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.
CALENDAR—2017-18 SCHOOL YEAR
NORTH GEM SCHOOL DISTRICT #149
Approved

School day:  8:00 a.m. to 3:45 p.m.  Kindergarten – 8:00 a.m. to 12:30 p.m.

August 14 ............................................ Teacher In-Service/Work Day
August 15 ............................................ Teacher In-Service/Work Day
August 16 ............................................ First Day of School
September 4 ......................................... Labor Day Holiday (No School)
October 6 ............................................. Teacher In-Service/Work Day
October 9 ............................................. Fall Break-No School
October 10 ........................................... Fall Break-No School

**October 19**................................. **End of First Quarter**
October 20 ........................................... Teacher In-Service/Work Day
October 26 ........................................... Parent/Teacher Conferences

November 22-23 ................................. Thanksgiving Vacation (No School)

**December 20** ................................. **Early Release 1:00 p.m.**
December 21-January 2 .......................... Christmas Vacation (No School)
January 3 ............................................. School Resumes

**January 11** ...................................... **End of Second Quarter/First Semester**
January 12 ........................................... Teacher In-Service/Work Day
January 25 ........................................... Parent/Teacher Conferences

February 19 ........................................... President’s Day (No School)

**March 15** ....................................... **End of Third Quarter**
March 16 ........................................... Teacher In-Service/Work Day
March *26-29 ..................................... Spring Break (No School)
May 23 ............................................. Last Day of School/Graduation
May 24 ............................................. Teacher In-Service/Work Day

* If the district has More Than Three (3) emergency closure days March 26 and March 27 will be make-up days.
Students and Parents:

Please sign the Discipline Policy Signature Sheet below, detach it from the handbook and return to the superintendent by September 1, 2017.

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 in grade ________.

☐ Certified Staff member of North Gem teaching _______________________ at grade level _____.

☐ Classified staff user of North Gem working as a ____________________________.

☐ Other user authorized by North Gem ________________________________.
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 extra curricular 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 will be kept on file in the superintendent’s office. Students, staff, and the Superintendent 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. Much of success is learning to communicate effectively with others and ourselves. Understanding these policies and procedures help in this direction.

The ultimate purpose of education is to help you become an effective citizen in a democracy. 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 insure your future by developing Character, Competence, and Confidence through Relationships, Rigor, and Relevance.

North Gem Teachers and Staff

A Belief Message . . .

To more clearly articulate what we at North Gem believe, we have developed the following statements.

MISSION STATEMENT

The mission of our school is to develop character, competence, and confidence in your student. Our vision to accomplish this mission is: to nurture relationships of trust between the school, 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. As previously explained our formula for success at North Gem School District #149 is: Relationships, rigor, and relevance yields character, competence, and confidence.

We believe:
all learners can learn and succeed.
all learners have the right to learn and succeed.
success breeds success.
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 Teaching
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
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 the learners and our changing world.

Family and Community
We believe:
the family is the child’s most important teacher.
the education of all learners to be the responsibility of schools, community, and family
the school benefits from the active participation from all the district patrons.
STUDENT BODY OFFICERS
President .................................................................................................................. Nathan Christensen
Vice President ........................................................................................................... Bronix Holbrook
Secretary .................................................................................................................. Christina Christensen
Reporter ................................................................................................................... Minnarett Cook
Advisor ..................................................................................................................... David Sotutu

MIDDLE SCHOOL STUDENT BODY OFFICERS
President .................................................................................................................. Jared Rindlisbaker
Vice President ......................................................................................................... Austin Lloyd
Secretary .................................................................................................................. Hayden Corta
Treasurer ................................................................................................................... Wylie Johnson
Historian .................................................................................................................... Ashlyn Delbridge
Advisor ..................................................................................................................... David Sotutu

BOARD OF EDUCATION
Dennis Reed ............................................................................................................. Board Trustee
Tanya Delbridge ....................................................................................................... Board Trustee
Raini Hayden ............................................................................................................. Board Trustee
Kathleen Wistisen ................................................................................................... Board Trustee
Royce Hatch ............................................................................................................ Board Trustee
Kari Lish .................................................................................................................... Board Clerk

SUPPORT STAFF
Kevin Neese ............................................................................................................. Maintenance Supervisor
Jill Askew .................................................................................................................. Food Service Supervisor
Kevin Neese ............................................................................................................. Bus Supervisor
Jim Murdoch ........................................................................................................... Technical Support Coordinator
Nicole McLain ......................................................................................................... Media Center Assistant
Kari Lish .................................................................................................................... District Clerk/Business Manager
Rhonda Banks ......................................................................................................... Office Secretary

NORTH GEM DISCIPLINE POLICY

North Gem School feels that it should help each student develop according to their potential and become a contributing member of society. In order to assist student in their pursuit of a quality education, we have established these general guidelines for student behavior; this format serves as a baseline for guidance with disciplinary problems.

All persons are responsible for their own individual actions. If these actions break the school rules, the individual must accept the consequences. The following items describe the guidelines for student behavior. Students, at any time you may be counseled by teachers or administrators regarding your behavior. If this occurs, please accept their advice as valuable and understanding that their intent is to help you. Your attitude toward school will play a large role in determining how well you do in school. Classroom teachers are charged with the responsibility to maintain a classroom conducive to learning. In spite of these situations arise where a student may need to be asked, or removed from the classroom. At this point, it will become the responsibility of the superintendent/principal to manage the situation as he deems appropriate. This may, but is not limited to, contacting the student’s parent or legal guardian as well as contacting local authorities.

GENERAL CLASSROOM RULES
1. Avoid disrupting or obstructing the educational process.
2. Be kind, courteous, and honest with other students, yourself, and staff members.
3. Be in assigned area ready to work when the tardy bell starts its ring.
4. Bring paper, pencils, books and all needed supplies every day.
5. Keep hands, feet, books, and objects to yourself.
6. No swearing, rude gestures, cruel teasing, put downs, bullying, or harassing.
7. Follow the teachers’ directions in a timely manner.

The teacher has the option to add for specific classes. Additions should be posted in the classroom. Each time a student chooses not to comply with school policies, interventions, in school detention, or out-of-school suspension may be assigned. Parents and the LEA will be notified. Additional consequences are outlined in the Categorical Discipline Procedures.

CATEGORY DISCIPLINE PROCEDURES:
Inappropriate behaviors and offenses will be broken into three different categories: Category I, Category II, and Category III.
These will apply to all high school and middle school students. Category I offenses will be dealt with by the classroom teacher.
All other offenses will be addressed by the superintendent/principal. The superintendent retains the right to adjust consequences regardless of the offense or level of offense, based on the severity of the situations and facts presented.

**Category I Offenses**
Cheating; lying; skipping class; gambling; inappropriate display of affection; horseplay; possession of a nuisance item; disruptive behavior; littering; failure to serve teacher’s detention; excessive tardies – 3 or more per quarter; breaking cafeteria rules; verbal abuse towards another student; dress code: no hats, shorts and skirts must not be over 4” above knee, no tank tops, no visible midriff, no advertisement of alcohol, drugs, tobacco or sexual innuendoes; other behaviors deemed inappropriate by the superintendent/principal.

**Category II Offenses**
Interfering with the educational process; swearing at staff or students; obscenities and vulgarities; truancy; destroying property; vandalism; sexual inappropriateness; stealing; pulling fire alarm; possession of pornography; disrupting the educational process of the school; leaving school grounds without permission; harassment or teasing with negative intent, insulting rude behavior; defiant behavior; refusing to accept consequences; excessive absences; other behaviors deemed inappropriate by the superintendent/principal.

**Category III Offenses**
Use or possession of alcohol, drugs or paraphernalia on school property or at school sanctioned activities; possession of a weapon; sexual battery or rape; violent, aggressive behavior or fighting; assault and/or battery; fighting or causing a fight (aggressive behavior); gang activities; other behaviors deemed inappropriate by the superintendent/principal.

**Notification of local law enforcement and/or Department of Health and Welfare will occur with each of the above offenses.**

As per district policy, a weapons violation will constitute a one-year expulsion from school.

### CONSEQUENCES

<table>
<thead>
<tr>
<th>Category I</th>
<th>Category II</th>
<th>Category III</th>
<th>Minimum Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense</td>
<td>Offense</td>
<td>Offense</td>
<td>1 day B/ASD</td>
</tr>
<tr>
<td>1st</td>
<td>1st</td>
<td>1st</td>
<td>2 days B/ASD</td>
</tr>
<tr>
<td>2nd</td>
<td>2nd</td>
<td>2nd</td>
<td>1 day ISS, 2 Hours WR</td>
</tr>
<tr>
<td>3rd</td>
<td>3rd</td>
<td>3rd</td>
<td>5+ Days OSS</td>
</tr>
<tr>
<td>4th</td>
<td>4th</td>
<td>4th</td>
<td>12 Days WR</td>
</tr>
<tr>
<td>5th</td>
<td>5th</td>
<td>5th</td>
<td>5+ Days OSS</td>
</tr>
<tr>
<td>6th</td>
<td>6th</td>
<td>6th</td>
<td>Recommendation for Expulsion</td>
</tr>
</tbody>
</table>

**Final consequences may be changed by the principal or superintendent regardless of which offense and severity of situation, Special Education Law, or the need to include civil authorities.**

B/ASD = Before/After School Detention

WR = Work Restitution

OSS = Out of School Suspension

PS = Parent Shadowing

ISS = In School Suspension: Students are responsible for their own make up work for each class and must report to the office with plenty of work or educational work will be provided.

**Two months without a referral will allow a student to return to step one on category I only.**

### HIGH SCHOOL GRADUATION REQUIREMENTS (revise as needed)

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

**SUBJECT**
The Core Classes required of all High School

<table>
<thead>
<tr>
<th>Students shall include:</th>
<th>Years</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH (writing skills emphasized)</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>MATHEMATICS (three credits of which may be computer/calculator science)</td>
<td>3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>SPEECH (a class in debate will count, recommended for 10th grade)</td>
<td>.5</td>
<td>1.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>15.0</td>
</tr>
</tbody>
</table>

A COMPOSITE GRADE POINT AVERAGE (GPA) of C (2.00) will be required for graduation in the 15 credit Core.

In addition to the Core Requirements, the following are required:

SCIENCE: Three science credits shall be a lab course

U.S. HISTORY (Grade 10 / 11 include 20th Century History & World Affairs)

AMERICAN GOVERNMENT (grade 12 Include state & local government)

ECONOMICS (Must be taken Senior yr.)

HEALTH

PHYSICAL EDUCATION (must be in 9, 10 or 11)

HUMANITIES (literature, history, philosophy, architecture and fine Arts (i.e., music, art, drama, and dance), Foreign Language, or Comparative World Religions, World History)

(Academic courses that are otherwise required by the State may NOT be used to satisfy
The humanities requirement.
VOCATIONAL (may include agriculture, home economics or business) 1.0 2.0
Required credits for GRADUATION 33.0
Elective credits for GRADUATION 11.0
TOTAL 44.0

7TH & 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. Students that do not meet the requirement will appear before a credit committee to determine the proper action. Placement for a special education student will be an IEP team decision.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>The Core classes required of all 7th and 8th grade students shall include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>2.0 4.0</td>
</tr>
<tr>
<td>MATHEMATICS (Pre Algebra)</td>
<td>2.0 4.0</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>2.0 4.0</td>
</tr>
<tr>
<td>READING</td>
<td>2.0 4.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16.0</td>
</tr>
</tbody>
</table>

A composite grade point average (GPA) of a C (2.0) will be required for all 7th and 8th grade students. In addition to the Core Requirements, the following are required:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Social Studies</th>
<th>2.0 4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Boarding/Computer Applications</td>
<td>1.0 2.0</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>1.0 2.0</td>
<td></td>
</tr>
<tr>
<td>Choir/Band</td>
<td>1.0 2.0</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.0 2.0</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED CREDITS FOR ADVANCEMENT 20
TOTAL AVAILABLE CREDITS 28

ACTIVITY TRIPS

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. 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 or allowed to ride home with any relative, friend or acquaintance. Due to the level of risk and liability, no exceptions will be made. Students who are transported by their own vehicle or that of a relative or acquaintance will not be allowed to participate in the event. In extreme circumstance 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 but not be responsible for any students attending 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 superintendent/principal must clear requests for special class and organizational meetings. During class activities Advisor must be present when students are in building when classes are not in session. Advisor must be notified at least 24 hours in advance of after hour activities.

ATTENDANCE

Discipline and attendance policies in the North Gem School District are designed to encourage and support concepts conducive for the establishment of an enjoyable and valuable educational environment.

Idaho Code 33-202.205 provides written laws for students, parents, trustees and district personnel and reads: *School attendance is compulsory. The parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district...shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho.*
The board of trustees may deny attendance at any of its schools, by suspension or expulsion, to any pupil who is habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school.

**STUDENT ATTENDANCE POLICY**
The following rules and regulations concerning attendance in our school system were adopted by the Board of Trustees for the purpose of establishing better attendance throughout the district.

The absences that students and parents need to be concerned about are:

1. Parent verified absences
2. Non verified absences

When a student is absent from school, a parent or guardian is required to furnish to the school a statement of the reason for the absence. Such statement is to be furnished on the first day the student returns to school and should give the current date, the student’s full name, date of absence, reason for absence and should be signed by the parent or guardian. **Failure to do so will result in a non verified absence.** A non-verified absence is any absence not appropriately cleared with the school office within two days of the student's return to class.

All parents have the responsibility of contacting the school office PRIOR to each absence. A written note upon a student’s return to school should cover all absences. This excuse must be dated and signed by the parent or guardian. Failure to do so will result in a non verified absence.

**LOSS OF CREDIT**
Students totaling eight or more absences during one semester shall loose credit unless arrangements are made with the superintendent to convene the attendance committee. The committee will be comprised of the superintendent, a teacher representative, the school counselor, and school secretary. Upon notification by the school, it shall be the responsibility of the parent to make these arrangements. Once the attendance committee is convened, the student’s attendance record will be reviewed and a contract will be developed to insure credits are earned. Failure to complete the terms and conditions of the contract will result in the student loosing credit for the classes listed. This contract must be fulfilled with-in two weeks of the start of the second semester. For those students who have acquired eight or more absences in the second semester, the contract must be fulfilled before the student’s last day of school.

**EXTRA-ORDINARY CASES**
These are absences that occur above and beyond the total number of absences. Shall include such things as:

1. Death related absence
2. Extended illness – effort should be made to arrange for missing assignments.
3. Unavoidable family responsibilities
4. Administrator shall determine other extra-ordinary circumstances he deems appropriate.

**AUDITORIUM CONDUCT**

1. Formal behavior (i.e. no whistling, shouting, etc)
2. Sit properly: Keep feet off furniture, on floor and cell phones will remain put away.
3. No food or drink allowed in the auditorium
4. Piano and bench should not be used for any purpose except that for which it was intended.
5. 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**
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 a safe school environment and will not be tolerated.

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.

Students who engage in bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion.
**BUS RULES**

Students should be on time at the designated school bus stops. Before crossing the road WAIT for the pre-arranged 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 are in complete charge of students while students occupy the bus. Drivers are authorized to issue temporary suspensions. A COPY OF THE FULL BUS RIDING POLICY including the suspension and expulsion rules is on file in the office.

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**CELL PHONES/PERSOMAL ELECTRONIC DEVICES**

We recognize that cell phones can be a useful tool for accessing information, scheduling, storing notes, and other academically relevant activities. For this reason, cell phones are allowed at North Gem High School. Students may use cell phones in class for academic activities when the teacher allows them to do so. Students between classes and at lunch may also access their cell phones. However, if a student is using a cell phone after the bell to start class rings, the cell phone will be taken from the student and the student will be marked tardy for class. Likewise, if a student has her/his cell phone out in class without the teacher’s permission, the phone will be taken away. If a teacher or other staff member sees a student using his/her phone to play games, access social media, or any other nonacademic activity during class time, the phone will be taken away from the student. These rules apply to students during class time independent of where they may be in the school, whether they are in the classroom, hallway, outside, etc. Cell phones are not allowed to be used during school assemblies. This policy relates to cell phones, mp3 players, tablets, and other personal electronic devices.

All cell phones and other personal electronic devices that are taken from students will be turned into the office. Students will be able to pick up these devices from the superintendent at the end of the school day. Following the third incident of an electronic device being taken from a student for improper use, a parent will need to pick up the device from the office.

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**CHEATING PLAGERISM**

Any instance of plagiarism is an automatic zero (0) for the assignment and a letter requiring parent signature and copied to your administrator. More than one offense will result in a referral with recommendation for suspension. Many students make the mistake of thinking that if they simply rewrite information from a source in their own words, they are not plagiarizing. Plagiarism is not just about stealing someone else’s words, but also about stealing ideas. Academic dishonesty happens any time you do not do your own work but use someone else’s and call it your own.

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**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 with the proper authority’s signature authorizing the purchase. All receipts of purchases and pink and gold copies of 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.

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**CLASS TRANSFERS**

Students should avoid changes of their schedules. However, if conditions warrant, consult the school counselor. Parents should also be consulted. Ordinarily class transfers for first semester will be completed during the first week of school. Second semester transfers should be completed before the second semester begins.

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**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.  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’s 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 (CDs, 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.
   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.
5. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
6. Students and staff will use the computer network service resources efficiently to minimize interference with others.
7. Users are responsible for making back-up copies as needed.
8. 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’s computer network service without the author’s written permission. The following will apply to copyrighted materials:

1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
2. 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.
3. 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 gaggle.net, which is filtered and has the capability to be monitored by the administration. These accounts will be established upon student request. Attempting to use or access any other e-mail is a strict violation of this agreement.
4. The system administrators may remove such messages if not attended to regularly by the users.
5. Users should recognize that others might view e-mail. There is no guarantee of confidentiality.
6. 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, 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.
7. North Gem will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on North Gem’s 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 North Gem’s computers or to the computer network service. 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.

**DAMAGES TO PUBLIC AND PRIVATE PROPERTY**

Students who damage school and private property willfully or through negligence will be responsible for repair or replacement of such property. Report cards, credits, transcripts, or graduation diploma may be withheld until restitution is made for the losses.

**DANCES**

Most school dances will terminate at 11:30 p.m. It is hoped that all of the students will 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 an adult approved by the principal. Junior High Students are excluded from high school dances unless specifically invited.

**DRESS POLICY**

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 is not disruptive of the educational climate and process.

**PROHIBITIONS**

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

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, or
   buttocks. Shorts should not be more than 4” and skirts more than 2” above the knee. Tight or sheer clothing or
   clothing that is low in the back or revealing in any manner is not acceptable. Leggings must be worn with a shirt, dress
   or other top that extends below the waist and hits at thigh high. Students should wear clothing that covers the
   shoulders. No midriff skin should show when a student’s arms are raised above his/her head. 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. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or
   designee indicates otherwise.

5. As styles and trends in fashion change, principals and teachers ultimately reserve the right and have the discretion to
   interpret inappropriate dress situations. The building administrator or designee may identify additional dress code
   requirements to address specific needs within a building or for a specific activity.

6. If a student is inappropriately dressed, he/she will be required to call home to arrange for appropriate clothing.

**DISCIPLINE**

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

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**DRUG AND ALCOHOL TESTING IN EXTRACURRICULAR ACTIVITIES POLICY**

Students participating in extracurricular activities, including interscholastic competitions, represent the community, the school,
and their peers. As participation in extracurricular activities is a privilege, not a right, participating students voluntarily subject
themselves to a degree of regulation higher than that imposed on students generally. Students who voluntarily participate in
extracurricular activities have reason to expect intrusions upon normal rights and privileges, including privacy.

This policy is adopted to provide the district personnel with tools to provide a safe environment for all students who participate in
the identified extracurricular activities.

This district may test students who participate in extracurricular activities for illegal substance and/or alcohol use by
administering urine analysis tests. This policy applies to all students participating in any district-sponsored interscholastic
activity.

**DEFINITIONS**

“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 plant, any material, compound, mixture, or preparation
with substances having a depressant effect on the central nervous system, and stimulants.

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

**CONSENT FORM**

A participating student and his or her parent/guardian must sign a form consenting to urine analysis testing as described in this
policy (see attachment). If the student or parent/guardian refuses to sign the consent form, or if the student refuses to submit to
testing, he or she will not be allowed to participate in extracurricular activities.

**VERIFICATION OF LEGAL DRUG USE**

Participants who are drug tested under this policy will be given a reasonable opportunity to submit verification of prescription
drug use. At the time of testing, each student will be given written notice that he or she has seventy-two (72) hours to submit
verification of any prescription drug use by providing a copy of the prescription to the building principal in a sealed envelope.
The principal will submit the sealed envelope, unopened, to the testing laboratory for consideration in making an analysis. The
information regarding the use of prescription drugs is confidential and will not be shared with any school official. If the student
fails to provide timely verification of legal drug use, and tests positive, he or she will be subject to retesting.

**FREQUENCY OF TESTING**

The following provisions apply to frequency of testing:

1. All participants in extracurricular activities may be tested at the beginning of each school year or relevant sports
   season.

2. Random testing may occur once each week during a school year or relevant sports season, and ten (10) percent of all
   student participants, regardless of the activity, may be tested each week.

**SCOPE OF TESTS**

The independent laboratory receiving the samples will routinely test for alcohol, amphetamines, cocaine, ecstasy (MDMA-3, 4-
methylenedioxymethamphetamine), and marijuana. Other drugs, such as LSD, may be screened at the request of this school
SAMPLE COLLECTION
Samples will be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of
the student’s return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to
return later that same school day to provide the sample.
Any student who willfully provides a false urine sample or who otherwise tampers with a urine sample or undertakes any effort to
obstruct, evaluate, or impair the accuracy of the drug test will be suspended from participation all extracurricular activities that the
student currently participates in for a period of twelve (12) months from the date of the test.
CONFIRMING A TEST RESULT
Whenever a test result indicates the presence of an illegal substance, the student will be retested. The school
will not be obligated to give the student advance notice of the retesting. The following procedure will be used to
confirm a test result:
1. A second sample will be gathered from the student as soon as possible to confirm the test result. If the
student refuses to provide a second sample, or unduly delays in providing such sample, the results of the first
sample will be accepted as accurate.
2. The second sample will be submitted to the laboratory for testing.
3. If the second test is negative, the student will be notified and no further action will be taken. If the second test is
positive, the procedures identified in the section “Confirmed Positive Test Results” will be followed.
CONFIRMED POSITIVE TEST RESULTS
A test is considered “confirmed positive” when a retest also yields a positive result. See the preceding section titled “Confirming a
Test Result.”
Confirmed Positive Test:
When a student’s test results are confirmed positive, the student’s parent/guardian will be notified, and the principal will convene
a meeting with the student and parent/guardian. Suspension from the team and/or other extracurricular activities for a period of
six (6) weeks from the date of the confirmed test may occur.
DUTIES OF SUPERINTENDENT OR DESIGNEE
The superintendent or designee will implement and oversee appropriate procedures for a lottery drawing for random urine
analysis testing. Selection for random testing will be by lottery drawing from a “pool” of all participating students in the district
at the time of the drawing. The superintendent will take all reasonable steps to accomplish the following:
1. Assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited
to, assuring that the names of all participating students are in the pool;
2. Assure that the person drawing names has no way of knowingly choosing or failing to choose particular students for
the testing;
3. Assure that the identity of students drawn for testing is not known to those involved in the selection process;
4. Assure direct observation of the selection process by at least two (2) adults.
The superintendent or designee will also implement and oversee appropriate procedures for gathering specimens and approving
illegal substance and alcohol abuse assistance programs.
GENERAL PROVISIONS
1. The results of the tests will be disclosed only to the student and parent/guardian, and those school personnel who have
a need to know.
2. A coach and/or administrator, who have reasonable cause for concern, may require a student participant, who is
participating in an activity under his/her supervision, to take a test any time during that season/activity.
3. The district will pay any costs associated with gathering samples and testing by an independent laboratory, as well as
all administrative fees necessary to implement this policy. The district will not pay the costs of any substance and
alcohol abuse program or ongoing urinalysis testing for a student who has a confirmed positive test.
NON-PUNITIVE NATURE OF POLICY
Detection of illegal substance or alcohol use obtained pursuant to this policy will not be used as a basis to discipline a student or
penalize him or her academically. Such detection will not be made a part of a student’s permanent record, and does not constitute
reasonable suspicion, pursuant to Idaho Code Section 33-210. 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, which the district
will not solicit.

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 organizations 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.

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’s majority to become eligible.

EXTRA CURRICULAR

To participate in extra curricular activities a student must have an activity card and attend all classes the day of the activity, unless permission is given by the administrator and athletic director prior to the absence. (The Athletic Director or Principal and the coach will consider extenuating circumstances.)

FINES ON BOOKS DAMAGED

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

HATS

HATS OFF: North Gem students will not wear hats in any North Gem building at any time except high school ball games. Hats MUST be kept in lockers

HOME WORK

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 exact amount of time required in a particular class consult with the teacher of the class. High School late work will be docked 10% per school day on assignments and projects.

HONOR ROLL

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

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

The High School library collection is available on the network. It may be accessed from any workstation after a user is logged in. 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. To better serve all students, the following is necessary:

1. Each student will be issued a library number. That number will be utilized to track usage.
2. 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.
   1. Ten cents (10c) will be charged for each day an item is overdue.
   2. Students who have overdue items can be denied check out privileges until items are returned and fines are paid.
   3. 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.
   4. 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.
   5. 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 authorities have the right to check lockers at any time, as lockers are school property.

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 non verified absence, 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 or perfect attendance.

PERMANENT RECORDS
No permanent records will be given to anyone for any reason. Copies of the original can be made. 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.
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 district secretary or principal or they may be removed. 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
The Board of Trustees believes that students of the North Gem School District have the right to learn in an atmosphere which is the most conducive to the achievement of their fullest potential. Moreover, the North Gem School District is proud of its tradition of maintaining an educational environment in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students whether verbal or physical and whether engaged in by employees of the District or other students, is unacceptable and will not be tolerated.

A. DEFINITION OF SEXUAL HARASSMENT
For purposes of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature committed by any employee or student of the District.
Examples of sexual harassment include, but are not limited to:

1. Demanding sexual favors in exchange for favorable grades, assignments, other education benefits or benefits related to extracurricular activities, or promise of the same;
2. Continued or repeated sexual jokes, language, flirtations, advances or propositions;
3. Verbal abuse of a sexual nature;
4. Graphic verbal commentary about an individual’s body, sexual prowess or sexual deficiencies;
5. Leering, inappropriate whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures;
6. Name calling, related stories, gossip, comments or jokes that may be derogatory toward a particular sex;
7. The display of sexually suggestive graffiti;
8. The display of sexually suggestive objects, pictures, posters or cartoons;
9. Asking questions about sexual conduct or sexual content orientation or preferences.

Conduct of this nature is unacceptable on school grounds, during regular or special school sessions, or at any school activity, function or event, including school sponsored transportation.

B. INDIVIDUALS COVERED UNDER THE POLICY

This policy covers all employees and students of the District. The Board of Trustees will not tolerate, condone or allow sexual harassment of its students, whether engaged in by fellow students, teachers, administrators, or any other employees of the District. The Board of Trustees encourages the reporting of all incidence of sexual harassment, regardless of who the offender may be.

C. REPORTING A COMPLAINT

The Board of Trustees encourages students who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. However, the Board recognizes that such a direct communication often times is not feasible. If a student wishes to report a harassment complaint, the following steps should be followed.

While not required to do so, a student may choose to report the complaint to any teacher, counselor or administrator. If the complaint in any manner involves the administration, the student should report the complaint to the school board chairman.

Students should understand, however, that in reporting the complaint, any such communication may not be considered privileged information, and the person to whom the communication is made may have a duty to report the incident either to his or her superiors or to other authorities, including the Idaho State Department of Health & Welfare or a proper law enforcement agency.

D. PROTECTION AGAINST RETALIATION

The School District will not in any way retaliate against a student who makes a report of sexual harassment nor, to the extent possible, will it permit any employee or student to do so. Retaliation will be considered a violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting an incident of sexual harassment may be subject to the same disciplinary action provided for sexual harassment offenders. Those persons who assist students who believe they have been subjected to sexual harassment or who assist or participate in an investigation of sexual harassment also are protected from retaliation under this policy.

E. CONCLUSION

The Board of Trustees has developed this policy to insure that all of its students and employees can operate in an atmosphere that is conducive to the provision of a meaningful educational program. The District will make every effort to insure that all of its students and personnel are familiar with this policy and that its students know that any complaint received will be thoroughly investigated and appropriately resolved.

NORTH GEM SCHOOL DISTRICT NO. 149
SEXUAL HARASSMENT REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

North Gem School District No. 149 maintains a firm policy against all forms of discrimination based upon sex. Sexual harassment against students or employees is sex discrimination. All people are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which created an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant ___________________________________________
Home Address ___________________________________________
Work Address ___________________________________________
Home Phone __________________________ Work Phone __________________________

Date of Alleged Incident (s) _________________________
Name of person(s) you believe sexually harassed you __________________________
List any witnesses that were present __________________________

Where did the incident (s) occur? __________________________
Describe the incident (s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, comments, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

_________________________________________________________________
This complaint is filed based on my honest belief that I have been sexually harassed by ______________. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge or belief.

Complainant Signature _________________________  Date ____________________

Received by _________________________________   Date ____________________

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**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, Mr. Jerry Bean, on individual scholarship amounts and necessary qualifications. All students planning to further their education at an institution of higher learning are urged to take the ACT test on one of the test dates during the school year.

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**SCHOOL BREAKFAST AND LUNCH**

Breakfast is available for students for $1.00. A well balanced lunch is offered for $2.85 for 5th - 12th grade students, $2.65 for K - 4th elementary students, $3.95 for faculty, and guests. A 2nd entrée is available for a $1.00 and "Seconds" will be offered when available. Students are expected to use their best manners in eating and in behavior while at the cafeteria. Meals should be paid for in advance.

The student will be expected to leave his/her eating area clean. Gum should be disposed of before entering the lunchroom and no food should be thrown. Students causing a disturbance may be denied eating privileges.

North Gem School District #149 operates a school lunch program for students. Funding for its operation comes, in part, from the State Department of Education, the Federal Government (who supplies food commodities), Local Funds and by Lunch room sales.

Each fall forms will be sent out to parents so they may apply for Free or Reduced Meals. If income status changes during the year, one can apply or re-apply for consideration of those meals. Being granted Free or Reduced status will not be retroactive to reduce an amount owing. Parents are encouraged to apply for this program.

To keep sufficient funds on hand to pay obligations it is necessary that students be current in payment of lunch fees. This allows for bills to be paid on time. Services will not be offered to anyone who has a current bill over the cost of $5.00.

Meals may be purchased daily, weekly or monthly. Any student may pay cash for individual lunches.

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**STUDENT COUNCIL**

The Student Council consists of all class and club representatives plus the Student Body President, Vice President and Secretary and Treasurer. The council meets at least once a month. If you have items for discussion contact your representative. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume much of the responsibility of organizing their high school activities.

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**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 7-12 are $40.00 If there is a financial hardship, it should be taken up with the athletic director.

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**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.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office. 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.

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

1. A tardy will be given when the student is not seated in the room with books and materials ready.
2. Three tardies = category 1 offense which will be managed by the classroom teacher. If a student fails to complete the punishment assigned by the teacher, it can then become a Category II offense.
3. Students will not receive a tardy for teacher caused lateness.
4. Students who are more than ten (10) minutes late to class will be counted as absent. This absence will be counted on the student’s absence total and will be recorded as unexcused until verified by the student’s parent/guardian or adult staff member.

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 encourages parents 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 visited 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. 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.

“R”, “NC-17”, AND “X” RATED MATERIAL

It is the policy of the North Gem School District not to order, display or present in any manner any books, movies, filmstrips or any other material that has been or should have been rated as "PG-13 (without prior approval), “NC-17”, “R”, or “X”. The policy is to be followed at any school sponsored activity or other gathering. The policy applies to activities both on and off the school grounds. It is the responsibility of the school group's advisor to see that this policy is followed. If a recreational video needs to be shown as part of a class, permission slips will be sent home and must be returned, signed before the film will be shown. Every effort will be made by the classroom teacher to provide an appropriate alternative if a parent does not wish their child to view the movie.