

Hansen Junior High/High School  
Student Handbook  
2018-2019



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

**Mrs. Kayla Kelly – Principal**  
**Mrs. Sharee Hamilton – 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 extend best wishes for a successful year. 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. 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**

- Mr. David Carson.....Superintendent of Schools/Federal Programs Director
- Mrs. Kayla Kelly.....Junior/High School Principal
- Mrs. Heidi Skinner.....Elementary Principal
- Mr. Richard Henderson.....Student Services Director
- Mrs. Elayne Howell.....District Clerk
- Mrs. Sharee Hamilton.....District Counselor
- Mr. Jim Lasso.....Athletic Director
- Ms. Tiffany Conk.....Jr. High & High School Secretary
- Mrs. Shari Loveless.....Elementary Secretary

## FACULTY

..... Librarian/IDLA  
Ms. Davis.....AG Education/FFA Advisor  
Mrs. Eastman.....English/Drama  
Mr. Gennette.....PE/Health  
Mr. Gonzales.....Math  
Mr. Henderson.....Special Education  
Mr. Lasso.....History/Government/PE  
Mr. McDaniel.....Science  
Mr. Thompson.....Social Studies  
Ms. Amelia White.....English/Electives

Ms. Haye.....Special Education Para  
Mrs. Moreno.....Special Education PSR  
Mr. Barnes.....Transportation & Maintenance  
Mr. Carter.....Maintenance/Custodian  
Ms. Miller.....Custodian  
Ms. Alcalá.....Custodian  
Mrs. Hughes.....Cafeteria

## SCHOOL HOLIDAYS

September 3: Labor Day  
November 21-23: Thanksgiving Vacation  
December 19- Jan. 6: Christmas Vacation

February 18: Presidents Day  
March 25-29: Spring Break  
May 27: Memorial Day

## SCHOOL RELATED DISMISSALS

October 24: Parent/Teacher Conferences (no school for students)  
March 21: Parent/Teacher Conferences (no school for students)

## GRADE REPORTS

October 18: End of 1st Quarter  
December 21: End of 2nd Quarter/1st Semester

March 15: End of 3rd Quarter  
May 24: End of 4th Quarter/2nd Semester

## STUDENT SUCCESS DATES

September 21	February 8
October 12	March 8
November 16	April 26
December 14	May 17
January 25	

## BELL SCHEDULE:

### Monday-Wednesday

**1st Hour:** 7:58- 9:00  
**Breakfast:** 9:00- 9:10  
**2nd Hour:** 9:14- 10:13  
**3rd Hour:** 10:17- 11:16  
**4th Hour:** 11:20-12:19  
**Lunch:** 12:19-12:51  
**5th Hour:** 12:55-1:54  
**6th Hour:** 1:58-2:57  
**7th Hour:** 3:01-4:00

### Thursday Advisory

**1st Hour** 7:58-8:54  
**Breakfast** 8:54-9:04  
**2nd Hour** 9:08-10:02  
**3rd Hour** 10:06-11:00  
**4th Hour** 11:04-11:58  
**Lunch** 11:58-12:28  
**5th Hour** 12:31-1:25  
**6th Hour** 1:29-2:23  
**Advisory** 2:27-3:02  
**7th Hour** 3:06-4:00

## **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 do our very best to assist your success.
- ❖ You to come to school drug, tobacco, and alcohol free every day.
- ❖ You to show up on time with appropriate learning materials ready to learn.
- ❖ Our school and our campus to be litter free. Our goal is "0" litter.
- ❖ You to do your own work unless the teacher says collaboration is acceptable.
- ❖ You to be truthful about all things.
- ❖ You to be respectful to other students and authorized personnel.
- ❖ You to be respectful of the property of other

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

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

- ❖ Believe each student can learn
- ❖ Show respect for each child and his or her family
- ❖ Come to class prepared to teach
- ❖ Provide an environment that is conducive to learning
- ❖ Help each child grow to his or her fullest potential
- ❖ Provide meaningful and appropriate homework 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

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

- ❖ Always 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

### ***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 homework assignments are complete
- ❖ Communicate regularly with their child's teachers
- ❖ Support the school in developing positive behaviors
- ❖ 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

### **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 districts 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 Richard Henderson, Hansen School District Student Services Director, at the school district office at (208) 423-6387.

### **CHAIN OF COMMUNICATION**

It is expected that when problems arise in the classroom 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.

## **BUILDING INFORMATION FOR PARENTS & STUDENTS**

### **ATTENDANCE:**

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

### **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 a written excuse or telephone call to school officials explaining reasons for absences. Excused absences still count towards the amount of allowable absences.
- ❖ 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.

**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 15 minutes late to class or if they leave class more than 15 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.

**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. 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 in any one class, an administrative committee will review the circumstances and determine if credit will be granted. 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 allowed two days of make-up time for each excused absence. The maximum time allowed will be ten days, but an administrator may grant additional time. Work assigned prior to the absence is due upon return. 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, if students

**WITHDRAWING FROM 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 desks, pay fines as necessary, and check out with the school lunch supervisor before leaving.

**REWARD FOR ATTENDANCE:** Students who receive three (3) or less absences in any class for the semester will be rewarded with an activity field trip at the end of the semester.

### **CLASS DUES:**

In order to help decrease the amount of fundraising that is done by classes to help pay for dances, prom, and 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 re: attendance, behavior, and academic performance. Students who fail to maintain a 2.0 G.P.A.. at the junior high and high school level in a semester may be asked to return to their home districts.

### **CELL PHONE POLICY:**

Cell phone use is strictly prohibited during instructional time, unless permission is granted from the classroom teacher. Students may use cell phones before school, after school, during breakfast and lunch as well as during passing time. Cell phones will be confiscated when misused (being used without the permission of the classroom teacher) and are subject to search in accordance with search and seizure policies. Parents and students must sign a Cell Phone Use Agreement at registration, acknowledging that they have read and understand the district's cell phone policy.

- ❖ **1<sup>st</sup> offense:** Phone is kept in the office (locked) for overnight and given back after school the following day.
- ❖ **2<sup>nd</sup> offense:** Phone is kept in the office (locked) for overnight and a parent must come in and get the phone during school office hours.
- ❖ **3<sup>rd</sup> offense:** Meeting will be held between the student, parent, and administration.
- ❖ **4<sup>th</sup> offense:** Student will be disciplined for continuing to break school rules. Student must also turn phone into the office EVERY MORNING until the end of the school year. Students may pick up the phone at the end of each school day.

### **COMPUTERS/INTERNET:**

All students will be subject to the district policy concerning use of the computers and the Internet. This also applies to the use of the School's Wifi on personal devices. 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 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. Students are to observe the following guidelines regarding attire:

- ❖ Shoes must be worn at all times.
- ❖ Shirts must have a modest neckline (NO CLEAVAGE)

- ❖ Tank tops may be worn, however straps must be at least 1 inch wide
- ❖ No spaghetti straps, tube tops, off the shoulder, halter-tops, backless, strapless, razor back, t-back, or half-tops or muscle shirts are to be worn.
- ❖ Shirts must be long enough to cover the midriff (front and back)
- ❖ Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times.
- ❖ No see through, excessively tight, or revealing attire is permitted.
- ❖ Shorts and skirts must be at least 6 inches from the top of the knee.
- ❖ Ripped jeans are allowed, but the holes cannot be more than 6 inches from the top of the knee.
- ❖ Spandex clothing (including leggings) this alone is not appropriate.
- ❖ Pants must be worn at hip-level or higher (no excessive bagging or sagging).
- ❖ No pajamas, slippers or sleepwear of any kind is allowed.
- ❖ Hats or head coverings (including sunglasses) of any kind are not allowed.
- ❖ Clothing accessories, and visible tattoos with words/pictures that contain any of the following are prohibited: alcohol, tobacco, drugs, sex, death, destruction, hate groups, racial separation, or obscenity.
- ❖ Earrings, as well **as a small nose stud** will be the only facial piercing allowed.
- ❖ Spikes, chains, wallet-chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.
- ❖ Excessive or extreme makeup is not allowed.

### **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 affections (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.
- ❖ **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:**

- ❖ 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 shall face disciplinary action.
- ❖ Parking areas and vehicles may be inspected without notice, without student consent, and without a search warrant.

### **LOCKERS**

- ❖ Lockers are school property and are subject to the following guidelines:
- ❖ Each student is assigned a locker and is responsible for its security.
- ❖ The school reserves the right to search student lockers.
- ❖ 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.



- ❖ 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.

### **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:**

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.

### **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. High School Students (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.

### **VISITORS:**

Parents, guardians, and alumni are always welcome to visit Hansen Schools. 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 contact parents/guardians by phone or email. Student success days begin at **8:00 am and end at 2:00 pm.** Lunch will be provided to students.

### **COUNSELING SERVICES:**

Counseling services include assistance with counseling, educational planning, interpretation of test scores, occupational information, study skills, help with school, home and /or personal social concerns can be received through our district counselor.

### **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.

### **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 the Shari Loveless, Elementary School secretary. 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:**

Water may be taken to class in a clear container that can be sealed. Food and other drinks will not be allowed in the classrooms 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 for any reason.

### **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:**

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 AIDES:**

A student aide will receive one (1) credit per semester. The grade will be PASS/FAIL and will not be calculated in the GPA. Students must meet the following requirements:

- ❖ Junior/Senior standing
- ❖ On schedule to graduate
- ❖ Approval of supervising staff member and administration

### **STUDENT COUNCIL:**

Student Council participants (Student Body Officers and Class Presidents) must have:

- ❖ Nomination form signed by 18 students and one teacher from Hansen School District (See Student Council Advisor for form.2)
- ❖ 2.75 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 council, but they will be allowed to vote.

## **PERFORMANCE ETIQUETTE AT ASSEMBLIES:**

Appropriate student behavior is expected at all assemblies. Students who demonstrate inappropriate behavior will be asked to leave the assembly.

## **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.

### **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, faxing, 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
- ❖ Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- ❖ 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.

#### **Consequences for cheating or plagiarism:**

- ❖ Students will receive a zero on an assignment at teacher's discretion.

### **LATE WORK:**

Class work is a way for students to practice what they are being taught on the road to mastery of a subject. Not completing the assigned work does not allow a student the practice they need to master the material being presented.

Failure to turn in assignment will also result in a deduction in points for the given assignment. The following are the deductions for late work...

- ❖ Not handed in on due date: 10% deduction in points
- ❖ Handed in at the end of the week: 25% deduction in points
- ❖ Handed in on Student Success Day: 50% deduction in points

Students who fail to turn in an assignment on the day it is due will be referred to and attend Lunch Detention on Mondays and Wednesdays.

- ❖ Students who are assigned are required to attend on the assigned day.
- ❖ Students will be given 5 minutes to go to the Cafeteria to get their lunches and to report to the assigned classroom. They are required to bring all necessary materials when reporting.
- ❖ Failure to attend will result in one (1) day of In School Suspension.
- ❖ Students will be required to attend until the assignment is turned in.
- ❖ Students who continually refuse to hand in assignments will be referred to building administration.

### **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. A

- ❖ Highest Honor Roll: Students earning a 4.0 semester GPA.
- ❖ Honor Roll: Students earning a semester GPA between 3.50 and 3.99.
- ❖ Principal's List: Students earning a semester GPA between 3.0 and 3.49.

### **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 elects to participate in graduation, they must follow school policy 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:**

Every student is required to take the final exam for every class. Final exams are important preparatory tools for students who plan on post-secondary education, and exemptions do nothing but allow students to enter college unprepared. Finals will be given on the assigned scheduled day. Make up exams will be scheduled by the individual student and teacher.

## **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 anytime to discuss available options. Dual enrollment will be in compliance with District policy and State Law. Contact the Counselor for details.

## **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 trip to Lagoon 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:**

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:**

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

#### **Level 1- Personal Environment**

This level addresses behaviors that occur in the classroom and only affect the individual. These are behaviors that should generally be addressed in the classroom unless they are recurring even after consequences have been issued by the

classroom teacher. **Before** a referral is made to the office because of multiple offenses, teachers must have documented incidents **and** documented contact with parents in PowerSchool. These behaviors include:

- ❖ The student is off task, but not disrupting others
- ❖ The student is failing to turn in homework
- ❖ The student is failing to complete assignments
- ❖ The student does not come to class prepared
- ❖ The student is sleeping during class time

Consequences may include:

- ❖ Keeping the student from recess
- ❖ Assigning the student lunch detention
- ❖ Calling the student's parents for a conference
- ❖ Assigning the student a community service project within the classroom
- ❖ Time out
- ❖ Assigning the student to after school detention
- ❖ Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

### **Level 2- Classroom Environment:**

This level addresses behaviors that occur in the classroom and interfere with the learning of others. These are behaviors that should generally be addressed in the classroom unless they are recurring even after consequences have been issued. If a referral is made to the office because of multiple offenses documentation of such shall be available in PowerSchool. **Teachers must make and document contact with parents in Powerschool at this level after a warning has been issued.**

These behaviors include:

- ❖ The student is out of their seat without permission
- ❖ The student is disturbing other students
- ❖ The student is not following directives
- ❖ The student is partaking in horseplay in the classroom
- ❖ The student is improperly using equipment
- ❖ The student is cheating
- ❖ The student is being disrespectful
- ❖ The student is talking out inappropriately

Consequences may include:

- ❖ Keeping the student from recess
- ❖ Assigning the student to after school detention
- ❖ Assigning the student lunch detention
- ❖ Calling the student's parents for a conference
- ❖ Assigning the student a community service project within the classroom
- ❖ Time out
- ❖ Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

### **Level 3- School Environment**

This level addresses behaviors that occur outside the classroom that are not physically threatening, and are not illegal. These are behaviors that do affect an orderly environment. **Level three infractions require a referral to the building administrator.** Parents must be contacted when students have a level three infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child. These behaviors include:

- ❖ The student does not comply with the attendance policy (compulsory attendance)
- ❖ The student is using inappropriate or foul language
- ❖ The student has excessive tardies
- ❖ The student is truant (required in school suspension)
- ❖ The student is destructive to or defaces property (required suspension and depending on the severity may be moved to level four (4))
- ❖ The student is incorrigible (required suspension and may be referred to law enforcement for status offense)
- ❖ The student is disruptive in the hallways, cafeteria, or bus
- ❖ The student is disruptive while at a school sponsored activity
- ❖ The student is in violation of the dress code after a warning has been issued
- ❖ The student is displaying inappropriate affection
- ❖ The student is misusing the internet
- ❖ The student is found guilty of forgery
- ❖ The student displays tacit consent by acting as a spectator of level three or four violations by others

Consequences may include:

- ❖ Immediate removal from the environment
- ❖ In- school suspension

- ❖ Possible involvement of law enforcement
- ❖ Out of school suspension
- ❖ Parent conference
- ❖ Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- ❖ Removal from athletics/events/clubs

#### **Level 4- Safe Environment**

This level addresses behaviors that are physically threatening to others and/or are illegal. **Level four infractions require a referral to the building administrator.** Parents must be contacted when students have a level four infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child. These behaviors include:

- ❖ The student is found guilty of arson (immediate suspension and required recommendation for expulsion)
- ❖ The student is in a fight (assault or battery of any kind) (required suspension)
- ❖ The student files false emergency reports (bomb threats)(required suspension)
- ❖ The students shows gross disrespect toward an adult (cursing and name calling)(required suspension)
- ❖ The student is found guilty of hazing (required suspension)
- ❖ The student is intimidating, threatening, or extorting others (required suspension)
- ❖ The student is in possession and or uses alcohol and or drugs (required suspension first offense, required recommendation for expulsion second offense)
- ❖ The student is in possession and or uses explosive devices (required recommendation for expulsion)
- ❖ The student is in possession and or uses weapons (required suspension, second offense will result in recommendation for expulsion)
- ❖ The student is in possession and or uses weapons and shows intent to harm (required recommendation for expulsion)
- ❖ The student is sexually harassing others (required suspension)
- ❖ The student is found guilty of theft
- ❖ The student displays tacit consent by acting as a spectator of violations by others

Consequences may include:

- ❖ Immediate removal from the environment
- ❖ Police are contacted if the infraction is illegal
- ❖ In school suspension
- ❖ Out of school suspension
- ❖ Recommendation for expulsion
- ❖ Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- ❖ Removal from athletics/events/clubs

#### **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 dance early will not be readmitted. Out of district students must be approved by building administration.

### **Eligibility and Requirements for Athletic Participation:**

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 half of the school day 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.
- ❖ A confirmed positive drug test will result in removal from the team for the duration of the season.
- ❖ Students that are suspended from school during the season for their sport for any reason will have the following playing time ramifications:
  - First suspension results in no game participation for one week
  - Second suspension results in no game participation for two weeks
  - 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 High School Graduation Requirements

Content Area	# of Credits/ Explanation
<b>English</b>	8 English Credits + 1 Speech Credit
<b>Mathematics</b>	6 Credits (2 must be taken during Senior year)
<b>Social Studies</b>	2 United States History 2 American Government 2 World History 1 Economics
<b>Science</b>	6 Credits (4 lab credits)
<b>Humanities</b>	2 credits
<b>Health</b>	1 Credit
<b>PE/Weight Training</b>	2 Credits
<b>Senior Project</b>	1 Credit
<b>Electives</b>	19 Credits (minimum)
<b>Advanced Opportunities</b>	District must offer at least one advanced opportunity such as: Dual enrollment, Advanced Placement or Tech Prep.
<b>Post Secondary Readiness</b>	4-year Learning Plan created by the end of 8 <sup>th</sup> Grade.
<b>College Entrance Exam</b>	Take either ACT, SAT, or the AccuPlacer Exam by the end of 11 <sup>th</sup> Grade.

# **Hansen Junior/Senior High School Dual Credit Guide**

**Credit Equivalency:**

High School Credit	College Credit
3 Credits	5 Credits
2 Credits	3 Credits or 4 Credits
1 Credit	2 Credits or 1 Credit

**Course Correlation:** Any other course substitution must first be approved by the school principal.

High School Course	College of Southern Idaho Course
English 9 Semester 1	No Corresponding Course
English 9 Semester 2	No Corresponding Course
English 10 Semester 1	No Corresponding Course
English 10 Semester 2	No Corresponding Course
English 11 Semester 1	English 101 (1 Credit Added to Electives)
English 11 Semester 2	English 102 (1 Credit Added to Electives)
English 12 Semester 1	English 175 (1 Credit Added to Electives)
English 12 Semester 2	Any English Course Above English 102 (1 Credit Added to Electives)
Speech (1 Semester Only)	Communications 101 (1 Credit Added to Electives)
Algebra 1 Semester 1	No Corresponding Course
Algebra 1 Semester 2	No Corresponding Course
Geometry Semester 1	No Corresponding Course
Geometry Semester 2	No Corresponding Course
Algebra 2 Semester 1 and Algebra 2 Semester 2	Math 143
Math Semester 1 Senior Year	Any Math Course (See above for credit equivalency)
Math Semester 2 Senior Year	Any Math Course (See above for credit equivalency)

Physical Science Semester 1	No Corresponding Course
Physical Science Semester 2	No Corresponding Course
Biology Semester 1 and Semester 2	Biology 100 or Biology 201
Science Semester 1 and Science Semester 2	Any Science 100 Level or Above 4 Credit Course
History Semester 1	History 111 (1 Credit Added to Electives)
History Semester 2	History 112 (1 Credit Added to Electives)
Government Semester 1	Political Science 101 (1 Credit Added to Electives)
Government Semester 2	Political Science 102 (1 Credit Added to Electives)
Economics Semester 1	Economics 201 or 202 (1 Credit Added to Electives)
Humanities 4 Credits	Any 100 Level or Above Humanities Course (See above for credit equivalency)
Health Semester 1	PHYE 155 Health and Wellness (1 Credit Added to Electives)
PE/Weight Training 2 Credits	Any 100 Level or Above Activities Course (See above for credit equivalency)
Electives 17 Credits	Any 100 Level or Above Course (See above for credit equivalency)