applications will be evaluated by building principal/designee and a Director.

Students who move out of their school attendance zone and wish to stay in their original school must initiate an open enrollment application.

Preventing transfers or recruiting of students outside of their attendance area is prohibited.

Parents/guardians are responsible for transporting students accepted under open enrollment to and from school or to an appropriate, established bus stop within the District's boundaries.

Open Enrollment and Varsity Sports - A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) should review IHSAA rules prior to submitting an Open Enrollment application. Certain school transfers will lead to a student being ineligible to play at the varsity level for one year.

IV. ATHLETIC INFORMATION

A. Physical Education and Athletic Physical Exam (#2134) - The Board requires a physical examination completed after May 1st of the 6th grade year to provide eligibility for physical education classes in the 7th through 12th grade and for athletics in the 7th and 8th grade.

To participate in interscholastic athletics a student must have a physical exam at the beginning of 9th and 11th grades. At the beginning of the 10th and 12th grade years, if the student has completed a physical exam in the previous year, the parent must complete and return an interim questionnaire. The exam is done at the expense of the student.

B. Ninth Grade Participation in High School Interscholastic Activities (#3574) – Ninth grade students who display exceptional skill may participate on a high school team in all sports upon the invitation of the head varsity coach.

ALTERNATIVE EDUCATIONAL OPTIONS

Services are provided to students who are in need of an alternative education. Admission to the following programs may be contingent upon referral from the home school counselor. Transition services are also provided to all 9th through 12th grade students who are at-risk of dropping out of school. Contact the transition counselor located at each of the high schools for more information.

I. ALTERNATE METHODS FOR MEETING COURSE/SUBJECT REQUIREMENTS

A. Digital Learning Options – Students who have not graduated from high school and who meet the requirements outlined in District procedure may enroll in online learning. Contact your school counselor for a list of approved courses and to obtain approval before registering for any digital learning course. Tuition fees are required. For fee waiver qualifications, please contact your counselor.

B. Dual Enrollment (#3112) – Students who meet the requirements of District policy and procedures may enroll in a Boise District program or activity while they are also enrolled in an institution, a private, charter, or home school, but reside within boundaries of the Boise School District.

C. Boise Evening School offers evening high school classes. For information, call Evening School at 854-6700 between 4:45-9:15 p.m.

D. General Education Development Test (GED) – Contact the Idaho Professional Technical Education, 334-3216 or www.pte.idaho.gov – Adult Services - GED.

E. Independent Study (#2123) - A student seeking enrollment in an independent study program must:

- receive prior approval from the Superintendent or designee,
- choose a course of study which is not required for graduation,
- be approved only under extraordinary conditions or extenuating circumstances, and
- follow District guidelines for independent study.

F. Frank Church High School is an alternative program for grades 9-12. *Referral from neighborhood school is required as there are specific qualifying criteria that have to be met.* If you have questions, call the counselor at your neighborhood school.

G. Marian Pritchett School at Booth Memorial Campus is an accredited cooperative program of the Boise Public Schools and the Salvation Army for pregnant and parenting students. Call the school at 854-6830 between the hours of 9:00 a.m.-12:00 noon and 1:00 p.m. – 4:00 p.m.

H. Online/Blended/Correspondence Courses (#2122) - All credits used in completing graduation requirements shall parallel the content of courses outlined in the student handbook. Only approved correspondence courses will be accepted for credit.

I. Summer School courses are offered in two four-week sessions for grades 9-12 and one six-week session for grades 7-8 for alternative junior high. Contact a school counselor for more information after Spring Break. Fees may be required.

J. Treasure Valley Mathematics and Science Center (TVMSC) is a program for students with a special interest and ability in Mathematics and science. Visit the website at www.boiseschools.org for application information or call 854-6800.

II. ALTERNATIVE PROGRAMS FOR SPECIAL CIRCUMSTANCES

A. Ada County Juvenile Detention Center offers students who are temporarily assigned to ACJDC the opportunity to work toward high school credits or prepare for the GED.

B. BASE (Boise Alternative to Suspension/ Expulsion) provides educational opportunities to 7th -12th grade students who are involved with juvenile courts or have been suspended or expelled from traditional schools. The program helps students earn credits and develop job and life skills.

III. SPECIAL SERVICES

A. English Learner (EL) Services are provided for students through a variety of programs. For more information, please contact a school counselor or call the Federal Programs office at 854-4181.

B. Special Education and Related Services are provided through an Individualized Education Program (IEP) for students who have been evaluated and meet state eligibility criteria. Special education teachers provide a wide range of instructional services and support in a variety of settings. Related services including school psychology, speech/language therapy, audiology services, sign language interpreting, occupational therapy, physical therapy and vision services are provided to students who need them to benefit from their special education program. For additional information or to make a referral, contact the student's teacher, counselor or school.

ESY (Extended School Year) is a summer school program for students who receive Special Education services who meet eligibility requirements as determined by the student's IEP Team. Please contact student's Special Education teacher for further information.

C. Website Accessibility The Boise School District is committed to providing equal access to the District's website to individuals with disabilities. The District will comply with the provisions of the Americans with Disabilities Act to ensure that no student, parent, staff member or patron will be excluded from participation in or denied the benefits of services, programs or activities of the District because of their disabilities.

STUDENT SERVICES

I. SCHOOL COUNSELING SERVICES (#2138):

A. Academic Planning: Students will work with their school counselors to develop a four or six year Individual Graduation Plan (IGP). Consultation with parents, counselors and teachers will help students develop their IGP to help outline a course of study and develop their post-high school options. Students may choose from a variety of courses, which will provide them with many opportunities for academic achievement and college and workforce readiness.

B. Career and College Planning: The counseling department offers career planning so students can explore career pathways that blend with their interests, abilities, and lead to the achievement of personal, educational and career goals. A Career Center has been established at each high school to help students explore college and career plans.

NCAA Eligibility Center: High school athletes wishing to compete in college at a Division I or II institution must register with the NCAA Eligibility Center at www.ncaa.org. Please see the school athletic director or school counselor for assistance.

C. Personal and Social Needs: The school counselor coordinates resources from the school, home and community to increase the students' opportunity for success in school. Students and parents can expect help in:

- Providing conflict resolution strategies and problem solving skills;
- Counseling and referral for problems related to substance abuse;
- Teaching life skills through classroom presentations, small group and individually
- Dealing with peer relationships and peer mediation;
- Referring to community agencies.

D. Parent Education Program: Parenting classes provide a practical and systematic parenting approach to help families build relationships and develop skills. Call the Parent Education Center at 854-4170 between the hours of 8:00 a.m. - 4:30 p.m. or visit www.boiseschools.org

E. Collaborative Teams: – Please see school counselor for information concerning the following services:

Problem Solving Intervention Team (PSIT): A general education team established at the school level, with the purpose of problem solving issues regarding the academic and behavioral needs of students, and determine the effectiveness of interventions.

Student Assistant Team (SAT): The purpose of SAT is to provide a systematic effort to educate, identify, assess, refer and support students with high risk behaviors and needs.

II. HEALTH SERVICES:

A. Health Promotion: The school nurse assists parents in developing a plan for students with known health concerns while they are at school. The school nurse also provides consultation, referral, and crisis support services to students and families. With the goal of health promotion in mind, it is important to notify the school nurse of any of the following:

Health Concerns: Notify your school nurse if your student has any health concerns so the nurse may assist you in developing a plan for your student while they are at school.

Allergy Accommodations (#3460): A parent must notify the school when a child has a severe allergy so that appropriate accommodations can be made.

Administering Medication (#3440): A student is permitted to self-administer medication for a potentially life-threatening condition and shall be permitted to possess and use a prescribed inhaler or an epinephrine auto-injector at all times. The parent/guardian must notify the school nurse or designee of the intended medication possession and use.

- **Grades 7-9:** The school nurse or designee will assist with the administration of all medications, prescription or non-prescription, except as indicated above or when students are given specific permission by the principal or designee to self-medicate.
- **Grades 10-12:** Students may keep and self-administer their own nonprescription medication with parent permission. For prescription medications, parents must contact the school nurse before any medications can be brought to school. The principal or designee will determine if the medication should be self-administered or administered in the health office. All medication must be brought to school by the parent/guardian in a prescription labeled bottle or a manufacturer's labeled bottle with directions for use. The labels must include the following information: name of student, name of drug, directions concerning dosage,

time of day to be taken, name of the prescribing healthcare provider, and date of prescription.

Accident Insurance: *The District does not provide medical insurance to automatically pay for medical expenses when students are injured at school.* Please see your school nurse for additional information on student accident insurance.

B. Disease Prevention: In the Boise School District, a core of the school health program is the ongoing screening for specific health problems and monitoring of immunizations so that when outbreaks occur students are protected. Specific health problems, when identified early through screening, can prevent significant health and academic issues. As a part of the Boise School District health program, Scoliosis screening is conducted in seventh grade for girls and eighth grade for boys. Please contact the school nurse if you have concerns or would like a dental, vision, postural/Scoliosis, mental health, substance use or other health screening conducted for your student.

C. Health Education: Health education is provided by the school nurse on an individual basis, in small groups and in the classroom setting as needed.

III. SOCIAL WORK SERVICES

A. Licensed social work services are provided in grades 10-12 and grades 7-9 at some of our junior high schools. Social workers are instrumental in furthering our District's academic mission, especially where home, school and community collaboration is the key to achieving our mission. Services provided by our social workers include:

- Collaborating with school and community resources to assist students in maintaining enrollment and achieving academic success;
- Acting as a liaison between home, school and community to enhance communication and relationships, and to assist in identifying factors that influence student performance;
- Supporting and collaborating with parents, administrators, guidance counselors, mental health professionals and other special services to improve student success;
- Assisting families in understanding and accessing resources available within the school and community; and,
- Providing short-term crisis intervention, counseling and student support groups.

B. Homeless Education Services: The McKinney-Vento program is designed to address the problems that homeless children and youth who are experiencing homelessness face when enrolling, attending and succeeding in school. Please contact your school's Homeless Liaison for further information.

CONFIDENTIALITY: All school personnel must follow Federal (FERPA) and State Laws and Rules, and State Board of Education and District policies and procedures. Confidentiality will be maintained except in the following situations: disclosure of abuse, abandonment, neglect; disclosure about intent to harm self or others; disclosure of a commission of a crime to comply with a court order or subpoena; or disclosure of a crime being committed.

National Suicide Prevention Lifeline
1-800-273-8255 - www.suicidepreventionlifeline.org

Nacional de Prevención del Suicidio
En Español 1-888-628-9454

Deaf, Hard of Hearing
1-800-799-4889

STUDENT RIGHTS AND RESPONSIBILITIES

I. RELEASE OF STUDENT DIRECTORY INFORMATION (#3600)

The Boise School District complies with federal law (Family Educational Rights and Privacy Act-FERPA) as it relates to the release of student directory information to the public. To obtain an opt-out form, log on to www.boiseschools.org click on Forms and follow the links to FERPA – Release of Student Directory Information. You also may pick up a FERPA form at your school or call the Clerk of the Board at 854-4123 to obtain a copy.

Directory information means: The student's name, parent/guardian name(s), address, telephone, e-mail, date and place of birth, individual photo, videos of student, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution the student has attended. This information is commonly used in yearbooks, activities programs, District publications, publicity and news releases and may be released to outside organizations such as companies that manufacture class rings and publish yearbooks.

The District uses extreme discretion when releasing directory information to any outside source. If no documentation is on file with the District, it will be assumed that permission to release directory information has been granted.

II. ATTENDANCE - ABSENCES AND TARDIES (#3121, #3140)

All students are required to arrive at school on time and to attend school regularly – at least 90 percent of the time school is in session during each semester. If a student misses more than nine school days during a semester, he or she may be denied 1) promotion to the next grade, 2) class credit, or 3) the issuance of a Letter of Compliance which may result in the denial of a driver's license or instruction permit from the Idaho Department of Transportation.

A. Excused Absences – Any absence from school that is with the knowledge and approval of a student's parent is an excused absence. A student's parent should notify the school orally or in writing within 48 hours of the last day of the absence, unless the absence is for school-approved activities.

- Five or fewer absences for school-sponsored activities (activity absences) do not count against a student's attendance record; however *all other* absences from class, including absences for family convenience, are counted against a student's attendance record. No more than five activity absences per semester will be allowed unless exceptions are made by the principal.
- Suspension days are excused but count towards the 90 percent attendance requirement.
- Excused absences count towards the 90% attendance requirement.

B. Unexcused Absences/Truancies - Unexcused absences, also called truancies, are absences that occur without the consent of the student's parent; this includes "senior sneak day". Unexcused absences/truancies also include departure from school or class during the day without the permission of school officials.

- Unexcused absences count toward the 90 percent attendance requirement.
- Papers, assignments, tests, etc., missed during an unexcused absence/truancy may not receive full credit.
- Discipline for a student who consistently has unexcused absences/truancies may involve actions up to and including suspension and expulsion. Excessive absences between the ages of 7-16 may result in school officials pursuing a hearing pursuant to Idaho Code 33-207 regarding the student's habitual truancy status.
- Unexcused absences/truancies may also affect a student's appeal rights for loss of credit regarding extraordinary circumstances under the 90% attendance policy.

C. Make-Up Work (#2621) - Make-up work is allowed for students with any type of an absence; however, grades earned may be subject to a reduction due to unexcused absences/truancies. The classroom teacher will provide the student or the parent/guardian who requests make-up work with the information necessary to complete the make-up work.

- A grade 7 - 12 principal or designee may require that the student be absent up to three days before assignments are sent home. A student will be allowed two (2) days for each day of absence to make up new material. It is recommended that make-up work be completed within six (6) school days from the date of the return after the absence unless exceptions are made by the principal/designee.
- Except in extenuating circumstances, assignments or tests that were announced prior to the students' absence are due on the day that the student returns to school.
- The Board does not allow students to take final exams early except when approved principal/designee.

D. Tardies - Students are tardy if they are not in their assigned classrooms when the bell rings. Tardies that are caused by a late District or city bus will not be counted on the student's record.

- Students more than twenty (20) minutes late are considered absent instead of tardy. However, if a school official determines that a student is willfully late more than twenty (20) minutes to prevent another tardy or for other reasons, he/she may give the student a truancy.
- The parents will be notified of the fourth, fifth, and sixth tardies during each semester. The notice of the sixth tardy will inform the parent of the following:
 - the student is assigned to Saturday or afternoon school or a similar consequence;
 - failure to complete Saturday or afternoon school or other consequences listed in the notice may result in disciplinary action;
- a loss of credit will occur if the student is tardy a seventh time, unless the loss of credit is successfully appealed.

E. Notification of Absences and Loss of Credit - Students who exceed nine absences in any class during a semester excluding approved activity absences, may be denied credit for that particular class. Parents will be notified of the 5th, 8th and 10th absences from class during a semester. The notice of the 10th absence will inform the parents of the loss of credit and will include the appeal rights to challenge the loss of credit.

F. Appeal Process for Loss of Credit - Students and parents, who believe all or part of the school absences resulted because of extraordinary circumstances, may request a review of the absences through an appeal process. Extraordinary circumstances include absences resulting from verified illness or medical treatment, including medical or dental appointments, and death of family members or close friends. If a student has received one or more unexcused absences/truancies during a semester in which the 90 percent attendance requirement is not met, the appeal may be seriously jeopardized.

The student may remain in class until the appeal process is completed.

III. BULLYING, HAZING, HARASSMENT, SEXUAL HARASSMENT, AND DISCRIMINATION (#3211, #3212, #3231, #3232)

The Board is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment. Each District student, employee, or visitor deserves the opportunity to participate or work in a safe, supportive atmosphere that promotes equal opportunities free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Discipline may include suspension and/or expulsion for students who bully, haze, harass, sexually harass or discriminate against others through any means, including technology; or who lie about such accusations. Anyone who believes he/she has knowledge of a violation of these policies should immediately report it to a District official. Because of the possible sensitive nature of the allegations, an investigation shall be conducted, to the extent possible, and within legal constraints, to protect the privacy of the complainant, the victim and the accused.

A. Bullying – The repeated unwanted, aggressive behavior or frightening of others with a malicious intent. Bullying may include, but not be limited to physical (hitting, pushing, or attacks on property); verbal (name-calling, obscene gestures, malicious teasing, or electronic threats); or indirect attacks (intentional exclusion from groups, anonymous hurtful notes, or spreading false rumors). Bullying is **not** playful teasing between relatively equal individuals.

B. Hazing – Is to subject a person to bodily danger, physical harm, severe emotional harm, extreme embarrassment or personal degradation, or the likelihood of any of the above. The term hazing is limited to initiation into or affiliation with any group or organization. Activity described in this definition shall be presumed to be “forced” activity, regardless of the willingness of an individual to participate in such an activity.

C. Harassment – Is verbal, written, graphic, or physical conduct by an individual or group which is sufficiently severe, persistent, pervasive and offensive to:

1. substantially limit the person’s ability to participate in or benefit from the District’s programs;
2. create a hostile environment;
3. substantially interfere with a person’s performance; or
4. adversely affect a person’s educational opportunities.

D. Sexual Harassment – Is defined by a hostile environment or any unwelcome sexual conduct that is sufficiently severe, persistent or pervasive, to potentially limit a student's ability to participate in or benefit from his or her education (e.g. unwanted touching, comments or teasing, displaying of sexually suggestive materials, or blocking normal movements). Sexual harassment further defined in Board Policy #3232.

E. Discrimination - Is defined as unjust or prejudicial treatment of different categories of people or things, especially on the grounds of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information. Discrimination further defined in Board Policy #3211.

Reporting a Bullying, Hazing, Harassment or Discrimination Incident:

If a person is bullied, hazed, harassed, discriminated against or witnesses such an action report the incident to the District. Please include the following information:

- The date reporting;

- Name of person who was bullied, hazed or harassed;
- Name of person reporting incident;
- Phone number to contact;
- Time and date of incident;
- Name of perpetrator who bullied, hazed or harassed;
- The nature of the incident; and
- Names of witnesses.

Turn this information into the principal, the counselor or the nurse as soon as possible.

IV. FREEDOM OF EXPRESSION AND ASSEMBLY (#3220)

A. Expressing Grievances to School Officials - Students have the right to demonstrate and express grievances before school officials. However, school officials may govern the time, place and manner of any such activity which would distract from the educational process, is slanderous, invades or threatens to invade the rights of others, or presents a reasonable likelihood of substantial disorder.

B. Student Publications (#3221) - The principal is entitled to regulate the contents of school publications or other expressive activities which are included in the District's curriculum in a reasonable manner.

C. Distribution of Materials (#3222) - Permission of the school principal is required before students, staff, or other members of the community may distribute or display on designated student accessed bulletin boards, materials from sources outside the school.

V. SEARCHES BY DISTRICT OFFICIALS (#3260, #3261):

If a school official reasonably suspects that a student possesses something illegal, dangerous or against school rules, a search may be conducted. The search may include the individual, personal belongings, desk, locker and car. The extent of the search depends on the situation, including the age and conduct of the student and the welfare of other students. Detection dogs may be used in certain circumstances.

VI. REASONABLE PHYSICAL FORCE (#3270):

School officials may use reasonable force to stop a person from hurting people, property or to preserve order. Corporal punishment may not be used to discipline students.

VII. STUDENT TECHNOLOGY USE (#3239)

A. Acceptable Use of Technology - The technology system shall only be used for approved District activities and educational purposes. The use of the District's technology is a privilege and not a right. Students are responsible for using District technology in a considerate, legal and responsible manner.

B. Prohibited Use of Technology - Prohibited use of technology includes, but is not limited to the following. A full definition of each prohibited use is in Board policy #3239.

1. Causing harm to an individual or to property (e.g. use of obscene or harassing language, making offensive statements, using information to cause disruption, use of others' e-mails, or inappropriate posting of personal information)
2. Engaging in illegal activities (e.g. participation with illegal items or substances, pornography, materials that encourage others to violate the law, confidential information, or unauthorized copyrighted materials)
3. Breaching system security (e.g. improper access to a person's password, account, sensitive data, another computer, software or hardware applications, or filtered sites)
4. Improper use or care of technology (e.g. use of large files or unauthorized programs, damage to District technology, alteration of configured equipment, leaving an account open, failing to

- report a security problem or abuse of technology, or copying District software for personal use), and
5. Using District technology for inappropriate private purposes (e.g. use for personal financial gain, personal advertising, for-profit activities, unapproved fundraising, inappropriate public relations or political purposes).

C. District Rights and Responsibilities -

1. The District reserves the right to block any material on the Internet.
2. The District reserves the right to deny access to technology to any student.
3. Technology security shall be a high priority.

D. Discipline - Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. It is the intent of the Board to seek damages.

Student discipline may involve actions up to and including suspension and/or expulsion for violations occurring on any District premises or at any District sponsored activity, regardless of location.

It is the intent of the Board to seek damages, as permitted by law, from individuals who abuse District property (#3238). Illegal activities will be referred to the appropriate law enforcement agency.

VIII. TRANSPORTATION/STUDENT BUS CONDUCT (#3240, #3240BP, #8110)

A. Student Qualifications for Transportation - According to Idaho Code, where practicable, the District will offer transportation services to students living one and one-half (1½) miles or more from the nearest appropriate school as determined by the nearest and best route from the junction of the driveway of the pupil's home and the nearest public road to the nearest door of the school house in his/her attendance area. The District offers transportation of students who reside less than one and one-half (1½) miles from school when, in the judgment of the Board, the age, health or safety of the students warrants such action. The District shall provide students experiencing homelessness with transportation services in accordance with Federal and State law.

B. Student Bus Conduct Procedures (#3240BP) - Students are expected to obey all the rules listed below while they are at the bus stop, loading, riding and unloading.

1. Obey the directions of the bus driver promptly and courteously.
2. Board and leave the bus at your established stop each day.
3. Observe safe pedestrian practices while traveling to and from the bus stop. Be at the bus stop between 5 and 10 minutes before the bus is scheduled to arrive.
4. Wait until the bus comes to a complete stop before entering or leaving a bus. Remain seated while on the bus.
5. If it is necessary for you to cross the road before boarding or after leaving the bus, wait at least 12 feet in front of the bus until an "all clear" signal is given by the driver for you to cross.
6. Talk quietly and do not make loud or distracting noises on the bus. Avoid unnecessary conversations with the driver while the bus is moving and be absolutely quiet when the bus stops at a railroad crossing.
7. Do not tamper with the emergency doors or equipment.
8. Keep all parts of your body inside the bus. Do not throw anything inside, from or into the bus. Don't eat or drink anything on the bus.
9. Follow District policies pertaining to drugs, alcohol, tobacco, controlled substances, weapons and any form of harassment.
10. Do not bring breakable containers, skateboards, scooters, rollerblades, skis/poles, snowboards, cigarette lighters, matches, shop projects, animals (except assistance animals) hazardous materials, or items too large to be held in your lap while on the bus.

C. Discipline for Violation of this Policy - The bus driver shall first endeavor to convey to the student the seriousness of the violation of any of the Student Bus Conduct Procedures. Upon continued violation, the driver shall refer the student to the principal or designee of his/her respective school. The principal or designee shall seek to impress upon the student the need for improvement in bus conduct and may utilize various consequences for initial misbehavior on the bus including, but not limited to, a warning, an in-school detention, and/or a conference with the student, parent/guardian, and bus driver. Persistent or serious violations of bus conduct procedures may result in the **suspension of the student's transportation privileges**. Unless there are extenuating circumstances, the principal, the District's supervisor of transportation, or designee may suspend the student's bus transportation privilege as follows:

1. *First Suspension* - three school days.
2. *Second Suspension* - five school days.
3. *Third Suspension* - transportation privileges may be permanently revoked.

Written notice to the parent or guardian will be provided with each suspension and/or permanent revocation of transportation privileges.

The calculation of days in a bus transportation suspension for a student may exclude those days when the student is not in attendance.

Vandalism/destruction of school bus property will result in payment for damages and possible forfeiture of all school bus privileges for one (1) calendar year (365 days) from the date of occurrence.

IX. DRUGS, ALCOHOL, AND TOBACCO (#3233, #3233BP)

A student is in violation of District policy if he/she is involved in school related or non-school related drug use.

Drug use is defined as the involvement with drug paraphernalia, controlled substances, or drugs, including alcohol, tobacco or any vapor based product in any of the following ways:

- Knowingly Present
- Securing, Using, Possessing
- Distribution

School related drug use is a violation which occurs **on any District premises or at any District sponsored activity, regardless of location** including, but not be limited to buildings, facilities, and grounds on a District campus, District buses, District parking areas and the location of any District sponsored activity. This includes instances in which the conduct occurs off District premises but impacts a school activity.

Non-school related drug use is a violation which occurs during the scholastic year in a location off a school campus and in a situation not associated with a school sponsored activity.

Any person who reports a violation in bad faith or with malice may be subject to the same discipline.

Law enforcement will be notified when appropriate.

X. STUDENT CONDUCT

For the following items A-G, discipline may include suspension and/or expulsion. For all items in this section, unless otherwise stated, the location shall be on any school premises or at any school sponsored activity, regardless of location. This shall include, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas, and the location of any school sponsored

activities. This includes instances in which the conduct occurs off school premises but impacts a school related activity.

A. Student Dress Code (#3223) - Clothing, accessories, cosmetics, tattoos and jewelry that are immodest, disruptive, gang-related or displaying illegal or banned substances are not appropriate. Students may not wear head coverings in school buildings during school hours, except as authorized by the principal. Shoes are required at all times unless a school official indicates otherwise.

B. Student Conduct (#3230) - Students are expected to obey District officials, protect property, maintain order and decorum, avoid excessive physical contact, fighting, and public displays of affection. Students are expected to conduct themselves in a positive manner.

C. Gangs (#3234) - Students may not possess, use, distribute, display, sell or wear gang-related clothing, emblems or objects. They may not use symbols, signs, gestures, codes or anything that is gang related.

D. Weapons (#3236) - Students may not possess, use or store guns, knives, explosives or any other weapons. They may not use or threaten to use anything as a weapon, including hands, feet or any other part of the body. Students may not possess, use or store look-alike weapons, such as toy guns or smoke bombs.

E. Abuse of District Property (#3238) - It is the intent of the Board to seek damages, as permitted by law, from individuals who abuse District property.

F. Personal Electronic Devices (#3241) - Personal electronic devices may be used for educational purposes under the direction of the administrator or designee. Such use must comply with District policy Student Technology Use #3239.

Any student found using technology in District classrooms or hallways during the school day without permission from the principal or designee may have the device confiscated until the end of the day. Subsequent unauthorized use may result in the technology being confiscated until the end of the school year or until a parent/guardian claims it.

G. Cheating (#3243) - Cheating in any form or manner is prohibited. Examples of cheating include, but are not limited to, copying another student's work, using secret notes during an exam and plagiarism.

H. Copying Materials (#3242) - Copying of materials not specifically allowed by the copyright laws, fair use guidelines, license agreements or proprietor's permission is strictly forbidden. Unlawful copies may not be reproduced on District owned equipment, and may not be used with District owned equipment, in District owned facilities, or at District sponsored functions.

XI. MAJOR DISCIPLINARY VIOLATIONS (#3272)

In most circumstances, the following guidelines will be used for major disciplinary violations. However, the principal has the discretion to vary from this policy.

Discipline up to and including suspension and/or expulsion may occur with any of the following:

- A. *First Major Disciplinary Violation* - The principal will hold a conference with the student. The student's parent will be notified in writing or by standard electronic means of communication of the disciplinary violation, and a conference with the parent may be arranged.
- B. *Second Major Disciplinary Violation* - The principal will hold a conference with the student. The student's parent will be notified in writing or by standard electronic means of communication of the disciplinary violation, and a conference with the parent and the student will be arranged.

- C. *Third Major Disciplinary Violation and Subsequent Offenses* - The principal will hold a conference with the student's parent if a student has committed three offenses during a single semester, or four offenses in grades 7-9 or grades 9-12, extended suspension or expulsion proceedings shall be considered.

Depending on the gravity of the infraction, the following may be considered major disciplinary violations. This list is not exhaustive.

1. Truancies
2. Insubordination toward or noncompliance with a teacher's direction
3. Unauthorized entry, theft or vandalism of school campuses or property of school employees, students or visitors
4. Verbal, written, or physical abuse (e.g. hazing, fighting, threats) of other students, school employees or visitors
5. Harassment or intimidation of others (e.g. physical characteristics, actual or perceived sexual orientation/gender identity, national origin, etc.)
6. Drug, alcohol or tobacco use
7. Bringing a weapon or an explosive device on a school campus
8. Inappropriate computer/Internet use
9. Making bomb threats or activating the school fire alarm without appropriate cause
10. Refusal of students to identify themselves to school personnel upon request
11. Unsafe driving
12. Involvement with gangs and hate groups
13. Third minor discipline referral

NOTE: Any major disciplinary violation that violates state law will be referred to law enforcement.

XII. IN-SCHOOL DETENTIONS, SUSPENSION AND EXPULSION (#3273)

A. Definitions of Detentions, Suspensions and Expulsion

1. **Saturday or Afternoon School** - Saturday or Afternoon School can be required by a principal or designee as a disciplinary measure. A student can be required to attend school on Saturday or Afternoon School, during particular hours, and will be required to work on class assignments. If a student is required to attend Saturday or Afternoon School and fails to attend, the student may be suspended by the principal or designee and/or may lose class credit.
2. **In-School Detention** - The student will remain in school, isolated from peers, and will not be counted absent from school. Make-up work is allowed as outlined in Make-up Work Policy #2621.
3. **Suspension** - A temporary exclusion of the student from school. At the end of the period of suspension, the student shall be automatically readmitted to school if no additional action has been taken. The student is considered absent for attendance purposes.

Temporary Suspension - A student is removed from school for 20 school days or less per disciplinary infraction. The principal has the authority to impose five (5) days of a temporary suspension; the superintendent may extend the temporary suspension an additional ten (10) days; the Board of Trustees may extend the temporary suspension for five (5) more days based on concerns over the health, welfare and safety of other students. The student is considered absent. Make-up work is allowed as outlined in Make-up Work Policy #2621.

Extended Suspension - A student is removed from school for a particular infraction that is beyond a temporary suspension and is for the remainder of the school semester. The student does not receive credit for make-up work and, if applicable, loses credit for that semester.

Emergency Suspension – May occur because of the circumstances, and because it is necessary to protect the health and safety of all students, a student is suspended without first receiving an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons.

4. **Expulsion** - A student is removed or excluded from school beyond the balance of the school semester. Expulsion may be permanent.

B. Guidelines for Disciplinary Actions (#3271) - Typically, Saturday or Afternoon School, in-house detention, suspension or expulsion are used for conduct that violates District policy, disrupts the educational process or infringes upon the rights, property or safety of others.

When deciding what type of discipline to impose, the principal considers all the factors involved in a particular situation, including the health and welfare of other students. The principal has the authority to:

1. treat each student individually in determining the appropriate disciplinary action,
2. impose Saturday or Afternoon School, in-house detention, temporary suspension, or other appropriate consequences,
3. recommend extended suspension or expulsion, and/or
4. refer a student to the police if illegal activity may be involved.

C. Rudimentary Due Process for Suspensions - Prior to suspending a student, the principal will provide rudimentary due process to the student. Rudimentary due process consists of an informal hearing where:

1. the student is told why he or she is being suspended;
2. the student is given the chance to respond.

If the student's conduct is a threat to others, rudimentary due process will be delayed until the threat ceases. The principal will attempt to notify the parent orally regarding the suspension and may arrange a conference to discuss the suspension. In all cases, the principal will provide written notification of the suspension to the parent.

Neither the student nor the parent has the right to appeal Saturday or Afternoon School, in-house detention, temporary or emergency suspensions to a hearing panel, the Council of Directors or the Board of Trustees. However, the student and/or the parent may request that the appropriate Director review them. Following a request for a review, the Director will decide whether or not a review is warranted. If a review is granted, it will be limited to questions concerning the appropriate interpretation and implementation of applicable laws, rules, District policies and procedures.

D. Extended Suspension or Expulsion - A student facing extended suspension or expulsion has the opportunity to tell his/her side of the story to a hearing panel, the Council of Directors and the Board of Trustees.

The school will write to the student's parents and tell them necessary information about their due process rights, including the time and place they may contest their extended suspension or expulsion.

XIII. DISCIPLINING STUDENTS WITH DISABILITIES (#3274)

School officials shall comply with legal requirements when disciplining students with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the 1973 Rehabilitation Act.

XIV. SUSPENSION FROM EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (#3580, #3580P)

Participation in extracurricular and co-curricular activities is a privilege and not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was coursework or course expectations related. In instances where the suspension is not related to coursework or course expectations, students who miss a co-curricular activity will be allowed to do alternative assignments or special projects to make up the missed activity (in accordance with the Make-Up Work Policy #2621). At the beginning of the semester, teachers of co-curricular courses will identify for students how participation in the co-curricular activity impacts the grade.

A. Activity Suspension as a Result of a School Suspension - A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including in-house detention) from school for any reason.
Consequences:

1. If a student is suspended from school he/she is not eligible for any extracurricular or co-curricular activity during that suspension.
2. This type of activity suspension cannot be appealed.

B. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity - A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in the activity on any school premises or at any school sponsored activities, regardless of location. The coach or advisor may recommend the activity suspension to the principal or designee.

C. Activity Suspension for Drug Use or Other Criminal Conduct in Any Location During the Scholastic Year - A student may be suspended from extracurricular and co-curricular activities when it reasonably appears to the principal that he/she has been involved with drug use or other criminal conduct, other than infractions, *in any location, either on or off campus during the scholastic year*. Drug use includes involvement with drug paraphernalia, controlled substances or drugs, including alcohol or tobacco in any of the following ways: attempt to secure or purchase, use or reasonable suspicion of having used; possess; intend or attempt to sell or distribute; sell or give away; or knowingly present in any of the above instances.

D. Infractions Which Occur on Out of School Trips - During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the Superintendent's designee will notify the parent, and ask him/her to take charge of the return of the student. The parent will assume any expenses incurred for the return of the student. Illegal activities will be referred to the appropriate law enforcement agency.

XV. SECURITY IMAGING SYSTEM (#3313)

The Superintendent may authorize the use of security imaging systems, including recording cameras, in District facilities in response to clearly defined safety and security needs.

XVI. SCHOOL RESOURCE OFFICERS (SROs)

SROs are employees of the local law enforcement agencies. They work in Boise schools as a liaison between law enforcement and schools to enhance positive communication between officers and youth.

The major functions of the SRO are to resolve conflict, protect victims and potential victims, and establish rapport with students

**XVII. STAFF GIFTS AND BOISE PUBLIC SCHOOLS EDUCATION FOUNDATION, INC.
(#5570, #4240)**

While the Board does not encourage gifts to staff members, it is recognized that at times students and parents/guardians will wish to express their appreciation to a particular staff member or staff members. Any gift from an individual, individual's family or business of an employee of the District shall not exceed \$50.00 in value per school year.

Contributions for use in schools, programs and classrooms are allowed to exceed \$50.00 if made through the Boise Public Schools Education Foundation. For more information, please visit www.boiseschoolsfoundation.com.