# **Twin Falls High School**

1615 Filer Avenue East Twin Falls, ID 83301 Phone (208) 733-6551 Fax (208) 733-8192



# **Student Handbook**

The Twin Falls High School's mission is to provide a quality education necessary for students to be successful in life.

This handbook does not replace the full policy manual of the Twin Falls School District.

Please visit TFSD #411 Policy Manual for complete district policies.

#### Administration

Nancy Jones, Principal
Brett Graham, Vice Principal
Dominik Unger, Vice Principal
Shaun Walker, Activities Director
Simon Rodriguez, School Resource Officer

#### **Counselors**

Dan Hawkes (A-G)
Mariah Sorenson (H-N)
Griselda Escobedo, Dept. Head (O-Z)

#### **Office Hours**

7:30 am - 4:00 pm - School Days

## PRINCIPAL'S MEMO

Welcome to Twin Falls High School! We value high academic standards, being a professional and caring staff, and providing a safe learning environment for all our students. This can only be accomplished with the cooperation of the TFHS administration, staff, and student body. The policies and procedures outlined in this folder have been written and adopted with these values in mind.

The mission of the Twin Falls School District is to provide a quality education for students to succeed in life. My challenge to you is to use your time and effort to take advantage of the variety of academic, activity, club, and social opportunities offered here. Be an active member of the student body and work with us in making TFHS the number-one school in the state!

## **BELL SCHEDULE**

Period	Bell Schedule Tu-Fri	Collaboration Monday	Early Release
1 <sup>st</sup>	8:05 - 8:55	8:05 - 8:50	8:05 - 8:40
2 <sup>nd</sup>	9:00 - 9:50	8:55 – 9:40	8:45 – 9:20
Advisory	9:55 – 10:15	N/A	N/A
3 <sup>rd</sup>	10:20 - 11:10	9:45 – 10:30	9:25 – 10:00
4 <sup>th</sup>	11:15 – 12:05	10:35 – 11:20	10:05 – 10:40
Lunch	12:05 – 12:45	11:20 - 11:55	12:40-1:10
5 <sup>th</sup>	12:45 – 1:35	12:00 - 12:45	10:45 – 11:20
6 <sup>th</sup>	1:40 - 2:30	12:50 - 1:35	11:25 – 12:00
7 <sup>th</sup>	2:35 – 3:25	1:40 - 2:25	12:05 – 12:40

## **VISITORS**

- All visitors, including parents, siblings, other relatives, or friends, MUST check in at the front
  office with proper ID. (If they are picking up a student during the school day, the student must
  check out.)
- Students from other schools will not be permitted to visit during the school day. This restriction is due to space limitations, insurance requirements, and liability.
- Other than athletic events, student activities are for <u>Twin Falls High School students only</u>. Any exceptions must have prior administrative approval.
- Certified service animals specifically trained to aid disabled people and have received superintendent approval per board policy are welcome; all other pets should remain at home.
- Only students who are <u>currently enrolled</u> at Twin Falls High School may be present on campus (including the parking lots) during school hours. School hours include lunch and break times.
   Violators may be served with a trespass notice and face legal consequences for subsequent offenses.

### **SAFETY**

Our mission is to make the safety of our students and campus our number one priority. The school has set up the 24/7 Bruin Tip Line for students and/or parents to report unsafe situations anonymously.

# **BRUIN TIP LINE**

# Email: bruintipline@mytfsd.org

Report: Bullying, Suspicious Behavior, Vandalism, Substance Abuse, and other Criminal Activity

100% Anonymous Monitored Monday-Friday - 7 am-4 pm

# **BUILDING EVACUATION**

Building evacuations are required once a month. It is essential for everyone to promptly clear the building as quickly as possible. Routes are posted in each room. Students are to remain outside the building until the signal is given to return.

# STUDENT ID/ACTIVITY CARDS

All students receive an ID card when their school photos are taken at no charge. New students who enroll after the first day of the school year or students who have lost their ID card can get their photo taken or a replacement made in the Library. There is a \$5 charge for replacement ID cards to be paid to the bookkeeper. Activity cards\* allow free entrance into home sporting events. You may need a distinction between an activity card and an ID card (you have to pay for an activity card).

\*NOTE: Participation in the following activities requires the purchase of an activity card: football, swimming, volleyball, cross country, soccer, basketball, wrestling, softball, baseball, track, golf, tennis, bowling, cheerleading, dance team, choir, orchestra, band, debate, marching band, color guard, drama, yearbook, and Bruin News.

### ATTENDANCE PROCEDURES

#### **Reporting Absences**

- Please <u>leave a voicemail</u> if you are not able to talk to someone directly. Voicemails are checked frequently.
- Parents/guardians are required to call the school's ATTENDANCE OFFICE, 208-733-6551, option
  1, or send an email to <u>Barbara Farnworth</u> or <u>Deborah Miller</u> on the day a student will be absent
  from class.

#### **Absences**

- Students who are 10 or more minutes late to class are considered absent for that class.
- All absences, for partial/full days, need to be verified by a phone call or email from a parent/guardian within 48 hours of the absence. UNV absences will be changed to a truancy after 48 hours.
- Even though an absence is "verified," it will still count against the student's attendance unless one of the following occurs:
  - 1. Medical documentation is provided by a healthcare provider. You may fax medical verifications to (208) 733-8192.
  - 2. Legal documentation is provided proving required attendance for court appointments.
  - 3. A student is placed in an in-school detention.
  - 4. A student is participating in a school-sponsored activity (eg, class field trips, performances, class competitions, sporting events sanctioned by the district).
  - 5. <u>Seniors</u> may petition for college visits to be activity excused (up to 2 visits). Parents must verify the absence, and then the student presents proof of the visit to the Principal to be considered an activity excuse.

#### **Permit to Leave**

PARENTS ARE ASKED NOT TO COME INTO THE SCHOOL TO CHECK THEIR STUDENT OUT. PARENTS SHOULD CALL IN TO EXCUSE THEIR STUDENTS AT LEAST ONE HOUR BEFORE THEY NEED TO LEAVE.

A student does not need a permit to leave for lunch. However, if they are returning late from lunch, the student will report to their 5th-period class and sign in on the kiosk in their classroom. If a student needs a permit to leave early for the day, the following must occur:

- A phone call placed at <u>LEAST 1 HOUR IN ADVANCE</u> to the Attendance Office specifying the time and reason for leaving. Calls can be made to the attendance office several days in advance of scheduled appointments. Caller ID is used to verify the parent/guardian's identity.
- The permit will be delivered to the student shortly before the time requested to leave.
- The student will show the permit to the teacher, and then he/she will be excused to leave at that time
- If returning to school, the student needs to check back in at the Attendance Office upon arrival for a pass to return to class.

- A student feeling ill or injured during school hours must come to the attendance office to call a parent/guardian to be released.
- Students leaving campus without a permit will be considered truant.

#### **Tardies**

A student is marked tardy if he/she is not in the classroom and/or the assigned seat when the tardy bell rings. Tardies can **ONLY** be excused if a student is arriving from a verified appointment or if the student is being delayed by a school official (within the 10-minute deadline).

#### Truancy

A truancy is an unexcused absence verified by the following actions:

- 1) Leaving campus during or between classes without a permit to leave.
- 2) Intentionally missing class or arriving more than 10 minutes late to avoid a tardy.
- 3) Choosing to loiter elsewhere on campus other than the assigned class.
- 4) A legitimate call or note from a parent/guardian is not received within 48 hours.
- 5) Obtains a pass to go to a certain place and does not report there.
- 6) Becomes ill and goes home or stays in the restroom instead of reporting to the office.

#### **ACTIVITY EXCUSED ABSENCES**

Any activity (other than athletics) requires students to be proficient in their classes. This means any student who is currently at a D or F in any class may not be eligible to participate. An exception can be made if the student discusses their grade with their teacher and the teacher allows that student to participate. All activity participants are held to the standard of maintaining Cs or better in all classes to participate and receive the ACV excused absence. Students missing class due to school-sponsored activities will be given a day plus a day to turn in any assignments or projects that were not completed before the event they missed school to attend.

# **ATTENDANCE POLICY**

Twin Falls High School recognizes the importance of attendance and punctuality to obtain maximum educational opportunities. Frequent absences disrupt the continuity of the instructional process. Students who miss school frequently have difficulty achieving success in the classroom. Absent students interrupt the educational process of other students by disrupting the teacher, who must provide special attention to those who have been absent.

#### **ABSENCES**

<u>Attendance Policy</u> - Students who exceed 9 days in any class(es) per semester will be required to meet with administration to sign an attendance contract and then make an appointment to appear before the appeals committee (made up of a team of administrators, teachers, and attendance officer) near the end of each semester to provide documentation and reasons for absences to assist the committee in determining if the student will be awarded their credit.

A student may receive a Failure due to Attendance (FA) grade in a subject when the student's absences exceed nine (9) times per class per semester. Absence from school for any reason other than school-related activities and medical or court appointments will be counted toward the nine days.

When five (5) absences have been accumulated by a student, a letter will be mailed or emailed home, and the counselors will meet with the student and remind them of the attendance policy, the possible consequences of continued absences, and information about prolonged absences (ten or more days) due to serious illness or injury. In case of prolonged absences due to illness, the district may provide home instruction with a homebound teacher. The request should be made by the home as soon as possible to help the student stay current with the progress of their subject or class.

The student and parent(s)/guardian(s) will be asked to sign an attendance contract informed by the Attendance Officer when the student has accumulated nine (9) or more absences and is in danger of receiving a failing grade due to lack of attendance.

When students are absent from class due to school-related activities, it is considered an educational experience. It does not fall within the limits of this attendance policy, but it is subject to the school's make-up policy.

Parent(s) or guardian(s) will be asked to validate each absence by calling the school attendance office by **10:00** am on the day of their child's absence or by bringing a note to the Attendance office upon returning to school. All absences must be verified by a parent or legal guardian. Absences that are not verified will be counted as truancies after 48 hours have passed. To reach the attendance office, please dial **(208) 733-6551, Option 1.** You may leave a voicemail message 24 hours a day.

Medical excuses must be verified with a medical note from a doctor in the attendance office within forty-eight (48) hours of the student's return to school. Medical, funeral, and court excuses are not counted as absences within the Appeals process. Students with a continuing illness will be required to furnish a written statement from the doctor who is treating the condition each school year. This statement should also verify the inclusive dates of treatment and the amount of time required for necessary recuperation and absences from school. This verification must be submitted within forty-eight (48) hours to the school attendance office upon the student's return to school.

ALL STUDENTS MUST CHECK OUT OF SCHOOL IN THE <u>ATTENDANCE OFFICE</u> AND MAY ONLY LEAVE WHEN THE ATTENDANCE OFFICE HAS AT LEAST 1 HOUR <u>PRIOR</u> WRITTEN OR VERBAL PARENT OR GUARDIAN APPROVAL. Failure to follow proper check-out procedures will result in truancy. When you are counted truant, you may serve one (1) day of in-school suspension or one (1) week of lunch detention.

#### **MAKE-UP POLICY**

It is the belief of the staff of Twin Falls Senior High School that assigned work is given to enhance learning and instill responsibility. Homework requests can be made when a student is absent for 2 or more consecutive days in a row. Parents and students are encouraged to email teachers directly to get make-up work.

One (1) day will be given for make-up for each day absent (for any reason) with the following exceptions:

- 1. Students who are absent (for any reason) on the day pre-assigned work is due will hand it in on the day they return. Pre-assigned exams will be taken the day the student returns.
- 2. Due dates on long-term assignments, i.e., term papers, class projects, etc,. must be met despite absences.
- 3. Assignments for school activity absences must be turned in before leaving, if possible.
- 4. Student absences due to truancy may not be given credit for make-up work.

#### **TARDIES**

Given the importance of establishing good work habits in students and the disruptive nature of irregular arrival of students to a classroom, the following policy and accompanying tardy management program have been adopted:

- 1. Tardiness is defined as any appearance of a student beyond the scheduled time that the school day or a class begins.
- 2. Tardy students will proceed to their scheduled class to sign in on the classroom kiosk.
- 3. Students who are tardy by ten minutes or more to school or any class are considered to be absent. The student must have his/her parent (s)/guardian (s) verify this absence. If this absence is not verified, it will become a truancy.
- 4. Three (3) tardies of less than ten (10) minutes to school or any class become one absence.

#### Consequences of excessive tardiness:

- 3 tardies in one class– 1 day of lunch detention
- 3 tardies in one day— 1 day of lunch detention
- 6 tardies in one class 1 week of lunch detention or 1 day of PASSroom
- 12 tardies in one class PASSroom 1 day
- 20 tardies WISE 1 day (for every 6<sup>th</sup> tardy beyond 20 will be another day of WISE)

# STUDENT DRIVING & PARKING

Motor vehicles driven by students to school should be locked. Parking tickets will be issued to those who park in a non-designated area, i.e., fire lanes, handicapped spaces, etc.

- All students must park in designated areas marked with parking lanes.
- Students and staff are all <u>required</u> to fill out the vehicle registration form for any car parked on our campus and file it with the bookkeeper. You will receive a numbered Bruin parking permit.
- Faculty parking areas are reserved in the back of the building, to the west of the bus lanes, and in the Roper parking lot.
- No student parking in faculty parking areas or Roper Auditorium parking lot, unless a parking space has been rented and paid for through the bookkeeper.
- The driveway behind the gym must be kept open.
- Students and faculty are not to park in Bruin Circle or the bus loading area in front of the main building.
- Parking tickets will be issued for **illegally** parked cars. This includes parking in a numbered spot if you have **not** purchased that spot. Tickets must be paid to the Bookkeeper within 48 hours.
- Students violating parking regulations may have their cars towed away and impounded at their expense.
- Continuous abuse of parking and driving procedures will result in the loss of the privilege of driving a motor vehicle to school.

- SENIOR students can purchase a numbered parking spot (20 spaces available near the gym and 12 parking spaces in Roper) to use. See the bookkeeper to obtain a parking assignment. The cost is \$75 for the gym spaces and \$100 for the Roper parking lot for the school year.
- If an accident or fender bender should occur, do not leave the scene; notify the resource officer or a school administrator as soon as possible.
- DO NOT PARK IN FIRE LANES, HANDICAPPED ZONES, OR AREAS DESIGNATED FOR VISITORS/FACULTY. Lines have been painted on the newly finished blacktop. You will be ticketed if you park across them or if you take up more than one space.

## STUDENT BEHAVIOR EXPECTATIONS

Twin Falls High School maintains a high expectation of student behavior on campus for safety purposes. Students should make every effort to be courteous and not be disruptive to others before, during, and after school hours. Please respect the following:

- Students eating lunch in the cafeteria, hallways, or classrooms should **ALWAYS** clean up after themselves when finished
- No personal display of affection (PDA) on school grounds
- No music broadcast with speakers, especially during passing periods
- No hats are to be worn on CAMPUS at any time this is a huge safety risk to our campus
- Hoods should not be pulled up over the head at any time
- All other policies apply

## **DISCIPLINE POLICY**

There is a zero-tolerance policy for weapons.

Drinking: The detection of alcohol on a student's breath and/or having such beverages on his person, in his locker, in a car, or any other means may be just cause for suspension and/or expulsion. Students at school activities shall be handled in the same manner. Offenders will be cited.

Use of illegal drugs: The detection of the use, possession, or distribution of illegal drugs by any student, before arriving at school, during school time, or at any school activity, may be just cause for suspension and/or expulsion. Offenders will be cited.

Tobacco: The use of tobacco products, including but not limited to cigarettes, chewing tobacco, pouches, vapes, and e-cigarettes, by students in the building, on campus, or anywhere during the school day is prohibited. Offenders will be cited.

Fighting: Fighting shall not be permitted in the school building or on campus. The people responsible for a fight shall be suspended from school. Students guilty of a second offense may be recommended for expulsion. Students who film the fight will also be disciplined.

Conduct: Refusal by a student to obey a teacher at any time – arguing, use of abusive language (swearing or vulgarity), or any other incorrigible acts will be just cause for discipline.

Disciplinary problems not specifically mentioned in the written policies of the school district's discipline code shall be handled at the discretion of the administration.

## STUDENT WITHDRAWAL PROCEDURE

- Students are to request a withdrawal **1 week before** the leave date.
- Students will be required to pay all fees due, turn in all textbooks, Chromebooks, chargers, and activity cards, and clean out their lockers.
- Parents are **required** to sign the withdrawal paperwork in person, even if a student is 18
- If a student is withdrawn from school for non-attendance, truancy, behavior, etc., the student will receive a semester "F" in all classes.
- After a student is withdrawn from TFHS, transcripts and records will be sent to the school the student is transferring to.
- Students missing 10 consecutive days without parent/guardian verification will be withdrawn from school.

# TWIN FALLS SCHOOL DISTRICT DRESS CODE

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. The dress code supports workplace norms for appropriate attire. We believe that schools are in the business of learning, which necessitates discipline by the individual student in all areas, such as language, behavior, attendance, and dress.

Students are to observe the following guidelines regarding student attire:

- 1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
- 2. Pants must be worn at hip level or higher (no excessive bagging or sagging). Clothing should not drag on the floor.
- Appropriate footwear, depending on the educational setting, is required. Classes and activities
  that may have more stringent requirements include, but are not limited to PE, Science, and CTE
  classes.
- 4. No pajamas or sleepwear are allowed.
- 5. Hats, head coverings of any kind (including wearing the hood of a garment on one's head), and sunglasses are not allowed to be worn within the school building.
- 6. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other unsafe jewelry are prohibited at school.
- 7. Gloves, mittens, or other garments that cover the hands are not allowed to be worn in the school building.



Students are prohibited from wearing or carrying clothing, accessories, or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following:

- Drug usage, including alcohol and tobacco;
- Controlled substances of any kind;
- Drug paraphernalia;
- Gangs;
- Violence, hate groups, racial separation;

A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin that differs from that of the members of the organization.

- Sexually explicit, lewd, indecent, or offensive material; or
- Illegal acts
- Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.

There may be exclusions to the dress code policy for religious or health reasons. Building principals and/or IEP/504 teams may grant accommodations to the dress code policy. Disciplinary actions for violation of this policy may include suspension and/or expulsion. The building administrator or designee may determine appropriate attire options for special activity days.

REFERENCE: Idaho Code Section 33-512 AMENDED 7.8.22

#### **Interpretation and Implementation of Policy**

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

#### **Enforcement**

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements are made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations, shall be

subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

#### Consequences

1st offense - warning

2nd offense - 3 lunch detentions

3rd offense - 1-day in-school suspension 4th offense - 2 days in-school suspension

\*\*\*Disciplinary actions beyond the 4th offense will be determined by the administration.\*\*\*

### SUBSTANCE ABUSE POLICY & PROCEDURE

The threat of substance abuse is most menacing when it involves young people. Because of their developmental stage, they are the most vulnerable members of our society regarding health and safety issues. The purpose of this policy is to enforce Idaho law concerning the use or possession of illegal substances by minors and to ensure that students have access to the Student Assistance Program available in the district.

If a student is involved in transmitting, trafficking in, or distributing alcohol or controlled or dangerous substances on school grounds or at any school-sponsored function, law enforcement officials will be asked to intervene.

#### The following is a brief description of the district procedure:

Non-disciplinary procedures will apply to students who self-refer or who are referred by parents, peers, staff, or through other referrals for assistance. Students who voluntarily reveal to professional staff members that they have been or are involved in the use of drugs or narcotics and students who turn in drugs or narcotics to a staff member for disposal shall have the confidentiality and anonymity of their communications fully respected.

However, it is not the intention of a policy on confidentiality to protect students who are deliberately breaking the law by using, selling, or pushing drugs on school grounds, but to protect the student who is actively involved in some kind of counseling relationship and who is working toward becoming free of chemical dependency. Students seeking help should contact the student assistance specialist, counselor, or care team member in their building.

#### **Disciplinary procedure:**

First Offense - If a student is under the influence and/or in possession of alcohol, tobacco products, or controlled or dangerous substances while on or near district property during school hours or at a school-sponsored activity:

- a) A legal citation will be issued by a law enforcement official
- b) Parents/guardians will be notified by phone or in person
- c) The student will receive a minimum three-day in-school suspension
- d) Opportunity to attend vaping cessation classes to reduce the citation cost

A second and/or subsequent offense may result in citation, suspension, and possible expulsion by the Board of Trustees.

#### **Extra-Curricular Random Drug Testing Policy:**

The Twin Falls School District has an interest in establishing a school environment free of the influence of drugs and alcohol for the benefit of the safety of its students. This includes the necessity of ensuring that all extra-curricular activities sponsored by the District are conducted in a manner that will provide for the safety and security of the students who are participating in such activities. The District expects that students who are provided the opportunity to engage in district-sponsored extra-curricular activities will be drug and alcohol-free during their participation in these activities.

As a result, Twin Falls School District has implemented a Random Drug-Testing Program for all students participating in extracurricular activities that fall under IHSAA guidelines and/or High School Sanctioned Clubs/Teams.

A consent form for participation must be signed by the student and his/her parent/guardian. Throughout the school year, a predetermined number of students will be randomly selected for testing each week. To ensure the anonymity of students being chosen, each student who has signed up to participate in extra-curricular activities will be given a student number. This number and the list of student names will be locked in a filing cabinet with access only by those who are conducting the actual test. Each week, the superintendent or his designee will select numbers from the random sampling pool. Those conducting the testing will then match the numbers to the appropriate names and contact the student for testing.

#### **Consequences of First Positive Result:**

In the event a student is confirmed positive for the use of alcohol or other unauthorized or illegal use of a drug, the student will be given the option of

Option 1: Participating in a drug assistance/prevention program which will Include a minimum of

eight (8) hours of Alcohol and Drug Education, assessment, and compliance with further recommendations, and a ten (10) day or 10% of the season suspension from the activity,

which is greater, but the student may practice or;

Option 2: Suspension from participation in all IHSAA-sanctioned activities for the remainder of the

activity season and the next activity season or any activity.

No student shall be penalized academically for testing positive for the use of illegal drugs or alcohol, nor shall any student be denied any benefits or services other than the district-sponsored athletic and/or extra-curricular activities as outlined above. The results of tests according to this policy will not be documented in any student's academic records. Information regarding the results of drug tests shall be kept confidential between the superintendent, the building principal/their designee, the student, and their parent/guardian.

Federal Law (Drug-Free Schools and Communities Act) requires that the school district inform students, parents/guardians annually of our policy. Please refer to the complete Student Substance Abuse Policy No. 3321 and No. 3400 in the Twin Falls School District Policy Manual. This can be accessed on the website at <a href="https://www.tfsd.org">www.tfsd.org</a>.

## **ELECTRONIC DEVICE POLICY**

The district policy, in effect starting August 2024, will be no personal electronic devices unless it's before school, during lunchtime, or after school. If students are found using their devices at any other time of the school day, they will immediately be referred to the attendance office to visit with the administration. When a student possesses an electronic device (phone, smartwatch, tablet, earbuds, or earphones) at any time other than lunchtime, the following policy is in effect:

- 1st Offense Warning. The device can be picked up at the end of school.
- 2<sup>nd</sup> Offense 3 Days Lunch Detention. The device must be picked up by a parent at the end of school.
- 3<sup>rd</sup> Offense Device must be picked up by a parent/guardian at the end of school, and one day of PASSroom will be served.
- 4<sup>th</sup> Offense Device must be picked up by a parent/guardian at the end of school, and two days of PASSroom will be served. Student turns in phone to the office before school, picks up after.
- On each following event, discipline consequences will incrementally increase, including but not limited to no access to cell phones during the school day, WISE, and additional days of in-school suspension.

This policy is effective throughout the school year and does not reset at the semester. Parents/Guardians may not pick the cell phone up from the school during the day to return it to the student before school ends. If parents need to contact their student for an emergency, they may call (208) 733-6551 to have the student contact their parent.

# LIBRARY PROCEDURES

Books overdue 30 days will be automatically marked as lost, and the cost of the book will be due as a fine. All fines must be paid by the end of the semester. If the lost book is returned within the same semester, the fine will be reduced to \$5. No refunds will be given after the end of the school year. Please see the librarian for more information.

# **LOST AND FOUND**

Each year, a large number of items are turned into office items such as eyeglasses, keys, and clothing. Bring lost articles to the front office. More importantly, if you have lost something, check immediately with the front office to see if your lost item has been returned. Unclaimed items are given to charity at the end of each semester.

# **LOCKERS**

A locker is available at the beginning of the year for each student for a \$2 fee. The lockers are the property of Twin Falls High School and are subject to inspection by authorized school personnel. The school is not responsible for stolen items.

## **ASSEMBLIES**

Assemblies serve to generate school pride and spirit, as well as conduct student body and school business. All assemblies held in the Roper Auditorium require students to sit with their advisory class. Seating charts are provided, and students should be aware of where they should sit. <u>All students and teachers are expected to attend all assemblies</u>. Exceptions must be cleared through administration.

## **DANCE POLICY**

To ensure the safety of all students at Twin Falls High School, it is the policy of Twin Falls High School that ONLY currently enrolled students may attend our school dances. Students who wish to bring a guest to a dance must obtain a guest pass, which is available in the Attendance Office. To be admitted to any Twin Falls High School dance, all students must present their current high school identification. Guests with an approved guest pass must show a valid picture ID to enter. Students must remain in the dance or the immediate area designated by the administration. Any student leaving WILL NOT BE READMITTED. If you are serving an out-of-school suspension or have been expelled from Twin Falls High School, you will not be admitted to any school activities, including dances.

## **DRIVER EDUCATION**

Students may register in the front office during the registration dates posted on the district website. Students are selected chronologically by birthdate. We decide how many students are needed to fill the session and then invite students and parents to a meeting to explain how to obtain a permit and pay the fee. The cost is \$180 for the class and a fee of \$21.50 to purchase the permit. Students must have a certified copy of the birth certificate with the stamped seal on it to purchase the permit. Be sure you have this birth certificate before you sign up. NO photocopies of the birth certificate are allowed. Students must be at least 14 ½ years of age and have a 2.0 G.P.A. to enroll in the class. Students who are not selected for a session must sign up again for the next session to be considered. We do not carry students' names over to the next session.

Driving times are scheduled by the instructor, usually after school and on the weekends. Students are allowed only 2 absences; 3 tardies equal one absence. Students are graded on classroom, driving, and attitude. Students must pass all 3 areas to pass the course. Students will be charged a missed drive fee of \$25 for missing a scheduled drive.

Class starting dates are subject to change based on School Calendar events and instructor availability. Sign-up dates are subject to change as affected by changes in the calendar. Please see the district website for more information about the program.