



“Home of the Cowboys”

**360 South Main
P.O. Box 70
Bancroft, Idaho 83217
www.sd149.com
(208) 648-7848**

Superintendent..... Dr. Todd Shumway
K-12 Counselor/Federal Programs Director.....Walter Eiman
Curriculum Director..... Sam Wadsworth
Athletic Directors..... Camille Yost & Brenda Barnes
District Clerk/Business Manager..... Candie Massey
District Office Secretary..... Raquel Reed

This Handbook belongs to:

Name: _____

Address: _____

City/Town: _____

Phone: _____

North Gem District 149 will not discriminate against employees and/or candidates for employment on the basis of disability. All employees must be able to perform the essential functions of the position for which they are employed. In the event an employee believes that reasonable accommodations are necessary, he or she must submit the request in writing to the superintendent or designee. In considering the requested accommodation, the district may require that the employee submit medical and/or other information to substantiate the request and may require that the employee undergo an independent medical examination. The district may deny the request for accommodation if it is unreasonable and/or it poses an undue hardship on the district.

District Calendar for the 2023-2024 School Year

Daily School Session: 8:00 a.m. to 3:55 p.m.

Kindergarten Session: 8:00 a.m. to 12:30 p.m.

Preschool Session: 1:45 p.m. to 3:55 p.m.

August 16	Teacher In-Service/Work Day
August 17	Teacher In-Service/Work Day
August 21	First Day of School
September 4	Labor Day Holiday (No School)
September 15	Teacher In-Service/Work day
October 19	End of 1st Quarter
October 20	Teacher In-Service/Work Day
October 26	Parent/Teacher/Student Conf.
November 17	Teacher In-Service/Work day
November 22-23	Thanksgiving Vacation (No School)
December 10	Teacher In-Service/Work Day
December 19-20	Final Exams - Early Release 1:00 P.M.(20 th)
December 21	End of 2nd Quarter/1st Semester
December 22- 31 & Jan 2	Winter Break (No School)
January 3	School Resumes
January 26	Teacher In-Service/Work day
February 19	President's Day (No School)
February 29	End of 3rd Quarter
March 1	Teacher In-Service/Work Day
March 7	Parent/Teacher/Student Conf.
March 25-28	Spring Break (No School)
April 12	Teacher In-Service/Work day
May 21-22	Final exams
May 22	Graduation
May 23	Last day for students

If additional days are needed due to emergency closures, spring break will be reduced as necessary.

INTRODUCTION

Welcome to North Gem School District #149. It is our hope that you will make the most of the fine educational opportunities provided through the curricular and extracurricular activities offered you at North Gem. You will benefit from your experiences at North Gem to the extent that you work and participate in various activities which the teachers and staff provide.

You, as a student, are expected to study the contents of this handbook carefully and become thoroughly familiar with policies and procedures. You are required to take this handbook home and read it with your parents. After receiving the handbook, you and your parents will sign the enclosed sheet stating you have read and understand the contents of this handbook. This sheet must be returned to the school office. This sheet will be kept on file with administration. Students, staff, and administrators will review the handbook throughout the year for any corrections or additions that are needed.

It is our desire to maintain harmony among students, parents, faculty, and staff within the school. In addition, we are interested in your success at school. Often, success is learning to communicate effectively with others and ourselves. Understanding and abiding by these policies and procedures strengthens habits, crafts successful attitudes, and prepares students to leave school each day to be positive role-models, and to approach problem-solving with maturity.

The ultimate purpose of education is to help you become an effective citizen in society. Remember that your success in this school will be directly proportional to your efforts. North Gem is a safe, supportive environment for students and will work to ensure **your** future.

North Gem Teachers and Staff

MISSION STATEMENT

The mission of our school is to develop **character, competence, and confidence** in our students. Our vision to accomplish this mission is: to nurture **relationships** of trust between the school, school board, employees, students, parents, and the community; provide learning experiences with appropriate **rigor** to meet expected learning standards and prepare students for life-long learning; and helping students recognize the **relevance** of their learning to their future successes in life. In essence, **Relationships, rigor, and relevance yields character, competence, and confidence.**

R³ → C³

We believe:

- All learners can learn and succeed.
- All learners have the right to learn and succeed.
- All learners have the right to a safe, supportive, and productive learning environment.
- All learners can be good decision makers and be responsible for their own actions.

Teachers and Instruction

We believe:

- Teachers will provide a positive, supportive, and motivational classroom.
- All staff will be a positive role model for students.
- All staff will be facilitators, mentors, and learners.
- All staff will have high expectations of all learners.
- Curriculum will be flexible in scope and sequence in order to meet the divergent needs of the learner.

The School District

We believe:

- The school will set the conditions for success.
- The school will provide specific feedback on what is expected of the learner.
- The school will provide for individual differences of all learners.
- The school will evaluate learners on what is expected to be mastered.
- The school will provide expanded opportunities to all learners who need them.
- The school will strive to overcome barriers to learner success.
- The school will support an ongoing system of program improvement that meets the needs of learners and our changing world.

Family and Community

We believe:

- The family is the child’s most important teacher.
- The education of all learners is the responsibility of the school, community, and family.
- The school benefits from the active participation from all the district patrons.

How To Make The System Work

Many problems can be solved by talking them over with the person most directly involved. If you feel that you or your child has been treated wrongfully, you should make an appointment with that person to discuss the problem.

If the problem cannot be solved in this discussion, you should talk to the lead teacher or principal. The lead teacher or principal will talk to the staff member and may ask you to meet with the staff member.

If this meeting and further investigation by the lead teacher do not resolve the problem, submit your complaint to the superintendent/principal. The superintendent/principal will let you know a decision within a reasonable amount of time or refer your complaint to the school board for a hearing.

If you feel the superintendent/principal has not helped, you may ask for an audience with the school board at the next meeting by contacting the district clerk at the district office.

In order to be placed on the agenda, you must call the district clerk, one week before the next scheduled meeting.

BOARD OF EDUCATION

Raini Hayden	Board Chair
Dr. Phil Knox	Board Trustee
Marc Holbrook	Vice Chair
MaLissa Barfuss	Board Trustee
Paul Curtis	Board Trustee
Candie Massey	Board Clerk

ADMINISTRATION

Dr. Todd Shumway	Superintendent/Principal
Sam Wadsworth	Curriculum Director
Brenda Barnes & Camille Yost.....	Athletic Directors
Walter Eiman	Counselor/Federal Programs Director
Joy Nelson	SPED Director/Coordinator

FACULTY

Diana Saxton	Kindergarten/ Preschool
Stephanie Christensen.....	1 st Grade
Whitney Ball	2 nd Grade
Kim Lloyd.....	3 rd Grade
Sam Wadsworth.....	4 th Grade
Julie Holbrook.....	5 th Grade
Diane Christensen	Middle School English, Reading
Alex Hamilton	Middle School Math, Social Studies
Amber Rose	Middle School Science & Elem Physical Ed
Heather Hendren	High School Vocational Agriculture
Hailey Hatch	High School Language Arts/Speech/Art/ Music
Rick Hatch.....	High School Social Studies, Government, History
Cathy Dewitt	High School Math
Camille Yost	High School Science and Middle School Ag
Joy Nelson	K-12 Special Education

DEPARTMENT HEADS

Tim Mendenhall	Maintenance Supervisor
Jill Askew	Food Service Supervisor
Corry Hatch	Transportation Supervisor
Jim Murdoch	Technical Support Coordinator
Nicole McLain	Media Center Assistant
Candie Massey	District Clerk/Business Manager
Raquel Reed	District Office Secretary

NORTH GEM DISCIPLINE POLICY

North Gem School District embraces a, “Culture Comes First” philosophy of behavior. Our responsibility is to teach and model WHY appropriate behavior is necessary for successful relationships, academic growth, and life preparation. Our staff desires to help each student develop according to their potential, and become a contributing member of society. All persons are responsible for their own individual actions. If these actions break the school rules, the individual must accept the natural consequences. Students, at any time, may be counseled by teachers, staff members, or administrators regarding behavior. If this occurs, please accept their advice as valuable, with an understanding that their intent is to help.

Student attitudes toward school will play a large role in determining success in school. Administrators are the leaders of behavior culture and expectations for the entire district. Teachers are the leaders of student behavior culture in their classrooms. All Staff members are leaders of behavior culture throughout the Campus. Teachers are charged with the responsibility to maintain a classroom conducive to learning. Situations may arise where a student may need to be removed from the classroom and behavior addressed by Administration.

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student, and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences.

The following plan has been developed in order to assist staff, teachers and administration to handle disciplinary issues in a fair

and consistent manner. Please note that this outline is not intended to replace the disciplinary plan used in a teacher’s classroom. It is meant to provide some direction when initial efforts to improve student behaviors are unsuccessful.

This is the format that will be used when any student is referred to the office for discipline.

GENERAL SCHOOL RULES

1. Be Respectful
2. Be Responsible
3. Be Safe

The teacher has the option to add specific classroom rules as posted in the classroom or in the reviewed syllabi.

PROGRESSIVE DISCIPLINE PROCEDURES

Level I Offenses: Actions which interfere with the orderly operation of the classroom or school. These misbehaviors are handled by the classroom teacher.

<p>Examples:</p> <ul style="list-style-type: none"> ● Class Disruption ● Failure to follow established rules and procedures ● Cheating/ Plagiarism ● Dress Code Violation 	<p>Possible Consequences:</p> <ul style="list-style-type: none"> ● Immediate intervention by staff member ● Parent Contact ● Detention ● Documentation by the staff
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Level II Offenses: Actions against persons or property or whose consequences may endanger the health or safety of self or others in the school. Level II offenses are to be referred by staff and addressed by administration.

<p>Examples:</p> <ul style="list-style-type: none"> ● Cell Phone/ Device Use (See Cell Phone/ Device policy) ● Profanity, vulgarity, obscene gestures, pornography ● Intimidation ● Truancy ● Disrespect towards a staff member including insubordination ● Vandalism 	<p>Possible Consequences:</p> <ul style="list-style-type: none"> ● Parent contact and conference with Principal ● In or Out of School Suspension ● Restitution ● Suspension from extracurricular activities ● Police Contact ● Documentation by Principal
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Level III Offenses: Actions which result in violence to another’s person or property or pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the School Board.

<p>Examples:</p> <ul style="list-style-type: none"> ● Violence against a staff member or student ● Violation of the Idaho drugs, alcohol law 18-1502 and weapons law 18-3302D, of Idaho Code ● Any criminal acts committed at school or school-related events (including vaping) ● Fighting, Assault ● Gang-related activities ● Sexting ● Sexually explicit behavior/harassment ● Bullying 	<p>Possible Consequences:</p> <ul style="list-style-type: none"> ● Parent conference with principal and teacher ● School Board action resulting in appropriate placement of student ● Possible Expulsion ● Loss of privileges ● Suspension from participation/attendance in all extra-curricular activities ● Referral to police ● Documentation by Principal
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HIGH SCHOOL GRADUATION REQUIREMENTS - Policy#2700P

The minimum graduation requirements for North Gem High School shall be as follows:

CONTENT AREA	North Gem High School Credit Requirements
Total Credits	46 credits (minimum)
CORE SUBJECTS	32 CREDITS
<p>Language Arts</p> <ul style="list-style-type: none"> • English – 8 Credits • Speech – 1 Credit 	<p>9 credits</p> <p>Speech credit can be obtained through other courses that meet the state speech requirement as approved by the local district.</p>
<p>Mathematics</p> <ul style="list-style-type: none"> • Algebra I – 2 credits • Geometry – 2 credits • Student Choice – 4 credits 	<p>8 credits</p> <p>Two credits taken in the last year of high school.</p> <p>Students who have completed six (6) credits of math prior to the fall of their last year of high school, including at least two (2) semesters of an Advanced Placement or dual credit calculus or higher-level course, are exempt from taking math during their last year of high school. Students who have earned eight (8) credits of math, and have successfully completed Algebra II are exempt from taking math in their final year. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering may be considered a math credit for students who have completed Algebra II standards.</p>
<p>Science</p> <ul style="list-style-type: none"> • Lab-based – 4 credits 	<p>6 credits</p> <p>May include biology, physical Science, chemistry, earth, space, and environment or approved applied science. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering can be considered as either a math or science credit.</p>
<p>Social Studies</p> <ul style="list-style-type: none"> • US History – 2 credits • Government – 2 credits • Financial Literacy – 1 credit 	<p>5 credits</p> <p>Courses such as geography, sociology, psychology, and world history may not count towards this requirement.</p>
<p>Humanities</p>	<p>2 credits</p> <p>May include visual arts, music, theater, dance, or world language aligned to Idaho content standards for those subjects.</p>
<p>Health</p>	<p>1 credit</p> <p>CPR is required to be taught in Health, effective for students entering 9th grade Fall 2015 or later</p>

Physical Education	1 credit
Electives	14 credits – see registration form for options
ADDITIONAL REQUIREMENTS	DESCRIPTION
Advanced Opportunities	Districts must offer at least one Advanced Opportunity such as Dual Credit, Advanced Placement, Technical Competency Credit, or International Baccalaureate.
Senior Project	Senior Projects are required to include a written report and an oral presentation by the end of grade 12 with guidelines set at the district level.
College Entrance Exam	Students may take either the ACT or SAT exam before the end of the student’s 11th grade beginning with students for School Year 2022-23.
Civics Test	All secondary students must demonstrate that they have met the state civics and government standard by successfully completing the civics test (80% or better) or alternate path. Successful completion of this requirement must be reflected on the student’s transcript.
Middle School Credits	Students must take pre-algebra before entering 9th grade. A student will have met the high school content and credit requirement for any required high school course if: The student completes such course with a grade C or higher before entering 9th grade; course meets the same content standards that are required for high school and course is taught by a properly certified teacher. Parents of middle school students taking a course for high school credit must be notified that the course is available for high school credit and must be given the option as to whether or not the course is transcribed.

6TH- 8TH GRADE CREDIT REQUIREMENTS

The Idaho State Department of Education has mandated that every middle school in Idaho establish a Credit System. The following information has been approved by the North Gem School Board.

Students who are not successful in meeting criteria during the school year may be required to attend after school assistance, summer school or a credit recovery class. This will provide the students with a second opportunity to prepare them for the next level of study. It is important to remember that progressing to the next grade level and/or high school is not automatic; students must earn the right through successful completion of the North Gem Middle School program. A middle school student who does not earn the required number of credits to promote to ninth grade shall be assigned to summer school at no cost to the District and/or be considered for an alternative placement for ninth grade. Placement for a special education student will be an IEP team decision.

CONTENT AREA	North Gem Middle School Credit Requirements
Total Credits	48 credits
Core Subject Area Credits	36 CREDITS (minimum)
Language Arts • English – 6 Credits • Reading – 6 Credits	12 credits 3 years of ELA and 3 years of Reading

Mathematics <ul style="list-style-type: none"> • 6th grade – 2 credits • 7th grade – 2 credits • 8th Pre-Algebra – 2 credits 	6 credits 3 years of Math 6 th -8 th grade. 8 th grade math is Pre-Algebra.
Science <ul style="list-style-type: none"> • 6th grade – 2 credits • 7th grade – 2 credits • 8th grade – 2 credits 	6 credits 3 years of Science 6 th -8 th grade
Social Studies <ul style="list-style-type: none"> • 6th grade – 2 credits • 7th grade – 2 credits • 8th grade – 2 credits 	6 credits 3 years of Social Studies 6 th -8 th grade
PE/Health <ul style="list-style-type: none"> • 6th grade – 2 credits • 7th grade – 2 credits • 8th grade – 2 credits 	6 credits 3 years of PE/ Health 6 th -8 th grade
Electives	6 credits (not required to advance) Effective for students entering the 6 th grade Fall 2020 or later
Middle School Credits	Students must take pre-algebra before entering 9 th grade. A student will have met the high school content and credit requirement for any required high school course if: The student completes such course with a grade C or higher before entering 9 th grade; course meets the same content standards that are required for high school and course is taught by a properly certified teacher. Parents of middle school students taking a course for high school credit must be notified that the course is available for high school credit and must be given the option as to whether or not the course is transcribed.

ACCESSING LEARNING MATERIALS POLICY

Parents/ guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in the classroom for their student. Parents/ guardians can request access to learning material by contacting the school's administration during school hours.

ACTIVITY TRIPS

Policy 8105 and Form 8105F: Students who ride to a school sanctioned activity or athletic event on a school bus will be required to return on the bus unless they are being picked-up by their own parents. In the event that parents wish to take their children home at the conclusion of the event, a dated, signed note must be given to the advisor, sponsor, teacher or coach at the place and time of the pick-up. Due to legal liability laws, verbal permission will not be accepted. Students will only be released into the custody of their parents or legal guardian and will not be released to a relative, friend or acquaintance.

Due to the level of risk and liability, Students who are transported by their own vehicle or that of a relative or acquaintance will not be allowed to participate in the activity/event. In extreme circumstances permission may be granted by the superintendent for students to be transported by a parent, relative or acquaintance. School standards are to be upheld while on activity trips. The school will hold students accountable at events, but not be responsible for any students while travelling to away school activities in private vehicles. School standards, including behavior and dress code, are to be upheld while on activity trips.

ADVISORS, CLASS AND CLUB MEETINGS

The advisor and Administration must clear requests for special class and organizational meetings. During class activities, Advisor must be present when students are in the building when classes are not in session. Parents should only be attending class/club meetings upon special invitations. Student government should be preparing an agenda, conducting the meetings, planning activities, with the supervision of advisors. Each class will organize only one event/activity per school year: Freshman Class: Bingo; Sophomore Class: Carnival; Junior Class: Prom; Senior Class: Graduation

ATTENDANCE

In order to graduate from North Gem High School, a student must complete 46 credits. Completion of a course at North Gem High School will be defined as a D grade and attendance to include **not more than seven absences per semester**. This attendance criteria is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

1. A student will be allowed seven absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
2. The ONLY absences that WILL NOT be used in calculating the attendance record are:
 - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
 - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
 - C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
 - D. Illness, dental, medical, or hospitalization verified by a doctor's statement.
3. Absences which will be counted in the seven-day limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension out of school, watching tournaments when not an actual participant, hair, or photography appointments, skiing, hunting, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.
4. After five absences from school/class, an email and a letter will be sent to the student's home, indicating the school policy and the number of days missed.
5. After seven absences, an email and a letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
6. After going over the seventh absence, the student may have credit withheld. That student, with parental accompaniment, must appear before the Attendance Board, consisting of the high school principal/superintendent/designee, the guidance counselor, and a teacher representative for the classes the student has exceeded the allowable number of absences.
7. The Attendance Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.
8. The Attendance Board can, after hearing a student's/parent's appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement/contract reached with the student and parents concerning attendance for the rest of the semester.
9. Any decision to withhold credit can be appealed to the Superintendent and/or to the Board of Trustees. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.
10. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester or be placed in study hall. If disciplinary problems occur in that subject, the student will be suspended from school.
11. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.
12. The Attendance Board may also decide to make decisions regarding the student's participation in extracurricular activities.

AUDITORIUM CONDUCT

1. Formal behavior (i.e. no whistling, shouting, etc.)
2. Sit properly: Keep feet off furniture, on floor
3. No food or drink allowed in the auditorium
4. Give speakers/performers full attention.

Assemblies are an integral part of school life and will be scheduled as needed or available through the school year. They will include pep, school, outside talent and educational and special occasion assemblies. Attendance and respect shown to participants will determine the number of assemblies. The atmosphere of a school is very evident in an assembly, show proper respect and enthusiasm at the right times. It is common courtesy to remain in an assembly until released by those in charge.

BULLYING POLICY

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Trustees and School Staff are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board of Trustees and School Staff expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board of Trustees and School Staff expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with Category Discipline Procedures and Board Policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Procedures

North Gem School District embraces a No Tolerance philosophy towards any and all bullying. It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, regardless of the specific nature of the students' behavior, is disruptive to students' emotional health, as well as a safe school environment, and will not be tolerated. All staff members and administration work together as a united team to ensure a culture of inclusion, acceptance, warmth, respect for various beliefs, kindness, and tolerance. All employee team members are given the authority to address bullying as soon as it is identified, and report bullying to the Administration. Administration assumes the role, with the teamwork of staff members, to teach students about the effects of bullying, and to provide healing and safety for students who have been bullied.

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

Administration will follow North Gem School District #149 Policy 3295P (Procedures for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying) to address incidences of this nature.

BUS RULES

Our school buses are an extension of our district campus. Students who treat their bus ride as a school environment will enjoy a positive and safe experience. Respectful and safe conduct, both physical and verbal, is expected of our students on our buses. Students should be on-time at the designated school bus stops. Before crossing the road, please wait for the prearranged signal from the bus driver. Students should wait until the bus comes to a complete stop before attempting to enter or exit the bus. While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus. Bus drivers have direct authority over, supervision of, and responsibility for all students while students occupy the bus. Under the direction and oversight of the Superintendent, delegated to the Transportation Supervisor, Drivers are authorized to issue temporary suspensions when conditions have been met. A copy of the Bussing Policy, including the suspension and expulsion rules, is on file in the office.

CELL PHONES/ PERSONAL ELECTRONIC DEVICES

Student cell phones are not allowed to be used during class time or in classrooms during school time. This includes the gym and auditorium as a classroom for assemblies and other events. Students who are found using their cell phones during class time or in a classroom will be expected to surrender the cell phone at the request of a staff member, teacher, or administrator. Failure to surrender the phone will be considered insubordination and subject to disciplinary action as outlined in the student handbook. Students can use their cell phones during lunch and passing time.

CHEATING and PLAGIARISM

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

CHEATING

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
3. Obtaining test questions and/or copies of tests outside the classroom test setting;
4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
6. Allowing another student to copy answers during a test situation;
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
10. Submitting work previously presented in this course or in another course;
11. Paying another student to complete one's work.

PLAGIARISM

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;

6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

CLASS AND ORGANIZATION FUNDS

All funds of each class or organization must be expended by the use of purchase orders. Purchase orders may be obtained in the office. They must be submitted to the District Secretary for review of funds in the account and then are given to the superintendent for final approval before the purchase is made by the District Secretary or Business Manager. All receipts of purchases and the PURCHASE ORDERS must be turned in to the office so records may be kept up to date. All incoming money must be deposited into the office and receipted either daily (for ongoing activities) or as soon as the activity is finished.

CLASS TRANSFERS

Class Transfers for 9th-12th grade will be allowed up to 3 days after the first day of the semester or class. Transfers will not be granted after this timeline. Students should avoid changes to their schedules. When conditions warrant such, the Counselor and Administration will work together to determine the best solution for the student. Parents will be consulted as decision makers. Second semester transfers should be completed before the second semester begins.

COMPUTER AND INTERNET POLICY

The North Gem School district provides a school-wide computer network with access to computers, printers, the Internet and other devices/services. Use of the system is a privilege, not a right. The School District is committed to provide access to the system for students, faculty and staff for educational purposes. With the privilege of using the system comes certain responsibilities. Users need to be familiar with these responsibilities. Failure to follow the policies and guidelines, and live up to these responsibilities will result in the loss of computer privileges for both students and staff and may result in other disciplinary action, which may include suspension or expulsion from school for students.

Network use is primarily intended for the support of project work conducted for school classes, and far less significantly for purposes that students determine to be of educational value. Any use of the network which adversely affects its operation or the educational process or jeopardizes its use or performance for other students is prohibited.

Idaho Code 18-2202 Subsection 2 Computer Crime states, "Any person who knowingly and without authorization **alters, damages, or destroys** any computer, computer system, or computer network described in section 18-2201, Idaho Code, or any computer software program documentation or data contained in such computer, computer system, or computer network, commits computer crime." A violation of the provisions of this section shall be a **felony**.

All North Gem staff and students will abide by the licensing agreement that accompanies each piece of software purchased by North Gem or used on equipment. The Information Technology department will monitor computer hardware and software inventory. Information will include:

1. Licensing agreements for the software used on the equipment and warranties.
2. Serial numbers of equipment.
3. User information

A copy of all licensing agreements will be filed with the information technology office. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location. Periodic audits will be conducted to affirm software user compliance.

All personal software used on North Gem equipment will be accompanied by:

1. The original discs or documentation from software downloaded from the Internet. (Where applicable);
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is personal software and is being used observing the software agreement.

The information technology staff and administration will monitor the observance of all policies. If deviations from the policies are observed, the responsible party will be asked to comply with this policy. If the individual does not comply immediately, the individual will be reported to their supervisor who will take necessary steps to insure compliance.

GENERAL

The administrator of the network service is an employee of North Gem School District #149 and reserves the rights to monitor **all** activity on the computer network service. On acceptance for use of the computer network service, students and staff will be given a user ID (name) and password.

Users may encounter information on the Internet and other computer network services that may be perceived as controversial or potentially harmful. Because of the changing information and sources of information on such computer network services, it is impossible to monitor the content. North Gem cannot control the Internet and other computer network services' sources of information. Rather, we will strive to provide students and staff with the understanding and skills needed to use computer network services in an appropriate manner through in-service and the development of computer technology classes.

PRIVILEGES AND RESPONSIBILITIES

The use of North Gem School District's computer networking capabilities is a privilege, not a right. Annual permission from parents/guardians is required before students may access the computer network services. (All North Gem users must sign an Acceptable Use Agreement before access is permitted.)

Student and staff freedom of speech and access to information will be honored; however, North Gem reserves the right to monitor and review all electronic transmissions and activities. Access may be denied, revoked, or suspended to specific users at any time because of inappropriate use. Further disciplinary action may also occur.

Use of North Gem School District #149 computer networking capabilities must be directly related to education consistent with the instructional objectives of North Gem School District #149.

INFORMATION CONTENT

North Gem provides students and staff access to other computer systems around the world through the Internet. North Gem and its administrators do not have control of the content of information that may be found in other systems. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. North Gem does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Parents of students should be aware that such materials exist. Students bringing such materials into the school environment will be dealt with according to the discipline policies of North Gem. Intentionally accessing or using such materials may result in termination of access to North Gem's computer network servicing capacities as well as in-school detention, suspension from school or school expulsion; or disciplinary actions to staff, including termination.

The computer network services provided by North Gem may not always meet students or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as available" basis. No warranties are made or given with respect to any service and any information or software contained therein.

ONLINE USE

All school policies and rules pertaining to behavior and communications apply. The use of North Gem computer network services capabilities must be for educational purposes only, used by North Gem students and staff only, and be consistent with this school's mission.

1. Installing any program from the Internet or any type of media (CD's, etc.) is in strict violation of this policy and could result in immediate termination of your computer account.
2. Attempting to circumvent the District Internet Filtering system is in strict violation of this computer use policy.
3. Use may not be for private or commercial purposes. Users will not attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise.
4. Illegal activity is prohibited including, but not limited to the following:
 - a. Sending, receiving, or accessing obscene or pornographic material is prohibited and punishable by law.
 - b. Sending, receiving, or accessing harassing or objectionable material is prohibited.
 - c. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
5. Students and staff will use the computer network service resources efficiently to minimize interference with others.
6. Users are responsible for making back-up copies as needed.
7. Users are responsible for taking precautions against computer viruses on their own and North Gem's equipment.

ONLINE CONDUCT

All users are expected to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not use profanity, vulgar or insulting language, or be combative or harassing in any messages public or private.

2. Users may not reveal personal information of others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
3. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
4. All communications and information accessible via the computer network service should be assumed to be private property but open to North Gem scrutiny.
5. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor may they encourage the use of controlled substances.
6. Users will not transmit materials, information or software, access the network for commercial gain or activity or participate in any activity that is in violation of any local, state or federal law.
7. Attempts to log in to the system using another user's account will result in termination of the user's account.
8. Changes to settings on computers without permission of the network administrator are prohibited.
9. Chat programs, both programs and web sites that allow chatting, are prohibited.
10. Use of teacher computers by students is allowed with prior written permission of the teacher.
11. Internet games or games from home are not allowed.

Any action by a North Gem user that is determined by the information technology staff to constitute an inappropriate use of North Gem's computer network service or to improperly restrict or inhibit other users from using and enjoying North Gem's computer network service is strictly prohibited and may result in disciplinary action. This action may include loss of all computer privileges for two weeks, one month, or the remainder of the school year. In addition to this local authorities may be contacted when deemed appropriate by the administration.

COPYRIGHTED MATERIAL

Copyrighted material will not be placed on any system connected to North Gem computer network services without the author's written permission. The following will apply to copyrighted materials:

1. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.
2. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
3. Users may download only that copyrighted material or personal programs for which permission has been requested and granted by the school or system administrator, or that falls within the fair use exception to the copyright laws. Failure to do so will result in immediate termination of your account.

A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

ELECTRONIC MAIL

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access.

The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users are expected to remove old messages in a timely fashion.
3. E-mail for students is only allowed on gaggles.net, which is filtered and has the capability to be monitored by the administration.
4. These accounts will be established upon student request. Attempting to use or access any other e-mail is a strict violation of this agreement.
5. The system administrators may remove such messages if not attended to regularly by the users.
6. Users should recognize that others might view e-mail. There is no guarantee of confidentiality.
7. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or by policies of North Gem or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
8. North Gem will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on a North Gem computer network service.

THIRD-PARTY SUPPLIED INFORMATION

Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third-party personnel on the computer network service provided by North Gem are those of the individual and do not represent the position of North Gem.

SECURITY

Security on any computer system is a high priority. All North Gem users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service, the user will notify their immediate supervisor. The user will not demonstrate the problem to others.
2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Passwords using combinations of letters and numbers will be issued and maintained by the information technology staff.
4. Users will immediately notify their immediate supervisor if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

VANDALISM

North Gem, in an effort to prevent intentional vandalism or damage to the school's computer equipment and systems by any person, will comply with the provisions of **Idaho Code 18-2202 and may seek prosecution and/or monetary restitution.**

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT DISCIPLINE (All computers)

Violation of this policy may result in the following disciplinary actions:

1. A student may lose computer privileges/network access. The length of loss will depend on age and severity of the infraction as determined by North Gem administration.
2. A student who has exhibited a pattern of abuse or flagrant violations, or who continues to engage in serious or persistent misbehavior by violating this policy may lose all computer privileges/network service access for the remainder of the school year.
3. A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that could be considered criminal, as defined by federal and/or state law. Students committing criminal acts may be prosecuted. Expulsion may be considered for flagrant violations of this policy.
4. Each student is responsible for any damage he or she may cause to computers or to the computer network service of North Gem School District. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
5. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under constant direct teacher supervision unless he or she has been removed from the class.

UPDATING USER ACCOUNT INFORMATION

The computer network service may occasionally require updated information from users to continue the service. Users must notify the information technology staff of any changes/deletions in user information (address, phone, name, etc.).

TERMINATION OF ACCOUNT

A user's access to, and use of, the computer network service may be terminated at any time by notifying the information technology office. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user. An administrator reserves the right, at his or her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy. North Gem's administration, faculty and staff may request the information technology staff to deny, revoke, or suspend specific user access.

DAMAGE TO OR VANDALISM OF PUBLIC AND PRIVATE PROPERTY

Students who damage or deface school and private property willfully or through negligence will be responsible for repair or replacement of such property. In an event of damage, defacement, or vandalism, Administration will assume responsibility to gather evidence of the situation, and work with the student and guardians to remedy the situation as described. Vandalism is a severe action and will be handled as an offense. Vandalism to our historic building affects the respect we wish to maintain for our facilities. Report cards, credits, transcripts, or graduation diploma may be withheld until restitution is made for the losses. Students who choose to be truant from our campus during district hours, and subsequently vandalize or damage private property, will also be referred to the Caribou County Sheriff's Department.

DANCES

Most school dances will conclude at 11:30 p.m. We hope all the students will feel welcome to attend and support these dances. Most dances will be school dress. School standards are to be observed at all dances. There are to be advisors present at each dance or adults approved by the Superintendent/Principal. Junior High Students are excluded from high school dances unless specifically invited. Administration and chaperones will ensure that students do not leave the dance once they have arrived. In order to assure a safe environment for all students, including those who may leave and return, students will not be allowed to leave and re-enter, and must remain for the duration once they arrive. Out of district students must have administrative approval prior to attending a school dance. (see **dance attendance permission form**)

DRESS CODE POLICY

Respectful students are citizens and leaders, and they learn that they are held to higher standards and are role models for their peers. It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to be clean, neat, and modest and to dress in a manner that promotes a safe and healthy school environment, and that is not disruptive of the educational climate and process.

PROHIBITIONS

A two-party administration (designated employees of the district) assumes the responsibility to act on office referrals, address situations, and direct the corrections to be made. The two-party administration will consist of a male and a female. Any employee of the district who sees an issue as addressed below will inform the front office to allow for notification of the designated two-party administration. The employee does not bear the responsibility to redirect and correct the issue outside of their classroom unless the issue constitutes a threat or likely disruption of the school. Two party administration will address reported issues together. Teachers are responsible for correcting, documenting, and/or reporting dress code issues in their own classrooms. Faculty and staff, when appropriate, may make simple dress code violations corrections.

1. Students are prohibited from wearing or carrying, clothing, accessories, or jewelry, or displaying piercing or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
 - a. Drug usage, including alcohol and tobacco;
 - b. Controlled substances of any kind;
 - c. Drug paraphernalia;
 - d. Gangs;
 - e. Violence;
 - f. Sexually explicit, vulgar, obscene, lewd, indecent, or offensive material;
 - or
 - g. Illegal acts.
2. Students are prohibited from wearing immodest clothing, which reveals a student's breasts or cleavage, abdomen, shoulders, or buttocks. Shorts, skirts, dresses, and distressed ripped jeans should not show any skin above mid-thigh. Tight or sheer clothing or clothing that is low in the back or revealing in any manner is not acceptable. Clothing which reveals the undergarments is not acceptable.
3. Hairstyles, both male and female, that are disruptive to the learning environment, create health problems, obstruct vision, or draw undue attention to the student are unacceptable.

4. Head coverings including hats, beanies, and caps, are not allowed to be worn in the school building during regular school hours. Hooded sweatshirts/jackets covering the head are not permitted to be worn on your head during regular school hours.
5. Students are required to wear shoes or other footwear in school buildings unless the building administrator or designee indicates otherwise.

DISCIPLINE

As styles and trends in fashion change, Administration and all employees ultimately reserve the right and have the discretion to interpret inappropriate dress situations. Administration or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity. If a student is inappropriately dressed, he/she will be required to call home to arrange for appropriate clothing. Disciplinary actions for violation of this policy will follow the North Gem Middle/ High School Discipline Policy.

DRUG AND ALCOHOL ABUSE POLICY

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession, or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C). It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. 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, legal guardian, or custodian 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. The student's parent, guardian, or custodian will be notified of available opportunities for counseling for the student. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to, notifying the parent/legal guardian and notifying local law enforcement, suspension, and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he or she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate.
5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parents.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called

immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

EXTRA- AND CO-CURRICULAR CHEMICAL USE POLICY

EXTRA- AND CO-CURRICULAR CHEMICAL USE POLICY #3390

Extracurricular and Co-curricular activities are subject to the supervision and regulation of the District. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the Idaho High School Activities Association or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect 24 hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks. Additional expectations and consequences can be found in Policy 3400 Extracurricular Activities Drug-Testing Program.

POLICY COVERAGE

This policy is effective beginning the 1st day of fall practice to the last day of the school year or final competition or practice for spring sports, whichever is later.

POLICY DURATION

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 6-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

STUDENT AND PARENT/LEGAL GUARDIAN DUE PROCESS

Notification of determinations regarding student chemical use violations will be provided to the student and parent/guardian by telephone where possible, and also by mail. At this time, the student and parent/guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS

Any parent/guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

EXTRACURRICULAR ACTIVITIES DRUG-TESTING PROGRAM FOR ATHLETICS POLICY

EXTRACURRICULAR ACTIVITIES DRUG-TESTING PROGRAM FOR ATHLETICS POLICY 3400

This policy is effective beginning the 1st day of fall practice to the last day of the school year or final competition or practice for spring sports, whichever is later.

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular athletics in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular athletics.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his or her school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 6-12 who wish to participate in extracurricular athletics.

DEFINITIONS:

Drug: Includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, and substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

Controlled substances: Include, but are not limited to: opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the pant, any material, compound, mixture or preparation with substances having a depressing effect on the central nervous system, and stimulants.

Student Participant: Any student, (including managers, stats, or video people) participating in interscholastic athletic programs sponsored by the Idaho High School Activities Association (IHSAA) and the North Gem School District, including Athletics and Co-Operative programs with other districts such as baseball. Student participants should also see policy 3390, Extra- and Co-Curricular Chemical Use Policy. Policy 3400 Extracurricular Athletics Drug-Testing Program, supersedes Policy 3390.

PROCEDURES FOR STUDENT PARTICIPANTS

Guidelines and Procedures for Testing

At the beginning of each school year, as set by the Idaho High School Activities Association or North Gem School District, students who wish to participate in said activities will submit a signed consent form from their parents or legal guardian allowing drug testing to be done. Forty percent (40%) of all participants (consisting of 10% middle school and 30% high school) will be randomly tested during the sports seasons in which they participate in said activity. It is possible that a student participant could be drawn every time or possible that they may not be drawn at all.

If a student participant's test is confirmed positive his/her number will be removed from the pool until he/she has completed policy requirements at which time the number will return to the pool.

Consent

Each student wishing to participate in any interscholastic program sponsored by the IHSAA and SD 149 must obtain a signed consent from his/her custodial parent or guardian. Failure to comply will result in non-participation. It must be on file with the Athletic Director **prior to** participation in any extracurricular activity or practice, including 1st practice of the season.

Each extracurricular participant shall be provided with Consent Form (3400F), which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at North Gem Middle and/or North Gem High School.

It is mandatory that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form (3350F), which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at North Gem High School.

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal or administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested.
2. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. The building principal or designee shall take all reasonable steps to ensure the integrity, confidentiality, and random nature of the selection process, including but not limited to: assuring that the names of all student participants are in the pool, assuring that any one sport is not excessively or minimally represented, assuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular student for the test and assuring that the identity of students drawn for testing is not known to those involved in the selection process.
3. A coach or the athletic director who have reasonable cause for concluding that the student participant is using drugs, may request that the principal require that the student participant, who is participating in an activity under his/her supervision, to take a test any time during that season/activity.
4. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
5. When selected either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, participants will then be pulled from class and must remain at the testing location with supervision until a sample can be provided. The student should bring all materials with him or her to the collection site and should not be allowed to go to his or her locker.
6. No student is allowed access to a cellphone at any time during the testing process, testing administration will collect cell phones when notifying students that they have been selected for testing and cell phones will be returned upon completion of the testing process.
7. Athletes may be called after school, including during practice time.
8. Each student will be given a sample collector and will go to a stall where they will produce a sample. He/she may do so behind closed doors and in private. All excess clothing, coats, extra shirts will be removed before entering the bathroom stall. Student participants may be asked to empty pockets to assure the validity of the test. The tester will color the water in the commode before the student participant enters. After the same is given it will be checked for temperature and signs of tampering. If the test is shown to be positive or inconclusive, it will be sealed with the number of the student participant clearly printed on it.
9. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.
10. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the test will be considered positive.
11. The District will utilize iCUP urine drug test kits, or similar tests, for the initial collection and testing of the urine samples. The District will contract with a testing agency that will oversee the training for sample collection, perform testing of samples, safeguard samples, perform retesting and analysis, and report on test results. The testing agency will utilize an appropriate testing protocol to ensure accuracy of testing and reporting, as well as safeguarding confidentiality of test results.
12. The validity of the urine specimen will be checked by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.

13. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
14. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he or she left the collection site. The principal or administrative designee must note the time and sign the pass.
15. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container.
16. The specimens will not be screened for the presence of any substances other than a drug or for the existence of any physical condition other than drug intoxication.
17. The testing agency will be authorized to report results only to the superintendent/principal or his/her designee. In order to maintain confidentiality, the results sheet for the urinalysis will be given to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. The principal or administrative designee will be notified of a student testing positive. The principal or administrative designee will notify the student and his or her parent/guardian. The student or his or her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a positive test has been satisfactorily explained.
2. The Student and his/her parents or legal guardian have the option of requesting that the urine sample be tested by a certified testing laboratory authorized by SD 149. This will be done at the expense of the student or parent/guardian. Or they may accept the first test result.
3. If the retested sample is negative, no further action will be taken. If the retested sample is positive or the results of the first test goes unchallenged, the parent or legal guardian and the building principal shall be notified, and a meeting will be scheduled with the building principal or designee, the student, and the parent or legal guardian.
4. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the principal or administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal and/or administrative designee has access.

Positive Test Result or Violation of Policy

The following protocol is arranged to address the students' athletic career with the North Gem School District.

First Offense: If the student participant's test result is positive, or the student is determined to have violated the policy, a committee will be formed consisting of the student, parents/guardians, principal, coach, counselor/behavior specialist, teacher/staff and athletic director. The student is

1. Placed on probation for a minimum of four participation weeks, allowed to participate in practice and be suspended for a minimum of 1 game or meet.
2. Required to complete 20-hours of service. This service must be approved by the building principal, athletic director and the coach.
3. Required to complete a meaningful research project related to the particular offense. This project will be assigned by the principal.

4. Participate in counseling with the school counselor or behavior specialist as determined by the counselor/behavior specialist. If the student participates in counseling outside the school system, the student is responsible for the cost.
5. Required to serve lunch detention during the probationary period. The student will be on probation until a subsequent test is negative.
6. Once they test positive they are placed in a 70% random pool for testing, and they will remain in that pool for the remainder of their North Gem educational years. If the student tests positive during the first offense probation period, they will be moved to the second offense protocol.

Second Offense: If the student participant's test result is positive, or the student is determined to have violated the policy for a second time, the students committee will reconvene to discuss the 2nd probationary period. The student is:

1. Placed on probation for a minimum of four participation weeks, allowed to participate in practice but will not be allowed to participate in games or meets for the entire probation period..
2. Required to complete an additional 20-hours of service. This service must be approved by the building principal, athletic director and the coach.
3. Required to complete an online education class (5-6 hours) pertaining to his/her specific infraction. The student is responsible for the cost (\$50.00 -\$60.00). The course will be arranged through the high school principal.
4. Participate in counseling with the school counselor or behavior specialist as determined by the counselor/behavior specialist. If the student participates in counseling outside the school system, the student is responsible for the cost.
5. Required to serve lunch detention during the probationary period. The student will be on probation until a subsequent test is negative.
6. The student remains in a 70% random pool for testing, and they will remain in that pool for the remainder of their North Gem educational years.

Third Offense: If the student participant's test result is positive, or the student is determined to have violated the policy for a third time, he/she will be dismissed from all athletic activities for the remainder of their high school career.

Upon dismissal, students may opt to participate in a voluntary last chance program which is a special arrangement between parent/guardians, the school district, and local probation officials. Probation officials will be involved only as a venue for voluntary drug testing. Not in any other official capacity.

Then students will not be able to practice or participate in the games or meets for six (6) participation weeks. Students in this program will be required to maintain a 2.5 GPA, submit to weekly supervised drug testing at a cost of \$50.00 per month (paid by the student directly to probation), and continue appointments with the school district counselor or behavior specialist. In addition, the student must appear before the board for re-admittance to the athletic program.

If the student in any manner does not cooperate, has a diluted test, fails to give a sample in a timely manner as determined by Probation, or fails a test, the results would be immediately forwarded to the school. All interaction with the student and school would cease and testing would no longer be continued. The student would be permanently removed from all athletic programs for the remainder of his/her North Gem career.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his or her parent/guardian.
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his or her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his or her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the

case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Idaho High School Activities Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Non-Punitive Nature of Policy

No student participant shall be penalized academically for testing positive for drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.

Prescription Medication

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to the high school principal or athletic director. The student will have 72 hours from the time of testing to submit the prescription drug verification in a sealed envelope, unopened, to the testing agency for consideration in making any analysis. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified for "positive" tests.

Voluntary Testing Program

To assist in the ultimate goal of drug free schools and drug free students, the district will provide drug testing to any student whose parents request the testing be done. The nature of the testing is a urine sample with immediate on-site results. The testing is provided at no cost to parents and is absolutely confidential in nature with only the parent, student, and testing agency knowing the results. School officials will not be notified of the results and no records of the testing will be kept. There are no legal or criminal actions taken and no discipline from the district will result from the testing. This service is offered solely for the information of the parent. It is ultimately their decision what to do with the results and information.

Substances

Every sample will be tested for the following substances: Cocaine (COC), Amphetamine (AMP), Methamphetamine (M-AMP), Tetrahydrocannabinol (THC), Methadone (MTD), Opiates (OPT), Phencyclidine (PCP), Barbiturates (BAR), Benzodiazepines (BZD), Tricyclic Antidepressants (TCA).

IDAHO STATUTE GOVERNANCE OF SCHOOLS The board of trustee of each school district shall have the following powers and duties: 33-512.12 To supervise and regulate , including by contract with established entities, those extracurricular activities which are by definition outside of or in addition to the regular academic courses or curriculum of a public school, and which extracurricular activities shall not be considered to be a property, liberty or contract right of any student, and such extracurricular activities shall not be deemed a necessary element of a public school education, but shall be considered to be a privilege. **Policy #3400**

ELIGIBILITY GUIDELINES

High School Academic Eligibility Policy

Students who participate in activities sponsored by North Gem High School or the Idaho High School Activities Association (IHSAA) will be expected to meet that organization's minimum requirement as contained in Rule 8 - Individual Eligibility of the IHSAA Rules and Regulations manual. Students will also need to maintain a "C" average of all their classes at the end of the nine-week grading period in order to be eligible for the next nine weeks. This is not their cumulative average. Rather it is the average of all their classes at the end of each nine-week quarter. In addition to the above rules, the following eligibility guidelines will be used:

An eligibility list containing three categories (Deficiency, Probation, and Ineligible) will be established weekly for any students receiving D or F grades. Before 9:00 a.m. on the first day of each week, faculty members will deliver to the district office deficiency slips of students receiving D or F class grades to be considered under the eligibility guidelines. Any student receiving one D will be placed under the deficiency category. Any student receiving two or more D's will be placed under the probation category. Any student receiving an F grade will be placed under the probation category. A student placed on probation may practice and participate in activities during the first week. If a student appears under the Probation category for a second consecutive week, regardless of the class, that student will be classified as ineligible and will NOT be able to participate in extracurricular practices and events. A student will remain on the ineligible list until Monday of the week after the student's performance has reached an acceptable level.

Any student desiring a review of his/her eligibility status may do so by requesting a hearing by an eligibility review committee. The committee will consist of an administrator, coach, teacher, parent, and student. The request must be made by the student, in writing, to the administrator. The voting members of the committee will be the administrator, coach, and teacher. The student must receive a 2/3 majority to become eligible.

EQUAL EDUCATION POLICY

Equal educational opportunities shall be 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.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the District Title IX or Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, community members, and unions or professional organizations the District holds a collective bargaining agreement with this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator, as well as a statement that the District will provide equal access to the Boy Scouts and other designated youth groups. The notification will be provided in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

EXTRA CURRICULAR

To participate in extracurricular activities, a student must have an activity card **and attend all classes the day of the activity, unless permission is given BOTH Administration and the Athletic Director prior to the absence.** (The Administration and the Athletic Director will consider extenuating circumstances.)

FINES ON BOOKS DAMAGED

Teachers are to examine textbooks and charge for excessive damage through the school office.

HOMEWORK

Homework is a very necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. For the exact amount of time required in a particular class consult with the teacher of the class. North Gem Middle/High School's late work and make-up work policy will be established by each individual teacher, and it will be reflected in their syllabus.

HONOR ROLL

High Honor roll GPA = 3.67 and Honor roll GPA = 3.33. Graduation Honor Cords will be given to students with an accumulative 3.67 GPA for high honors and 3.33 for honors.

INSURANCE

No accident insurance is provided for students by the school. Accident insurance is offered to all students by independent companies. Copies of proposals are available in the office.

LIBRARY RULES

1. The High School library collection is available on the network. It may be accessed from any workstation after a user is logged in.
2. There is one workstation in the library users may access the collection without being personally logged on. Each book has a bar code. Users will be assessed a penalty for any bar codes, labels, etc. that are removed/damaged from the books.
3. To better serve all students, the following is necessary:
 - a. Each student will be issued a library number. That number will be utilized to track usage.
 - b. Books will be checked out for three weeks at a time. They may be renewed if necessary. Magazines will be checked out 1 (one) week ONLY, unless they are for research.
 - c. Ten cents (10c) will be charged for each day an item is overdue.
 - d. Students who have overdue items can be denied check out privileges until items are returned and fines are paid.
 - e. Students will be allowed to check out books/magazines for their own needs. They are responsible for them. The school district encourages more reading as well as more care for the books you read.
 - f. Items checked out through the Western Library Network (WLN) are subject to the policies of the individual libraries within WLN. Generally, items are checked out for four weeks with no renewals. Fines as a general rule are the cost of the overdue item plus an additional amount for each day overdue. Some libraries charge a fee for loaning materials.
4. If you need help, ask the librarian.

LOCKERS

All lockers are assigned through the office or by the coaches. You will be responsible for this locker. Food should not be stored in lockers, overnight. Any destruction to a locker will be charged against the occupants, unless reported otherwise. School Administration reserves the authority and right to check lockers at any time, as lockers are school property. Administration may delegate this authority to a designee.

LOST AND FOUND

Lost articles should be turned into the custodial room. Owners of lost articles should make inquiries from the custodial staff.

MAKE-UP WORK

Make-up work can be turned in after a student is absent from school if it is not a school related activity. Generally, two school days for each day absent is allowed. Makeup work will be accepted for a unverified absence, and partial/or full credit may be given. Students will not have more than two extra weeks after an absence to complete work.

Students who miss class for school related activities are required to contact their teachers before the activity, collect their assignments, and be prepared with finished work for class upon returning.

MEDICATIONS

No medication will be administered or handled at school by teachers. An exception for certain medical problems may be made by parents contacting the administration, secretary, or elementary teacher.

PERFECT/FAITHFUL ATTENDANCE

Regular attendance at school is essential for the success of all North Gem students. Because of this those students who demonstrate perfect or faithful attendance will be rewarded for their efforts. Perfect attendance is simply that – perfect. Students must be in attendance **every day** school is in session. Only absences caused by school related activities will be allowed. Faithful attendance will be granted for those students who have accumulated one day absence. Allowable absences will be the same as those listed in the attendance policy.

PERMANENT RECORDS

North Gem School District abides by all confidentiality requirements mandated by Law, and mandated according to Idaho Education Code. No permanent records will be given to anyone for any reason. Copies of the original can be made. Parents and students may consult the office for information in regards to their permanent record.

PERMIT TO LEAVE SCHOOL PREMISES

1. Students must be checked out through the office **by their parents** before they leave the school grounds. Students are not permitted to leave classrooms, or any exit of the school facilities without express permission of a teacher for class-related needs, and without the permission and knowledge of Administration. High school grades, as determined by administration, will be allowed to leave the campus for the lunch period. Middle school grades are able to leave campus with a signed note in the office by a parent.
2. If a student leaves the school grounds during school hours or fails to report to the school once he/she has gone home without proper authorization, he/she will be charged with an unexcused absence or truancy. Parents should hold such requests to a minimum, as regular attendance is essential to maintain satisfactory schoolwork.
3. In case of illness, the student must report to the office where he/she may call home for permission to leave school.

POSTERS AND ADVERTISING

Any advertisement or poster must be approved by the Campus Principal before displayed. Student Election posters etc. must be approved by the advisor/teacher before displaying.

REHEARSALS, PRACTICES AND WORK MEETINGS

A faculty member must direct rehearsals, practices and work meetings, or an adult approved by the principal. Students are not to attend school rehearsals, practices, and work meetings unless they are scheduled to participate in them.

SEXUAL HARASSMENT POLICY

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he or she makes unwelcome advances; requests sexual favors; or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with the student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion, consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given the appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

Students will be asked to complete form 3290 F Harassment Form.

SCHOLARSHIPS

Many scholarships are available to students interested in obtaining financial assistance. Obtaining a scholarship is a students' responsibility, but information can be obtained from our school counselor on individual scholarship amounts and necessary qualifications. All students planning to further their education at an institution of higher learning, are required to take the test on one of the test dates during the school year.

SCHOOL LUNCH (UNPAID MEAL POLICY)

Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystanders students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

Unpaid Meal Charges

Parents and/or Guardians will be held responsible for ALL unpaid meal charges until accounts are paid in full.

Information regarding how to apply for free or reduced-price meals, including contact information for the Child Nutrition Director who can help them with the application process, will be provided at the start of each school year and to the families and students that transfer into the District at the time of transfer. Applications may be applied for at any time during the school year. Active efforts to encourage eligible households to apply for free or reduced lunch will be used to prevent meal charges.

Parents and/or Guardians are asked to pre-pay accounts monthly by using the pre-calculated amounts for F/R and Full paid student amounts printed in each monthly newsletter. Payments for school meals may be made by: bringing payment to the District office and/or school lunchroom, making payment on the District website electronically or with a debit/credit card at the District office.

The District will make reasonable efforts to notify families when meal account balances are low or at maximum charging amounts; however, it is the responsibility of parents and/or guardians to make sure lunch accounts are current throughout the school year.

When a student's school meal account funds are exhausted, a student may charge no more than \$100.00 to his or her school meal account. The Parent and/or Guardian will be given (30) days to pay in full or make reasonable payment arrangements in writing. Until the meal accounts are paid in full, parents and/or guardians are requested to send students with home lunches.

Efforts to collect payment may include use of collection agencies, small claims courts, or any other methods permitted by law, provided the benefits of potential collections outweigh the cost incurred to achieve those collections.

Any debt over \$100.00 not collected by the end of the current school year will be turned over to collection agencies and/or small claims court and shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as the District's general fund, special funding from state or local governments or other sources.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

STUDENT COUNCIL

The Student Council consists of all class and club representatives plus the Student Body President, Vice President and Secretary and Recorder. The council meets at least once a month. If you have items for discussion, please contact your representative. Its purpose is not to govern the students, but to serve as a partnership between the student body and the administration, where the students can assume much of the responsibility of organizing their participation in the Vision and Mission of their high school as an organization, and its activities. Student Council is also an opportunity to participate in numerous leadership development processes and activities.

STUDENT ACTIVITY FEES

All students involved in extracurricular activities must purchase an activity card. Student activity card fees must be paid in order for a student to participate in extracurricular activities. Student fees for grades 9-12 are \$60.00 and \$50 for 6-8. If there is a financial hardship, please consult with the Athletic Director and Superintendent.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life, and a part of the growing-up process children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school or on any field trip or activity sponsored by North Gem. The school district DOES NOT provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

STUDENT PROGRESS

It will be the responsibility of the teacher to notify the parents of the progress of the student in the classroom. Students should be aware of their standing in the class at regular intervals to be decided by the teacher. Administration will ensure consistent and proactive communication takes place with staff and parents, regarding all students PreK-12th grades.

Instructors will use a variety of means to notify parents of student progress. These will include but not be limited to: REPORT CARDS, WRITTEN LETTERS, CONFERENCES, PHONE CALLS, PERSONAL VISITS, (Teacher to Home or Parent(s) to School).

STUDENT REQUISITION FORMS

When an item is needed from the office, i.e., paper, tape, etc., the student is to fill in a requisition sheet. There will be a charge on all items taken from the office. When classes need crepe paper etc. the requisition should be handed in the day before so that it will be available for you to pick up.

TARDY POLICY

A student arriving to class late, up to five (5) minutes, will be marked tardy. A student will be marked truant after the first five (5) minutes of the class period. If a student misses more than five (5) minutes of class at any time during class, he or she will be marked truant. A student will be marked absent after the first ten (10) minutes of the class period. If a student misses more than ten (10) minutes of class at any time during class, he or she will be marked absent. Students will receive an absence for the first three (3) tardies in each class period. Students will receive an additional absence after 2 more tardies in each period. Students will receive an additional absence for every tardy after. **(3-2-1 Tardy Policy). The absences accrued due to tardiness will count towards students' attendance record.**

TRUANCY POLICY

Truancy is any absence not appropriately cleared with the school office. To verify an absence, a student needs written or verbal communication from the parent, teacher, or administrator, depending on the circumstances. An absence must be cleared within 2 school days of the absence. Truancy is also when a student is in the school building, but is not in attendance at a regularly scheduled class without permission of the teacher or school office. Parental permission IS NOT valid when a student misses a class and remains on school grounds. Students who leave the school building without prior approval by the parent or guardian (given over the phone or in writing) and without checking out through the office are considered truant. Students who arrive more than five (5) minutes late to class are considered truant unless accompanied by a parent or staff note. Students who leave class for more than five (5) minutes of time are considered truant. Students released to seminary will be considered truant if found on school grounds during that period.

VALEDICTORIAN AND SALUTATORIAN PROCESS

Valedictorian and Salutatorian honors:

The honor of top academic students for each class will be determined through the following formula:

1. Grade Point Average (GPA) – all high school courses count on the traditional 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0). College/University credit classes are figured on a 5.0 scale (A=5.0, B=4.0, C=3.0, D=2.0, F=0.0). Any Pass/Fail courses/grades will be eliminated from the calculation. All grades are added according the appropriate scale and divided by the number of classes to score the cumulative GPA. GPAs will be calculated by looking to the second, or hundredths, place value to round the first, or tenths, place value, thus determining students' final GPAs for valedictorian and salutatorian calculating purposes.
2. ACT/SAT – student scores on these college entrance exams will count as the second numeric ranking in addition to the GPA.
 - a. The ACT cumulative score will count as follows: 30+(5), 25-29 (4), 21-24 (3), 20- (2)
 - b. The SAT cumulative score will count as follows: 1400+(5), 1200-1399(4), 1000-1199 (3), 800-999 (2)
3. Civics Exam (proctored) – 96-100 (4), 91-95 (3), 86-90 (2), 81-85 (1)
4. ISAT math and ELA content areas from the 10th grade ISAT: Score level 4 (5 points), level 3 (4 points), level 2 (3 points)

Point totals for each category are added together to get a total score for a final class ranking and determination of valedictorian and salutatorian. In the case of a tie, both (or more) are awarded the rank and recognition.

Note: +/-grades will be figured on the following scale: A+ = 4.0, A= 3.8, B+ = 3.5, B=2.8, C+ = 2.5, C= 1.8, D+ = 1.5, D= .8 (Add 1 point to the scale for college/university/AP course grades.)

All final decisions are up to the valedictorian/salutatorian determining committee (i.e. the Superintendent and School Counselor) in order to account for any complications that might arise due to factors brought about by conditions such as transfer students, sickness, etc.

VENDING MACHINES

The North Gem School District Wellness Policy states that elementary and middle school students will not be permitted to use the vending/beverage machines during school hours.

VISITORS

North Gem School District embraces a culture of inclusion of all stakeholders to contribute to and participate in the effectiveness of the school district. Likewise, the district encourages parents, patrons, and supporters to visit the school. However, there are some policy guidelines set up by the Board of Trustees that will make visits more productive and less disruptive.

"Visitors, as a rule, tend to cause some disruption to the learning atmosphere of the visiting class. As a courtesy to the teacher, make arrangements with him/her before visiting class."

Other points in the policy are summarized as follows:

1. Visitors must check in at the office.

2. Administration has the responsibility to know of all people on the campus and within the facilities. Administration strongly encourages outside guests to visit, with the understanding they may be escorted throughout the campus. An administrator has the responsibility to grant or deny visiting rights either verbal or in writing. The administrator will check with the teacher to verify that arrangements have been made.
3. In the classroom visitors are asked to be seated and not converse with students.
4. Questions and comments for the teacher should be held until students are not in the room.
5. Visits should be guided by common sense as to what is most advantageous for students and least disruptive for teachers as they carry out their duties.

The above procedure would not apply to volunteers, etc. who regularly work in the building.

VIDEO USE POLICY

It is Board policy to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent Board policy regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

Educational Relevance

The showing of movies and videos must be limited to a specific educational purpose. General selection criteria should include quality of the overall work; fair and accurate representation of the facts; the reputation and significance of the writer, director, and performer(s); and critical acclaim of the work itself.

Age Appropriate Movies

Elementary Level: Only G-rated movies may be shown without parental permission. However, parents must be notified that the movie will be shown in class. Any PG-rated movie to be shown at the elementary level requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

Junior High Level/Middle School: Only G-rated movies may be shown without parental permission. Any movie with a PG-rating to be shown at the junior high/middle school requires parent/guardian notification. Any movie with a PG-13 rating to be shown at the junior/middle school requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

High School: Only G, PG, and PG-13 rated movies may be shown without parental permission.

Only certain segments having a valid educational purpose of any R-rated movie may be shown.

2570-2

Any segment of an R-rated movie to be shown at the high school requires a signed written consent from a parent/guardian that must be kept on file before the student may view the video.

The Board discourages the showing of R-rated movies in school. However, the Board also recognizes that some segments of certain R-rated movies may have a valid educational purpose.

Therefore, R-rated movies are not to be shown in their entirety, and segments may be shown only if no other means of instruction can present the information. Signed, written permission must be granted by a parent/guardian before the student may view the excerpt. (Policy Form 2570F)

Administrator's Authorization

At least five days prior to the showing, the instructor or teacher shall submit to the principal, in writing, the following information on the particular film:

1. Title and brief description;
2. Purpose for showing the movie or video;
3. Course objectives the movie or video will help meet;
4. Proposed date(s) of viewing;
5. When and how parents will be notified and how, if necessary, consent will be obtained; and
6. Audience rating (G, PG, PG-13).

The permission and opt out forms and the entire policy can be found in North Gem School District #149 Policy Manual Policy Number 2570 and the form 2570F.

ACKNOWLEDGEMENT OF HANDBOOK POLICIES AND PROCEDURES
2023-2024

Statement of Acknowledgement of Commitment:

By signing this document, you as a **student** attest that you have read the entire handbook, that you understand the requirements of our school district, and that you will follow these rules, policies, and procedures. As you follow these rules and work to be a role-model for your peers, you will find that freedom and satisfaction always accompany being a disciplined person.

By signing this document, you as a **parent** and/or guardian attest that you have read the entire handbook, that you understand the requirements of our school district, and that you will encourage your student(s) to follow these rules, policies, and procedures. Parents are their child's First teacher, and we appreciate your role in their education.

Please sign the Discipline Policy Signature Sheet below, detach it from the handbook and return to the front office by August 24, 2023. By signing, the student understands the rules in this handbook.

I, the parent/guardian of _____ (print student's name) have read and understand the North Gem School district Student Handbook with my child.

Date: _____

Signature of Student: _____

Signature of Parent: _____

COMPUTER AND NETWORK SERVICE USER AGREEMENT

I understand and will abide by North Gem School District #149 policy titled "Computer & Internet Acceptable Use Policy." Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Requested Password: _____

Print Name: _____

User Signature: _____ Date: _____

A PARENT OR GUARDIAN must also read and sign this agreement.

As the parent or guardian of this student, I have read North Gem's policy entitled "Computer & Internet Acceptable Use Policy." I understand that this access is designed for educational purposes and North Gem has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for North Gem to restrict access to all controversial materials, and I will not hold North Gem responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child's use is not in a residential school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

I accept the responsibility for my child to take a North Gem Laptop Computer home.

I do not accept this responsibility.

Parent or Guardian (please print): _____

Signature: _____ Date: _____

User's Full Name (please print): _____

School: North Gem School District #149 Grade: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

I am a:

Student of North Gem _____.

Other user authorized by North Gem _____.

PERMISSION TO USE LIKENESS

I hereby authorize North Gem School District permission to use my likeness in a photograph, image, motion picture, video recording, and/or sound recording, for use in any and all of its publications, including website entries, social media or to otherwise publish, circulate and disseminate said photographs, images, motion pictures, video recordings, and/or sound recordings or any duplication or facsimile thereof for any lawful purpose they deem proper. I recognize and consent that a name may or may not be attached or utilized in relation to the publication of any such photograph, image, motion picture, video recording, and/or sound recording and consent to the same.

By making such authorization, I hereby relinquish and assign to North Gem School District all right, title and interest I may have in the photographs, images, motion pictures, video recordings, and/or sound recordings, negatives, reproductions or copies, including, but not limited to, the right to copyright the same used by them. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears; and waive any right to royalties or other compensation arising or related to the use of such photographs, images, motions pictures, video recordings, and/or sound recordings.

I understand that North Gem School District and their respective employees, agents, officers, and owners cannot warrant or guarantee that any further dissemination of my image or voice will be subject to control by North Gem School District. I hereby hold harmless and release and forever discharge North Gem School District and their respective employees, agents, officers and owners, from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons action on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release and assignment before signing below and I fully understand the contents, meaning, and impact of this release.

_____ (signature) _____ (date)

_____ (printed name)

If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or legal guardian of _____. I have read the foregoing release and assignment before signing below and I fully understand the contents, meaning, and impact of this release, and do hereby sign and authorize said release and assignment on behalf of the minor child named above.

_____ (Parent/Guardian's Signature) _____ (date)

_____ (Parent/Guardian's printed name)

_____ (Student's printed name)

North Gem School District #149

STUDENTS

3400F

NORTH GEM MIDDLE AND HIGH SCHOOL ATHLETIC CODE OF BEHAVIOR AND
ACTIVITY PARTICIPATION FORM

PART I

Student Name: _____

Parent/Guardians Names: _____

Home Phone: _____ Alternative Phone Number: _____

Address: _____

Activity ALL NORTH GEM ACTIVITIES Date: _____

PART II

We realize that participation in any high school activity may involve potential for injury which is inherent in all sports/activities. We acknowledge that even with coaching/supervision, use of protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death. **We also understand that North Gem School District does NOT carry medical or dental insurance on student and that there is an optional Accident Insurance plan students or athletes may buy personally.** Forms for this personal insurance are available at the district office.

PART III

The administration and staff of North Gem believe that maintaining and demonstrating good character traits are a valuable part of a person’s high school career. The following rules have been established to ensure that those students, who are participating in extracurricular activities, representing North Gem School District, reflect these high standards.

► No student representing North Gem will use, sell, distribute, be in possession of, or under the influence of drugs, including but not limited to tobacco, alcohol, controlled substances, or any substance with the intent of intoxication or mood alteration. For such violations of the law, please refer to Policy 3400.

The following protocol is arranged to address the student’s middle school or high school athletic career.

First Offense: If the student participant’s test result is positive, or the student is determined to have violated the policy, a committee will be formed consisting of the student, parents/guardians, principal, coach, counselor/behavior specialist, teacher/staff and athletic director. The student is:

1. Placed on probation for a minimum of four participation weeks, allowed to participate in practice and be suspended for a minimum of 1 game or meet.
2. Required to complete 20-hours of service. This service must be approved by the building principal, athletic director and the coach.
3. Required to complete a meaningful research project related to the particular offense. This project will be assigned by the principal.
4. Participate in counseling with the school counselor or behavior specialist as determined by the counselor/behavior specialist. If the student participates in counseling outside the school system, the student is responsible for the cost.
5. Required to serve lunch detention during the probationary period. The student will be on probation until a subsequent test is negative.
6. Once they test positive they are placed in a 70% random pool for testing, and they will remain in that pool for the remainder of their North Gem educational years. If the student tests positive during the first offense probation period, they will be moved to the second offense protocol.

Second Offense: If the student participant’s test result is positive, or the student is determined to have violated the policy for a second time, the students committee will reconvene to discuss the 2nd probationary period. The student is:

1. Placed on probation for a minimum of four participation weeks, allowed to participate in practice but will not be allowed to participate in games or meets for the entire probation period..
2. Required to complete an additional 20-hours of service. This service must be approved by the building principal, athletic director and the coach.
3. Required to complete an online education class (5-6 hours) pertaining to his/her specific infraction. The student is responsible for the cost (\$50.00 -\$60.00). The course will be arranged through the high school principal.
4. Participate in counseling with the school counselor or behavior specialist as determined by the counselor/behavior specialist. If the student participates in counseling outside the school system, the student is responsible for the cost.
5. Requires to serve lunch detention during the probationary period. The student will be on probation until a subsequent test is negative.
6. The student remains in a 70% random pool for testing, and they will remain in that pool for the remainder of their North Gem educational years.

Third Offense: If the student participant’s test result is positive, or the student is determined to have violated the policy for a third time, he/she will be dismissed from all athletic activities for the remainder of their high school career.

Upon dismissal, students may opt to participate in a voluntary last change program which is a special arrangement between parent/guardians, the school district, and local probation officials. Probation officials will be involved only as a venue for voluntary drug testing. Not in any other official capacity.

Then students will not be able to practice or participate in the games or meets for six (6) participation weeks. Students in this program will be required to maintain a 2.5 GPA, submit to weekly supervised drug testing at a cost of \$50.00 per month (paid by the student directly to probation), and continue appointments with the school district counselor or behavior specialist. In addition, the student must appear before the board for re-admittance to the athletic program.

If the student in any manner does not cooperate, has a diluted test, fails to give a sample in a timely manner as determined by Probation, or fails a test, the results would be immediately forwarded to the school. All interaction with the student and school would cease and testing would no longer be continued. The student would be permanently removed from all athletic programs for the remainder of his/her North Gem career.

► Students who fail to dress appropriately or demonstrate good citizenship as deemed by the chaperone, bus driver or supervising teacher, will be subject to disciplinary action by the school administration. This may mean suspension from school or suspension from future participation in school activities.

► Any student violating the law while representing North Gem will be turned over to the police. This includes offenses for shoplifting, vandalism, drugs or alcohol abuse, etc. For such violation of the law, please refer to Policy 3400.

PART IV

In case of an accident, illness or emergency, it is necessary for the sponsor to know your preference of the care of your child. If parents cannot be reached, please contact: _____ Phone: _____

Physician: _____ Phone: _____ Dentist: _____ Phone: _____

Insurance Company and Policy #

Any Allergies or Chronic Illness

PART V

I have read ALL of the above and the Eligibility and Training Code on the reverse side of this form. I agree to follow all rules as stipulated, and I agree to be subject to the penalties if I fail to follow the rules. I am not on probation.

Student Signature: _____ **Date:** _____

- I have read ALL of the above and also the Eligibility and Training Code on the reverse side of this form. I understand that my student must agree to follow all rules as stipulated and will be subject to the penalties if she/he does not follow the rules.
- In case of emergency where we cannot be reached, we do authorize officials of North Gem School District#149 to contact any licensed physician to render such treatment as may be deemed reasonably necessary for the health of our aforesaid minor child. We also understand that expenses incurred as a result of emergency ambulance use or treatment by physicians will not be borne by the school or school personnel.
- I agree to let my son/daughter participate in the activity listed above.

Parent Signature: _____ **Date:** _____

North Gem School District #149

STUDENTS

3400F

North Gem Eligibility and Training Code

There may be other rules, guidelines or applicable constitutions determined by the respective club, group, or other competitive organization and/or the advisors and the administration of the school.

Section I – Health Standard

No student representing North Gem will use, sell, distribute, be in possession of, or under the influence of drugs, including but not limited to tobacco, alcohol, controlled substances, or any substance with the intent of intoxication or mood alteration. Students may be considered in violation of policy 3400 if they are in company of other students who are violating the training rules.

Section II – Academic Standard

Students who participate in activities sponsored by North Gem High School or the Idaho High School Activities Association (IHSAA) will be expected to meet that organization's minimum requirement as contained in Rule 8 - Individual Eligibility of the IHSAA Rules and Regulations manual. Students will also need to maintain a “C” average of all their classes at the end of the nine week grading period in order to be eligible for the next nine weeks. This is not their cumulative average. Rather it is the average of all their classes at the end of each nine week quarter. In addition to the above rules, the following eligibility guidelines will be used:

An eligibility list containing three categories (Deficiency, Probation, and Ineligible) will be established weekly for any students receiving D or F grades. Before 8:00 a.m. on the first day of each week, faculty members will deliver to the district office deficiency slips of students receiving D or F class grades to be considered under the eligibility guidelines. Any student receiving one D will be placed under the deficiency category. Any student receiving two or more D’s will be placed under the probation category. Any student receiving an F grade will be placed under the probation category. A student placed on probation may practice and participate in activities during the first week. If a student appears under the Probation category for a second consecutive week, regardless of the class, that student will be classified as ineligible and will NOT be able to participate in extracurricular practices and events. A student will remain on the ineligible list until Monday of the week after the student’s performance has reached an acceptable level. It is the student’s responsibility to get homework from teachers **BEFORE** leaving on trips, and monitoring their grades.

Section III – Good Citizen Standard

The student will avoid suspension or other disciplinary action for misbehavior or truancy. Students are required to be in ALL classes on the day of a practice or event. Failure to check out of school properly through the office, or not attending all classes until they are released as a team is considered unexcused. If you are going to miss a class, you must have prior approval from the Athletic Director or Administrator PRIOR to leaving school. Failure to do so will result in not participating in that day’s event. Court ordered probation may be considered a violation of the Good Citizenship Standard. Misbehavior includes any conduct on or off the court that would bring embarrassment to the team or school. Consequences for misbehavior will be up to the

Administration's discretion. **If misbehavior occurs during a culminating event, discipline will carry over into the next season and will include suspension from participation and possible dismissal.**

Section IV – Other Rules

Each coach or sponsor will list any additional rules which apply to his/her sport or group with the consequence of violation for each rule. Each coach or sponsor reserves the right to remove any student from his/her team or group at his/her discretion.

1. No boys will be allowed in girls' rooms, or girls in boys' rooms on any trip.
2. No student is eligible to participate in an activity or practice if he/she has been absent from school the day of the activity. Special circumstances must be cleared in advance through the school administration or athletic director.
3. Other rules may apply.
4. By signing this consent you are giving us the right to use your students' photo, state, grade, weight, height, etc. If you do not wish to have this information released, please contact the office at 648-7848.
5. Each Coach or Sponsor reserves the right to remove any student from his/her team or group at his/her discretion.

This policy is effective beginning the 1st day of fall practice and ends the last day of the school year or final competition or practice.

The North Gem Athletic Code will be in effect for the following IHSAA activities: Football, Volleyball, Wrestling, Boys Basketball, Girls Basketball, Track, Baseball, Golf, Cheerleading and any other added NGHS activity.