



2021/2022

Wallace Jr./Sr. High School School Handbook



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Mission Statement

“We Pull Together to Create Learning Opportunities”

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.”

Principal’s Message

Dear Students, Staff, and Parents:

We welcome all the students, parents, community members and staff back for the 2021-2022 school year. Another year has come and gone and with that, a few more changes have occurred at our school. We have added Mrs. Bogaurd to the Jr/Sr High team. Mrs. Bogaurd will be teaching our band classes at the Jr/Sr High and Music at the Elementary. She comes to our school with many years of experience in the music education field and we are excited to have her on the team. We continue to make great strides with our state testing, our Go On Rate continues to push above 70% and we continue to be in the top percent of graduation rate in the state! I am looking forward to another great year with our wonderful staff and student body. If anyone has questions regarding any school activities or rules, please do not hesitate to contact me at school any time, my door is always open.

GOOOOOO MINERS!!

Student Behavior and Expectations

Attendance

(Board Policy 3050)

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 time equivalent to days/periods over the six 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. At the end of the second semester, after school is out, if make up time is needed to be made up the student will have to come in during those first summer days to make up time. The attendance committee is composed of the principal, three teachers, and the counselor.

Examples of Excused Absences: (NOTE: The following examples still count towards your total of 6 absences.)

- Illness;
- Death in the family or funeral;
- Professional appointments;
- 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;
- Permission of the principal.

Examples of Unexcused Absences:

- Truancy;
- Leaving school without proper clearance from the office;
- Suspension

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 the 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. Students who are 18, who find it necessary to leave during the school day must personally clear excused absences with the principal each time before leaving school grounds. Leaving campus is not to be used for avoiding tests, quizzes, homework, assembly, etc. 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 detention for every tardy after that for the semester. Once 12 tardies are reached, the student will be assigned an in-school suspension (ISS).

Visitors

All visitors are required to report to the administration or principal's office upon entering any District building. 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 8:05 a.m. until 2:55 p.m., except during 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 will not be interrupted without the approval of the principal.

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.
- No food or drinks, other than water, are allowed in the classrooms.
- 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, 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 in order 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

(Board Policy 3255)

The administration and trustees of School District #393 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 inappropriate, they can ask that person to change or cover up. Examples of inappropriate dress include the following:

- No head coverings can be worn in the building. (An exception to this rule will be during specific school activities.)
- Pants/shorts may not be excessively baggy, low riding, and worn below the hip. Any rip in the jeans showing flesh must be below where the fingertips reach when students arms are at reach against the thigh.
- No articles of clothing containing obscenities, vulgarities, or offensive remarks can be worn.
- No articles of clothing that advertise any controlled or illegal substance including alcohol, tobacco, or activity can be worn.
- Foot coverings and shirts must be worn in the building at all times.
- Sunglasses cannot be worn during school time.
- Any form of sleepwear, as determined by administration, is not appropriate or allowed at school. (Including pajama pants, slippers, blankets, pillows etc.)
- FEMALES: Shirts must cover and conceal midriff, cleavage, and undergarments. Straps on sleeveless shirts must be a minimum of 1 1/2 inches. No spaghetti straps, halter tops, racer-back, crop top, or tube tops are permitted. Neckline may not fall lower than the line of your arm pits.
- MALES: All shirts must meet the 1 1/2 inch wide strap and must maintain high cut arm holes. Examples

include but are not limited to; cut off jerseys, cut off t-shirts. Neckline may not fall lower than the line of your arm pits.

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

Lockers

Students 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 belongings. (Board Policy 3370P)

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

(Board Policy 3330)

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 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

- Students are notified of consequences and number of offenses by staff members or administrators.
- Parent contact is made to explain disciplinary action of students following each incident.
- If detention is assigned, it will be served within one school day.
- Detentions will be served during lunch break. Students have **five** 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.
- 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.
- 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 day out of school suspension (OSS), notify superintendent, parent/guardian, and legal authorities.

2nd Offense: 5 day out of school suspension (OSS), notify superintendent, parent/guardian, and legal authorities, 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: 2 day out of school suspension (OSS), parent/guardian contact, and police contact.

2nd Offense: 5 day out of school suspension, (OSS), parent/guardian contact, and police contact, 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.
- **Truancy:** Absences from one or more classes accumulated without justifiable reasons or permission.
- **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 days in-school suspensions (ISS), parent/guardian contact.

- **Hazing, Harassment, Intimidation, Bullying, & Cyber Bullying (Board Policy 3295P)**
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 so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:
 - Has the purpose or effect of creating an intimidating or hostile environment.
 - Unreasonably interferes with an individual's educational performance.
 - Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

- 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;
- 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;
- 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
- 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:

- person bringing a complaint of harassment;
- any person assisting another person in bringing a complaint of harassment; or
- 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 type of playful or boisterous behavior that may cause injury to self or another student.

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 day 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 day 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, as 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 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

(Board Policy 3335)

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Cheating

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

- Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;

- Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
- Obtaining test questions and/or copies of tests outside the classroom test setting;
- Lending and/or copying from another student's work (homework, tests, projects, assignments);
- Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
- Allowing another student to copy answers during a test situation;
- Collaborating with other students on an assignment in direct violation of a teacher's instructions;
- Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
- 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.
- Submitting work previously presented in this course or in another course.

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

- Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
- Paraphrasing the source without proper citation;
- Copying stories, in whole or part, which appear in books, magazines, television, or film;
- Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
- Submitting papers written in whole or part by someone else, including internet sources;
- 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
- Submitting a paper purchased from a research or term paper service, including, but not limited to internet source.

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

ACADEMIC EXPECTATIONS

Accreditation

Wallace Junior/Senior 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 in 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.

Class Load

WJSHS operates on a seven (7) period day. All students are expected to take a minimum of 7 classes each semester.

Graduation Requirements

(Board Policy 2700P)

Students shall be expected to earn a total of 48 semester credits in order 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.)

<u>Secondary Language Arts and Communication</u>	9 credits
<ul style="list-style-type: none"> English (language study, composition, literature) <i>Speech or Debate</i> 	8 credits 1 credit

<u>Mathematics</u>	6 credits*
<ul style="list-style-type: none"> Algebra I (or meets Algebra I standards) Geometry (or meets Geometry standards) Secondary Mathematics of the student's choice 	2 credits 2 credits 2 credits

* 2 credits must be taken in the last year of high school in which the student intends to graduate. For the purposes of this procedure, the last year of high school shall include the summer preceding the fall start of classes. Students who return to school during the summer or the following fall of the next year for less than a full schedule of courses due to failing to pass a course other than math are not required to retake a math course as long as they have earned six (6) credits of high school level mathematics.

<u>Science</u>	6 credits*
<ul style="list-style-type: none"> Secondary Science 	
	* 4 credits shall be laboratory sciences

<u>Social Studies</u>	7 credits
<ul style="list-style-type: none"> Government US History (2 cr. each of US History I and II) Economics 	2 credits 4 credits 1 credit

<u>Arts and Humanities</u>	2 credits
<ul style="list-style-type: none"> Interdisciplinary humanities, visual and performing arts, or Foreign language 	

<u>Health/Wellness</u>	1 credit
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<u>Physical Education</u>	2 credits
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<u>Business Education</u>	4 credits*
	*Two credits must be taken senior year, Career/Finance class

<u>Electives</u>	11 credits
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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 the National Honor Society (NHS) are exemplary scholarship, leadership, service and character. In the Wallace Chapter of NHS, students that have a cumulative unweighted 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 the 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

(Board Policy 3570F1)

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:

- 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% & below)
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%)		

Valedictorian/ Salutatorian/ Class Rank

Class rank for valedictorian and salutatorian is determined at the beginning of the fourth quarter of the student's senior year for class standings and college admission. The valedictorian and salutatorian are the number one and two students, respectively, in class rank. GPAs are carried out to the thousandth if necessary, to determine standings. Some scholarships and awards require class standings prior to this time. In these cases, the most current standings are used.

- Pass/fail and remedial classes will not count.
- GPA is determined cumulatively at the end of the 8th semester. The minimum GPA is 3.00.
- Students will take or complete:
 - a. All all required courses to graduate from Wallace Jr/Sr High School
 - b. Government Portfolio
 - c. Senior Project
 - d. Physics, and Chemistry
 - e. Two years of Foreign Language (If the course is offered at Wallace High School students will take it in the building),

- f. Four years of math (one being pre-calculus or higher).
 - g. If a student wishes to take dual credit in place of English 12/Senior Project one must take English 101 (Composition Class) and a college level literature class e.g.: ENG175 Intro to Literary Genres (NIC, U of I), ENG257/258 Literature of Western Civilization I and II (NIC, U of I), ENG110 Literature and Ideas (BSU), ENG198 Intro to English Studies (BSU).
 - h. Dual credit courses will be accepted by following the dual credit policy.
 - i. IDLA or other course offering besides dual credit to replace a class will not be accepted unless scheduling prevents taking the class from a WJSH instructor. The principal shall have the right to determine on a case-by-case basis if extenuating circumstances warrant alternative course delivery without jeopardizing valedictorian/salutatorian standing.
- If the course is offered at Wallace Jr/Sr High School students will take the course from the Wallace Jr/Sr High School instructor.

Students who meet each of these requirements will be ranked according to their Cumulative GPA. To avoid ties, ranking will extend down to the 1000th decimal point. If a tie still exists, the honor will be shared.

It is understood that this grading system is for Wallace School District only. Most scholarship and college admissions applications request student rank using a 4-point GPA. Therefore, it is conceivable that the class rank for scholarship and college admission purposes does not mirror the class rank to determine Valedictorian/Salutatorian.

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

(Board Policy 3380)

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.

Wallace Jr/Sr High School Athletic and Activities Code

This code is to cover students who participate in or represent Wallace Jr/Sr High School in athletics and activities sponsored by Wallace School District #393. It is a privilege to represent or participate in any extracurricular activity. With this in mind, the following regulations are set forth by the administration, coaches, advisors, and students of Wallace Jr/Sr High School and approved by the Board of Trustees of Wallace School District #393.

Rules and Code of Conduct Policies

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 such as parties or keggers, etc.
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.
 *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 for 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 with the exception of 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 Wallace Jr/Sr High School 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 of 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 this district will be provided by the Wallace School District. 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.

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).

Football	Volleyball	Baseball*	Wrestling	Swimming*	Boys' Basketball
Girls' Basketball	Golf*	Softball*	Cheerleading	Track/Cross Country	

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.

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

Expenses

All students who participate in any extracurricular activity are required to 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. New students will need to pay a \$20.00 book deposit. If unused it will follow them each year of attendance.

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 conducted over the intercom at the beginning of the third period. A copy of the daily announcements is posted in the office window, online, 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 create 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 absences in a semester that have not served their make-up time.
- Student has multiple discipline referrals. (This is determined by the driver's ed. teachers and the principal.)
- Student has more than 1 F in a core class for the nine weeks or the previous semester.

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.

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 the 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, and 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.

Lock Down Drill

Locks down 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 7:45 am to 8:05 am.

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 lunch time may include the gym and the cafeteria. Lunch Cost: \$2.25 Milk cost \$.33

Office of Civil Rights Guidelines

(Board Policy 3280)

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." Members of the annual staff are chosen from the student body by the faculty advisor and their work is supervised by the faculty advisor.

Passing Periods

Passing periods are four minutes long. On half days they are three minutes.

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. In order to give every student an opportunity to successfully remedy an uncomfortable situation, the following steps may be taken in the following sequences:

1. Students and/or parents state the grievance in writing and contact the staff member to discuss the student grievance. If resolution is agreed upon, this will be documented and signed by student and staff member. If no resolution can be reached, proceed to Step 2.
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.
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.
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.
5. After reviewing the documentation, the superintendent will provide a directive to the parties involved as to a reasonable resolution.
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.

Snow & Emergency Closures

Announcements concerning closure of school are given over social media, school messenger, and on Spokane TV stations early in the morning. DO NOT CALL THE SCHOOL OFFICE OR SCHOOL PERSONNEL TO ASK IF SCHOOL IS IN SESSION.

Student Led Conferences

Students in grades 7 and 8 will conduct student led conferences at the end of first quarter and the end of third quarter. Parents are encouraged to attend, and students are required to lead the conference.

Vending Machines

There are vending machines in the building. Profits from the machines are credited to student funds. Students are welcome to use the vending machines before school, at lunch, and after school.

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 the principal, counselor, or office if the 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 WJSHS

and fines must be paid before withdrawing from this school.

Items of Special Interest

- 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.
- The school day will begin at 8:05 and end at 2:55.
- Any student caught using or in the possession of tobacco (including empty containers, electronic devices, by-products, ect.) will be suspended for 2 days, and parents and police will be notified.

- Driver's Education requirements- Letter of Verification notified.

DISTRICT POLICIES

2140,2140 F	Student & Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, & Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, & Cyber 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, Intimidation, & Bullying
8200	Local School Wellness
8245	Unpaid School Meal Charges

Daily Bell Schedule

1st Period	8:05-9:00 (5 minutes extra- Announcements)
2nd Period	9:04-9:54
Break	9:54-10:01
3rd Period	10:01-10:51
4th Period	10:55-11:45
Jr. High Lunch	11:45-12:13
5th Period H.S.	11:49-12:39
5th Period Jr. High	12:17-1:07
High School Lunch	12:36-1:07
6th Period	1:11-2:01
7th Period	2:05-2:55

Early Release

1st period	8:05-8:39
2nd period	8:42-9:16
3rd period	9:19-9:53
4th period	9:56-10:30
5th period	10:33-11:07
6th period	11:10-11:44
7th period	11:48-12:23

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.

PARENT/STUDENT PLEDGE

We hereby acknowledge receipt of the athletic/activity information in the handbook. We have read and understand the contents of this code and will accomplish the requested tasks. We believe in the ideals of sportsmanship and athletics/activities described in the athletic/activity code and pledge myself to live up to its high standards to the best of my ability.

Activities participant is involved in: (Circle all that applies)

TSA BPA Student Council

Athletic activities participant is involved in: (Circle all that applies)

Football Volleyball Baseball* Wrestling Swimming* Boys' Basketball
Girls' Basketball Golf* Cheerleading Track/Cross Country Softball*

_____ Date _____
STUDENT(S) (Please Print)

_____ Date _____
STUDENT(S) (Signature)

_____ Date _____
PARENT(S) (Signature)

PLEASE SIGN AND RETURN TO THE OFFICE