



2024-2025 STUDENT HANDBOOK

Wallace Jr. / Sr. High School



Vision Statement for our Students:

All students will leave the district with critical and creative thinking skills, be technologically literate, able to work cooperatively with others and be lifelong learners.

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RULES AND REGULATIONS

Mission Statement

We Pull Together to Create Learning Opportunities

Vision Statement

All students will leave the district with critical and creative thinking skills, be technologically literate, be able to work cooperatively with others and be life-long learners.

Principal's Message

Dear Students, Staff and Parents:

Once again, we are at the end of the summer and ready to begin our new school year! It is my honor to return as the principal and lead us into an exciting year. We are thrilled to have everyone back. As many may know, we are still looking to fill the K-12 Music Teacher position. We are eager to welcome a new freshman class into the high school, their leadership will add to our already outstanding student body! Student Council has planned many new activities to make our year exciting and fun filled.

A few new additions have been added to our handbook: .

- 1. Cell phones will not be allowed in any classroom; all will be put into pouches as you enter the classroom and picked up when you leave at the period's end. This rule applies to teacher's aides also.*
- 2. All seat time make up and detentions need to be completed by the end of the semester. The Attendance Committee will only meet with students that have extenuating circumstances. If it is not completed, the student will not get credit for that semester.*
- 3. And finally, a reminder, all students are under the school's authority and must follow its guidelines when exercising the privilege of an open campus lunch period.*

We are going to have a wonderful year, and I am excited to see all teachers and students back! Remember, your junior high and high school experience will be as exciting as you make it, have a great year! Don't forget, the reason we're here is because we care about each and every one of you!

*Mr. Almquist
Principal*

STUDENT BEHAVIOR AND EXPECTATIONS

Attendance

Regular attendance is essential for grade promotion and success in your schoolwork. When an absence is necessary, it is your responsibility to make up your work. Your first responsibility here is to do a good job in the classroom. You cannot get the most of your educational experience if you do not have a good attendance record. If a student has more than six (6) absences in any class(es) in a semester and wishes to receive credit in said class(es), he/she must request to appear before the staff Attendance Committee and present his/her case for consideration by the committee unless they have made up seat time equivalent to days/periods over the six (6) absences. Each situation will be judged on an individual basis, but make-up time will pertain to all students unless there are extenuating circumstances.

In cases where a student exceeds the number of absences for the semester a letter will be sent informing them of an appeals process before the attendance committee. All seat time make up and detentions needs to be completed by the end of the semester, the Attendance Committee will only meet with students that extenuating circumstances. If it is not completed, the student will not get credit for that semester. The attendance committee is comprised of the principal, three teachers, and the counselor.

Examples of Excused Absences:

NOTE: The following examples do not count towards your total of six (6)

1. Illness, if accompanied by a doctor's note;
2. Death in the family or funeral;
3. Professional appointments, if accompanied by a doctor's note;
4. Out-of-town trip if prior arrangements are made (pre-arranged absence) but only when, in the judgment of the administrator and/or classroom teacher, this absence is justified;
5. Permission of the principal.
6. Suspension

Examples of Unexcused Absences:

1. Truancy;
2. Leaving school without proper clearance from the office.
3. Missing school for being sick without a doctor's note!

If you return from an unverified absence, you must report to the office and present a written excuse signed by your parent or guardian, stating the reason for the absence, and when the absence occurred. If you enter school after first period begins, you must check in with the office upon arrival. If you find it necessary to leave school during the day, you must have a parent or legal guardian's consent to leave the building. You must check out through the office. The determination for excused/unexcused absences pertains only to whether the work may be made up for credit. Credit will be granted for make-up work due to an excused absence.

Tardiness

Students are encouraged to be on time to school and classes. Teachers are asked to take disciplinary measures against students who are continually tardy to class. Students more than

ten minutes late to a class are considered absent from that class. The office issues tardy slips to students who are late to class prior to entry into the classroom. Students entering school for the first time that day or re-entering after a period of absence from school must report to the office to pick up an admit slip prior to going to class. Continued or excessive tardiness is a cause for disciplinary action by the principal. Once six tardies are reached, students will be assigned an in-school suspension (ISS). For each tardy after six the student will serve a detention. If the student accumulates twelve (12) and nineteen (19) tardies, these result in an ISS each time.

Visitors

Students from another school are not allowed to attend classes unless all teachers have signed a permission slip allowing a visitor and the office has given permission.

Closed/Open Campus

The campus is closed from 8:10 a.m. until 3:30 p.m., except lunch period for students in grades 9-12. Adult visitors on campus are required to check in with the office and wear a visitor's pass while in the building. Classes must not be interrupted without the approval of the principal.

During open campus for high schoolers, all students are under the school's authority and must follow its guidelines.

Conduct

- Good judgment must be used in personal relations with another student. Holding hands is permitted, but such actions as sustained hugging or kissing is not.
- There will be no food or drink (except water) allowed in the classrooms. An exception to this rule is the first 10 minutes of third period after the break!
- Students who ride the school bus, whether on regular routes or on extracurricular trips, must abide by the district transportation department regulations. Students who misbehave while riding buses are subject to suspension of riding privileges and other disciplinary action.
- Snowballs or throwing or kicking of snow must not take place on school property or in the general area of the school.
- Students are required to carry a hall pass from a teacher to be in the hall during class time. Students without a hall pass are considered truant from class. No student can access the office without a pass.
- Students can be asked to submit to a "breathalyzer" test during school time and/or at school functions including dances, graduation practice, and graduation.

Dress Code

The administration and trustees of WSD393 believe strongly that student appearance is related to student behavior. A specific code is cumbersome and nearly impossible to formulate and enforce. However, student dress and appearance must be appropriate, safe, clean, neat, and decent. Students are evaluated on an individual basis by the principal with or without consultation with staff members and other students. If teachers find an outfit is too revealing, they can ask that person to change or cover up. Examples of inappropriate dress include the following:

During School Hours (7:45-3:30)

1. No head coverings can be worn in the building. (An exception to this rule will be during specific school activities.)

2. Pants/shorts may not be excessively baggy and or low riding and worn above the hip. Any rip in the jeans showing flesh must be below where fingertips reach when arms are extended against the thigh.
3. No articles of clothing containing obscenities, vulgarities, or offensive remarks can be worn.
4. No articles of clothing that advertise any controlled or illegal substance, alcohol, tobacco or activity can be worn.
5. Foot coverings and shirts must be always worn in the building.
6. Sunglasses cannot be worn during school time.
7. Shirts must cover and conceal midriff, cleavage and undergarments. Straps on sleeveless shirts must be a minimum of 1 ½ inches. No spaghetti straps, halter tops, racer-back, crop tops, cut-off jerseys, cut-off t-shirts, or tube tops are permitted. Neckline may not fall lower than the line of your arm pits.

Lockers

You are assigned a locker at the beginning of the school year, and you are responsible for keeping your locker clean and free from illegal items. You are expected to keep your locker locked and not to give the combination to other students, as the school is not responsible for items stolen. A fine is assessed at the end of the school year for dirty or damaged lockers.

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

Search of Lockers: Lockers assigned to students are the property of the school district. The student shall be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items, including, but not limited to, weapons, drugs and alcohol. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Periodic, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. School administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in a school locker.

Student Discipline

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including but not limited to the list of examples of infractions and possible consequences as written below.

Each teacher has classroom rules with consequences that must be followed. When the teacher's consequences have been exhausted, the student is referred to the principal for discipline. The progressive discipline policy is used to deal with inappropriate behavior.

Progressive Discipline Policy

Because it is impossible in any list of offenses to include every incident that may occur, the following lists give examples of the types of offenses contained in each category. Because within each category the offense may vary in severity, the principal has the discretion and is authorized to start the discipline at any level and seek restitution where appropriate. (Example: If a student intentionally and maliciously beats another student, the principal could move directly to expulsion.)

Detentions

1. Student is notified of consequence and number of offenses by staff member or administrator.
2. If this problem occurs, a parent contact is made to explain disciplinary action of student following most incidents.
3. If detention is assigned, it will be served within one school day
4. Detentions will be served during lunch break. Students have five (5) minutes to grab their lunch and arrive at detention. Students must have work to do in detention. Students may not talk or be disruptive or the detention may be reassigned. Once the student is in the detention room, he/she may not leave until the end of detention.
5. Failure to serve the first detention will result in two detentions; failure to show up again will result in an in-school suspension and the parents will be notified.
6. Students are notified of detentions by a detention slip. The third detention slip will result in a phone call to parents/ guardians.

Suspensions

An **In School Suspension (ISS)** is a supervised isolated school day in the office next to the principal. Students will be allowed to work on assignments but will not be allowed to attend regular classes or associate with the student population.

An **Out of School Suspension (OSS)** is a suspension from school grounds. The student cannot participate in any extracurricular activities or attend extracurricular events.

EXAMPLES OF INFRACTIONS AND POSSIBLE CONSEQUENCES:

- **Possession of Weapon(s) or Dangerous Instruments on School Property:** A weapon is any instrument that could be used or is being used to threaten or do bodily harm to another.
- **Selling Drugs, Alcohol, or Controlled Substances:** Relates to these activities being conducted on or near school property.
- **Arson:** Malicious or willful burning of school or personal property.
- **Assault and/or Battery on a School Employee:** Generating fear by threatening physical harm or causing bodily harm by hostile physical contact.
1st Offense: School Notifies Superintendent, parent/guardian and police. Administrator/ parent/ student conference is made, suspension and possible initiate expulsion procedures and refer to legal authorities.
- **Use of Drugs, Alcohol, or Controlled Substances:** Possession or use of any drugs, alcohol, or controlled substances on school property or at any school function. (Being under the influence is a judgment call and up to the decision of the principal, alcohol can be determined and dealt with, marijuana is much more difficult to prove.)
- **Vandalism:** Willful, malicious destruction or defacement of school, employee, or student property located on school property.
- **Flagrant Verbal Abuse to a School Employee:** Directing profanity and/or threats to a school employee.
- **Theft of School or Personal Property:** Unauthorized possession of property, taking something that does not belong to you.
- **Bomb Threats:** Any communication alleging that a bomb may be or is on any school property.
- **False Fire Alarm:** Tampering with the fire alarm system.
1st Offense: 3 days out of school suspension (OSS), notify superintendent, parent/guardian, and legal authorities.
2nd Offense: 5 days out of school suspension (OSS), notify superintendent, parent/guardian, legal authorities

and pre-expulsion contract.

3rd Offense: Initiate expulsion procedure.

- **Extortion:** Any attempt to obtain anything of value from another person by intimidating or by threatening violence.
- **Physical Harassment:** Physically abusive actions addressed toward another based on ethnicity, gender.
- **Physical Intimidation:** Any attempt to physically posture oneself to cause fear in another.
- **Retaliation:** Any attempt at “pay-back” for actions another student has taken.
- **Use or Possession of Tobacco Products:** Possession or use of any tobacco product or “E” cigarette on school property or at any school function.
- **Battery/Fighting:** Causing bodily harm by hostile physical contact.

1st Offense: 3 days out of school suspension (OSS), notify superintendent, parent/guardian, and legal authorities.

2nd Offense: 5 days out of school suspension (OSS), notify superintendent, parent/guardian, legal authorities and pre-expulsion contract.

3rd Offense: Initiate expulsion procedure.

- **Defiance of School Authority (Insubordination):** Refusal to comply with reasonable demands or requests by school personnel in school or places or activities where schools have jurisdiction.
- **Threats:** Any verbal or nonverbal attempts to generate fear in others either by direct or indirect delivery.
- **Verbal Intimidation:** Any attempt to verbally posture oneself to cause fear in another.
- **Verbal Harassment:** Verbally abusive actions addressed toward another based on ethnicity, gender, etc.
- **Possession of Lighters/Matches:** Possession on school grounds of any instruments capable of making fire.
- **Disrespect to Staff:** Failure to treat or communicate with staff in a courteous or appropriate manner.

1st Offense: Detention, multiple detentions, or in-school suspension (ISS).

2nd Offense: In-school suspension (ISS), parent/guardian contact

3rd Offense: Multiple in-school suspensions (ISS), parent/guardian contact.

- **Hazing, Harassment, Intimidation, Bullying and Cyber Bullying**

Any verbal, written, graphic or physical conduct relating to an individual’s sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent to interfere with or limit the ability of an individual to participate in or benefit from the district’s programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual’s educational performance.
3. Otherwise adversely affects an individual’s educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by victim’s sex, sexual orientation, race, color, national origin, age, religious beliefs, ethnic background or disability;
2. Demeaning racial jokes, taunting, slurs and derogatory nicknames, innuendos, or other negative remarks relating to the victim’s sex, sexual orientation, race, color, national origin, age, religious beliefs, ethnic background or disability;

3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, sexual orientation, race, national origin. Age, religious beliefs, ethnic background or disability; and
4. Criminal offenses directed at persons because of their sex, sexual orientation, race, color, national origin, age, religious beliefs, ethnic background or disability.

Harassment also includes an act of retaliation taken against:

1. Person bringing a complaint of harassment
2. any person assisting another person in bringing a complaint of harassment, or
3. any person participating in an investigation of an act of harassment.

The above offenses have such a wide degree of seriousness that it is impossible to specifically list action taken. The principal will address every incident and document them, but the action taken to modify behavior will be up to the principal's discretion and will range from a discussion with students to an OSS. This is a very gray area, and each incident will be judged individually.

- **Cheating:** Using any other person's work or ideas as your own work.
- **Gambling:** Trying to win money or valuables on the outcome of some game.
- **Horseplay:** Any playful or boisterous behavior that may cause injury to self or other.

1st Offense: 1 day in-school suspension (ISS), parent/guardian contact

2nd Offense: 3 days out of school suspension (OSS), parent/guardian contact

3rd Offense: 5 days out of school suspension (OSS), parent/guardian contact, pre-expulsion contract

4th Offense: Initiate expulsion procedure

Hall Offenses

- **Inappropriate Display of Affection:** Anything more than casual physical contact.
- **Use of Profanity:** Use of verbal, non-verbal, or written expressions that are crude, offensive, irreverent or coarse to demonstrate contempt or disrespect.
- **Truancy:** Absences from one or more classes accumulated without justifiable reasons or permission.

1st Offense: Detention or multiple detentions, principal's discretion.

2nd Offense: 1 day in-school suspension (ISS), parent/guardian contact.

3rd Offense: Multiple in-school suspension (ISS), parent/guardian contact.

4th Offense: 1 day out of school suspension (OSS), parent/guardian contact.

5th Offense: 3 days out of school suspension (OSS), pre-expulsion contract

6th Offense: Initiate expulsion procedure.

Classroom Offenses

Classroom or school disruption: Any disruptive behavior that interferes with the learning process, peace or safety of other students, defined by teachers in classroom rules. Classroom teachers will take care of their own classroom management and utilize their own behavior modification techniques. The principal and staff will coordinate behavior modification that will/could involve the following penalties:

1st Offense: Detention or multiple detentions, principal's discretion

2nd Offense: Multiple detentions, warning discipline report filed, parent/guardian contact by teacher according to classroom teacher behavior policy.

3rd Offense: Removal from class with student on in-school suspension (ISS), until a conference between principal and parent/guardian is held.

NOTE: OSS (Out of School Suspension) does not count against the six (6) days of attendance for a student

Disciplinary action is not black and white, there are always gray areas. All decisions as to disciplinary action will be made by the principal after considering the circumstances and after a full investigation of the incident is concluded.

Academic Honesty

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

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

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

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

*** Any form of academic dishonesty a student will receive a “zero” on the assignment**

ACADEMIC EXPECTATIONS

Accreditation

Wallace Jr./Sr. High School has been fully accredited by the Idaho State Department of Education and the Northwest Association of Secondary Schools and Colleges since 1920.

Alternative Route to Graduation

At WJSHS there is an alternative route process to graduation. This route is only available to seniors who have not been proficient on one or more areas of the state test. Juniors may apply for the alternative route when entering their senior year. For more information on the alternative route a student may consult the counselor.

Graduation Requirements

Students shall be expected to earn a total of forty-eight (48) semester credits to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is 37 semester credits: (One semester credit equaling ½ year.)

Secondary Language Arts and Communication	9 credits*
English (language study, composition, literature)	8 credits
Speech or Debate	1 credit
Mathematics	6 credits*
Algebra I (or meets Algebra I standards)	2 credits
Geometry (or meets Geometry standards)	2 credits
Secondary Mathematics of the student's choice	2 credits
Science	6 credits*
Secondary Science	6 credits*
* 4 credits shall be laboratory sciences	
Social Studies	7 credits*
Government	2 credits
US History (2 cr. each of US History I and II)	4 credits
Economics	1 credit
Art and Humanities	2 credits*
Interdisciplinary humanities, visual and performing arts, or foreign language	
Health/Wellness	1 credit*
Physical Education	2 credits*
Business Education	4 credits*
(Two credits must be taken senior year, Career/Finance class)	
Electives	11
credits*	

Honor Roll

An honor roll is published at the end of each quarter and each semester for students who earned a 3.0 or better. Students with incompletes are not eligible for the honor roll until the incomplete is removed.

National Honor Society

Qualifications for membership in National Honor Society (NHS) are exemplary scholarship, leadership, service and character. In the Wallace Chapter of NHS, students that have a cumulative un-weighted GPA of 3.50 or better after at least three semesters at WHS may be considered for membership in the NHS. Students are considered once each year after first semester grades are reported. Students who qualify academically are notified and invited to submit to the Chapter Advisor a Student Activity Form (SAF) to help demonstrate the desired qualities of leadership, service and character. The advisor presents completed forms to the Faculty Council, a committee of five teachers who are appointed by the principal to represent the entire faculty. The Faculty Council considers the SAF of each student along with input from the principal through the Chapter Advisor, who acts as a representative for the Administration as well as an advocate for the student. Students are elected to NHS by majority vote of the five-member Faculty Council. Once selected, notified and inducted into NHS, members are expected to maintain the above-mentioned GPA requirements and the high standards of leadership, service and character for which they were chosen. For a more detailed description of procedures, requirements and regulations of NHS, please consult the NHS informational pamphlet, the Wallace Chapter of NHS Bylaws, or the NHS Handbook which are on reserve in the WHS library.

Student Records

All student grades and special test results are kept in a permanent record file. Grades are an evaluation of what you have learned and become part of your permanent record. Institutions of higher learning, potential employers, and the military services are all interested in your school record. We only keep the records, you make them. Therefore, it is important to create a record of which you are proud.

Students and parents have the right to examine all materials contained in that student's file. Additions or deletions can be made so that the file is up to date and accurate. Student records are confidential. No records can be released without prior consent from the parents or the student if he/she has reached the age of 18. Implied permission is given to school authorities to release student transcripts upon submission of applications for such transcripts. Students or parents wishing to examine these records may do so by appointment.

Grades

Reports of scholastic standing are issued every nine weeks by each teacher of each class in which the student is enrolled. Nine-week grades are simply a progress report of student achievement. Only semester grades are recorded on permanent records. Credit is given toward graduation for each passing grade received at the end of each semester. Deficiency reports are sent out four weeks prior to the end of each grading period. Progress reports can be requested through the office. On the report card the following achievement grades are used:

1. A **4-point GPA** system will be used to determine valedictorian and salutatorian.

A + = 4.0 (97% -100%)	C + = 2.3 (77% -79%)	F = 0.0 (59% - 0%)
A = 4.0 (93% -96%)	C = 2.0 (73% -76%)	
A - = 3.7 (90% -92%)	C - = 1.7 (70% 72%)	
B + = 3.3 (87% -89%)	D + = 1.3 (67% -69%)	
B = 3.0 (83% -86%)	D = 1.0 (63% -66%)	
B - = 2.7 (80% -82%)	D - = 0.7 (60% -62%)	

* Pass/Fail and remedial classes will not count

Valedictorian / Salutatorian/ Class Ranking

*This section will be used for classes 2024 and beyond

Class rank for valedictorian, salutatorian and other class honors will be calculated at the beginning of the fourth quarter of a student's senior year. The valedictorian and salutatorian are the number one and two students, respectively, in class rank. A student must have been enrolled at WJSHS for their entire junior and senior years to be considered for valedictorian or salutatorian. If a student has not been enrolled for their junior and senior years, that student will retain their ranking but will be skipped and the next student in ranking who qualifies will receive the valedictorian or salutatorian honor. To avoid ties, ranking will extend down to the 1000th decimal point. If a tie still exists, the honor will be shared. All students must take four (4) years of math and four (4) years of science to be considered. Top 10% of the graduating seniors will be presented with gold cords for graduation.

Advanced Opportunities

The district provides opportunities for students to begin earning credit for college and vocational programs while they attend school in the district. The State's Advanced Opportunities funding, known as the Fast Forward program, provides students in grades 7 through 12 with \$4,125 to use toward high school overload courses, dual credits, college credit-bearing examinations, and career technical certificate examinations.

Courses must be offered by a provider accredited in Idaho and be taught by an individual certified to teach the grade and subject area of the course in Idaho. Students must meet eligibility requirements, including age and GPA requirements outlined in the parent consent form; attend an informational session at fall or spring conferences; and develop a learning plan with the high school counselor.

Schedule Changes

Schedule changes are made during the first five school days of each semester **only** and must be made by the counselor or the principal. Students must have a valid reason for changing his/her schedule.

CLASS CHANGES FOR SECOND SEMESTER SHOULD BE INITIATED DURING THE LAST WEEK OF FIRST SEMESTER BY FILLING OUT PAPERWORK AVAILABLE IN THE COUNSELING CENTER.

No changes are considered unless the paperwork is complete and returned in a timely fashion. No changes are made after the first five days unless they are initiated by a teacher. A student who fails the first semester of a year-long course must change class prior to the beginning of the second semester. Check with the counselor as to which courses fall under this category.

EXTRACURRICULAR ACTIVITIES

WJSHS is a member of the Idaho High School Activities Association. All activities sponsored by WJSHS take place with proper school supervision. An Activities Request form should be filled out at least two weeks before the activity is scheduled. The advisor or designee of the club or organization sponsoring the activity must be in attendance and in charge of the activity. Additional chaperones, depending on the activity, can be required. The school conduct code is in effect at

all school-related activities. The student must agree to abide by the regulations set forth in the WJSHS athletic/activity code.

WJHS Athletic and Activities Code

This code is to cover students who participate in or represent WJSHS in athletics and activities sponsored by WSD393. It is a privilege to represent or participate in any extracurricular activity. The following regulations are set forth by the administration, coaches, advisors, and students of WJSHS and approved by the Board of Trustees of WSD393.

Rules and Code of Conduct

1. Participants shall not possess or use tobacco, nicotine, or any paraphernalia products.
2. Participants shall not be in possession of or drink alcoholic beverages or use or possess illegal drugs or controlled substances.
3. Participants shall not be involved in the willful destruction and/or theft of school or personal property.
4. No student shall be in a place where minors are illegally using drugs or alcohol.
5. To participate in practice or in any activity, each participant must be in attendance the full day of such practice or contest unless prior arrangement is made with the principal or activity director.
6. In all activities and contests participated away from Wallace, the participant will ride to and from the contest in school provided transportation. Parents or guardians only may transport their son or daughter home after an activity if they sign a release from the coach or activity director at the site of the contest.
*Note: If a student will be spending time with a relative while at an away, overnight activity, they must have a permission slip signed by their parent prior to departure to the activity.
7. Each participant in any activity program must have either a waiver or insurance or proper insurance through the school.
8. Student athletes and pep club members must have a student activity card.
9. Each school year the participant in athletics must have passed a physical examination by a doctor of his or her choice.
10. Each participant shall maintain standards of dress set by the school and the coach or advisor.
11. No participant shall be involved in a situation that brings discredit to himself/herself, the coach/advisor, the school, or the community.
12. Misconduct in school or during any activity associated with the school, may result in disciplinary action.

Any participant guilty of not observing rules 1-12 is subject to disciplinary action taken jointly by the coach/advisor, activity director, and principal.

Athletic Infractions

Rules 1, 2, 3

1st Offense: An immediate suspension from all sport activities for the next 25% (to begin immediately) of the games scheduled for the sport's season. Athletes must participate in all practices.

*Note: Suspension and percentage of games missed may run from one sport season into another. Sports season starts on the first day of practice for that sport. For example: A football player that violated this part of the code at a time when there was only one football game left could not miss 25% of the football games scheduled for the year. In this case, that student's

suspension from athletics would carry over to the next sport the student participates in, and he/she would serve the remainder of his/her suspension at that time.

2nd Offense: The participant shall be denied participation for all extra-curricular sports for the remainder of the school year.

Rule 4

1st Offense: An immediate suspension from all sports activities for 10% of the games scheduled for the sports season. Athletes must participate in all practices.

2nd Offense: Participation in athletics shall be denied for the remainder of the sports season.

3rd Offense: Participation in athletics shall be denied for the remainder of the school year.

Academic Infractions

Rules 1, 2, 3

1st Offense: Students will be suspended from all activities except meetings and fund-raisers (which are mandatory) for fifteen (15) days.

2nd Offense: Participants shall be denied participation in all extra-curricular programs for the remainder of the school year.

Rule 4

1st Offense: Participants will be suspended from all activities except meetings and fund-raisers (which are mandatory) for five (5) days.

2nd Offense: Participation in an activity shall be denied for ninety (90) days apart from meetings and fund-raisers which will be mandatory.

3rd Offense: Participation in activities shall be denied for the remainder of the school year.

Eligibility Requirements

All participants must maintain a 2.0 GPA and can have no more than one failing grade in either academics or conduct, or a combination of the two. Grades and conduct will be checked at two-week intervals. Students will be given a letter grade in academics and a check (X) for a no in conduct. In the event a student is ineligible, that student may recheck his or her grades after one week. If, at that time, eligibility requirements are met, that student may continue participation in that activity. During periods of ineligibility, practice sessions will be mandatory, except for medical, dental, or pre-arranged excuses.

Parents

The activity code adopted by the WJSHS is a tool to be used to help to make the rules of all school activities more equal and just. Also, it emphasizes the idea that participation in extracurricular activities is a privilege, not a right, to be enjoyed by the students at our school.

Athletic Warning

Though it is uncommon, athletic participation may cause severe injuries, which could result in permanent disability or death. Players can reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. Damaged equipment must be replaced immediately. Even if all these requirements are met, even if the athlete is using excellent protective equipment, a serious accident may still occur.

Activity Buses

Transportation to all activities scheduled away from the district will be provided. All student participants are required to ride the bus to these scheduled events. Should a parent/guardian desire their child not ride the bus from the scheduled event, they shall make said request in person at the event, by signing their child out directly with the coach or advisor. If the parent/guardian is unable to attend the event and wishes his/her child to ride with another responsible adult from the event, a request must be made in writing at least three (3) days prior to the event, if practical, for consideration by the applicable coach and either the athletic director or principal. Extraordinary circumstances may arise, however, when a student is unable to ride the bus to the event. In such a case, the parent/guardian shall make a request in writing to transport their child(ren) at least three (3) days prior to the event, if practical, for consideration by the applicable coach and either the athletic director or principal. The decision of the foregoing persons shall be final, and any decision shall be made at their sole discretion. Students will be released to their parents when the team has completed the event. The parent(s)/guardian(s) are releasing the school district and its employees, agents, or representatives from any liability for their child(ren) when making a request for alternative transportation. The conduct of students on activity trips is subject to the same rules and regulations as in school proper.

Athletics

Any student regularly enrolled in WJSHS, who meets the State Association regulations, and who also meets all eligibility guidelines set forth by the Idaho High School Activities Association and WJSHS may compete in athletics. The student athlete must have an activity card, valid insurance, a completed and valid physical examination, and an emergency medical treatment form. The athlete must agree to and abide by the regulations set forth in the WJSHS athletic/activity code. The following sports are available at WJSHS (* indicates those sports offered to 9-12 students only).

Dances

Dances are held periodically throughout the school year. Organizations that desire to sponsor a dance must complete an activity request form and present it to the principal. All dances must be properly chaperoned, and school conduct rules are enforced. Any students out of district that are asked to attend must have the proper form filled out.

1. Only students in grades 9-12 are permitted to attend high school dances. (Exception: Prom- No individuals will be allowed over 20 years of age).
2. Students from other schools must have an out of district dance permission slip signed by their principal and ours.
3. Only students in grades 7-8 are permitted to attend junior high dances
4. No one may leave the building and return to the dance.
5. Students under the influence of alcohol or drugs are not admitted. Students will be asked to submit to a "breathalyzer" test during any dance.
6. All other school rules apply.

Expenses

All students who participate in extracurricular activity must purchase an activity card. This card ensures admission to all our activities and reduced student prices at other schools' activities. The yearbook is an additional fee if the student desires to purchase one.

Music

Our band is represented in many activities in and out of school. Winter and spring concerts are given each year by the band.

MISCELLANEOUS INFORMATION

Announcements

Daily announcements are prepared by the office and emailed to each teacher. The Pledge of Allegiance and announcements are over the intercom at the beginning of first period. A copy of the daily announcements is posted in the office window and in the library in case a student does not hear the announcements or has questions concerning items on the bulletin. Please come to the office window for clarification. Students are responsible for knowing the information in the announcements.

Assemblies

Assemblies will be held periodically, usually in the Commons or the gym. Students are to find seats quickly, sit down, and be quiet and polite. Attendance at assemblies is mandatory unless otherwise noted.

Class Meetings

Class meetings are held as needed. The advisor may call a class meeting with the approval of the principal. All items pertaining to class business must be cleared through the advisors and the principal. Any expenditure from class funds must be pre-approved for a requisition to be issued. Each class treasurer is responsible for checking with the school secretary concerning its financial status. No class is allowed to spend funds that creates a negative balance. Expenditures must be approved by the principal. Attending a class meeting is a privilege, if a student is disruptive, they can be removed by the advisor and sent to the office.

Driver's Education

Before a student is admitted into Driver's Education, the State of Idaho requires a **Verification of Attendance** form for each student applying for a driver's permit.

Verification of Attendance will be withheld for the following reasons:

- Student has more than six (6) absences in a semester that has not served their make-up time.
- Student has multiple discipline referrals (This is determined by DE teachers and principal).

- Student has more than one (1) F in a core class for the nine (9) weeks or the previous semester.
- In School or Out-of-School Suspension- Spring Session: Student has been suspended from school during the current school year in which the Driver's Education session is taking place. Fall Session: Previous school year is the look back period.

Electronic Devices

All communications, photographic, hand-held games and/or audio-recording devices brought into the WJSHS building by any WJSHS student cannot be used in the classroom unless the teacher gives permission and must be used for school purposes only. *This is a classroom/teacher decision and may be different for every class.* Failure to adhere to this rule will result in immediate confiscation of the device by WJSHS authorities. The WJSHS principal may announce exceptions to the above rule for special events.

Cell Phones

Cell phones will not be allowed in any classroom; all will be put into pouches as you enter the classroom and picked up when you leave at the period's end. This rule applies to teacher's aides also.

1st Offense- Student gets the device back at the end of the period. The teacher will notify the principal by email when this happens.

2nd Offense- Device is turned into the office and the student gets the phone back at the end of the day and the student receives **one lunch detention**.

3rd Offense- Device is held by the principal until the parents come into the office to pick it up and student receives **three lunch detentions**. (Every offense after this will receive the same consequence.)

Fire Drills

Fire drills are conducted periodically throughout the year. Everyone in the building is expected to leave in a quick, orderly fashion. All fire drills must be treated as if an actual fire were in the building. Fire drill exit information is posted on the wall by the door to each classroom. Students and staff must familiarize themselves with the exit procedure of each classroom they occupy throughout the school day.

Lockdown Drill

Lockdown drills are conducted periodically. Everyone in the building is expected to retreat to a safe, locked location and remain there until the all-clear alarm is sounded. Students and staff must familiarize themselves with the lock down procedure of each classroom they occupy throughout the school day.

Guidance Counselor

The guidance counselor is available to deal with academic, career, personal, and social concerns. Guidance activities may be conducted in the classroom or in the counseling center. Each student must maintain a career portfolio in the counseling center.

Health Services

Student insurance may be purchased through the office upon student request. Insurance is required for participation in extracurricular activities. Insurance waiver forms are available in the office for those students whose parents have a private insurance carrier. All accidents during school time must be reported immediately to the main office. The office does not provide any medications.

Library

The library/media center is a member of the Cooperative Information Network. This is a media-sharing organization where members of CIN can access any material available in any other member library (including adult content). This allows us to access resources from multiple public and school libraries in the area. Students and parents may access both digital and physical materials online at: <https://cinlibraries.org>. Users are required to log in using their library card number (passwords are the last name in UPPERCASE.) Parents/guardians may request to link their child's library card to a guardian's if they wish to monitor their child's account. Students may also download the "Libby" app to read on their mobile device.

Students may visit the library at any time with a pass from their classroom teacher. Printing for assignments or homework is free and PCs and Chromebooks are available. Students may also check out Chromebooks, Kindles, tablets, and mobile hotspots with parent/guardian permission.

Lost & Found

All items found on the campus must be turned into the office. Lost items can be claimed in the office during school time. At the end of the school year all unclaimed items are donated to a charitable organization or discarded, depending on the condition of each article.

Breakfast

Breakfast is served from 7:40 a.m. to 8:00 a.m.

Lunch

A hot lunch is available in the cafeteria during the lunch period. Students who bring lunch to school must eat in the cafeteria and not in the gym or other areas of school, unless requested to do so by a staff member. Students in grades 9-12 may leave the campus during lunch time. School areas open to student use at lunchtime may include the gym and the cafeteria. Lunch Cost: \$2.75, extra milk is \$.38 (Subject to Change) This will be back into effect this year; the last 2 years lunches were free because of funds made available through covid legislation.

Office of Civil Rights Guidelines

In compliance with the U.S. Office of Civil Rights Guidelines regarding Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, all WJSHS students are guaranteed access to programs, classes, activities, and services without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child.

Office

The main office is open from 7:45 a.m. until 3:45 p.m. Money change is available before school, during break, and during the lunch period. Students must be in class during class time and not in the office except on official business. Because the office is a business office, students must conduct themselves in a quiet, polite, and business-like manner. Except for student office aides, students must remain in front of the counter while in the office. Admit slips for absences are available between 7:45 a.m. and 8:10 a.m. at the attendance window. **Students must report to the office any time they arrive at school late during school time or desire to leave the campus during school time. Failure to do so will result in disciplinary action.**

Publications

The official yearbook of WJSHS is the "Prospector."

Passing Periods

Passing periods are four minutes long.

Student Government

The student government of WJSHS is composed of all the students in this school who meet the requirements for membership as stated in the student constitution. The student body president, vice president, secretary, and treasurer are chosen by the student electorate each spring for the following year. These four positions compose the executive officers of the student council. Class officers are elected in the fall of the school year in which they will serve. The student council is composed also of the elected class officers for each class. These class officers are president, vice president, secretary, and treasurer.

Protocol for Student Grievance

On a rare occasion, a student may encounter a conflict with a staff member that is unresolved. To give every student an opportunity to successfully remedy an uncomfortable situation, the following steps may be taken:

Step 1: Student and/or parent state the grievance in writing and contact the staff member to discuss the student grievance. If a resolution is agreed upon, this will be documented and signed by students and staff members. If no resolution can be reached proceed to Step 2.

Step 2: Student and/or parent must contact the building administrator in writing within 10 days, stating the grievance and describing what attempts have been made to resolve the conflict.

Step 3: After investigating the grievance, the building administrator will inform the student and/or parent involved as to the findings and recommend a possible solution.

Step 4: If any of the parties involved fail to reach a suitable resolution within ten days, the staff member, student, and/or parent may contact the superintendent in writing outlining the process to date.

Step 5: After reviewing the documentation, the superintendent will provide a directive to the parties involved as to a reasonable resolution.

Step 6: If no resolution can be reached then the student and/or parent may request to have the issue placed on the agenda with the board of trustees during executive session.

Board Information for Students and Parents

The Board of Education of WSD393 welcomes you to its meetings. All meetings are open to the public so that citizens may have the benefit of hearing board deliberations. All formal action by the Board of Education takes place during public meetings. Executive (private) sessions may be held to discuss personnel matters, the purchase or sale of property for competitive bidding, disputes involving court action, negotiations with employees and certain school security matters.

The Board of Education is an elected body that is responsible for creating, adapting, monitoring, evaluating and revising policies which govern the school district. It also provides direction to the superintendent. In addition to policy making, the Board of Education shall fulfill its role by:

- Identifying shared values and creating a shared vision of the purpose of public education.
- Engage the ownership (residents of the WSD393) in an on-going dialogue to educate and gain a commitment to the shared vision of school improvement.
- Empowering the Superintendent to develop and implement strategies to realize the shared vision.
- Ensuring all school district policies, procedures and programs are continually assessed against the shared vision.
- Hiring the Superintendent of Schools.
- Annually appraising the collective performance of the Board.
- Committing to self-development regarding educational issues.

ZONE 1	Vice-Chairman	Amber Valley	avalley@wsd393.org	(208) 512- 0853
ZONE 2	Trustee	Mary Rehnborg	mrenborg@wsd393.org	(208) 753-4515
ZONE 3	Chairman	Anna Berger	aberger@wsd393.org	(208) 659-5625
ZONE 4	Trustee	Amy Lynn	alynn@wsd393.org	(208) 659-2993
ZONE 5	Trustee	Molly McGee	mmcgee@wsd393.org	(208) 512-2786

Board Meetings

The Board meets at 6:00 PM the second Monday of each month in the library at Silver Hills Elementary School. All regular meeting dates are posted on this website and on the doors of the schools and the superintendent's office. Changes to meetings and other special meetings are also posted in these locations as well as on this website. Confirmation of meeting dates and times available by calling the school district office at (208) 753-4515. A copy of the meeting agenda is available on the information table near the entrance to the meeting room. Board members are not paid for the meetings they attend. Board members may be reimbursed for expenses incurred for approved board-related activities.

Public Comment

The Board of Trustees encourages all citizens of the district to express their ideas and concerns. Any complaint about the district, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred to through proper administrative channels before it is presented to the Board.

All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator

4. Superintendent
5. Board of Trustees

If these channels have been exhausted and a patron still wishes to address the Board a "Request to Address the Board" (4105F) must be filled out prior to the board meeting. Completed forms may be submitted electronically through this website, delivered to the Wallace School District Office at 501 Western Ave., Silverton, ID 83867 or emailed to the District Clerk at bconley@wsd393.org.

Written materials for Board Members must be submitted to the Board Clerk to include the name, address, and telephone number of the person submitting it. A copy of the materials will be forwarded to Board Members if received by noon the Friday preceding the Board meeting. Please do not send directly to Board Members.

The time allotted for public comment will not exceed 15 minutes unless specifically requested. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 2-3 minutes and will only cover matters scheduled on the agenda. Should a large number of members of the public wish to speak on the same issue or topic, they are encouraged to select one or more representatives to summarize their position. The Board may decline to hear repetitive comments if the individual has previously addressed the Board on the same subject within the past two months.

Because of the diversity of issues members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. No action will be taken by the board without fully reviewing all available information.

[4105 – Public Participation in Board Meetings](#)
[4105F – Request to Address the Board Form](#)

Public Records

Our district strives to make all records public, unless exempt in accordance with Idaho Code Title 74, Chapter 1, Sections 74-103 and FERPA regulations and guidelines. This information is updated monthly, or as required. All public information must be submitted in accordance with Idaho Code 74-102.

***** PLEASE NOTE THAT HIGH SCHOOL TRANSCRIPTS ARE NOT PUBLIC RECORDS. *****

You will need to contact the High School you graduated from and request your transcript

[4260 – Records Available to Public](#)
[4260F – District Record Request Form](#)

Snow & Emergency Closures

Announcements concerning closure of school are given over Spokane TV stations, social media and Skyward Messenger early in the morning.

***** PLEASE DO NOT CALL THE SCHOOL OR PERSONNEL TO ASK IF SCHOOL IS IN SESSION ****

Vending Machines

There are vending machines in the building. Profits from the machines are credited to student funds.

Withdrawal

Students withdrawing from WJSHS must obtain a pupil transfer record from the office so that teachers may record grades to date for the student. Parent must notify principal, counselor, or office if student is under 18. The student must also obtain a book deposit card for teachers' signatures, as all textbooks and materials are returned in good order to the teachers. If transferring to another school, the student must have completed and have signed by his/her parent or guardian, an authorization to release information that allows us to send the transcript or student records to another school. All school district materials must be returned to WJSH and fines must be paid before withdrawing from this school.

Items of Special Interest

1. Cell phones and other electronic devices can be carried but not used in the classroom except for educational purposes and with the permission of the teacher.
2. Students caught using or in possession of tobacco will be suspended for 2 days. Parents and police will be notified.

District Policies

2140-2140F	Student & Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, & Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying,
3320	Substance & Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screening/Examinations
3570F1	Students Records
3575	Student Data Privacy & Security
4160	Parent Right-to-Know Notice
5120	Equal Employment Opportunity & Nondiscrimination
5265	Employee Responsibilities Regarding Student Harassment
8200	Local School Wellness
8245	Unpaid School Meal Charges

Daily Bell Schedule

1 st Period	8:00 - 8:56
2 nd Period	9:00 - 9:51
Break	9:51 - 9:58
3 rd Period	9:58 - 10:49
4 th Period	10:53 - 11:44
JHS Lunch	11:44 - 12:14
5 th Period (HS)	11:48 - 12:39
5 th Period (JHS)	12:18 - 1:09
HS Lunch	12:39 - 1:09
6 th Period	1:13 - 2:04
7 th Period	2:08 - 2:59

Early Release

1 st Period	8:00 - 8:35
2 nd Period	8:39 - 9:14
3 rd Period	9:18 - 9:53
4 th Period	9:57 - 10:32
5 th Period	10:36 - 11:11
6 th Period	11:15 - 11:50
7 th Period	11:54 - 12:29

PARENT/STUDENT SIGNATURE PAGE

I am the parent/guardian of student(s) enrolled at Wallace Jr./Sr. High School. I have received and read the Student Handbook. By signing this form, I acknowledge that we agree with and will abide by the rules and regulations set forth by the Wallace School administration. I understand this form will be kept on file and that if there are any changes to this handbook I will be informed.

STUDENT(S)

_____ Date _____

_____ Date _____

PARENT(S)

_____ Date _____

_____ Date _____

PLEASE SIGN AND RETURN THIS PAGE TO THE OFFICE. THANK YOU.