

# **2025-2026**

# **Firth High School**

## **Student Handbook**



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Welcome to Firth High School. I hope you have a positive experience while you attend our school. I encourage you to read and refer to the information in your handbook. We urge you to remember the freedoms and responsibility you have in making wise decisions regarding your educational endeavors. The faculty and administration are here to help you take advantage of all the opportunities afforded to you at Firth High School. We are proud of our school and want to see all students succeed.

Parental involvement in school is strongly encouraged; teachers cannot replace parents. Students whose parents are involved in their education are most often better students and are more successful in future aspects of their lives. I encourage parents to take time each week to visit our web page ([www.firthschools.org](http://www.firthschools.org)) and stay informed about what is happening at the high school. It is also important to become familiar with our online grading program and periodically check your student's grades. If you have questions about accessing the system, please call the high school office, and we will gladly help you get connected.

Please take the time to read the information contained in this handbook. Use it as a tool, and it will help you find success at Firth High School. Good luck in all your endeavors during this school year.

Sincerely,

Keith Drake  
Principal  
Firth High School

## **FIRTH HIGH SCHOOL STAFF**

### **ADMINISTRATION**

Keith Drake	Principal
Scott Adams	Athletic Director
Elaine Carter	Special Education

### **OFFICE PERSONNEL**

Esmeralda Surerus	Administrative Assistant
Lacy Johnson	Attendance Secretary

### **COUNSELING**

Krystal Anderson	School Counselor
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### **TEACHERS**

Scott Adams	Social Studies
Darvel Jolley	Social Studies
Brook Lambert	Social Studies
Jason Clemens	Vocational Agriculture
Sharla Cook	Mathematics
Stacey Taylor	Science
Kim Harrison	Vocational Business
Bob Lambert	English/Spanish
Michelle Turnbull	English
Kellie Park	Family/Consumer Science
Jessica Harker	Science
Becky Thayne	Mathematics
Paula Tucker	English/Speech
Stewart Portela	Science/Health
Trishann Russell	Mathematics
Stephanie Stewart	Special Education

### **PARAPROFESSIONALS**

Vicky Jolley	Paraprofessional
Lacy Johnson	Paraprofessional
Gina Nelson	Paraprofessional
Marsha Ivie	Librarian/College Career Counselor
Lindsey Jacobsen	College and Career

## **BELL SCHEDULE**

### **First Bell 7:55 a.m.**

<b><u>1<sup>st</sup> Hour</u></b>	<b><u>8:00 a.m.</u></b>	<b><u>8:56 a.m.</u></b>
<b><u>Flex</u></b>	<b><u>8:59 a.m.</u></b>	<b><u>9:26 a.m.</u></b>
<b><u>2<sup>nd</sup> Hour</u></b>	<b><u>9:29 a.m.</u></b>	<b><u>10:25 a.m.</u></b>
<b><u>3<sup>rd</sup> Hour</u></b>	<b><u>10:29 a.m.</u></b>	<b><u>11:25 a.m.</u></b>
<b><u>4<sup>th</sup> Hour</u></b>	<b><u>11:29 p.m.</u></b>	<b><u>12:25 p.m.</u></b>
<b><u>Lunch</u></b>	<b><u>12:25 p.m.</u></b>	<b><u>12:58 p.m.</u></b>
<b><u>5<sup>th</sup> Hour</u></b>	<b><u>1:01 p.m.</u></b>	<b><u>1:57 p.m.</u></b>
<b><u>6<sup>th</sup> Hour</u></b>	<b><u>2:01 p.m.</u></b>	<b><u>2:57 p.m.</u></b>
<b><u>7<sup>th</sup> Hour</u></b>	<b><u>3:01 p.m.</u></b>	<b><u>3:57 p.m.</u></b>

## **ACADEMIC HONESTY AND INTEGRITY**

Being honest means choosing not to lie, steal, cheat, or deceive in any way. Integrity means having a steadfast adherence to a strict moral or ethical code. Academic honesty and integrity are essential to the educational process.

Examples of academic dishonesty include, but are not limited to:

- Using dishonest, deceptive, or fraudulent means to obtain credit for academic work.
- Using notes, aids, or another student's assistance to complete a test, a project, or other assignment in a way other than that expressly permitted by the teacher.
- Looking at another student's test, answer sheet, or other materials.
- Talking during a test.
- Copying from or allowing another student to copy from a test, homework, or other coursework which is not intended to be collaborative in nature.
- Tampering with an instructor's record of grades or scores.
- Plagiarizing materials.
- Using an electronic device to give, receive, or copy information from a test or quiz.
- Accessing or using copyrighted test bank questions or any materials designed for an instructor's use.

Cheating in any form or manner will cause the offending student to lose credit for the assignment. A second instance of cheating in the same class may result in the student being withdrawn from the course in which the cheating occurred. The offending student will receive no credit for the course.

## **GRADING PROCEDURES**

Students shall be evaluated in terms of letter grades (A, B, C, D, F, I, and NC) including the use of appropriate plus and minus grades. A NC carries zero points (the same as an F) for GPA purposes.

Students who believe their grades should be adjusted, and those receiving an incomplete (I) on their report card, have two weeks from the last day of the semester to have their grade corrected. After that date, no changes may be made to the report card.

## **Valedictorian Criteria for the class of 2026**

Starting for the class of 2025, the criteria for selecting the Valedictorian and class rank is as follows.

1. Grade Point Average
2. Number of Dual Credits and Advanced Placement Classes taken up to 24 credits.

### 3. Overall SAT test score

#### **GRADING SCALE**

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

#### **CHECK IN/CHECK OUT**

Students who arrive at school after the tardy bell or who leave before the end of the day must check in/out at the office. Failure to do so may result in the student receiving a truancy for the period(s) missed.

Prior to a student checking out of school, a parent/guardian must contact the school in person, by phone, or with a verified note. The student must check back into school **immediately** upon their return.

**No student will be released to anyone except their parent or guardian.**

**STUDENT ATTENDANCE** All students must be in attendance in each classroom 90% of the time when that class is in session. **No credit will be granted to students missing more than seven days per semester.** It is the responsibility of any student missing more than seven days to appeal, in writing, to the attendance committee for possible reinstatement of credit at the end of the semester in which the absences occur. Letters that are not received by the end of the semester will not be considered.

If a student gets over 10 absences in the semester, a meeting with the administrator and parents will be required to discuss the absences and formulate a attendance plan.

The only absences that will not be used in calculating attendance records are:

1. School-sponsored activities.
2. Bereavement in the immediate family.
3. Subpoenas
4. Illness or hospitalization verified by a doctor's statement.

(School District Policy 3040 and 3050)

#### **TRUANCY**

Truancy occurs when a student is NOT in his/her assigned place without prior proper verification/permission from the school or a parent. Students who are truant will be referred to the office to face disciplinary action.

1 <sup>st</sup> Truancy	Parent Contact and Detention
2 <sup>nd</sup> Truancy	Conference and/or Possible Suspension
3 <sup>rd</sup> Truancy	Suspension
4 <sup>th</sup> Truancy	Possible Expulsion Recommendation

(School District Policy 3050)

#### **TARDIES**

Students are tardy if they are not in the appropriate class following the teacher's classroom procedures when the bell rings. Students will be referred to detention if they have 3 or more tardies in a class.

**If students are more than 10 minutes late to class, they will be marked absent. A parent note or phone call does not excuse a tardy.**

**If a student accumulates three tardies in a single class this will be equivalent to one absence.**

**Five or more tardies will be disciplined under the truancy policy.**

### **MAKE UP WORK**

Students who are absent from school will be given the opportunity to make up the work they missed, providing the absence meets the attendance regulations.

- If an absence is pre-approved or a student is suspended, work should be collected prior to the absence, and the work will be due upon the student's return to school.
- Students who miss class due to an athletic event or school sponsored activity will be allowed one day to make up their work. Assignments will be due at the beginning of class.
- All assignments should be turned in before a student leaves for an athletic event or school sponsored activity.
- In the case of other absences, students will be allowed one day for each day absent plus an additional day to make up work.
- All work assigned before an absence of any type is due upon the student's return to school.

### **ELECTRONIC DEVICES**

Policy 3265 Student owned Electronic Communication Devices

The Board adopts this policy to place controls on the use of student-owned electronic devices at

school. There has been a rising concern that spending too much time on social media or using

Cell phones may be detrimental to students' physical and mental health.

The Board's priority is that all students are engaged in learning without distraction.

By placing limits on the permissible use of such electronic devices, the Board intends to:

1. Promote student safety.
2. Support staff in maintaining an environment that encourages learning and social interaction.
3. Reduce distractions in the learning environment.
4. Improve academic focus.
5. Promote responsible technology use.
6. Prevent cyberbullying.

This policy shall apply to any electronic device not issued by the district that can access the internet or sending an electronic message to another device, such as smartphones, other cell phones.

#### **Restrictions on Time and Location of Use**

Students are prohibited from using cell phones in the following times and places:

1. During class time.
2. During passing periods.
3. In bathrooms, locker rooms, or changing rooms; and

#### **Students are permitted to use cell phones in the following times and places:**

1. Before and after the school day.
2. At school activities outside of school hours.
3. In class, when specifically allowed by the teacher, for academic purposes only. Any use of an electronic device required by a student's 504 Plan or Individualized
4. During lunch

#### **Disciplinary Action**

Students violating the provisions of this policy are subject to disciplinary action, which may include losing the privilege of bringing the device onto school property, detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian.

Violation of this policy may also result in suspension as described in Policy 3340

Corrective Actions and Punishment, if appropriate.

(School District Policy 3265)



**Any electronic device that is used inappropriately will be confiscated and held until it can be picked up by a parent/guardian.**

**Any electronic device that is used during a test or quiz will result in the student receiving no credit for that assignment.**

### **EQUAL EDUCATION, NONDISCRIMINATION, and GENDER EQUALITY**

Equal educational opportunities shall be made available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

(School District Policy 3280)

### **NON DISCRIMINATION COORDINATOR**

Keith Drake at 346-6812 or contact the district office at 346-6815.

### **HAZING, HARRASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING**

The district will not tolerate hazing, harassment, intimidation, bullying or cyber bullying.

This policy will be strictly enforced on school grounds, school property, school buses, at bus stops, and at school sponsored events or activities".

(School District Policy 3295)

### **ACCIDENTS**

There is a possibility that a student may be injured during the school day. In case of an accident, the following procedures will be followed:

- A. All accidents will be reported to the teacher in charge, or to the office.
- B. An accident report provided by the Principal's office will be filled out on the day of the accident.
- C. **If medical attention is required, parents/guardians will immediately be notified and the correct procedure for the injury will be followed.**

### **LOCKER ASSIGNMENTS**

Lockers are provided for the students as a service to help keep books, papers, and coats organized. Students will be assigned lockers and must keep the assigned locker for the entire year. If a locker is damaged, the student will be responsible for payment.

### **HALL PASS**

Students must obtain a hall pass from their teacher in order to be in the hall during class. Those students without a pass will be sent back to class.

### **RELEASE TIME**

Students who participate in release time are required to exit the building before the tardy bell rings. Students who remain in the building will face disciplinary action.

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege, and students who participate are held to high academic, attendance, and behavioral standards. Students must meet state and District academic and behavior guidelines to remain eligible.

Students involved in these activities are required to ride school transportation to the event. When the event has ended the student's parent/guardian may sign them out on a release

form provided by the coach. No student may be released to someone other than a parent/guardian.

**All students participating in extracurricular activities must purchase an activity card, pay their participation fee, and turn in all paperwork prior to involvement in their first activity. If the paperwork is not turned in or fees paid or arrangements are not made, the student may not be able to participate.**

#### **STUDENT ATHLETE DRUG TESTING POLICY**

Before any student participates in any interscholastic athletic program, the student and the student's custodial parent or lawful guardian shall execute and deliver to the District a Drug Testing Consent Form (School Board Policy 3391)

#### **SUBSTANCE AND ALCOHOL ABUSE VOLUNTARY DISCLOSURE**

For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate.

Student athletes who voluntarily disclose the use of illegal drugs will still be subject to the disciplinary actions outlined in policy 3391.  
(School Board Policy 3320)

#### **SPORTSMANSHIP**

All Firth High School students and guests are expected to display good sportsmanship during extracurricular events. Good sportsmanship includes, but is not limited to:

- A. Showing courtesy to all players, fans, coaches, cheerleaders, and dance teams.
- B. Exercise self-control; respect and abide by the decisions of officials.
- C. Taunting other teams, coaches, and fans is unacceptable.
- D. Display character in your every action.
- E. Learn to win with character and lose with dignity.

Those students, patrons, and fans who are unable to abide by the rules of good sportsmanship will be required to leave and may lose their right to attend Firth High School extracurricular events.

#### **DRESS STANDARDS**

Firth High School has adopted a school dress standard as one method we use to create a positive, safe, structured learning environment.

The personal dress and appearance of a student is left to the good taste and discretion of the individual student and his/her parents or guardian. However, all clothing shall be neat, clean, untorn, and appropriate to the circumstances. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tend to disrupt class and/or which reduce attentiveness in class.

Students will be excluded from attending classes, or participating in school related activities that are held on school property, when, in the opinion of the administrator or staff, any of the following are worn.

- A. Underwear as outerwear or clothing that reveals underwear.
- B. No short shorts or short skirts. Shorts and skirts must be within 3 inches of the knee (the length of an activity card).
- C. The body shall be covered, no bare midriffs, shirts should have sleeves; no tank tops, spaghetti strapped shirts, see through or unlined shirts are not acceptable.

- D. Clothing, jewelry, or body art that promotes gang activity, advertises alcohol, tobacco, or illegal drugs, displays obscene/immoral pictures, slogans or statements, or represents anti-social behavior.
- E. Excessively tight clothing.
- F. Sagging clothing (wearing the waistband below the natural waistline).
- G. Shoes must be worn at all times.
- H. Hats or may be worn on by permission of the faculty. Hoods on head are not allowed in class.
- I. No spikes or heavy chains way be worn.
- J. Factory or pre-shredded clothing are not permitted to be worn unless leggings are worn underneath.

# DRESS CODE



**No Baseball Caps**  
LB hats ok but NOT IN CLASS



**No Doo Rags**



**No Beanies**  
LB beanies ok but NOT IN CLASS



**No Bandanas/Head Scarves**



**No Pajamas**



**No Sagging Pants**



**No Short Shorts**  
3 inches above the knee



**No Short Skirts**  
3 inches above the knee



**No Midriffs/Bare Stomachs**



**No Low-Cut Tops**



**No See-Through Tops**



**No Halter Tops**



**No Tank Tops**



**No Tube/Strapless Tops**



**No Spaghetti Straps**



**No Backless Tops**



**No Bare Feet**



**No Wallet Chains**



**No Spiked Jewelry**

**No Bedroom Slippers**



**No Alcohol/  
Drug/ or  
Gang-  
Related  
clothing**

## **VISITORS**

All visitors to the school must check in at the office upon arrival and obtain a visitor's badge. Only students registered at Firth High School or Firth Middle School may be on campus during school time.

## **LIBRARY**

The library shall remain a study area, and as such, must be quiet. Students are encouraged to use the library for checking out books, magazines, resource materials, and for study. Materials checked out should be returned on time to allow others access to the same materials.

## **MOTORIZED VEHICLES**

All vehicles should be locked and parked in designated student parking areas. Student parking is restricted to the back parking lot; students may not park in the bus lane or in front of the school. Students not following parking rules will be cited by the police and towed.

## **MAINTENANCE OF ORDERLY CONDUCT**

The district, through its agents, officers and employees, is responsible for maintaining a safe, orderly environment for the process of education. A student whose misconduct interferes with the rights of other students or adults, or brings discredit upon themselves or the school district, will be disciplined in accordance with school district, local, and state rules and regulations as set forth. The building administrator(s) or their designee is responsible for the application of consequences for student misconduct. Student conduct that violates state or federal law will be referred to the appropriate law enforcement agency. A student in special education is subject to the same disciplinary procedures as any student for behavioral consequences and short-term suspensions, approximately 10 days in a school year, unless noted differently in the student's Individualized Education Plan.

All school personnel are equally obligated to correct student misconduct in a consistent manner when students are under school jurisdiction.

## **POWERS AND DUTIES OF TEACHERS**

"In the absence of any statute or rule or regulation of the Board, and teacher employed by the District shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the Board in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern the classroom, not inconsistent with any statute or rule or regulation of the board." (Idaho Code)

## **VIOLENCE AND HARASSMENT**

Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Incidents of violence or harassment, physical and/or sexual harassment, or any unwelcome comment or gesture with regard to another person's appearance, gender, or race should be reported to the administration.

## **SEARCH AND SEIZURE**

A student may be searched on school grounds by an administrator or designee if the administrator has a reasonable belief that he/she has something illegal/harmful to the safety of others, or potentially disruptive in their possession. In addition, school personnel have the right to search lockers or any other part of the school if they have probable cause. Cars parked on school property may also be searched if it is deemed necessary.

Confiscated items may be returned to a parent/guardian at the discretion of the administration.

### **SUSPENSION**

A student may be suspended for violation of any school rule set up by the Board. In the absence of a Board rule, the administration may choose to suspend for a particular behavior if they feel it is in the best interest of the school. An informal hearing will be held and the students may state their case regarding the incident. Parents/guardians will be notified by phone or in writing of the suspension and a meeting will be held for reinstatement.

### **EXPULSION**

The Board may deny attendance at any of the schools in the district to any pupil who is a habitual truant, or who is incorrigible or whose conduct, in the judgment of the board, is such as to be continuously disruptive to the educational setting or whose presence in a public school may be detrimental to the health and safety of other students and staff.

### **UNIFORM GRIEVANCE PROCEDURE** (Firth School District Policy 4120)

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, the procedure provides prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

## ***Welcome to Firth High School!***

### **Student Body Government**

Sophee Mayer - President

Hallie Fielding - Vice President

Georgie Jolley - Secretary

Brock Johnson - Hype Squad

Averie Lewis - Social Media

## Ten ways to be successful at Firth High School

1. Get Organized
2. Don't multitask. Reduce distractions at your workspace.
3. Take breaks and divide up tough tasks
4. Take care of yourself. Get enough sleep, stay hydrated and eat healthy.
5. Stick to a time and schedule to maintain good study habits
6. Take Notes. You would be surprised how many students just don't do that simple step. Find a system that works for you to get the information down.
7. Study but not just before the test. Study each day to get the information load to a little each day
8. Ask questions and answer questions. Be an involved student.
9. Build a study group to help fill in the gaps and increase motivation.
10. Get involved in school groups and extracurricular activities.

## **CODE OF STUDENT CONDUCT**

Violations of the Code of Student Conduct are grouped in three classes – minor, intermediate, and major. Each classification is assigned a disciplinary procedure which is to be followed by the administrator or designee, who shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation. Each teacher will deal with classroom disruptions with in-class disciplinary actions.

### **DISCIPLINE LEVELS AND CONSEQUENCES**

The following is not an all-inclusive list of discipline issues that may occur, therefore, the administration will implement consequences as deemed appropriate.

#### **Minor Offenses – Class 1**

1. **Assault or harassment of a student.** The intentional, unlawful threat by work or act to do violence to another student, combined with an apparent ability to do so and doing some act which created a well-formed fear in the person that such violence is imminent.
2. **Intentionally providing false information to a school board employee.** Including, but not limited to, student informational data and information directly related to school business.
3. **Using profane or obscene language, conduct, and/or gesture.**
4. **Illegal organization.** Participation in fraternities, sororities, and secret societies.
5. **Excessive tardiness.** Repeatedly reporting late to school or class.
6. **Nonconformity to dress code.**
7. **Inappropriate public displays of affection.**
8. **Unauthorized absence from class or school.**
9. **Excessive distraction of other students.** Any behavior which disrupts the orderly educational process in the classroom or other school functions.
10. **Any other violation which the administrator or designee reasonably deems to fall within the category.**

#### **Disciplinary Actions – Class 1**

##### **First Offense**

In school, conference and parental contact when warranted. Specific circumstances may warrant disciplinary action outline under subsequent offenses.

##### **Subsequent Offenses**

In-school disciplinary actions, such as probation, morning detention, or suspension, at the discretion of the administrator or designee. Special circumstances may require a referral to the superintendent or designee.

#### **Intermediate Offenses – Class 2**

1. **Battery upon students.** Intentionally using physical force or striking another student against the will of the other, or intentionally causing bodily harm to an individual.
2. **Defiance of a school board employee's authority.** Any verbal or nonverbal refusal to comply with a lawful direction of a school board employee or volunteer worker.
3. **Use of obscene manifestations (verbal, written, or gestures) towards another person.** Sexual harassment of others, either verbal or written, will not be tolerated.



4. **Possession and/or use of tobacco products or paraphernalia.** Possession on the person, in a locker, or a desk, or in other effects of the student.
5. **Simple assault on a school board employee.** The intentional, unlawful threat by work or act to do violence on the person of an employee, coupled with an apparent ability to do so, and the doing of some act which creates a well-informed fear in such person that violence is imminent.
6. **Unjust activation of a fire alarm.**
7. **Stealing, larceny, petty theft.** The intentional, unlawful taking, concealing, and/or taking away of property valued at less than \$100 belonging to, or in the lawful possession or custody of another.
8. **Possession of stolen property.** With the knowledge that it is stolen.
9. **Trespassing.** Willfully entering or remaining in any structure without being authorized, licensed, or invited, or having been warned by an authorized person to depart and refusing to do so.
10. **Vandalism.** Intentional action resulting in injury or damages of less than \$100 to public property or the real or personal property of another.
11. **Fighting.** Any physical contact between two or more individuals.
12. **Possession and/or ignition of fireworks on grounds or buildings.**
13. **Threats/Extortion.** Verbally or in writing maliciously threatening injury to the person, property, or reputation of another, with intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person threatened, or any other person, to do any act or refrain from doing any act against his/her will. **Note:** completion of a threat, either by the victim's complying with the demand or the carrying out of the threat against the victim, constitutes a major offense.
14. **Offensive touching of another person.**
15. **Written or verbal reference to or propositions to engage in sexual acts.**
16. **Inciting to riot or an unapproved assembly.**
17. **Any other violation that the administrator or designee reasonably deems to fall within the category.**

## Disciplinary Actions - Class 2

### First Offense

Morning detention and/or extended work assignments before or after school and/or suspension for 1-3 days.

### Subsequent Offenses

Suspension for 3-5 school days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures listed will follow.

## Major Offenses – Class 3

1. **Aggravated battery.** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
2. **Discharging any pistol, rifle, shotgun, air gun, or such device.**
3. **Possession of weapons.** A switch-blade knife or any knife, metallic knuckles, tear gas gun, chemical weapons or devices, or any other weapon, instrument, or object, with the intent to harm.
4. **Drugs.** Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, or alcoholic beverages. Tobacco is considered a drug, and those using tobacco while at school will be referred to court.
5. **Battery upon school district employee.** The actual, intentional use of physical force or striking of a school board employee against his/her will, or the intentional causing of harm against a school board employee.

6. **Arson.** The willful and malicious burning of any part of a building or its contents.
7. **Stealing, larceny, grand theft.** The intentional, unlawful taking, concealing and/or carrying away of property valued at \$100 or more belonging to, or in the possession of another.
8. **Robbery.** The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of the same.
9. **Burglary of school property.** Entering or remaining in a structure or conveyance with the intent to commit an offense there in during the hours the premises are closed to the public.
10. **Criminal mischief.** Willful and malicious injury or damages that are in excess of \$100 to the public property, or to real or personal property belonging to another.
11. **Inciting or participation in major student disorder.** Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
12. **Explosives.** Preparing, possessing, or igniting on school board property explosives likely to cause serious injury or property damage.
13. **Bomb threats.** Any such communication to a school board employee which has the effect of interrupting the educational environment.
14. **Sexual acts.** Acts of a sexual nature, including but not limited to battery, intercourse, attempted rape, or rape.
15. **Possession of firearms.** Any firearm which will or is intended to, or may readily be converted to, expel a projectile by the action of an explosion; the frame or receiver or any such weapon and firearm muffler or firearm silencer, and destructive device.
16. **Any other violation which the administrator or designee reasonably deems to fall within the category.**

### **Disciplinary Action – Class 3**

Suspension and recommendation for expulsion by the school administrator, as authorized in the procedures outlined. Pending final determination of the matter by the school board, the school may extend the suspension.

# IN AN EMERGENCY

## When You Hear It...Do It!

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### LOCKDOWN!



#### Students

- Move away from sight.
- Maintain silence.
- Do not open the door.

#### Teachers

- Scan hallway for students.
  - Lock interior doors.
  - Turn lights off.
  - Do not open the door.
  - Maintain silence.
  - Consider Move, Secure, Defend.
  - Take attendance.
- 

### HALL CHECK!



#### Students

- Return to classroom.
- Follow instructions
- not open the door.
- Do Continue class.

#### Teachers

- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific Instructions will follow

If permission is granted to move within the building, do not go outside or let anyone go outside.

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### EVACUATION!



#### Students

- Follow instructions.
- Bring your phone.
- Leave your stuff behind.

#### Teachers

- Bring go bag, clipboard &/or binder.
  - Lead students to evacuation location.
  - Take attendance.
  - Notify if any students are missing, injured or if any extra students are present.
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