# TAMMANY HIGH SCHOOL
# STUDENT HANDBOOK
# 2026 - 2027




**THS MISSION**

*Tammany High School will develop and inspire life-long learners and empowered graduates!*

**THS VISION**

*Tammany High School is a resilient, collaborative community where growth and performance is ensured at an accelerated pace.*

Revised 08.04.2026

## WELCOME TO TAMMANY HIGH SCHOOL

Dear Students and Parents,

Welcome to a new school year! At Tammany High School, we pride ourselves on fostering a supportive environment where every student feels valued and empowered. Our school values are simple, **TRUST, HONOR, SUPPORT,** yet meaningful to everyone who attends or works at our school. Our dedicated staff works to build strong relationships, ensuring that each child receives the encouragement and skills they need to thrive. Here's to a fantastic year filled with growth, discovery, and achievement!

Warm regards,

Greg Kramasz, Principal

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**School Staff – Alphabetically**

- Derek Ax – US History and English
- Benjamin Birdsell – US Government and Economics
- Rebekah Britt – Instructional Assistant
- Brandee Brooks – Administrative Assistant
- Tara Cobley – English and Sr. Project
- Elizabeth Davenport – Health/PE
- Kara Herndon – Family and Consumer Science
- Jamie King – Daycare supervisor
- Greg Kramasz – Principal
- Dalton Mauzay – Art
- Jeremy McLean – Special Education
- Kate Metz – Science
- Kimberlie Miller – Math
- Sonya Niswander – Intervention Assistant
- Tina Slyter – Counselor
- Marisa Smith – Custodian
- Vicki Stevenson – Food Services
- Kathy Witt – English, Speech and Drama
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## Normal Schedule:

**1st 8:00 – 9:30**
**2nd 9:33 – 11:03**
**Lunch 11:03 – 11:33**
**3rd 11:36 – 1:06**
**4th 1:09 – 2:39**

## Early Release:

**1st 8:00 – 8:56**
**2nd 8:59 – 9:54**
**3rd 9:57 – 10:54**
**4th 10:57 – 11:54**

## Late Start:

**1st 10:00 – 11:00**
**Lunch 11:00 – 11:30**
**2nd 11:33 – 12:33**
**3rd 12:36 – 1:36**
**4th 1:39 – 2:39**

# Tammany High School 2026-2027 Academic Calendar

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|---|---|
| August 26 | First Day of School |
| September 7 | Labor Day – No School |
| September 23 | Early Release at 12:25 |
| October 1 | No School – P/T Conferences 12:00 – 7:30 |
| October 2 | No School |
| October 14 | Early Release at 12:25 |
| October 29 | Last Day of Quarter 1 |
| October 30 | No School – **THS ONLY** |
| November 16 | No School – Teacher Prep |
| November 25 - 27 | No School – Thanksgiving Break |
| December 2 | Early Release at 12:25 |
| December 2 | P/T Conferences – 5 – 7PM – **THS ONLY** |
| December 21 – January 4 | No School - Christmas Break |
| January 18 | No School – MLK Day |
| January 22 | Last Day of Quarter 2/Semester 1 |
| January 25 | No School – Teacher Prep |
| January 26 | First day of Quarter 3/Semester 2 |
| February 15 | No School – President's Day |
| February 24 | Early Release at 12:25 |
| March 4 | No School - P/T Conferences 12:00 – 7:30 |
| March 5 | No School |
| March 17 | Early Release at 12:25 |
| April 1 | Last day of Quarter 3 |
| April 2 | No School – **THS ONLY** |
| April 5 – 9 | Spring Break |
| April 21 | Early Release |
| May 7 | No School – Teacher Prep |
| May 12 | P/T Conferences – 5 – 7PM – **THS ONLY** |
| May 19 | Early Release at 12:25 |
| May 31 | No School – Memorial Day |
| June 4 | Early Release at 12:25 **- THS ONLY** |
| June 4 | THS Graduation |
| June 9 | Last day of school – Dismissal at 12:00pm |

# ATTENDANCE POLICY

**Please call the Attendance Office directly at 208-748-3271**
**or email bbrooks@lewistonschools.net**

- **when leaving a message, please give the following information:**
  - **your name, student's name, and reason for absence**
- **If a student is missing because of an appointment (doctor, dentist, counseling, ect.), it is recommended they bring a note from the appointment back to school upon return.**

Idaho Code 33-202 stipulates that attendance is compulsory for all children between the ages of seven and sixteen years and that parents or guardians are responsible to ensure that children are in attendance.

The Board of Directors considers full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the scholastic day and ensures quality education. There is a clear connection between student academic success and consistent school attendance. It is the belief of the administration, faculty and staff that regular school attendance is an essential prerequisite to a successful learning environment.

We believe that the student's presence in the classroom and regular contact with the classroom teacher is a necessary part of the learning experience. Even when students achieve an acceptable level of academic performance coincidental with irregular attendance, a significant aspect of their learning experience is missed.

Irregular attendance can create unreasonable demands on the learning experience of all students by disrupting the pace and organization of classroom instruction. Irregular attendance can shift the work demands of the classroom teacher making less time available to direct the learning experiences of students who attend regularly.

Student attendance is a prerequisite for academic credit. In order to receive academic credit for a class a student must meet the academic standard determined by the classroom teacher and the attendance standard as follows:

A. **Communication Procedure**
Parents/guardians will be notified in writing when their student accumulates three (3) absences AND six (6) absences during the quarter.

Students with ongoing attendance problems will be referred to the administration to determine action to be taken. If a student exceeds six (6) absences in any class during the semester, credit may be withheld.

B. **Credit Denial Notification**
Parents/guardians will be notified in writing via email and/or letter if credit was or will be withheld.

C. **Appeals Procedure**
If a determination is made to withhold credit, the student and parent/guardian may make an appeal.
If an appeal is made, it is the responsibility of the student/parents to provide substantial documentation that:
(1) Clears up unverified absences, unexcused absences or truancies.
(2) Illustrates extenuating circumstances that led to excessive absences.
(3) Defines health or legal issues preventing the student from attending school.

D. **Appeals Process**
The two following steps are established to guide students and parents through the appeals process.

1. An attendance/appeals committee will review the records and the circumstances and determine whether or not the student will receive credit. Each secondary building will have an attendance/appeal committee.

2. The decision of the attendance/appeals committee may be appealed to the superintendent or designee. The appeal must be submitted to the superintendent within ten (10) working days after receiving the decision from the attendance/appeals committee. The decision of the superintendent or designee is final (Board Policy 5010).

## ABSENCES

Absence from school will be documented under three categories: (1) excused, (2) unexcused, and (3) truancy.

Excused Absences: Excused absences are personal illness, and family emergencies. If a student misses because of an appointment (medical, dental, counseling, ect.), it is recommended that a note from the appointment be brought in to the attendance office for 3rd party verification.

Prearranged Absences(Excused)
Whenever students are aware beforehand that they will be absent, they must obtain a prearranged absence form from the attendance office. The request must come from a parent. Upon their return, students will be expected to be able to continue with the course work of each class.

Unexcused Absences: Absence for other reasons shall be considered unexcused. Work missed during an unexcused absence may be made up for credit. Students who have unexcused absences may receive Administrative disciplinary action.

Parents/Guardians are encouraged to provide 3rd party verification (medical, dentist, counseling, ect.) as soon as possible when the student is absent and when applicable.

**NOTE: Student employment (work) will not be considered an excused absence under any circumstances**

Truancy: Willful absence of the student without the knowledge of the school or parents is considered truancy. It is unexcused and may lead to expulsion from school. Purposely missing one class to complete work for that class or another is considered truancy as well. Assignments missed due to a truancy will not receive credit. Students who are truant will receive Administrative disciplinary action.

Parent Communication Procedure
The parent or guardian is asked to call or email on the day a student is absent from school.

Absences **must** be cleared within two (2) school days after the student returns to school. If no contact from the parent or guardian is made, the absences will be coded as **unexcused**.

**IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO CLEAR THE ABSENCES.**

## CHECKING IN/OUT OF SCHOOL

When a student arrives at school at times other than the regular start of his or her school day, they **must sign in at the office**.

When a student checks out of school, a phone call from the parents or guardians requesting the absence will be required and presented to the attendance office. Students are required to sign out at the attendance office prior to leaving campus, even if during the lunch period.

**When a student becomes ill or needs to leave school for any non-school activity, they must check out at the attendance office**. The attendance office will call home and release the student with parent/guardian permission. If a guardian is not available to excuse the student, an **administrator** may sign the student out. The absence will be unexcused until their parent confirms the checkout with a call, email or note.

**If a student leaves school and does not check out at the attendance office, the absence will be defined as TRUANT.**

## HOMEWORK MAKE-UP POLICY

- Students are to get the missed work from their instructor the day they return to school whether or not they have class with that instructor the day of return. For example, if a student is gone on Monday and they return on Tuesday, they are to get the missed work on Tuesday and have it completed by Wednesday.
- Students who have unforeseen excused absences from class will have the number of school days missed to make-up the work. For example, if a student is absent on Monday and Tuesday, they would get Wednesday and Thursday to make up the work and have it completed and submitted to their instructors by Friday.

- Students who miss at least one class up to one day of school due to a scheduled event (school activity, scheduled appointment, etc.) are to get the material in advance of the absence and have it completed upon return to class.
- Students who have planned absences in excess of one day for any activity are to make arrangements with their instructors prior to leaving.
- Assignments (portfolios, Senior Project, etc.) that have long term deadlines are due on or before the deadline.

**Assessments are to be taken on their scheduled day regardless of absences unless prior arrangements have been made with the instructor.**

## TARDY POLICY

One important purpose of education is to teach responsibility and respect. Punctuality is an important skill to learn and it is the intent of Tammany High School to emphasize being on time. Tardiness disrupts the educational process for all students. Students are expected to be on time to class. **All tardies are <u>unexcused</u> unless medical documentation is provided.**

1st -Tardy- Teacher disciplinary action
2nd Tardy-Teacher disciplinary action
3rd Tardy- Teacher disciplinary action
4th and subsequent Tardies-Administrative disciplinary action in addition to teacher disciplinary action.

Teacher disciplinary action ranges from a reprimand to detention. Detention options may be before/after school with the teacher, lunch time in the intervention room.

1st period tardies under 20 minutes (8:20AM) can be made up on the day of the tardy only, by reporting to the intervention room for lunch. Tardy makeups are capped at 9 total for a quarter. If the tardy is made up, the tardy will not count against the student.

## ACADEMIC TARDY

A tardy is considered an academic tardy when the student is tardy by more than 15 minutes to any class. If a student is academically tardy, then they are required to sign in at the attendance office and receive Administrative disciplinary action.

Administrative disciplinary action may include a reprimand, detention, Saturday School, suspension, or removal from class for continued disruption.

### ACADEMIC HONESTY POLICY

Honest behavior is an expectation for all students in Tammany High School. The purpose of this policy is to create and maintain an ethical academic atmosphere. "Academic Honesty" means that all academic work is the legitimate, truthful work of the student. Students submit tests, essays, projects, and other assignments that are free from fraud or deception. Students taking tests or submitting school work should rely on their own knowledge and preparation unless otherwise instructed by the teacher. Sources used should be given credit when the wording, ideas, facts, statistics, or opinions of other persons, books, or the Internet are utilized. Honest, ethical behavior is an essential component in the learning process.

**Behaviors which will not be tolerated**

- *Cheating on Tests and Assignments* - Any intentional giving of or use of external assistance relating to an examination, test, quiz, or assignment without express permission of the teacher. This includes looking on another student's paper, sharing answers, text messaging answers, or copying another student's paper.
- *Fabrication* - Any intentional falsification or invention of data citation, or other authority in an academic exercise.
- *Unauthorized Collaboration* - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- *Plagiarism* - Any intentional representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without permission of the teacher, is also engaged in plagiarism.
- *Alteration of Materials* - Any intentional and unauthorized alteration of student, teacher, network sites, or library materials.

- *Forgery* - Any unauthorized signing of another person's name to school related documents.
- *Theft* - Any Theft of materials.
- *Transfer of Unauthorized Materials* - Any giving or selling of unauthorized materials.

**Consequences for academic dishonesty**
Any alleged violation of will be investigated thoroughly and appropriate disciplinary action will be taken. Depending on the severity of the offense one or more of the following consequences may occur: Loss of all credit for the assignment or test with no makeup permitted.

- Referral to the principal and the parent/guardian will be contacted.
- Dropped from the class with no credit.
- Referral to the Student Assistance Services (SAS) Team.
- Suspension from school.

## STUDENT RECORDS

A master pupil record (transcript) be kept permanently for each student attending high school in the Lewiston School District. All other student records will be kept for a set period of time. Information in student cumulative files will be kept for a period of five (5) years after a student graduates or permanently leaves the District, excepting those records sent to other school districts. This policy excludes records for students with disabilities which will be retained for a period of time consistent with state and federal guidelines. (Policy 5340)

# GENERAL INFORMATION

## ENROLLMENT GUIDE

Immunization records are required by State Law before enrolling. A birth certificate is required by state law within thirty (30) days of registering.

Out-of-state students may be admitted only under the guidelines provided through the open enrollment policy. Tuition rates apply to out-of-state students enrolled within the District.(See enrollment and placement requirements section.)

Independent School District No. 1, Lewiston, Idaho is an equal opportunity educational agency. In accordance with all applicable laws and regulations concerning delivery of services, all courses at Tammany High School are open to students of both sexes.

## LOST AND FOUND ARTICLES

All other articles should be turned in at the office. Report all articles lost or stolen to the office. You are responsible for the Chromebook and charger along with any other books or equipment issued to you and you should make certain that your name and the name of the teacher is in each book.

## PARENT PERMISSION FORMS

Parent permission forms must be filed before going on any trips in which the school furnishes the supervision or transportation, unless the students involved are members of an organized team. Students may not drive their cars to any activity or field trip, unless prior approval from administration.

## SCHOOL BUS POLICIES

School buses are furnished to transport students to and from school and for other school-related purposes. They are not furnished for personal transportation. Students may not ride buses to: (a) work; (b) youth organizations; (c) piano lessons; or (d) to spend the evening with friends. Students whose names do not appear on the bus route list will not be allowed to ride the bus. (See Bus Conduct Regulations)

- Principals may issue permits to allow other students to ride the bus when a family emergency exists. These permits must be issued to students in advance and will be limited to the duration of such an emergency.

- Once a student passenger has entered a bus, the bus driver has full responsibility for his/her behavior. The driver will not release the student to anyone without written permission from the principal.

- Students are to load and unload at their assigned bus stop. They must have written permission from the principal to leave the bus other than at their normal school bus stop.

## STUDENT INJURIES

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 district office.

## STUDENT PARKING

Cars are to be driven with caution on or near the school grounds.

- Cars are to be parked in the student parking lot only. The gate to this parking area is locked in the late afternoon and students need to remove cars at the end of the student school day.
- Vehicles are to be parked properly in the painted parking spots.
- Do not pass school buses while loading or unloading if their lights are flashing and stop arms are extended. This is a violation of State law and the County Sheriff's Office will be notified.

- Blocking entrance and exit driveways to public parking is unlawful and vehicles will be towed at owner's expense.
- Drivers and/or vehicles that create hazards, messes, or distractions may be banned from campus and any cleanup will be the responsibility of the driver.

## CELLPHONE/ELECTRONIC DEVICE POLICY

**DEFINITIONS:** All personal electronic communication devices including but not limited to the following personal devices and accessories for communication and/or entertainment:
Cell phones, smart phones, flip phones, smart watches, earbuds, head phones, video recording devices, personal digital assistants (PDAs), iPods, iPads, air pods, laptop computers, tablet computers, gaming devices, other wearable electronics and other similar electronic devices. This does not include school issued devices or devices approved by administration for educational use or devices needed to support students with disabilities or health monitoring when used for those purposes.
**SCHOOL DAY:** The school day is defined by when the student physically enters the building, (without intentional delay), until the student physically exits the building at the end of their school day. Tammany High School students will be allowed to use their personal electronic devices during lunch time. Specifically, from the ring of the 11:03 bell until the ring of the 11:33 bell. At that time, electronics must again be silenced and kept in their bags or backpacks, out of sight. Phones are not to be visible or used from when the student enters the building until the lunch bell at 11:03. Phones are not to be visible or used from the ringing of the 11:33 bell until the student leaves the building for the day.

**Consequences for violation(s) after acclimation period:**

- **First offense:** Phone is confiscated by the staff member and returned at the end of the period. **
- **Second offense:** Phone is confiscated by the staff member, delivered to the office where the student can pick it up at the end of the day. **
- **Third and fourth offense:** Phone is confiscated by the staff member, delivered to the office where a parent/guardian will pick it up at the end of the day. **
- **Fifth offense and beyond:** Phone is confiscated by the staff member, delivered to the office where the parent will pick it up and develop a plan with the principal for ensuring the phone does not return to school.

** IF THERE IS ANY ARGUMENTATIVE OR HOSTILE BEHAVIORS WHEN A PHONE IS BEING CONFISCATED, OTHER DISTRICT POLICY WILL COME INTO PLAY.

## CELLPHONE/ELECTRONIC DEVICE POLICY FAQ'S

**Will cell phones be collected when students enter the school building daily?**

- *No, the school will not automatically collect cell phones or PEDs when students enter the school.*

**Should my student carry their cell phone in their backpack or bag?**

- *Yes, students are expected to have their cell phone/personal electronic device(s) (PEDs) stored in their bag or backpack, and it must be completely silenced (no notifications or vibrations). Students should not keep their cell phones or PEDs on their person, whether it be in a pocket of their pants, hoodie or jacket pocket, etc..*

**How can I reach my student if they can't check their phones throughout the day?**

- *If you need to reach your student, you can call the office at the school – 208-748-3270.*

**How can my student reach me if they need to?**

- *They can use the student phone outside of the office or a teacher's phone, with permission.*

**My student has a condition that they use their cell phone or other personal electronic communication devices (ie. Smart watch) to monitor that physical condition. Can they still do this?**

- *Yes, if you know your student needs a device for documented health reasons, please communicate with the counselor or principal and a plan will be set up, if a plan does not already exist.*

**I'm a student responsible for picking up my younger siblings, what if something happens and I need to contact their school or daytime care provider.**

- *You can use the student phone outside of the office or the parent can contact the office at the school – 208-748-3270.*

**I'm a student who has an after-school job. What if I need to check in with my boss?**

- *You can use the student phone outside of the office or you may ask individual teachers if you can use their classroom phone. It is at the discretion of the classroom teacher to determine when it would be appropriate to use the classroom phone.*

**What if there is an emergency and my student needs to contact me?**

- *Depending on the type of emergency, teachers may allow students to use their cell phones at appropriate times. This would be an extremely unlikely event.*

**I use my student's cell phone to track their location for safety purposes. Does this policy allow for this?**

- *Yes. Your student's device may remain on during the school day, provided that it is out of sight, silenced and does not receive notifications.*

**What happens if my student's cell phone rings or otherwise notifies in class?**

- *If your student's cell phone rings or otherwise notifies in class, the teacher will take the phone and it will be held in the classroom until the end of the period on the first offense. On the second offense, the teacher will confiscate the phone and it will be held in the office until the end of the day and the student may retrieve it then. Further offenses will result in further consequences.*

**If there is a lockdown, how will the school handle the number of parents trying to contact the school to ensure their student is safe?**

- *Anytime there is an emergency at school, the school's first priority is to ensure the safety of the campus and the students. The district office works directly with emergency responders to provide information about the situation as quickly as possible to the families. In the event of an emergency, it is very likely no school personnel will be answering their phones. In classrooms that are not close to the situation, teachers have the discretion to allow students to use their cell phones to communicate with their family members.*

**What if my student forgets something they need for school at home and they need to get a hold of me?**

- *They can use the student phone outside of the office or a teacher's phone, with permission.*

**What if my student uses their cell phone for educational purposes like the calculator or researching topics?**

- *Personal electronic devices will no longer be used for these purposes. The school provides every student a Chromebook and chargers will be available in every classroom. Students do not need their electronic devices to complete their assignments.*

**Can my student use their electronic devices on the bus?**

- *Yes, students can use their electronic devices on the bus, provided they are following other applicable transportation/bus rules. The new policy is only in effect when students are on campus.*

**What if I need to get in touch with my student for something that might not be an emergency?**

- *If you need to communicate with your student for any reason, simply call the school, 208-748-3270, and staff will relay messages to your student or notify their teacher so that your student can contact you from a school phone at a time that does not interrupt instruction.*

**What is the definition of a Smart Watch?**

- *Any device that is used for communication and/or entertainment purposes.*

**What if my student has a 504 plan or IEP accommodation that allows them to listen to music during work time?**

- *Those accommodation will still be met using the Chromebook that is issued to your student.*

## SUPPLIES

Students will be required to furnish personal items such as notebooks, paper, pencils, erasers, etc. Students enrolled in certain classes such as art, home economics, photography and shop will be required to purchase materials and supplies used in any projects that become the personal property of the student. Some of these items will be available through the school while other items will be purchased personally by the student.

## CHROMEBOOKS & CHARGER

A Chromebook and charger are not issued to each student at THS. Each classroom has Chromebooks for students to use during that class. The student is responsible for any excessive wear and tear on the Chromebook and/or charger, along with any damage to the exterior, keypad, or screen. They are also responsible for any lost or stolen Chromebook or charger. Chromebook-$400 Charger-$50.

## TEXTBOOKS

Students are responsible for textbooks assigned to them. Texts that are lost, stolen or show excessive wear or damage are charged to the student. It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover.

## VISITORS

The school policy is NO student visitors. The exceptions to this policy are when the visitor is actually participating in the class as a guest speaker or when the principal has approved a special curriculum request. Parents are always welcome. Visitors are required to check in at the main office, wear a visitor pass, and expected to leave when their business is completed. Persons who loiter about the school will be treated as trespassers and will be reported to the police. Any suspicious person/s on or near campus should be reported immediately to the office.

## GRADUATION REQUIREMENTS (Class of 2024 and beyond)

| Courses | Credits Required |
|---|---|
| English | 8 |
| Math | 6 |
| Science | 6 |
| US Government | 2 |
| US History | 2 |
| Humanities | 2 |
| Professional/Technical | 2 |
| Economics | 1 |
| Health | 1 |
| Speech | 1 |
| PE | 1 |
| Digital Literacy | 1 |
| Electives | 13 |

**46** Minimum Credits for Graduation

**Students must have met the follow requirements in order to graduate:**

- Credits outlined above
- Compliance with State Standardized Testing Requirements
- Passing grade (70% or higher) on the Civics Assessment
- Completion of the Senior Project

**To participate in graduation the student must**:

- Be enrolled as a full time THS student.
- Have courses completed and credits earned by 10:00am on senior's last school day before graduation.
- Be in good standing in academics, attendance and discipline.
- Be present for all graduation practices.
- Be with their graduating cohort.

## PARENT-TEACHER CONFERENCES

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the counselors.

## PROGRESS REPORTS

Progress reports will be mailed out the week prior to parent-teacher conferences. Parents/guardians/students can access real-time grades using the PowerSchool Parent Portal.

## REPORT CARDS AND GRADING

Report cards will be issued at the end of each nine-week period. Grade point averages will be calculated on the following basis:

90-100 = A - Excellent
80-89 = B - Above average
70-79 = C - Average
60-69 = D - Passing
0-59 = F - Failure
I - Incomplete
P – Passing - receives credit but does not count in grade point average
W – Withdrawal, no credit
NC – No credit

A withdrawal requires parent and teacher signatures and the availability of Study Hall. For the first four weeks of each semester, a withdrawal will result in a "W" on their transcript and they receive no credit for the class. After the fourth week, students who withdraw from a class receive an "F" on their transcript and no credit for the class.

## REMOVAL/DROPPED FROM CLASS (ES)

A student may be removed or dropped from a class or classes for continued disruption of the educational process (disruptive behavior, truancy, excessive tardiness, etc.). If a student is removed or dropped from the class, they will receive an "F" for the semester in that class and be placed in Study Hall for the remainder of the semester. The THS administration is required to approve the removal or drop.

**TRANSCRIBING CREDITS FROM OUTSIDE INSTITUTIONS EXCLUDING DUAL CREDIT**

- If student earned 60 hours in one content area, the student's grade will be transcribed in the content area in which the grade was earned.
- If hours must be combined in separate content areas, the grade will be transcripted as a P with elective credits.
- Failure to pass a certification exam paid for by AO funds will not impact future AO Funding. Failure to pass a course regardless of modality will result in AO funds being frozen until another course is paid for out of pocket and successfully completed.
- Students are responsible for transportation and monitoring academic progress.
- All college credits taken while enrolled in high school will be transcribed by THS. The high school will transcribe the grade the college provides (including a W).

# DISCIPLINE POLICIES

Students are expected to adhere to all guidelines and regulations stipulated in the Student Discipline Code #5020 adopted by the Board of Directors of Independent School District No. 1, Lewiston, Idaho. The school district and each school within the district constitute an academic community composed of all students, teachers, administrators, parents and the community-at-large. The rules and regulations of a school are the laws of that academic community.

All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of school citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the school community and the rights of the other members of that academic community. What must be emphasized is that education is not only a right, it is a privilege which must be guarded by appropriate conduct.

## GENERAL EXPECTATIONS

1. Smoking, E-cigarettes, Vapor pens (devices), oils, chewing tobacco, and nicotine pouches are against the law for people under 21 years old. **Therefore, the carrying and use of any of these are prohibited on school property at all times, including after school, evening and weekend events**. Violators are subject to suspension and to penalties of the law.

2. No student will be allowed to possess, use or be under the influence of alcohol, illegal drugs or narcotics at any time within school buildings, on any school district property or at any school activity whether on or off school property. Violations will result in suspension and may lead to expulsion from school, along with a referral to the Substance Abuse Resource Team. (See substance abuse policy 5020).

3. Sexual harassment is defined as inappropriate interactions of physical or verbal nature, characterized as sexually offensive or promiscuous, which place a student in an embarrassing or humiliating situation in a school setting. Violators face disciplinary action.

4. Parking on campus at Tammany High School is a privilege. Cars and motorcycles are to be driven with caution on or near the school grounds. Campers, motorhomes, or nuisance vehicles will not be allowed. In addition:
   a. Cars are not to be parked in areas designated by yellow curbs, restricted signs, or handicapped areas. Cars may be towed at the owner's expense along with other disciplinary actions.
   b. Do not pass school buses while loading or unloading if their lights are flashing and stop arms are extended.
   c. Drivers and/or vehicles that create hazards, messes, or distractions may be banned from campus and any cleanup will be the responsibility of the driver.
   d. Students are not allowed to park in the Staff parking lot..
   e. On-campus parking privileges can be revoked at any time.

6. Safety and good judgment determine the basic standard for dress and grooming at THS. Students shall dress in a manner that does not disrupt the educational process. Clothes must be clean and shoes must be worn at all times. **Exposed undergarments and midriffs are not acceptable. Buttocks, upper thigh and chest, and midriff must be covered when walking; sitting, and bending or reaching (applies to males and females alike). Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence or that contains innuendoes referring to obscene behavior, shall not be permitted. Bandanas will not be permitted. Clothing having hate speech/symbols to include but not limited to**

**images of the Confederate flag, swastikas, Nazi symbols, use of derogatory remarks or any other forms of hate speech/symbol as recognized by the Anti-Defamation League (www.adl.org)** shall not be permitted. Any clothing that obstructs visual identification of students will not be allowed, such as full face masks. Also the wearing of any type of flag or blanket will not be allowed.

7. Students are not allowed to wear headphones or use bluetooth devices during instructional time (bell to bell) without teacher approval.

8. Public Display of Affection: Excessive physical contact and public display of affection are not acceptable at school.

9. Students are expected to be polite and respectful to staff and fellow students, the school buildings and the grounds. Appropriate behavior is also expected by all students in classrooms, on campus, while on the bus or at bus stops. Students who disrupt the educational process with inappropriate behavior may be suspended from school. Chronic misbehavior may result in referral to the Board of Directors with a recommendation for expulsion from the Lewiston School District.

10. Skateboarding and other wheeled activity is prohibited in any school building and where posted on school campus.

11. Weapons of any kind are prohibited on campus. Knives are also prohibited and may qualify as a weapon under federal guidelines. Possession of a firearm will result in a 1 year school expulsion.

12. Cheating - Maintaining academic honesty is essential to the success of this mission. Therefore, there is a clear expectation that all students will perform assignments with honor and integrity. Cheating will not be tolerated.

**Cheating Includes, but not limited to the following:**

- Using any form of AI, Chatbot, Chat GPT, or other forms of AI on an assignment
- Copy, fax, or duplicate assignments
- Exchange assignments in any fashion (pictures, Snap, Instagram, messaging)
- Write formulas, codes, keys on your person or objects for use in a test
- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, or cell phones
- Exchange answers with others
- Submit another assignment as your own
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source
- Not following specific guidelines on cheating as established by department, class, or a particular teacher

**Consequences for cheating:**

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work.
3. If the severity of the situation merits, the student shall be given a grade of F for the quarter of the course in which the cheating occurred.
4. For any subsequent occurrence in any course, the student shall immediately be dropped from the course and receive an F for a final grade.

## EQUITY

The District recognizes the importance of diversity within the educational system and will incorporate best practices which lead to reducing disparities in order to enhance a culture of equity among all its academic community members.

- Schools will include within their practices, protocols and programs equity, fairness and inclusion language.
- Incorporate culturally relevant curriculum that is responsive to the diversity of the District's school community.
- Continue to incorporate ongoing professional development in anti-racism, implicit bias, cultural competency, and inclusive practices for all district employees.

## COMPLIANCE WITH RULES

Students shall comply with all Rules and Regulations adopted by the District. The following rules identify, but do not limit, the types of activities covered by District regulations and policy 5020:

1. Alteration of School Records – A student shall not falsify or alter a school record or any communication between home and school.

2. Disruptive Actions – Immediate disciplinary action will be taken against individuals participating in disruptive activities. The following examples the Board considers disruptive:
   a. Alcohol, Drugs, and Narcotics- No student will be allowed to possess, use, or be under the influence of alcohol, illegal drugs, or narcotics at any time within school buildings, on any District property, or at any school activity whether on or off school property. (Drug-Free School Policy & Procedures)

   b. Fighting- Fighting or aggressive behavior directed toward another person in a threatening manner.

   c. Gambling- Gambling or possession of gambling devices on school premises or during school activities. Gambling is defined as risking something of value in the hopes of winning something of value and includes such things as dice, cards, pitching coins, or betting.

   d. Hazing- Requiring another student to perform humiliating or unnecessary tasks by coercion of any type.

   e. Incorrigibility- Unmanageable or unruly behavior.

   f. Insubordination- Failing to comply with reasonable directions of teachers, administrators, or supervisory personnel.

   g. Lascivious Literature- Possessing or distributing overt or offensive sexual literature, pictures or materials on school premises or during school activities.

   h. Profanity- Cursing, using profane or vulgar language.

   i. Tardiness- Habitual lateness to classes.

   j. Tobacco/Vape/Oil- The possession or use of tobacco products by students is not permitted on school property.

   k. Unsafe Behavior- Not observing rules of good conduct and safety on school buses, school grounds, in classrooms, in lunchrooms, and at school activities.

   l. Hate Speech/Symbols - Hate speech includes, but is not limited to, any form of expression or symbol intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin. Hate speech/symbols include but are not limited to images of the Confederate flag, swastikas, Nazi symbols, use of derogatory remarks or any other forms of hate speech/symbol as recognized by the Anti-Defamation League (www.adl.org)

3. Off-Campus Events- Students attending school-sponsored functions such as games, music programs, DECA, BPA or other activities at home or away are under the same regulations as if they were at school.

4. Dress and Appearance- Dress and appearance must not present health or safety problems, or pose potential disruption of the educational process as judged by school personnel. Students will not be allowed to fully cover their face/head during the school day. When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner so that it no longer violates this policy. Also the wearing of any type of flag or blanket will not be allowed.

5. Refusal to Identify Self- All persons must, upon request, correctly identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.

6. Cooperation with District Personnel- Students must obey the lawful instructions of District personnel.

## CRIMINAL ACTS

The following activities are among those defined as "criminal" under the laws of the State of Idaho and the City of Lewiston. In addition to serving as grounds for suspension or expulsion from District attendance, students should also know that these activities carry a potential for arrest and court action if remanded to civil proceedings.

Any perpetrator of a criminal act will be referred to the appropriate legal authority. The list is partial only and "criminal acts" are not necessarily limited to the following:

1. Arson- the intentional setting of fire.

2. Assault- Physical threats or violence.

3. Burglary or Theft- Stealing of school or personal property.

4. Explosives, Possession of explosives, including firecrackers.

5. Extortion, Blackmail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.

6. False Alarms or Bomb Threat- Instigating or taking part in false alarms or a bomb threat.

7. Firearms, Possession of Firearms are prohibited on school property or at school sponsored events.

8. Loitering- "A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the pupils…" (Section 33-512, Idaho Code)
9. Malicious Mischief- Property damage.

10. Reckless Driving- Driving vehicles in a dangerous manner on or near school grounds or during school activities.

11. Rioting- A disturbance of the peace by two or more persons assembled together.

12. Larceny/Theft- The unlawful taking of property from the possession of another person.

13. Robbery- The unlawful taking of anything of value by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

14. Substance Abuse- Sale, use, or possession of alcoholic beverages or illegal drugs. (Drug Free Policy & Procedures)

15. Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.

16. Unlawful Interference with School Authorities- Interference with school personnel by threats, force, or violence.

17. Weapons, Possession of- Possessing, handling, or transmitting any object which may be considered a weapon at any school or school event.

18. Vandalism- Willfully, or maliciously destroy, damage, deface, or otherwise injure real or personal property. Graffiti is a form of vandalism.

19. Intimidation- Using threatening words or other conduct that places another person in fear of bodily harm. Such threats can be made in person or in writing.

## DISCIPLINARY ACTIONS

The following is a partial list of disciplinary actions that may be taken by the teacher and/or building principal or designee:

1. Guidance- A conversation between the student and school personnel. The purpose of this form of meeting is to inform the student that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

2. Conference- A meeting of the student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior or learning process. The school will seek the assistance of the student's parent(s)/legal guardian(s) in helping the student.

3. Detention- Requiring that a student remain after school for a period of time. Students may be detained up to sixty (60) minutes at the secondary level after the regular hour of dismissal. Detention times may be longer with parent/guardian permission.

   Lunch Detention - Requiring a student to serve detention at lunch. The student will serve a minimum of 15 minutes on consecutive days until the assigned amount is served. Students who are assigned lunch detention have closed campus.

   Prior arrangements will be made when a bus student is detained after school.

4. School Cleanup- Requiring a student to clean up certain areas of the school.

5. Rearrangement of School Schedule- Assigning a student a new schedule of classes and/or teachers when the behavior of a student is such that the student cannot conduct himself/herself in an acceptable manner.

6. Restriction of Extracurricular Activities- Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.

7. Corporal Punishment is in violation of District policy.

8. District Guidelines- The individual circumstances of the student and the severity of the incident will determine the nature of the disciplinary action**. The disciplinary actions are listed as guidelines, and the District may resort to immediate suspension or expulsion for severe misconduct even if it is a first-time offense**. The administrator in charge will determine the appropriate disciplinary action.

9. Suspension- This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for a stated period of time not to exceed five (5) school calendar days for any given suspension. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. Makeup work is at the discretion of the administration.

   Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parent/guardian. Due process procedures will be followed in all suspensions. Student suspension notices will become part of the student's permanent record. Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of the seriousness of the violation.

10. Expulsion-This means a denial of attendance at any single subject, class, or activity, or any full schedule of subjects, classes, or activities for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

    In compliance with the **Gun-Free Schools Act**, a student who is determined to have brought a firearm to school

or to places under school jurisdiction will be expelled from school for a period of not less than one year. The Superintendent or designee may modify the expulsion requirement on a case-by-case basis. (Firearms are defined in Section 91 of Title 18, United States Code.)
The District will not admit a student who has been expelled from another district for violating the **Gun-Free Schools Act** until that student has completed the expulsion period of not less than one year. The date of re-admittance will be based on written confirmation from the district that initially expelled the student. A student who wished to challenge this decision is entitled to a due process hearing.

The Board may deny attendance at any of its schools by expulsion for just cause.

"No pupil shall be expelled without the board of trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses, and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him." (Section 33-205, Idaho Code)

Due process procedures will be followed in all expulsions. Student expulsion notices will become part of the student's permanent record.

The disability (ies) of an identified student requires additional consideration as outlined in the Special Education Rules and Regulations.

## District Policy 5020 - 4C - SEARCH AND SEIZURE

All students have the right to be secure in their persons and effects against unreasonable searches and seizure. Therefore, to assure that the rights of the student are balanced with the total needs of the school community, the following rules will apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

(1) School administrators may authorize a "reasonable" search of students, lockers, desks, and vehicles when such persons and/or objects are located on school property are within school jurisdiction.

a. There must be reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating, either the law or rules of the school.

b. The scope of the search must be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and gender of the student and the nature of the infraction.

c. A student will be asked to consent to the search; however, failure of the student to consent will not necessarily halt the search by school officials.

d. Strip searches are considered excessively intrusive and may be conducted only when based on probable cause and only when it is believed that a student possesses a deadly weapon or other such item that constitutes an immediate danger to the lives of other students or staff.

(2) Parents/guardians of a student should be notified as soon as possible following a search. A student who has been searched will not be released by school authorities before the school officials have spoken to the parent/guardian or have made a reasonable effort to contact the parent/guardian, except if arrested by police.

(3) Police may conduct a search in a school when the officer who is conducting the search has a warrant. A search warrant shall specify the place to be searched and the item(s) to be seized.

(4) Unauthorized or illegal items may be taken into custody by school authorities.

(5) Items considered potentially dangerous, disruptive, or that can interfere with the educational process may be removed from a student's possession. A reasonable effort will be made to notify parents/guardians.

# INTERSCHOLASTIC ACTIVITIES

All students are encouraged to participate in the activity program. All students involved in activities are expected to abide by the behavior standards in the Activities Code. A grade point of 2.00 is required of all students holding offices in classes and clubs. Student body officers are required to have a grade point average of 2.50 and must have been in attendance at Tammany High School during their junior year.

In order to participate in any activity controlled by the Idaho High School Activities Association (IHSAA), a student must:

- Be under twenty (20) years of age. If a student turns twenty years of age during a sport season, he/she may finish the season.
- Have been in school no longer than eight (8) consecutive semesters in grades nine through twelve.
- Not play on any other than a school team, in the same sport, during the season (a season starts with the first practice session in that sport and ends with the last game).
- Be an amateur (having never been paid to play).
- Have established residency requirements as required by IHSAA.
- Abide by all rules set down by the coach, athletic/activities department and the IHSAA.

Other regulations and guidelines governing participation in the secondary athletic program (grades 7-12) of the Lewiston School District can be found in the Handbook for Student Athletes available in the Activity Director's office.

**Activities and clubs available to students of Tammany High School include the following (with advisor identified).**

**Activities under IHSAA**
Baseball, Basketball, Cheer, Cross-Country, Drama, Football, Golf, Softball, Tennis, Track, Soccer, Swimming, Volleyball, Wrestling.

**Art Club**
Art Club is open to all students. The Art Club operates under an open studio format, which provides all students with the opportunity to experiment with painting, drawing, and sculpture.

**Automotive Technology Club & Skills USA**
Club meetings are one Saturday per month, from 8am to 12pm. This allows the student enough time to complete a sizable repair on their own or another's car. Members must either be taking a course in Auto Technology or have completed such a course. Skills USA dues are $5.

**The Bengal**
*The Bengal*, the high school yearbook, is published by volunteer students. Delivered in May, the yearbook includes hundreds of pictures of all school activities, sports events, musical concerts and individual photographs. Members learn the elements of publishing a book from the original idea through all phases including picture taking, page design, write-ups, typography and finances. The group is largely composed of seniors with some juniors and sophomores of demonstrated ability.

**The Bengal's Purr**
The *Bengal's Purr* is the award-winning student newspaper published periodically during the school term and keeps students and community informed of the latest school activities, fashions, sports, with a minimum of gossip thrown in for interest. First year students are trained in journalistic writing and design in Introduction to Journalism. They go on to Journalism Production in their second and third years, where they create publications and manage Purr operations.

**Bengal Excursions and Adventure Club**
Discover and plan domestic and international travel opportunities—including tours of destinations of cultural and historical significance—both near and far, domestically and internationally! We fundraise together to help pay for these self-funded adventures.

**Business Professionals of America-BPA**
Any student taking business classes is eligible for membership. Students compete at the regional, state, and national levels in a variety of business/computer-related events.

**Coding Club**

**Crochet Club**
Meets on Wednesdays during lunch. Designed for both beginner and advanced crocheters.

**Distributive Education Clubs of America-DECA**
This activity is open to students enrolled in marketing education programs and functions as a co-curricular school club. Its purpose is to promote skills learned in career technical marketing classes.

**Drama/Thespians**
The Drama department provides theatrical opportunities for students on and off stage. The annual season usually includes a non-musical in the fall, a student-written and directed holiday play that tours the elementary and junior high schools, a musical in March, and Shakespeare Festival in April.

**Health Occupations Students of America-HOSA**
This club focuses on the health and wellness of our community by getting involved with community projects that support this. This club meets on Tuesdays after school and attendance is required to be a participating HOSA member.

**Family, Career and Community Leaders of America-FCCLA**

**Fantasy Club**
Meets weekly and plays games like Dungeons and Dragons, Magic the Gathering and other role playing activities.

**Fencing Club**
All forms of sword play are developed with a focus on foil and saber technique.

**French Club**
French Club is a mostly social club which celebrates all things French. We have gatherings with other language clubs to share information on culturally significant festivals and holidays. It is a student run club that varies in its activities according to what the club members and officers decide.

**German Club**
Open to all students, you do not have to be in a German class in order to participate.

**GSA Club**

**Jazz Band**
The Pep Band was founded to bolster school spirit and promote general good will. The Pep Band is composed of members of the regular school band.

**Key Club**
Key Club is an international student led organization which provides its members with opportunities to provide services, build character and develop leadership. Dues are $15 and members are required to complete fundraising and volunteer projects throughout the year.

**Machinists Club/VICA**
Members must either be taking a course in Machine Shop or have completed such a course.

**Math Lab**
Bengal Math Lab is a program that students of all mathematical abilities can participate in to either receive peer mentoring for their math class or expand their mathematical knowledge and prepare for math competitions.

**Mock Trial**
Mock Trial is open to all students. The goal of the club is to provide the members with the techniques of organized debate for the purpose of intramural and interscholastic competition.

**Model UN**
Anyone is welcome to join! MUN meets every Thursday after school in room ST 207. Participating in fundraising is required to help pay for travel and competitions.

**National Honor Society**
Membership is limited to the top fifteen (15) percent of the Senior Class and ten (10) percent of the highest juniors in their second semester. Scholarship is the most important qualification. Character, service to school and leadership are the other necessary attributes. The minimum grade point average is 3.40. The emblem is a lighted torch on a shield.

**Native American Club**

**Poetry Club**
This is a club where individuals can come together to celebrate the expressive art of Poetry. Students will be able to either write their own poetry or celebrate pieces of poetry that they have enjoyed themselves. The club offers members the opportunity to explore how the linguistic art of poetry can help us provide meaning for our everyday lives.

**Rodeo Club**
The Rodeo Club is a group of students who share a passion for the sport of rodeo and the Western lifestyle. Students that participate in the Rodeo Club are given an unique experience of being around and competing in the sport of rodeo throughout the region, state and nation, along with promoting and supporting essential attributes of leadership, dedication, commitment and responsibility.

**Science Club**
Science Club is an honorary club, which recognizes students who have earned at least a “B” average or better in any two sciences taken in high school. All students who are interested in science and who have earned at least a “B” average in their class are encouraged to join.

**Technology Student Association**

**Ultimate Frisbee**

**Other Activities**
Gold Voices
Concert Choir
Band

# APPENDIX A

## SUBSTANCE ABUSE

The District recognizes that student substance abuse is detrimental to educational, emotional, physical, and social development. Furthermore, such abuse results in behavior that adversely interferes with one's performance at school, adversely affects one's health, and may endanger the safety and wellbeing of others. The District and community resources are committed to actively confronting this problem and shall take positive, encouraging, and supportive action through education, training, counseling, peer support, family involvement, and appropriate referrals to community support groups.

Because of the pervasive nature of substance abuse, it is essential that it be viewed as a total community problem, one in which the school, family, local law enforcement, and treatment agencies share in the responsibility for prevention and intervention.

1. Definition

Substance abuse is defined as the use of a substance, lawful or illicit, which results in a student's educational, emotional, social, and/or physical impairment.

2. Policy Statement

Prevention is the first step in deterring harmful involvement with substances. The District will implement an integrated curriculum approach to prevention directed toward providing students with appropriate information and developmental experiences, which will enable them to make responsible decisions regarding substance usage.

While student substance abuse will not be tolerated, the school will assist the student in seeking supportive and rehabilitative services within and outside the school setting, every effort will be made to ensure a successful continuation in/or re-entry into the school program.

The administration is charged with implementation of this policy through procedures that provide for prevention, identification of the substance-abusing student, facilitating intervention with provisions for appropriate support services, and continuation of staff training.

**Legal Consequences**

Manufacture, distribution, dispensing, possession, or use of illicit drugs is against Lewiston School District policy and is against the law! Legal consequences can be severe, including loss of driving privileges and/or monetary fines and/or imprisonment.

**Lewiston School District Sanctions**

Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students and employees who violate the standards of conduct. Any student who violates the standards of conduct will be subject to the Student Discipline Code.

**Procedures**

A. Self-Referral and Voluntary Disclosures

Students who have problems with substance abuse may seek assistance from a student assistance resource person (SARP). SARPs may include various faculty specially trained to discuss substance abuse and locally available options for assessment and treatment.

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substance **WHILE ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION** before he/she is reasonably suspected to be in violation, will be provided anonymity to the extent that disclosure is held confidential on a faculty "need to know" basis. Notification will be provided to the parents(s)/legal guardian(s). Counseling at the school level and appropriate referral for additional community services will be offered**.** In the case of an unsafe situation, District personnel may call law enforcement or medical personnel.

B. Identification-Intervention

1. Student exhibits behavior(s) of concern--substance abuse suspected

a. Definition of "Reasonable Cause/Suspicion" as defined in Idaho Code 33-210 "means an act of judgment based upon training in recognizing signs and symptoms of alcohol and controlled substance abuse, which leads to a reasonable and prudent belief that a violation has occurred." The fact that a student has previously disclosed use of a controlled substance or alcohol shall not be deemed a factor in determining a reasonable suspicion at a later date.

b. An administrator or designee will notify the student's parent, guardian, or custodian when the student is reasonably suspected of using or being under the influence of alcohol or a controlled substance. Additionally, the administrator or designee will report the incident to law enforcement.

c. The school's student assistance resource team (SART) will gather data from other school staff members who work with the referred student.

d. The school's SART may meet to consider possibilities for further action.

(1) SART may gather data from other school members who work with the referred student and will conduct a pre-assessment interview with the referred student.

(2) SART will meet to determine if the current information constitutes "reasonable cause/suspicion" of substance abuse.

(3) Principal or SART contacts parent(s) to gather additional data and share concerns about suspected substance abuse.
(4) If substance abuse is confirmed or if it is determined there is reasonable cause/suspicion that there is substance abuse, other possible interventions may include:

(a) Referral for formal substance abuse evaluation (at parent expense).

(b) Attendance at awareness sessions addressing substance abuse/dependency.

c) Referral to supervised treatment program, residential or outpatient (at parent expense).

(d) Referral of student and/or family to appropriate school or community support groups.

(e) Referral for medical and/or psychological assessment (at parent expense).

If the student has violated the Student Discipline Code, established procedures will be followed.

2. Substance abuse witnessed

A violation occurs when a student uses, is under the influence of, possesses, or distributes alcohol or a controlled substance on school grounds or at school-sponsored events wherever held.

a. Staff member will attempt to obtain student's identity and, if appropriate, inform student of observed violation.

(1) If an incident occurs during the instructional day, the student should be asked to accompany a staff member to the office or a reasonable attempt should be made to detain the student until school officials can assume responsibility.

(2) If an incident occurs outside the instructional day, a reasonable attempt should be made to detain

the student until an administrator or law enforcement official can assume responsibility for further action. Given the potential volatility of a confrontation, a "reasonable attempt to detain" may consist of nothing more than a verbal directive.

In either event, it is important that a staff member obtains the identity of any other witnesses and/or confiscates substance or evidence substantiating its abuse.

b. Staff member will immediately report incidents of substance abuse to the principal along with details relating to the incident.

c. If the principal can corroborate that a substance abuse incident has occurred, the following steps shall be taken. In addition, actions will be considered in accordance with the Student Discipline Code.

All Offenses

(1) A conference with the student and the parent(s)/guardian(s) will be conducted.
(2) Law enforcement liaison will be contacted, who will initiate or conduct Law Enforcement Evaluation.

(3) SART (substance abuse resource team) will conduct a pre-assessment interview.

(4) Parent(s)/guardian(s) must accompany the student for a conference with administrator and/or SART prior to return from suspension.

(5) Failure to comply with mandates will result in further disciplinary action designed to bring about compliance with mandates.

First Offense

(1) Student will be suspended for a minimum of three (3) days.

(2) SART will be convened to determine course of action. Mandates may include:

(a) Participation in school counseling
(b) Formal substance abuse evaluation (at parent's expense)
(c) Referral to supervised treatment program (residential or outpatient)
(d) Referral of student/family to appropriate community support groups
(e) Attendance at awareness sessions addressing substance abuse/dependency
(f) Other interventions deemed appropriate by SART

Second Offense

(1) Student will be suspended for five (5) days.

(2) SART will be convened to determine course of action. Mandates will include:
(a) Attendance at awareness sessions addressing substance abuse/dependency or professional counseling services (at parent's expense)
(b) A formal substance abuse evaluation and referral for treatment programming will be initiated based on recommendation of student assistance team/resource person
(c) Other as determined by the SART and stated on the SARP Form

Third Offense

(1) Student will be suspended for a minimum of five (5) days.

(2) Student will be recommended to the Board for expulsion, the duration of which will be determined by the Board. Students with disabilities may be referred to the Child Study Team for consideration of a more restrictive environment.

(3) Student must present evidence that he/she has participated in substance abuse evaluation and a professional treatment program (at parent's expense) prior to consideration for reinstatement.

Tobacco Offenses

(1) Law enforcement liaison will be contacted.

(2) SARP will be notified of all tobacco offenses and will determine if it is appropriate to convene the team for further action.

Appeals

Parents may appeal, first to the SART, then the principal, the superintendent or designee, and the Board.

# APPENDIX B

### INTERNET USE AGREEMENT

The District recognizes the Internet resources are integral to the learning environment. Students are offered supervised access to the network and the Internet for educational purposes. School technologies, including access to the Internet, are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. All students using the Lewiston School District Network are to understand and abide by district policy (4063) and the prescribed Internet Use Agreement.

# APPENDIX C

### DIRECTORY INFORMATION DISCLOSURE

Independent School District No. 1, Lewiston, may disclose "directory information" from the education record without prior parental consent after giving notice of its intention to do so. "Directory information" is information in a student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. Independent School District No. 1 may determine how much directory information from education records will be disclosed. Directory information includes, but is not limited to, the following data about the student:

a. student's name,
b. address,
c. date and place of birth,
d. telephone number,
e. participation in officially recognized activities and sports,
f. weight and height as a member of an athletic team,
g. class designation,
h. dates (but not a day-to-day record) of enrollment,
i. diploma and awards received,
j. school or school district where the student was previously in attendance,
k. official activities,
l. photographs or video productions of students used by the District for recognition of student achievement and community relations, including, but not limited to, publications in the District's or school's newsletters, in the school setting and on the District's or school's website.

This District shall provide, on the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

This District may disclose directory information about former students without notice.

Independent School District No. 1 considers these items to be directory information. In most instances, disclosure is helpful to both the institution and the student. In addition, two (2) federal laws require Independent School District No. 1 to provide military recruiters, upon request, with three (3) directory information categories: names, addresses and telephone listings. Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the District by sending a written notice to:

Mr. Tim Sperber, Superintendent
Lewiston School District
3317 12th Street
Lewiston, ID 83501

Please be sure to include the name of the student, school the student attends, and provide the signature of the parent/guardian or adult student.

# APPENDIX D

**Educational Rights And Privacy Act Requirements (FERPA)**

**Notice of Compliance**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Independent School District No. 1, Lewiston, to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

# APPENDIX E

## STUDENTS WITH DISABILITIES

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Lewiston School District is prohibited from discriminating against students on the basis of a disability. Lewiston provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extracurricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and EDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Lewiston will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or the Director of Special Services at:

Peggy Flerschinger
(208) 748-3048
3317 12th Street
Lewiston ID 83501