

**Hansen Junior High/High School**  
*Student Handbook*  
2025-2026



**High School**  
**550 Main Street South**  
**Hansen, Idaho 83334**  
**208-423-5593**  
**[www.hansenschools.org](http://www.hansenschools.org)**

**Mrs. Staci Carter – Principal**  
**Mrs. Jessi Torrero – School Counselor**  
**Ms. Tiffany Conk – Administrative Assistant**

## **Hansen School District Mission Statement**

**The Hansen School District, working collaboratively with all stakeholders, will develop the skills and qualities necessary to create lifelong learners and productive citizens.**

*This handbook has been reviewed and approved by the Hansen School District Board of Trustees and will be considered policy. As such it contains the guidelines for the administration to implement for the safety and efficient management of the Hansen School District.*

The faculty, staff, and administration welcome you to Hansen School District and are excited to provide the opportunities for learning and success. Whether you are new to Hansen Schools or a returning family, we are happy that you joined us, and we are confident that your time here will help prepare you for life beyond K-12 schooling. At Hansen Schools we all take great pride in our district, and we ask that you join us in continuing to build this tradition. This handbook is designed to help familiarize each student and his/her parent or guardian with the school's rules and regulations as well as inform you of important information to help create a successful school year for all students and staff. You will be held accountable for knowing and following the information contained in this handbook, so please become familiar with it and use it as a handy reference. If you have any questions not addressed in the handbook, you are encouraged to contact your teachers, counselor, or administrator.

### **SCOPE OF STUDENT HANDBOOK**

The policies, rules, and regulations in this handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Trustees, Superintendent and the Principal reserve the right to amend, suspend, repeal, modify, or revoke any of the policies, rules, and regulations at any time as to any student or related persons without incurring any obligation with respect to the old or existing policy, rules, regulations or administrative procedures. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students, and the ongoing educational mission of the school.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All student conduct at Hansen School District is to be based on respect and consideration of individual rights and for the rights of others. Students have the responsibility to know, respect, and abide by the rules and regulations of the Hansen School District. Students have the responsibility to conduct themselves in such a manner that would reflect honor and dignity upon the individual and the school.

### **Administration**

Ms. Angie Lakey-Campbell	Superintendent of Schools/Federal Programs Director
Mrs. Staci Carter	Jr/Sr High School Principal
Mrs. Heidi Skinner	Elementary Principal
Mrs. Daneille Heuvel	Director of Special Services
Mrs. Elayne Howell	Business Manager/District Clerk
Mr. Jim Lasso	Athletic Director
Ms. Tiffany Conk	Jr/Sr High School Secretary
Ms. Jesica Orozco	Elementary Secretary
Mrs. Jessi Torrero	District Counselor

## **FACULTY**

Ms. Aburto	Custodian	Mrs. Moreno	HS English
Mrs. Arevalo	Custodian	Mr. Neilson	Math
Mr. Barnes	Transportation	Ms. Novak	Transportation
Mr. Campbell	Maintenance	Ms. Parker	Custodian
Ms. Delucia	Food Service Staff	Mrs. Pittman	Special Ed Paraprofessional
Ms. Delucia	Food Service Staff	Ms. Powell	Science
Mrs. Evans	AG Education/FFA Advisor	Mrs. Rogers	JH English/Transitions
Mr. Heeling	IT Department	Ms. Rosa	Food Service Director
Mrs. Hernandez	Business Education	Mrs. Schulze	Science/Yearbook
Ms. Hughes	Food Service Staff	Mrs. Skov	EL Teacher
Ms. Lapp	Behavior Interventionist	Mrs. Stimpson	Special Education
Mr. Lasso	History/Government/PE	Mrs. Volkel	Special Ed Paraprofessional
Ms. Manno	Special Ed Paraprofessional	Ms. Young	PE/Health
Ms. Martinez	IT Department		

## **SCHOOL HOLIDAYS**

September 1	Labor Day
November 26-28	Thanksgiving Vacation
December 19 – January 2	Christmas Vacation
February 16	Presidents Day
March 23-27	Spring Break
May 25	Memorial Day

## **GRADE REPORTS**

October 9	End of 1 <sup>st</sup> Quarter
December 18	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
March 12	End of 3 <sup>rd</sup> Quarter
May 21	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester

## **PARENT TEACHER CONFERENCES**

October 14 & 15  
March 17 & 18

## **STUDENT SUCCESS DATES**

September 12	October 10	November 14
December 12	January 16	February 6
March 13	April 17	May 15

## BELL SCHEDULE

<b>Regular Bell Schedule- 55 Minute Periods, 30 Minute Lunch &amp; FLEX</b> As determined by School Board		
1 <sup>st</sup> Hour	8:06	9:01
Breakfast	9:01	9:07
2 <sup>nd</sup> Hour	9:07	10:02
3 <sup>rd</sup> Hour	10:06	11:01
FLEX	11:04	11:34
4 <sup>th</sup> Hour	11:38	12:33
Lunch	12:33	1:03
5 <sup>th</sup> Hour	1:07	2:02
6 <sup>th</sup> Hour	2:06	3:01
7 <sup>th</sup> Hour	3:05	4:00

## **STATEMENT OF BELIEFS**

### ***We believe that...***

- ❖ all students can learn.
- ❖ learning is a lifelong activity.
- ❖ school should prepare students for the workplace and further endeavors.
- ❖ school should enhance citizenship skills.
- ❖ school should provide for a wide range of learning opportunities.
- ❖ students should be able to work independently as well as cooperatively.
- ❖ school should be a safe environment.
- ❖ achievement should be rewarded.
- ❖ school should be a place where mutual respect and goodwill exists for all.
- ❖ school should provide for the physical, social, intellectual and emotional growth of all students.

## **STATEMENT OF EXPECTATIONS**

### ***We expect you...***

- ❖ to do your best.
- ❖ to persevere.
- ❖ to come to school drug, tobacco, and alcohol free every day.
- ❖ to show up on time, with appropriate learning materials, and most importantly ready to learn.
- ❖ to help keep our school campus to be litter free. Our goal is “zero” litter.
- ❖ to do your own work, unless the teacher says collaboration is acceptable.
- ❖ to be truthful about all things.
- ❖ to be respectful to other students, staff, and property.
- ❖ to take pride in your learning and as a Hansen Husky!

## **HANSEN SCHOOL DISTRICT STUDENT/TEACHER/PARENT COMPACT**

### ***The teachers of Hansen School District will:***

- ❖ believe each student can learn and provide the best possible learning opportunity for each student.
- ❖ show respect for each child and his or her family.
- ❖ come to class prepared and ready to teach to ensure learning for all students.
- ❖ provide an environment that is conducive to learning.
- ❖ help each child grow to his or her fullest potential.
- ❖ provide meaningful and appropriate learning and schoolwork activities.
- ❖ enforce school and classroom rules fairly and consistently.
- ❖ maintain lines of communication with students and parents.
- ❖ seek ways to involve parents in school programs.
- ❖ demonstrate professional behavior and a positive attitude at all times.

***The students of Hansen School District will:***

- ❖ do their best work and demonstrate their best behavior.
- ❖ work cooperatively with classmates.
- ❖ show respect for self, school, and other people.
- ❖ obey the school and bus rules.
- ❖ come to school prepared with homework and supplies.
- ❖ believe that they can and will learn.
- ❖ take pride and demonstrate ownership in being a Hansen Husky.

***The parent/guardians of Hansen School District will:***

- ❖ ensure that their child attends school regularly and arrives on time.
- ❖ provide a home environment that encourages their child to learn.
- ❖ insist that all schoolwork assignments and projects are complete.
- ❖ communicate regularly with their child's teachers.
- ❖ support the school in developing positive behaviors and having positive conversations at home about school.
- ❖ talk with their child about his/her school activities every day.
- ❖ read with their child at home and monitor their screen time on electronic devices.
- ❖ volunteer time at their child's school, if possible.
- ❖ show respect and support for their child, teachers, and the school.

**CHAIN OF COMMUNICATION**

It is expected that when problems arise in the classroom that the problem(s) are addressed first with the classroom teacher. If disagreement persists, the teacher or parent may contact building administration. In the event the building administrator is unable to resolve the conflict in a satisfactory manner, the school superintendent may be contacted for further resolution.

**CHILD FIND**

The Hansen School District engages in Child Find activities throughout the school year. Child Find activities are meant to provide information to Hansen School District residents of the process for identifying and serving children with disabilities from the age of 3 to 21 and the right to a free appropriate public education through the district's special education programs. If you have or know of a child who is 3 through 21 years of age who may have individual needs that result from a disability and/or a developmental delay in walking, talking, hearing, learning, or may display behaviors that appear different from other children their age, or would like more information on disability related services and supports available through the district, please contact Daneille Heuvel, Hansen School District Student Services Director, at the school district office at (208) 423-6387.

# **BUILDING INFORMATION FOR PARENTS & STUDENTS**

## **ATTENDANCE**

Attendance greatly affects a student's success in school. Students who exceed the number of allowed absences without doctor permission may be referred to truancy court and a status offense may follow.

**Compulsory Attendance:** Idaho State Law requires that a student attend school between his/her seventh (7<sup>th</sup>) and sixteenth (16<sup>th</sup>) birthday, unless the child is receiving home-based instruction.

**Notification of Absence:** The school will attempt to notify the parents or legal guardians on a daily basis regarding absent children. A missing child report will be filed with the local law enforcement agency if it is deemed necessary. Attendance letters will be mailed to parents to notify them of excessive absences. Students are permitted to miss **no more than 7 days per school semester**. Parents will receive attendance letters once a child has missed **4** days in one semester.

## **GUIDELINES FOR ATTENDANCE**

Since students are considered to be under the jurisdiction of school officials upon arriving at school, the following guidelines apply:

- ❖ Parents must provide an excuse via telephone call or a written excuse via email to school officials explaining reasons for absences. **Excused absences still count towards the amount of allowable absences.**
- ❖ Students may not leave class whenever they please to then excuse themselves from school. If you need to excuse your student from school, please call the front office and they will be called out of class.
- ❖ School officials may require a written excuse from a medical professional justifying the absence.
- ❖ A student is considered truant when he/she is absent without consent of parents/guardians or school officials.
- ❖ If a student fails to check out in the office, or is out of class without permission of the teacher he/she will be considered truant.
- ❖ Students are encouraged to stay home if they are feeling sick to ensure the safety of their peers and school faculty.

**Arriving on Time:** It is expected that students arrive on time and remain at school for the duration of the school day. Students will be marked absent if they are more than **10 minutes late to class or if they leave class more than 10 minutes before the end.**

**Admits:** If a student is absent, they must bring a note or have a parent/guardian call the school **within two school days of the absence in order to have the absence excused.** After the 2-day limit, the absences will be counted as unexcused. It is advisable that students return with a doctor's note if applicable.

**Doctor's Excused Absences:** If a student is gone due to a doctor's appointment, they must present a doctor's note that includes the date and **time** of appointment. Students will be excused for a reasonable amount of time before and after the appointment; enough time to return to school.

**Fever:** If a student has a fever of 100°F or higher, parents will be notified to come and pick up their child. Students who have a fever of 100°F or higher will be removed from their classroom until they can be picked up from school.

**COVID-19 Return to School Policy:** When students/staff can return after testing positive for or being exposed to COVID-19:

- Follow guidance from South Central Public Health District (SCPHD). All surveillance of positive cases

or probable cases will be done by the Health Department and they will provide guidance.

- For more up-to-date information, visit, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

**Tardies:** Students who are habitually late to school often miss important opening instruction. Three (3) tardies in any class period will be equivalent to one (1) absence. Students will be counted tardy when they are not in their assigned class area when the bell rings. After 10 minutes of class have elapsed, students entering late will be marked as absent. If tardies become a frequent problem, closed campus for high school students may be enforced.

**Truancy:** Any time a student is absent from school without permission of school personnel or a parent/guardian, the student will be considered truant. Consequences include one (1) day of in-school suspension. Students may also be referred to Status Offenders for truancy. Repeat offenses may lead to suspension and expulsion.

**Ninety Percent Attendance:** If a secondary student misses more than seven (7) hours of class time per semester without an allowable excuse (doctor's note, court excuse) in any one class, the student will lose credit. Students will be allowed to appeal to an administrative committee made up of administration, building counselor, and teachers for their credit, but must have extenuating circumstances. If credit is denied, the student has the option of addressing the superintendent and the Board of Trustees, who will make the final decision.

**Attendance Required for Driving Privilege:** The Department of Transportation may suspend driving privileges of a person less than eighteen (18) years old who is not in compliance with the school attendance laws.

**Missed work due to attendance or school sponsored activity:** A student will be responsible to communicate with teachers about missed work and to get all materials to complete the work. All missed work should be submitted two days after the absence. Work assigned prior to the absence is due upon return. It is the responsibility of the student to schedule a time to take a missed quiz or test with the teacher. Students must give sufficient notice (2 days) to teachers to arrange for work that will be missed if they know they will be absent in the future.

## **WITHDRAWING FROM SCHOOL (to attend another school)**

The secretary has the necessary forms to be filled out prior to official withdrawal. The forms must be signed by a parent/guardian. Students are expected to return all textbooks and materials, clean their lockers, pay fines as necessary, and check out with the school lunch supervisor before leaving.

## **CELL PHONE/HEADPHONE POLICY (#3265 A2)**

Cellphones and/or headphones shall not be used in a manner that disrupts learning. Use of devices shall be limited to the period before classes in the morning, during passing periods, during lunch, and after school, unless otherwise explicitly allowed by a teacher.

The use of cameras in any way is strictly prohibited in locker rooms and restrooms. Use of cameras is also prohibited in classrooms unless explicitly allowed by the teacher. Students must obtain permission from any person appearing in the photograph or video prior to posting or sharing it anywhere.

Students caught cheating, in any manner, will have their device confiscated until a parent conference has been held.

Students violating this policy are subject to disciplinary action and may face consequences including the loss of the privilege of bringing a phone onto school property, detention, suspension, or expulsion. In addition, an administrator will

confiscate the devices, which shall only be returned to the student's parent or legal guardian. Where appropriate, police authorities may be contacted.

## COMPUTERS/INTERNET

All students will be subject to the district policy concerning the use of the computers and the Internet. This also applies to the use of the School's Wi-Fi on personal devices (Policy# 3270P). Students and parents will be required to sign the internet policy before students will be allowed to have internet access. Consequences for inappropriate use of the Internet are as follows:

- ❖ **1<sup>st</sup> Offense:** Loss of computer privileges for a week.
- ❖ **2<sup>nd</sup> Offense:** Loss of computer privileges for the remainder of the semester
- ❖ **3<sup>rd</sup> Offense:** Loss of computer privileges for the rest of the school year

## DRESS CODE

It is the desire and the intent of the Hansen School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. The Dress for Success code supports workplace norms for appropriate attire. If the principal determines that a student's dress is disruptive or detrimental to the educational atmosphere, the student will be asked to comply with the dress code. The school has some available clothes for students to borrow. If there is no availability of clothing at the school, the student will be asked to go home and change clothes or have a parent bring new clothes. If none of the options above are feasible, the student will remain in the office and will not be allowed to return to the classroom.

- ❖ Shoes must be worn at all times.
- ❖ Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times.
- ❖ No see-through, excessively tight, or revealing attire is permitted.
- ❖ Shirts must have straps. Shorts/dresses must go down approximately three to four inches on the thighs. Clothing with rips or tears that expose the leg should follow this requirement.
- ❖ A student's attire should cover from one armpit across to the other and down to three or four inches. No belly area should be visible.
- ❖ Clothing, accessories, and visible tattoos with words/pictures that contain any of the following are prohibited: alcohol, tobacco, drugs, controlled substances, gangs, sex, violence, death, destruction, hate groups, racial separation, or obscenity.
- ❖ Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.
- ❖ Hats or head coverings are allowed before or after school, during lunch or passing, and on specific days such as hat days or dress-up days. It will be left to individual teacher discretion if hats are allowed to be worn in the classroom.
- ❖ **A teacher may have classroom expectations in addition to these guidelines.**
- ❖ **The principal or staff member may establish reasonable guidelines for extracurricular or special school activities.**

## BACKPACKS

To maintain a safe and organized learning environment, students are not permitted to bring backpacks into classrooms during the school day. All backpacks must be stored in student lockers before the first class begins and should remain there until the end of the school day. Students are encouraged to plan ahead and carry only the necessary materials for each class. Exceptions may be made for documented medical needs or with administrative approval.

## **SCHOOL CAMPUS**

The Hansen School District Campus is defined as the actual property of the school site and the streets and sidewalks surrounding the school property. School rules will be enforced within this area during the school day and when school activities are taking place on campus. Students violating school rules inside private vehicles parked on streets adjacent to the school site will be subject to the enforcement of school rules in the same manner as if in a school parking lot.

### **OPEN CAMPUS**

Only students in grades 9-12 are allowed to leave campus during lunch. This privilege can be revoked if students abuse the privilege and tardies begin to accumulate. Junior High students are not allowed to leave campus during lunch unless a parent comes to school and signs them out through the office. If a Junior High student is caught leaving campus without permission, they will be considered truant and assigned to one (1) day of in school suspension.

### **CLASS DUES**

In order to help decrease the amount of fundraising that is done by classes to help pay for dances, prom, senior activities, homecoming supplies, etc.... We ask that students pay a class fee. This money will be placed in individual class accounts and will accumulate through the years. The class dues for each grade will be:

- ❖ **7th & 8th Grade:**       **\$10.00**
- ❖ **Freshmen-Juniors:**   **\$20.00**
- ❖ **Seniors:**               **\$30.00**

### **NON-RESIDENT STUDENTS**

Non-resident students must apply for admittance through the district administration office. All non-resident students must comply with their individual contracts regarding attendance, behavior, and academic performance. Students who fail to comply at the junior high and high school level in a semester may be asked to return to their home districts.

### **PUBLIC DISPLAYS OF AFFECTION POLICY**

Students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any inappropriate physical displays of affection. Excessive displays of affection (kissing, touching, etc....) will not be tolerated on any district property.

- ❖ **1<sup>st</sup> offense:** Students who violate this policy will be given a warning and their names will be sent to the principal.
- ❖ **2<sup>nd</sup> offense:** Students will immediately be escorted to the office and parents will be called. Students will be disciplined for continuing to disobey school policy.
- ❖ **3<sup>rd</sup> offense:** Parents will be asked to come in and have a meeting with the principal, parent, and student.

### **VEHICLES AND DRIVING POLICY (# 3450)**

- ❖ Responsible driving practices will be enforced.
- ❖ Safety is a priority during mornings and after school while elementary students are arriving on or leaving campus.

- ❖ Parking on campus is a privilege, not a right.
- ❖ Anyone who plans to drive to school must have a signed permission form in the office.
- ❖ School authorities have the right to inspect student vehicles while parked on school property whenever the school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside or outside of the vehicle.
- ❖ A student who refuses the reasonable request of an administrator to cooperate with the search of his/her automobile may result in the loss of permission to drive a vehicle onto campus, in-school suspension, or short-term suspension from school.
- ❖ Parking areas and vehicles may be inspected without notice, without student consent, and without a search warrant.
- ❖ Students are not permitted to go to their vehicles during class time unless they have special permission from the front office. They may access their vehicles before school, at lunch, or after school.
- ❖ Any violation may result in consequences as identified in the policy.

## **LOCKERS**

- ❖ Lockers are school property and are subject to the following guidelines:
  - Each student is assigned a locker and is responsible for its security.
  - Students who are in sports or participate in PE will be assigned a sports locker.
  - Student lockers are school property and remain under the control of the school at all times. Students are expected to assume full responsibility for the security of their lockers. School authorities may conduct periodic general inspections of lockers at any time without notice or consent, and without a search warrant. (Policy #3370P)
- ❖ Students are encouraged to buy locks for both PE and personal lockers.
  - If a lock must be damaged to gain entry for a search, it is the student's responsibility to replace it.
- ❖ Students are not to share lockers.
- ❖ The school is not responsible for personal items that are stolen from student lockers.

## **SEARCH BY A DRUG-SNIFFING CANINE:**

Student lockers and vehicles located on or near campus may be searched by a drug-sniffing canine at any time and under any circumstances deemed as appropriate by school administration.

## **HARASSMENT POLICY (#3295)**

All students enrolled in the Hansen School District are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. This expectation includes all extracurricular activities, competitions, and social events sanctioned by the school. Sexual harassment includes unwelcome advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when made by a student to another student or observed by others. Students who become involved in any form of harassment will be disciplined according to District Policy. Students must immediately report any form of harassment to a school official.

## VISITORS

Parents, guardians, and alumni are always welcome to visit Hansen Schools, at appropriate times. It is best for visitors to come to school before classes start, during lunch, or after school. All visitors must check in at the office before accessing a classroom. Visitors will be given a pass after they have signed in at the office. Visitors are only to enter through the main front doors of the school building. Visitors who fail to check in will be referred back to the school office. This is a safety issue for students and staff, noncompliance will not be tolerated. Visitors who continually fail to comply will be referred to local law enforcement.

## STUDENT SUCCESS DAYS

Students who are struggling to achieve proficiency in a class may be strongly encouraged by a teacher to attend a Friday tutoring day. Teachers will communicate with students who are encouraged to attend, and students will contact parents/guardians by phone or email. Student success days begin at **8:00 am and end at 11:00 am.** Student Success Days are not structured; with students being able to come and go as they finish with their work. Parents or guardians must check a student out. Once a student leaves campus, they are no longer our responsibility.

## COUNSELING SERVICES

Counseling services will be provided which may include assistance with counseling, educational planning, interpretation of test scores, occupational information, study skills, help with school, home and /or personal social concerns.

## BUS POLICY

Buses are provided as a convenience. Riding the bus is a privilege that carries both rights and responsibilities. According to state law, the bus driver has authority over all passengers (even to the point of recommending student suspension from bus privileges). Students are to act respectfully at all times, failure to do so will result in the referral to building administration. School rules apply from the time students board the bus until the time they unload from the bus, and at all times while on school grounds. Students who plan on riding the bus and utilizing this service will be required to complete the bus contract that defines expectations as well as disciplinary procedures for violations. A copy of this is provided in the back of this handbook on pages 25 and 26.

## CAFETERIA

The cafeteria serves breakfast to all students for free and lunch at reasonable prices. Free or reduced-price lunches are available to students who qualify. Information about the free lunch program is available from Cassandra Rosa, Child Nutrition Director. The cafeteria employees have authority to enforce school policy during the school day. Students are not to take food out of the cafeteria without permission from a teacher or the Food Service staff.

## FOOD AND DRINK

To help maintain a clean, safe, and focused learning environment, water in a sealed, spill-proof container is the only allowed drink in the classroom. **Food, drinks, and items in open containers- such as cups without lids, cans, or uncovered beverages- are not allowed unless prior approval is granted by a classroom teacher or administration.** Students are expected to eat lunch within the 30-minute lunch break and will not be allowed to take their food into the classroom during class time.

## **INJURIES**

All injuries should be reported to school staff immediately. Students injured at school will be referred to the school administration, and parents will be notified.

## **LOST OR STOLEN ITEMS**

Hansen School District will not be responsible for any items lost or stolen on school grounds. Students are strongly discouraged from bringing any valuable items to school, especially electronic communication devices. Lost or stolen items should be reported as soon as possible, and an effort will be made to locate them. Students are expected to bring any valuable items found to the office.

## **LICE - NO NIT POLICY**

Head lice is a common condition in school aged children. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or items. School personnel will screen students for head lice. **If nits (egg cases) or lice are present, the student will not be allowed to attend school until he/she is nit and lice free.**

## **MEDICATION (#3510)**

All prescribed medication must be left in the office and dispensed from there at the appropriate time. The school does not supply any medication for the students. Medication kept at the school must be submitted in its original packaging including the prescription label.

## **STUDENT COUNCIL**

Student Council participants (Student Body Officers) must have:

- ❖ Nomination Form: Must be signed by 3 students from each class and one teacher.
- ❖ 3.0 cumulative GPA.
- ❖ Students running for President or Vice President can be a senior or junior the following year.
- ❖ Freshmen through juniors (current year) may run for Treasurer or Secretary.
- ❖ 8th grade students may not run for the next years' student body officers, but they will be allowed to vote.

## **PERFORMANCE ETIQUETTE AT ASSEMBLIES**

Assemblies are an important part of our school culture and are designed to inform, celebrate, and build community. Students are expected to demonstrate respectful and responsible behavior during all assemblies. This includes entering and exiting in an orderly manner, sitting in designated areas, listening attentively, and refraining from talking, using electronic devices, or engaging in disruptive behavior. Students who fail to meet behavior expectations may be removed from the assembly and subject to further disciplinary action.

## ACADEMIC INFORMATION

### **GRADE SCALE**

- ❖ Exceptional work: 90%-100% "A"
- ❖ Above average work: 80%-89% "B"
- ❖ Average work: 70%-79% "C"
- ❖ Below average work: 60%-69% "D"
- ❖ Below required minimum: 0%-59% "F" (No credit awarded)
- ❖ Incomplete: Occasionally, an incomplete will be given. An incomplete must be changed to a grade within two weeks of the end of the grading period or it automatically changes to an "F". It is the student's responsibility to check with the teacher to complete work to change the grade within the two-week period.

### **MAKEUP WORK**

A student will be responsible to communicate with teachers about missed work and to get all materials to complete the work. All missed work should be submitted two days after the absence. Work assigned prior to the absence is due upon return. It is the responsibility of the student to schedule a time to take a missed quiz or test with the teacher. Students must give sufficient notice (2 days) to teachers to arrange for work that will be missed if they know they will be absent in the future.

### **PLAGIARISM AND CHEATING**

Plagiarism and/or cheating demonstrate a lack of integrity and character that is inconsistent with the goals and values of Hansen School District.

#### **Plagiarism includes:**

- ❖ Taking someone else's assignment or portion of an assignment and submitting it as one's own
- ❖ Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- ❖ Presenting the work of tutors, parents, siblings, or friends as one's own
- ❖ Submitting purchased papers as one's own
- ❖ Submitting papers from the Internet written by someone else as one's own
- ❖ Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

#### **Cheating includes:**

- ❖ Copying, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- ❖ Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- ❖ Using any form of memory aid during tests or quizzes without the expressed permission of the teacher
- ❖ Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- ❖ Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- ❖ Claiming credit for group work without contributing an appropriate or equal share
- ❖ Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- ❖ Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- ❖ Doing someone else's work for them.

### Consequences for cheating or plagiarism:

- ❖ **Students** will receive a zero on an assignment at teacher's discretion. If a student is caught cheating on more than one occasion, they will be required to meet with the teacher, building administrator, and parents.

## GENERATIVE AI

Generative AI refers to tools or platforms (ie. ChatGPT, Grammarly, Bard, etc.) that create text, images, videos, or other content based on user prompts. These tools are increasingly used in education, workplaces and daily lives.

### Student Use of Generative AI Tools

- ❖ Students may use generative AI tools with teacher permission and for educational purposes that support learning, such as:
  - Brainstorming or outlining ideas
  - Practicing revision or editing skills
  - Exploring concepts or asking questions for clarity
  - Generating examples or explanations
- ❖ Inappropriate use includes:
  - Submitting AI generated work **as their own**
  - Using AI to complete **assignments, essays, or projects**
  - Bypassing learning expectations (ie. Copying AI generated answers on assessments)
  - Using AI to generate **harmful, offensive, or inappropriate content**

### Guidelines for Responsible Use

- ❖ **Always** ask your teacher before using AI
- ❖ **If allowed**, credit the AI tool and explain how it helped you (ie. Used ChatGPT to brainstorm main ideas)
- ❖ Understand that AI is a tool, not a replacement for your thinking or effort
- ❖ Be a responsible digital citizen and do not use AI for plagiarism, cheating, or generating harmful content

## Academic Integrity

Violations of these expectations may be considered academic dishonesty and will be handled in accordance with school policy. Consequences may include required resubmission, loss of credit, or disciplinary action, depending on the situation.

## POWERSCHOOL

Students and parents are encouraged to utilize PowerSchool to stay up-to-date on their academic progress. Grades and communication with teachers can be achieved by logging on with a unique username and password to view student performance and attendance. See the front office to get login information.

## SENIOR PROJECT

Students must complete a senior project during their senior year in order to graduate. Students may start their project the summer prior to entering their senior year, but a formal proposal must have authorization from the project advisor prior to starting the project. Presentation of the completed project and paper will also be completed during the senior year. Failure on the part of the student to meet Senior Project deadlines will result in loss of graduation activities.

## **COURSE REPEATING**

Students may repeat classes that they have previously failed. All required subjects must be passed with at least a “D”. A class passed with a “D” may be repeated once for a higher grade but not additional credit. A class passed with a “C” or higher may be repeated with administrative permission, but not for additional credit.

## **ACADEMIC AWARDS**

The Hansen School District believes in honoring students who perform academically in the classroom. The standard 4.0 grade system will be used to calculate honor roll eligibility.

- ❖ Honor Roll: Students earning a 4.0 semester GPA.
- ❖ Principal’s List: Students earning a semester GPA between 3.50 and 3.99.

## **ACADEMIC LETTER AWARD**

In order to receive an academic letter, students must show proficiency in academics. The following applies:

- ❖ At least three semesters of 3.3 or above receive an academic letter.
- ❖ Each additional semester of a 3.3 or above will receive a bar.

## **GRADUATION ACADEMIC AWARDS:**

In order to qualify for graduation academic awards, students must meet all state and district graduation requirements. In case of ties, co-honorees will be selected.

- ❖ **Valedictorian:** This award will go to the student(s) at the top of the Senior Class as determined by the grading system for 7 semesters and making satisfactory academic progress for the 8th semester.
- ❖ **Salutatorian:** This award will go to the second highest student(s) in the Senior Class as determined by the grading system for 7 semesters and making satisfactory academic progress for the 8th semester.

## **GRADUATION**

All students must meet state and local graduation requirements before they can participate in graduation exercises. For copies of the graduation requirements, please visit the counselor’s office. Students are not required to participate in the graduation ceremonies. If students elect to participate in graduation, they must follow school policy 2720 for dress and conduct. Students who do not want to participate in graduation will have their diplomas mailed to them. Students must attend graduation practice if they plan to participate in graduation exercises.

## FINAL EXAM POLICY

At the end of each semester, students in grades 9 through 12 will take a final exam for every class. Final exams count for 10% of the semester grade. Students may be eligible for exemption from their final exams by meeting specific criteria as listed below.

- ❖ Students with a grade of an 'A' (90%) or above and no more than 3 absences.
  - Absences include all missed days, excused and unexcused.
  - School field trips, athletic events, extracurricular school excused events, and college visits (with verification) do not count towards the absences. Students who have bereavement leave for immediate family- parent, sibling, or grandparent- per policy 3050, will not have up to 4 absences counted against them.
- ❖ Students do have the option to take the final exam to improve their grade if desired. If a student chooses to take the exam, grading practices set forth will be followed, and the final exam will count for 10% of the student's final grade.

Students who receive disciplinary consequences resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the semester will be required to take all final exams. These students will not be eligible for any final exam exemptions, regardless of academic performance or attendance. This policy is in place to support accountability and reinforce the importance of positive behavior.

## COLLEGE AND CAREER ADVISING

Students in grades 8-12 will be provided with College and Career advising annually by the school counselor. Parents and students are welcome to meet with the counselor at any time to discuss available options. Dual enrollment will be in compliance with District policy and State Law. Contact the Counselor for details.

## IDLA

Students may enroll in online courses through the Idaho Digital Learning Alliance (IDLA) for credit recovery, advanced coursework, or scheduling flexibility. Participation in IDLA is a privilege and requires students to meet academic, behavioral, and attendance standards. Students must remain on campus during their IDLA periods unless they meet eligibility for off-campus learning and have parent/guardian consent. Academic progress is closely monitored, and students not meeting expectations may lose off-campus privileges. All students and families must review and sign the *Hansen School District & IDLA Online Learning Agreement*, which outlines detailed guidelines and responsibilities.

## COLLEGE DUAL-ENROLLMENT COURSEWORK

Students who are dual enrolled and taking at least one course through a college must adhere to the following guidelines:

- ❖ **Proof of Enrollment** must be submitted to the school counselor by the end of the first full week of the school year.
- ❖ **Grade Updates** must be provided every two weeks in the form of a screenshot or official progress report, submitted to the school counselor.
- ❖ **End-of-Semester Transcript:** An unofficial transcript must be submitted to the school counselor **by noon on the Wednesday of the last week of school of the semester.**

Failure to meet these requirements may affect the student's academic record and dual enrollment status.

## **FOREIGN EXCHANGE STUDENTS**

**Graduation track:** In order to graduate from Hansen High School, a foreign exchange student must meet all of the graduation requirements set by Hansen School District #415 and the Idaho State Department of Education. Foreign exchange students meeting all graduation requirements will receive a Hansen High School diploma at the graduation ceremony.

**Senior track:** In order to participate in senior activities including the senior trip and the graduation ceremony, the exchange student must pass at least five classes each semester and must pass one semester of Economics, two semesters of American Government or US History and two semesters of English 11 or 12. Foreign exchange students choosing this track will receive a Certificate of Attendance at the graduation ceremony.

**Junior track:** Foreign exchange students who are here primarily to improve their English skills and learn about American culture must meet the academic requirements set by their host organization. These students may enroll as juniors at Hansen High School. Foreign exchange students choosing this track will not participate in the graduation ceremony or senior activities.

# **DISCIPLINE INFORMATION**

## **HANSEN SCHOOL DISTRICT RULES**

- ❖ Follow all directives
- ❖ Be on time for school and be prepared
- ❖ Respect others and their properties
- ❖ Be honest and take responsibility
- ❖ Follow all safety procedures
- ❖ Follow any additional rules given by the classroom teachers

## **DUE PROCESS**

All students will be accorded rights as guaranteed under the Constitution. When an incident of misconduct occurs, a student shall be given written or oral notice of any charges against him/her and an opportunity to present his/her version of the incident in question. School administration must give each student the opportunity, either oral or written, to defend himself/herself against the charges of misconduct prior to any disciplinary action. Such procedures must be reasonable, fair, and timely.

## **ZERO TOLERANCE**

The Board of Trustees has determined that a number of violations of district and or building rules and regulations governing the student's behavior will not be tolerated and may result in immediate suspension and possible expulsion subject to a due process hearing by the Board. These violations include, but are not limited to:

- ❖ Possession of firearms and other weapons.
- ❖ Possession of alcohol, tobacco, or controlled substances on school grounds or at any school sponsored activity.
- ❖ Vandalizing of school facilities and equipment.
- ❖ The policy manual for Hansen School District contains thorough guidelines and descriptions of prohibited items.

## **INTERROGATION POLICY (#3545)**

Individual pupils **may not** be interrogated by any person, except an employee of the Hansen School District without the approval of the principal. Officials representing the Idaho Department of Health and Welfare will be allowed access to students upon proper notification to the building principal.

## **PERSONAL SEARCH**

A student's person and/or personal effects (e.g., book bag, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student is conducted, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present. A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action.

## **FREEDOM OF EXPRESSION & ASSEMBLY OF STUDENTS**

Students have the right and freedom of expression in a manner that does not disrupt the rights of other students nor deny them the right to an education. Any person who disrupts the educational process or whose presence is detrimental to the health, morals, safety or academic learning process is guilty of a misdemeanor. Students are allowed to distribute printed material, but any student who distributes material must assume responsibility for the content. Distribution of such material must take place at a reasonable time and location approved by the administration. Material must be free of libel, obscenity, and defamatory statements. Written or oral expression shall not advocate the commission of a criminal act. Profanity will not be tolerated.

# DISCIPLINE GUIDE

Faculty, Staff, and the Administration will use the following guide as a guideline for discipline.

## Belief Statements

At Hansen Junior and Senior High School, we are committed to fostering a positive, inclusive, and supportive learning environment where every student is empowered to achieve their full potential. Through the implementation of Positive Behavioral Interventions and Supports (PBIS), we promote respectful, responsible, and ready-to-learn behaviors that contribute to academic excellence and personal growth. By collaborating with all stakeholders, we strive to cultivate lifelong learners and compassionate citizens prepared to succeed in an ever-changing world.

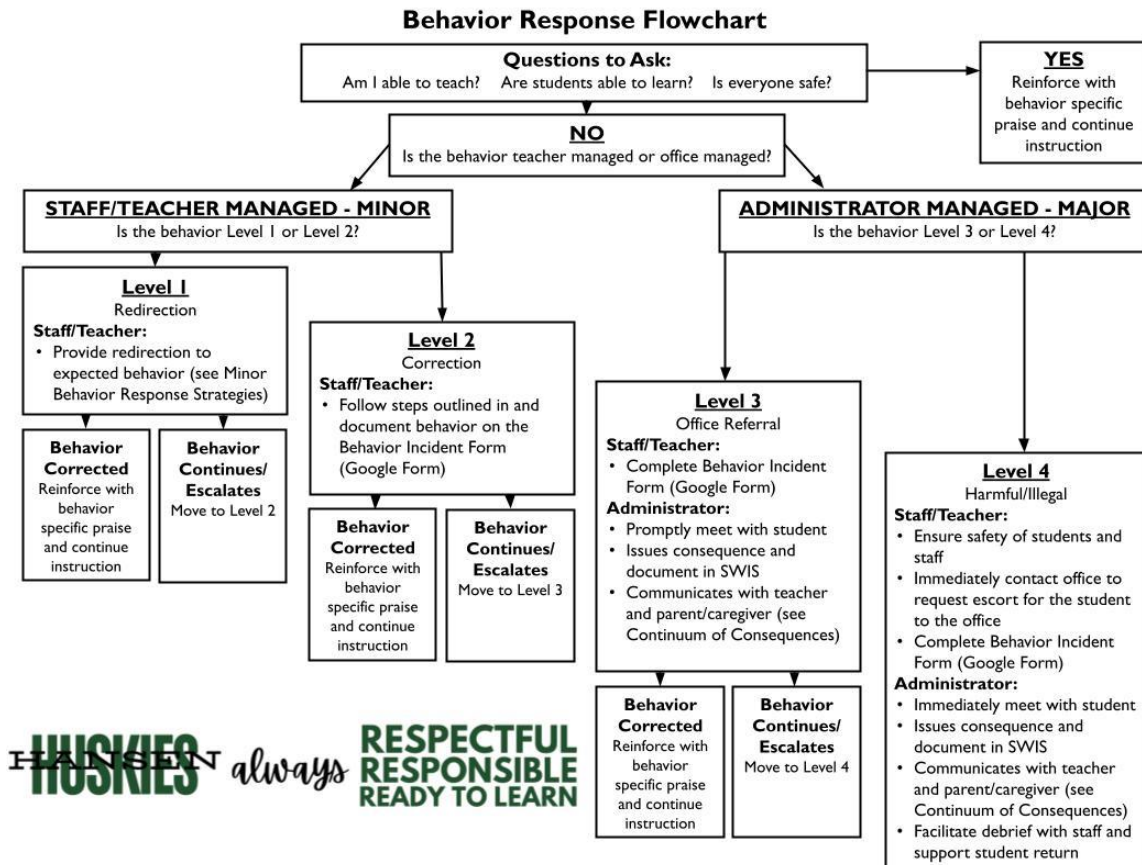
Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:

- ❖ will not be allowed to interfere with the learning opportunities of another student.
- ❖ will not be allowed to interfere with a teacher's responsibility to teach all students.
- ❖ will not excuse the misbehaving student from successfully completing the learning objectives.

## Behavior Expectations

Students and staff will demonstrate:

- ❖ self-respect
- ❖ respect for others
- ❖ respect for all things in their environment



## Staff/Teacher Managed – Minor

### Level 1 – Redirection

Behavior results in minimal classroom disruption.

Form: none

Behavior	Possible Consequences (Consider the behavior and function)
<ul style="list-style-type: none"> <li>• Whining</li> <li>• Food/ drink in class</li> <li>• Unprepared</li> <li>• Missing/ incomplete/ late work</li> <li>• Tardy</li> <li>• Interrupting</li> <li>• Wandering</li> <li>• Sleeping in class</li> <li>• Lying</li> <li>• Cell phone/ Technology</li> <li>• Off task</li> <li>• Arguing</li> <li>• Distracting others</li> <li>• Talking out of turn or at inappropriate time</li> <li>• Passing notes</li> <li>• Yelling</li> <li>• Tattling</li> <li>• Turning in homework</li> <li>• Missing Assignments</li> <li>• Being prepared for class</li> </ul>	<p><b><u>Teacher will provide redirection to expected behavior:</u></b></p> <ul style="list-style-type: none"> <li>• Planned ignoring: Ignore behaviors when motivation is attention.</li> <li>• Physical proximity: Use teacher proximity to communicate teacher awareness, caring, and concern.</li> <li>• Direct eye contact: Give the "teacher look" to get attention and nonverbally prompt student.</li> <li>• Signal or non-verbal cue: Use gestures to prompt desired behavior or remind student of expectations.</li> <li>• Acknowledge others' behavior: Use behavior-specific praise to respectfully acknowledge the appropriate behavior of another student or group.</li> <li>• Redirect: Restate the desired behavior as outlined on matrix.</li> <li>• Support for routines and procedures: Install a routine to prevent the problem behavior. Remind and acknowledge for following expectations or an existing routine.</li> <li>• Re-teach: State and demonstrate the expected behavior. Have student demonstrate the expected behavior. Provide feedback.</li> <li>• Shaping: Acknowledge approximations of the desired behavior while simultaneously ignoring the inappropriate behavior.</li> <li>• Specific and contingent error correction: Specific directions that alert the student to stop the undesired behavior and engage in the expected behavior.</li> <li>• Provide choice: Provide choice to accomplish a task. Options of choices include location, order of task completion, alternate supplies, etc.</li> <li>• Conference with student: Describe the problem. Teach alternate behavior. Tell why alternate behavior is important. Practice. Provide feedback.</li> </ul>

### Level 2 – Correction

Behavior interferes with the learning of others.

Form: Behavior Incident Form (Google Form)

Behavior	Possible Consequences (Consider the behavior and function)
<ul style="list-style-type: none"> <li>• Defiance/ Insubordination/ Non-compliance</li> <li>• Disrespect</li> <li>• Disruption</li> <li>• Dress Code Violation</li> <li>• Inappropriate Language</li> <li>• Material/ Property Misuse</li> <li>• Physical Contact/ Physical Aggression</li> <li>• Tardy (chronic)</li> <li>• Technology Violation</li> </ul>	<p><b><u>Restorative</u></b></p> <ul style="list-style-type: none"> <li>• Provide an apology.</li> <li>• Restore materials, property, or environment to prior condition.</li> <li>• Use non-core instruction time to work on tasks missed due to tardy or off-task behavior.</li> </ul> <p><b><u>Instructional</u></b></p> <ul style="list-style-type: none"> <li>• Participate in conference with teacher and receive re-teaching specific to the behavior/skill necessary to engage in behavior consistent with schoolwide values and classroom expectations.</li> <li>• Participate in opportunities to practice the skill/behavior and receive feedback.</li> </ul> <p><b><u>Reflective</u></b></p> <ul style="list-style-type: none"> <li>• Complete reflection form and discuss with the teacher.</li> <li>• One time loss of access to desired activity, in or out of class (e.g., recess, computer time).</li> <li>• Participate in conferences with teacher and parent/caregiver to discuss the behavior in comparison to schoolwide values and classroom expectations.</li> </ul> <p><b><u>Exclusionary</u></b></p> <ul style="list-style-type: none"> <li>• Lunch detention.</li> </ul>

## Administrator Managed Behaviors (Level 3 & 4)

### Level 3 – Office Referral

Behavior disrupts the teaching environment.

Form: Behavior Incident Form (Google Form)

Behavior	Possible Consequences (Consider the behavior and function)
<ul style="list-style-type: none"> <li>• Abusive Language/ Inappropriate Language/ Profanity</li> <li>• Academic Dishonesty</li> <li>• Defiance/ Insubordination/ Non-compliance</li> <li>• Disrespect</li> <li>• Disruption</li> <li>• Dress Code Violation</li> <li>• Inappropriate Display of Affection</li> <li>• Inappropriate Location/ Out of Bounds Area</li> <li>• Lying</li> <li>• Skip Class</li> <li>• Technology Violation</li> <li>• Truancy</li> <li>• Incurable</li> <li>• Simulation of drugs/alcohol</li> </ul>	<p><b><u>Restorative</u></b></p> <ul style="list-style-type: none"> <li>• Write an apology letter to the individual(s) impacted.</li> <li>• Complete community service and lose specific privilege(s) until completed.</li> <li>• Develop behavior contract in collaboration with administrator/ teacher.</li> <li>• Restores materials, property, or environment to prior condition.</li> <li>• Use non-core instruction time to work on tasks missed due to tardy or off-task behavior.</li> </ul> <p><b><u>Instructional</u></b></p> <ul style="list-style-type: none"> <li>• Participate in weekly sessions of instruction, specific to the necessary skills/behavior needed.</li> <li>• Participate in opportunities to practice the appropriate skill/behavior and receive feedback.</li> <li>• Research the impact of their behavior on self and/or others and present the information to an administrator or class.</li> <li>• Prepare a lesson and teach it to younger students about the importance of solving problems appropriately.</li> </ul> <p><b><u>Reflective</u></b></p> <ul style="list-style-type: none"> <li>• Have behavior actively supervised to ensure following behavior contract.</li> <li>• Complete an exit behavior exam to demonstrate the skills learned during social-skills instruction.</li> <li>• Follow structured schedule until specific requirements are completed.</li> <li>• Participate in interview with administrator to identify the reason they engaged in the behavior.</li> <li>• Loss of access to desired activity, in or out of class for a period of time.</li> <li>• Participate in conferences with administrator and parent/caregiver to discuss the behavior in comparison to schoolwide values and classroom expectations.</li> <li>• Follow district discipline policies.</li> </ul> <p><b><u>Exclusionary</u></b></p> <ul style="list-style-type: none"> <li>• Removal from extra-curricular and/or co-curricular activities</li> <li>• In school suspension.</li> <li>• Out of school suspension.</li> </ul>

**Level 4 – Harmful/Illegal**

Behavior is harmful, illegal, or chronic.

Form: Behavior Incident Form (Google Form)

<b>Behavior</b>	<b>Possible Consequences</b> (Consider the behavior and function)
<ul style="list-style-type: none"> <li>• Arson</li> <li>• Bomb Threat/ False Alarm</li> <li>• Bullying</li> <li>• Fighting</li> <li>• Gang Affiliation Display</li> <li>• Harassment</li> <li>• Physical Aggression</li> <li>• Property Damage/ Vandalism</li> <li>• Theft</li> <li>• Threatening Behavior</li> <li>• Use/ Possession of Alcohol</li> <li>• Use/ Possession of Combustibles</li> <li>• Use/ Possession of Restricted Substances</li> <li>• Use/ Possession of Tobacco/ Nicotine</li> <li>• Use/ Possession of Weapons</li> <li>• Displaying tacit consent by acting as a spectator of a level 4 violation</li> </ul>	<p><b><u>Restorative</u></b></p> <ul style="list-style-type: none"> <li>• Participate in facilitated conflict resolution with other individual(s).</li> <li>• Restore materials, property, or environment to prior condition.</li> <li>• Develop behavior contract in collaboration with administrator/ teacher.</li> </ul> <p><b><u>Instructional</u></b></p> <ul style="list-style-type: none"> <li>• Research the dangers of their behavior and the impact to self and/or others and present the information to an administrator or class.</li> <li>• Prepare a lesson and teach it to younger students about the importance of solving problems appropriately.</li> <li>• Participate in weekly sessions of instruction, for 6-8 weeks, specific to the necessary skills/behavior needed.</li> <li>• Participate in opportunities to practice the appropriate skill/behavior and receive feedback.</li> </ul> <p><b><u>Reflective</u></b></p> <ul style="list-style-type: none"> <li>• Meet with a school or community police officer and gather information on the consequences of engaging in this type of behavior in the community. Write a two-page paper sharing what was learned.</li> <li>• Complete an exit behavior exam to demonstrate the skills learned during social-skills instruction.</li> <li>• Follow structured schedule until specific requirements are completed.</li> <li>• Loss of access to desired activity, in or out of class for a period of time.</li> <li>• Participate in interview with administrator to identify the reason they engaged in the behavior.</li> <li>• Participate in conferences with administrator and parent/caregiver to discuss the behavior in comparison to schoolwide values and classroom expectations.</li> <li>• Receive in or out of school suspension.</li> <li>• Will be referred to authorities (Police or Fire), if necessary.</li> <li>• Follow district discipline policies.</li> </ul> <p><b><u>Exclusionary</u></b></p> <ul style="list-style-type: none"> <li>• Removal from extra-curricular and/or co-curricular activities</li> <li>• In school suspension.</li> <li>• Out of school suspension.</li> </ul>

## **CONSEQUENCES FOR BROKEN RULES**

Teachers may use their own discretion for consequences when students do not obey classroom rules. Teachers will send students to the principal for disciplinary action as necessary by the Discipline Guide. Disciplinary actions at the administrative level may include: expulsion, suspension, detention, cleanup duty, loss of privileges, and loss of busing transportation. When appropriate, law enforcement entities will be notified and involved. Grounds for disciplinary action apply whenever the student conduct is reasonably related to school or school activities including: on or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group, off school grounds at a school sponsored activity or event that bears a reasonable relationship to school, traveling to and from school or a school activity, function, or event, or anywhere including off campus if the conduct may reasonably be considered a threat or an attempted intimidation of a member of the school community.

## EXTRA CURRICULAR & SCHOOL SPONSORED ACTIVITIES

### ATTENDANCE REQUIRED FOR ACTIVITIES:

Students must be present at school for **5 of the 7 periods** of the school day to participate in any school activity district-wide falling on the same day (music programs, athletics, field trips, etc.). Participation in or attendance at after school activities may be restricted by building administration due to behavior and low attendance.

### ACTIVITY CARDS

Activity cards are available to all students. The cost will be established annually and will admit the owner to all home athletic events free of charge. Any student who participates in extracurricular activities must have an activity card. Activity cards do not cover admittance to IHSAA sanctioned district or state games. Activity cards that are used inappropriately will be confiscated.

### GYM USE

The gym is open to student use under the following conditions:

- ❖ Individuals or organizations will be allowed in the gym with adult supervision and prior approval from school administration.
- ❖ Individuals will only be allowed on the gym floor with appropriate footwear.
- ❖ School equipment will be issued ONLY to the adult supervisor of the group.
- ❖ The gym is to be left clean before the group leaves.
- ❖ Individuals or organizations wishing to use the gym may schedule it with the administration.

### TRAVEL POLICY

Students participating in extracurricular activities may not travel to an activity by personal vehicle except in extenuating circumstances with administrative approval. Only parents or legal guardians may transport students home from school activities, this is conditional upon administrative approval. Parents are required to notify the administration or the athletic director in person and provide written verification that they are assuming responsibility for the transportation of their student.

### GUIDELINES FOR SCHOOL SPONSORED ACTIVITIES

Arrangements for school sponsored activities or dances must be made at **least one month in advance.** Proper supervision must be secured before final approval of the dance. Cleanup is the responsibility of the sponsoring organization. Students who leave the event (dance, games, etc....) early will not be readmitted. Out of district students must be approved by building administration prior to the event.

## Eligibility and Requirements for Athletic Participation (#3380)

The Idaho High School Activities Association and the Hansen School Board Policy govern eligibility.

Eligibility is determined by the posted grades of the prior semester at the start of each sport season and also their cumulative GPA. **Students must have passed 5 out of 7 classes and have a 2.0 cumulative GPA.**

Students are not able to gain eligibility in the middle of any season. During each sport's season, participating students must maintain a 2.0 GPA (grade point average) to play or perform in any event.

Grades will be checked weekly on Monday. Any student without a minimum 2.0 GPA will be placed on probation for two weeks. During the probationary period, students may continue to participate on the team. At the end of the two-week period, the student must have achieved a minimum 2.0 GPA. Students who fail to attain a 2.0 GPA during the two-week probationary period will be permanently removed from the team for the duration of the season. Students may only be placed on probation once during each season each year, failure to maintain a 2.0 GPA after the first probationary period will result in removal from the team for the duration of the season.

- ❖ **Academics/attitude:** Acceptable schoolwork and a positive attitude while attending academic classes or any school related event are expected and required.
- ❖ Coaches have the discretion to limit athlete practice and playing time based on classroom performance during each season.
- ❖ **School attendance:** Students must be in school for at least 5 out of 7 classes to be eligible to play in any game. Exceptions will only be granted to those who return to school with a verified note from a doctor's office.

## Other Eligibility Requirements

Each respective staff member or coach responsible for any extracurricular activity may have rules in addition to the academic requirements listed above. Students are required to abide by any rules set forth.

## Inappropriate/Unacceptable Behavior for athletic and extracurricular participation

The principal may suspend student athletes for any amount of time and from any extracurricular activity when the student is involved with alcohol, drugs, or any other criminal offense at any location, before, during, or after school hours.

- ❖ Random drug screening will be conducted throughout the school year, students and parents will be required to submit consent for drug testing before each athlete is permitted to participate in any athletic program.
  - **1st positive drug test:** will result in suspension from the team for a period of 2 weeks. Student athletes will still be required to practice, but will not be allowed to travel, dress down or participate in any scheduled athletic contest
  - **2nd positive drug test (anytime in grades 7-12):** will result in immediate removal from the sports team and student will be ineligible for all extra-curricular activities for one calendar year
  - **3rd positive drug test (anytime in grades 7-12):** will result in the student being ineligible for all extra-curricular activities for the remainder of their enrollment.
- ❖ Students that are suspended from school during the season for their sport for any reason will have the following playing time ramifications:
  - **First suspension:** The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension
  - **Second suspension** will result in no game participation for one week in addition to no participation for the duration of the school suspension. Time is to run concurrently.
  - **Third suspension:** results in the removal of the student from the team.
- ❖ Student athlete attitudes that are found to be disruptive to the game or the team will result in a conference between the student and coach. Coaches have the discretion to place students on probation and ultimately dismiss students from the team for continued problematic behavior.

# Hansen School District Graduation Requirements for the Classes of 2026 and 2027

*\*Subject to change due to State Requirements and Board Approval*

Content Area	Number of Credits
English	8 English Credits + 1 Speech Credit
Mathematics	6 Credits
Social Studies	2 United States History 2 American Government 2 World History
Science	6 Credits (4 lab credits)
Humanities	2 Credits
Health	1 Credit
PE	2 Credits (One PE credit may be earned by participation in an IHSAA sponsored sport; see the office for details)
Economics	1 Credit
Financial Literacy	1 Credit
Electives	18 Credits (minimum)
Post-Secondary Readiness	Career Pathway Plan created by the end of 8 <sup>th</sup> Grade
Civics Exam	Pass Civics Exam any time in grades 7-12
Senior Project	Satisfactory completion of the senior project

# Hansen School District Graduation Requirements for the Classes of 2028 and beyond

*\*Subject to change due to State Requirements and Board Approval*

Content Area	Number of Credits
English	8 English Credits + 1 Speech Credit
Mathematics	6 Credits
Social Studies	2 United States History 2 American Government 2 World History
Science	6 Credits (4 lab credits)
Humanities	2 Credits
Health	1 Credit
PE	2 Credits (One PE credit may be earned by participation in an IHSAA sponsored sport; see the office for details)
Economics	1 Credit
Financial Literacy	1 Credit
Digital Literacy	1 Credit
Electives	17 Credits (minimum)
Post-Secondary Readiness	Career Pathway Plan created by the end of 8 <sup>th</sup> Grade
Civics Exam	Pass Civics Exam any time in grades 7-12
Future Readiness Project	Satisfactory completion of the future readiness project by the end of 12 <sup>th</sup> grade

## Hansen School District Calendar 2025-2026

Days of the Week					S Days	T Days	SPECIAL EVENTS
M	T	W	TH	FR			
<b>August</b>							
				1			July 30 - High School Office Opens August 4 - Elementary Office Opens August 5 & 6- JR/SR High Registration August 11 & 12 -Teacher Work Days August 13 - School Starts
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	10	12	
<b>September</b>							
1	2	3	4	5			September 1 - Labor Day September 11 -Midterm September 12 - Student Success Day
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30				17	17	
<b>October</b>							
		1	2	3			October 9 - End of 1st Quarter October 10 - Student Success Day October 15 - PT Conferences October 16- PT conferences- No school for students
6	7	8	9	10			
13	14	15	16	17			
20	21	22	23	24			
27	28	29	30	31	17	20	
<b>November</b>							
							November 13- Midterm November 14 - Student Success Day November 26-28 - Thanksgiving Break
3	4	5	6	7			
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28	14	15	
<b>December</b>							
1	2	3	4	5			December 12 - Student Success Day December 18 - 1st Semester Ends December 19 - January 2- Winter Break
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30	31			12 (70)	13 (77)	
<b>January</b>							
			1	2			January 5 - School Resumes January 16 - Student Success Day
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30	16	17	
<b>February</b>							
							February 5- Midterm February 6 - Student Success Day February 16 - President's Day No School
2	3	4	5	6			
9	10	11	12	13			
16	17	18	19	20			
23	24	25	26	27	15	16	
<b>March</b>							
2	3	4	5	6			March 12 - End of 3rd Quarter March 13 - Student Success Day March 18 - P/T Conferences March 19 - PT conferences- No school for students March 23-27 - Spring Break
9	10	11	12	13			
16	17	18	19	20			
23	24	25	26	27			
30	31				13	15	
<b>April</b>							
		1	2	3			April 17 - Student Success Day April 23 - Midterm
6	7	8	9	10			
13	14	15	16	17			
20	21	22	23	24			
27	28	29	30		18	19	
<b>May</b>							
				1			May 15 - Student Success Day May 21 - 2nd Semester Ends/Last Day of School May 21 - Graduation May 25 - Memorial Day May 26 - Teacher Work Day
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	12 (74)	14 (81)	
					144	158	
plus 2 summer PD days							
<b>First/Last Day of School</b>					<b>No School</b>		<b>Student Success Day</b>

## Hansen Jr/Sr High School Behavior Expectations Matrix

	RESPECTFUL	RESPONSIBLE	READY TO LEARN
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Be kind</li> </ul>	<ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Stay on task</li> <li>• Hand in your work on time</li> <li>• Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Have supplies ready and use them appropriately</li> <li>• Have Chromebooks charged</li> <li>• Use restroom and get a drink during passing</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>• Walk quietly- use inside voices</li> <li>• Be polite- stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>• Walk safely</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Get where you are going</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>• Keep area clean</li> <li>• Be mindful of others personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Put trash in cans</li> <li>• Flush, wash, &amp; be on your way</li> </ul>	<ul style="list-style-type: none"> <li>• Use time wisely</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Use polite manners</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your food so you can learn</li> </ul>
<b>LAB</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Keep self under control</li> </ul>	<ul style="list-style-type: none"> <li>• Use tools and materials responsibly and appropriately</li> <li>• Clean up after myself</li> <li>• Return everything to its proper place</li> </ul>	<ul style="list-style-type: none"> <li>• Wear proper safety attire</li> <li>• Follow all safety protocols</li> <li>• Complete all expected aspects of each activity</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Quiet voices</li> <li>• Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Safety first</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time for the bus</li> <li>• Model safety for younger students</li> </ul>
<b>GYM</b>	<ul style="list-style-type: none"> <li>• Cheer and encourage your peers from the bleachers</li> <li>• Be kind to visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Use trash cans and help keep the area clean</li> <li>• Support your team by watching and cheering</li> </ul>	<ul style="list-style-type: none"> <li>• Only gym shoes on the gym floor</li> <li>• Show good sportsmanship</li> </ul>
<b>LOCKER ROOMS</b>	<ul style="list-style-type: none"> <li>• Respect each other's personal space and privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping the locker room environment clean</li> </ul>	<ul style="list-style-type: none"> <li>• Change quickly and get to your class/activity on time</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Please wait patiently</li> <li>• Use respectful language and manners</li> </ul>	<ul style="list-style-type: none"> <li>• Use time between classes to address needs at the office</li> </ul>	<ul style="list-style-type: none"> <li>• Bring a solution-focused mindset</li> <li>• Ask questions politely if you need assistance</li> </ul>
<b>PARKING LOT</b>	<ul style="list-style-type: none"> <li>• Yield to pedestrians</li> <li>• Be considerate of other drivers when entering, exiting, or navigating the parking lot</li> </ul>	<ul style="list-style-type: none"> <li>• Stay focused while driving or walking</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive early enough to ensure that you have enough time to park and get to class or other activities on time</li> </ul>

# BUS PROCEDURES

## Violations

Each year, the district will issue the following procedures to all students and parents, accompanied by a form to be signed as an acknowledgment of being read and understood.

### Disciplinary Procedures for Violations

1. First Citation – Warning\*: The driver verbally restates behavior expectations and issues a warning citation\*. The driver may assign the student to a particular seat.
2. Second Citation\*: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal.
3. Third Citation\* of the year: The student receives a 5—to 10-day suspension and will not be allowed to ride the bus until a conference arranged by the transportation supervisor has been held with the student, the parent, the bus driver, the transportation supervisor, and the principal. At this time, a behavior contract will be made with the student, and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of ten (10) days and up to a one (1) year expulsion. The transportation supervisor will arrange a hearing at this time involving the student, the bus driver, the transportation supervisor, the parent, and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

***\*Before the student is allowed to ride the bus again, all citations must be signed by the parents, the transportation supervisor, the bus driver, and the principal.***

Definitions:

“Suspension” means any disciplinary removal, other than expulsion, for up to ten school days.

“Expulsion” means any disciplinary removal beyond ten school days up to one calendar year.

# BUS PROCEDURES

## Code of Conduct

Each year, the district issues a code of conduct to all students and parents accompanied by the following form to acknowledge that it has been read and understood.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. \* Not have in their possession any weapon as defined by Board Policy #3330 – Student Discipline
4. \*Not fight, wrestle, or scuffle;
5. \*Not stand up and/or move from seats while the bus is in motion;
6. \*Not extend hands, head, feet, or objects from windows or doors;
7. \*Not possess matches or other incendiaries and concussion devices;
8. \*Use emergency exits only as directed by the driver;
9. \*Not damage school property or the personal property of others;
10. \*Not threaten or physically harm the driver or other riders;
11. \*Not do any disruptive activity that might cause the driver to stop in order to reestablish order;
12. \*Not make disrespectful or obscene statements;
13. \*Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments, or other large objects that might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick-up time (schedules will be posted on all buses);
20. Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips

\*These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.