

Student Handbook 2018-2019



**523 Sawtooth Ave. Buhl, Idaho
83316**

(208) 543-8262 ext. 245

Wakapa Academy Mission Statement

Provide an environment to grow skills that can be used throughout students' lives.

Student Handbook

The student handbook is not all-inclusive. It is supported by the rules and policies of the Buhl School District. School policies and rules are available at the school or the District Office.

The school administration and staff want to have an open relation with parents/guardians and students. To that end, please feel free to contact the school at any time that you might have questions.

ALTERNATIVE SCHOOL ENROLLMENT QUALIFICATIONS

An at-risk youth is any secondary student, grades 6-12, who meets any three (3) of the following criteria in Column A, or any one (1) item in Column B. Check the appropriate items in both column A and B. Record the total for each column.

Column A		Column B	
	Has repeated at least one grade.		Has a documented or pattern of substance abuse.
	Has absenteeism that is greater than 10% during the preceding semester.		Is pregnant or a parent.
	Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.		Is an emancipated or unaccompanied youth.
	Has failed one or more academic subjects in the past year.		Is a previous dropout.
	Is below proficient, based on local criteria and/or state standardized tests.		Has serious personal, emotional, or medical issue(s).
	Is two or more credits per year behind the rate required to graduate or for grade promotion.		Has a court or agency referral.

	Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.		Demonstrates behavior that is detrimental to their academic progress.
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**ATHLETIC AND EXTRACURRICULAR
ACTIVITY ELIGIBILITY**

Idaho Code provides that all extra-curricular activities, including athletics, are an earned privilege, not a guaranteed right, therefore all students participating in extracurricular activities shall:

1. Be defined as any school competition that occurs outside the regular classroom setting and usually has no academic credit. These include but are not limited to: athletics, cheerleading and clubs.
2. Be subject to regulation of the Idaho High School Activities Association.
3. Meet district eligibility standards including:
 - a. Must gain 5 out of 6 credits for the semester
 - b. Adhere to the district Substance Abuse Policy.
 - c. Obey all appropriate training rules and attend scheduled practices and rehearsals.
 - d. Be in attendance at school for the full time class is held or for the full school day prior to leaving for the activity. Exceptions can be granted by the principal and must be approved in advance.
 - e. Be transported on school-approved transportation to and from all contests, sports events and field trips. Students are not authorized to drive their own vehicles to any “away” contests.
 - f. Be responsible for the timely and appropriate completion of all schoolwork missed as a result of extracurricular participation.
2. Be removed from athletic teams or other activities for:
 - a. Suspension from school.
 - b. Violation of substance abuse policy.
 - c. Removed from activities, as policy requires.
 - d. Conviction of a felony or misdemeanor.
 - e. Committing any Criminal Act.
 - f. Fighting, profanity, unsportsmanlike conduct, or other violations of the student code of conduct during a game, at school, during practice time, or at school sponsored activities.
 - g. Have been denied credit due to attendance rule and attendance committee decision.

ATTENDANCE POLICY

Wakapa Academy Attendance Policy:

The Board of Education embraces the philosophy that regular attendance of students is basic for school success. The Board supports the policy that while it is the parents' responsibility to ensure the child's attendance at school, the school shares this responsibility with the parents.

Responsibilities regarding absences:

Student- For every single absence, the student needs to communicate (call/text/email) to their advisor that they will be absent and why. Failure to do so constitutes an unexcused absence (no show, no call). The only exception is a documented emergency that made contacting the advisor impossible.

Advisor- For every single absence, advisor will contact the student to find out the reason for the absence.

Parent/ guardian- For every single absence, the parent/ guardian/ support person needs to call the school. This should be done before the absence but must be done within 24 hours of the absence.

Administrator- For every single absence, administrator will contact parents/ guardians notifying them of the absence.

An excused absence is defined as:

- Medically documented appointments
- Legally documented appointments
- Verified hardship including funerals (must be approved by principal)
- Pre-approved absence (must be approved by principal)

An unexcused absence is defined as:

- Undocumented illness
- Skipping school (Also a truancy)
- Arriving to school very late (over 15 min)
- Leaving school early or without permission (also may be considered a truancy)
- Parent excused

Excused Absences (per quarter)

1st: Advisor calls home

2nd: Advisor calls home

3rd: Advisor schedules a meeting with parents and creates a support agreement

4th: Advisor calls home and refers to support agreement

5th: Advisor calls home and refers to support agreement

6th: Administrator works with parents. Student may lose credit opportunities.

Unexcused Absences (per quarter)

1st: Advisor calls home

2nd: Advisor schedules a meeting with parents and creates a support agreement

3rd: Advisor calls home and refers to support agreement

4th: Administrator works with parents. Student may lose credit opportunities.

Tardiness

Tardy is defined as showing up after 8:00 and before 8:15.

After 8:15 is considered “very late”

1st tardy per week: warning

2nd tardy per week: Student will participate in school work detail after school (assigned by advisor)

3rd tardy per week: warning

4th tardy per week: Counts as an unexcused absence

CELL PHONES/ELECTRONIC LISTENING DEVICES

Students may possess cellular phones at school with the permission of the teacher and principal. Student use of the phone (talking, texting, listening to music or playing games) during class time may result in confiscation of the phone by the principal. Listening electronic devices are not forbidden in the school; however, any use of electronic devices during class time is up to the discretion of the teacher.

Students are not allowed to possess photographic phones or devices in or around the locker rooms or restrooms. Students are not allowed to use photographic phones or devices to take inappropriate pictures of any type during any school function or activity. Violations of this rule will result in a minimum of suspension and may include consequences up to and including expulsion.

Students are not to take any pictures of other students or staff without permission of the person in the photograph this includes all videos and photos including Snapchat. Violations of this rule may include the loss of time, confiscation of cell phone, and/ or suspension. Repeated or extreme offenses may result in expulsion.

School is not responsible for misplaced or stolen electronic devices.

GRADE POLICY

Students are expected to finish classes with a grade of a C or better. Students who do not earn at least 4 credits in a semester may be dropped from the school and will have to reapply for admission.

DRESS CODE

Students dress and grooming shall be in keeping with accepted health, sanitary, safety practices and community standards. Dress should not disrupt the educational process.

Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. All students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

1. Students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire, jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.
2. Students will wear footwear at all times.
3. Clothing exposing bare midriffs, undergarments, or skin above mid thigh will not be allowed.
4. All students should dress comfortably for school in a way that allows them to participate in all activities while continuing to allow for modesty in line with community standards.

If the administration determines that a student's attire is disruptive of the educational atmosphere or is detrimental to the health and safety of the student or other students, or otherwise violates this policy, that student will be asked to change their clothes (if possible) at school, or they will be sent home to change into suitable clothing before coming back to school. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences.

BEHAVIOR POLICY

It is expected that students make their own choices about the behavior they display. They will also learn that there are consequences for both appropriate and inappropriate behavior.

“Appropriate behavior” Our goal is to recognize all students who demonstrate that they are mature enough to use appropriate behavior in their day to day lives. Our winners will be recognized in many ways throughout the year such as: *“ Positive notes home; phone calls home; verbal praise; special treats; extra or special privileges, for good citizenship, etc.. ”*

Teachers will deal with consequences for acting out in the classroom. Teachers will teach their rules to their classes. These rules will be enforced by the teacher, who has the right to punish according to the age of the student and the severity of the misbehavior.

I. The following acts may get an office referral. The consequences may be but are not limited to: Loss of privileges, police citation, parent conferences, loss of time and suspension or recommendation for expulsion for repeated violations of these rules (for more specifics, see V below):

	Dress code violations
Insubordination	Inappropriate/obscene language or gestures
Disruptive behavior	Obscene, slanderous, or threatening notes
Cheating/Plagiarism	Illegal behavior
Harassment/Bullying	Physical violence
Damage to school property	Behaviors that places others at risk
Unprepared for class	Overt displays of affection

II. The following may result in loss of time, suspension and, in some cases, law enforcement referral and/ or a recommendation for expulsion:

Repeated major violations	Fighting (zero tolerance)
Gang behavior	Defiance of authority
Failure to serve detention	Cheating on final exam/major project
Stealing	Use or possession of tobacco/drugs/alcohol
Sale or supply of tobacco/drugs/alcohol	Making False Allegations
Any major violation aggravated by racially/sexually derogatory behavior	Possession of a weapon (law requires 1 year expulsion in most cases)

III. Out-of-class referrals: when a particular student continues to cause disturbances or is having to be reprimanded often, he or she may be referred directly to the principal, based upon the adult's judgment as to what would be best for the student. The principal will apply one or more of the consequences listed in V.

IV. In case of need, “reasonable” physical force may be used to control a student and/or to prevent a student from injuring him/herself or another person.

V. PRINCIPAL'S ALTERNATIVES FOR INAPPROPRIATE STUDENT BEHAVIOR: The corrective actions to be taken will be determined by the principal, using best professional judgment, based upon knowledge of the student's age and maturity, the seriousness of the behavior, the Buhl School Board Policy, and the State of Idaho School Laws. The decisions shall be based on a careful and reasoned investigation of the facts as best can determine them to be. In rare cases, make exceptions to the guidelines or add alternative consequences, if necessary, based upon professional judgment as to what is best for the student and/or the school. Some of the consequences for inappropriate behaviors are: Verbal correction, problem solving form, parent letter or conference, behavior contract, counseling, cooling-off or time out, assigned work/duties, withdrawal of privileges, removal or ban from extracurricular activities, detention, probation, notification to or referral to an outside agency or authority, confiscation of an item, out-of or in-school suspension, and/or recommendation to the board for expulsion. From time to time, the severity of the act may be such that it will be treated as a second or third offense even if it is the first time a student has committed the error in judgment. If a student continues to violate the code beyond the number of offenses listed in the handbook, it may lead to a recommendation for expulsion.

Students on IEP plans and/or 504 plans must be disciplined according to regulations contained in the IDEA act of 1997.

Students may not attend any school function that day or days that they have been suspended from school for disciplinary reasons, in addition to any other consequences.

NOTE: School rules apply while traveling to or from school, at school and when going to or from and while attending any authorized school function.

HAZING

Hazing is prohibited at Buhl Schools. Hazing is defined as an activity that recklessly or intentionally endangers the mental and/or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of Trustees during school hours or during a school activity. Hazing, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

CHILD ABUSE

Idaho law requires school employees to report any suspected child abuse (any physical injury which has been caused by other than accidental means) neglect, or sexual molestation to the police and/or Families Services, who alone may or may not notify parents of an investigation of the suspected abuse. Therefore, if a student is accidentally injured in such a way as to even resemble possible child abuse, parents are advised to notify the principal and explain the injury before such a report is made.

CHEATING and PLAGIARISM

As an expression of the value we place on the integrity of a student's work, we will not accept plagiarizing, copying the work of others, doing another student's work for him/her, giving another student answers to tests or assignments, nor doing any other activity which falls into the classification of cheating.

The consequence for such action will be a minimum of confiscation of materials, a grade of "0" assigned for the work, no opportunity to make up the work, and notification of parents by letter or telephone. Additional consequences may include but are not limited to detention, ISS, suspension, or expulsion.

DUE PROCESS

All students are entitled to due process under district policy and state and federal standards. Students involved in disciplinary action will be afforded the formal and informal hearings outlined in district policy.

EMERGENCY PROCEDURES & CLOSURES

An Emergency Preparedness Manual is in use at the Buhl School District. Evacuation drills will be conducted periodically.

In the event of hazardous weather conditions, school may be canceled or started late. A decision will be made, usually about 6:30 AM, to close or delay school. SCHOOL DELAY/CLOSURE INFORMATION WILL BE POSTED ON THE DISTRICT WEBSITE AND BROADCAST OVER RADIO and TELEVISION STATIONS. When parents believe weather conditions in their area are too hazardous for travel to school, they may choose to keep their son or daughter at home.

FREEDOM OF EXPRESSION AND ASSEMBLY

First Amendment guarantees of free expression apply to students but do not provide license to disrupt the school's educational process, to force others to participate in that expression, units of credit nor to violate the rights of those who disagree with a given point of view.

Student speech, press, or symbolic expression is subject to disciplinary action by school officials if it is slanderous, if it clearly incites property damage or physical harm to any person, if it advocates activities that are illegal for students, or if it substantially interferes with normal operation of school.

A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils is subject to penalty of law.

GRADUATION REQUIREMENTS

The graduation requirements in Buhl School District #412 are designed with the purpose of assuring that every high school student obtains a basic educational experience. Every student is encouraged to take advantage of the high school curricular opportunities for acquisition of life skills and knowledge. All students must earn credit from a high school, an accredited institution, or an approved course or curriculum.

A unit of credit is earned when a student satisfactorily completes an approved subject in the curriculum for one semester.

A minimum of 46 units of credit must be earned in grades 9-12, a senior project must be completed, and the basic civics test must be passed for a student to qualify for a Wakapa

Academy diploma. No student will participate in graduation exercises that do not meet the requirements for a Wakapa Academy Diploma.

Any deviation from these requirements will require the recommendation of the school administration and the approval of the School Board.

Units of credits required for graduation are as follows:

1. 8 English
2. 6 Mathematics credits required (2 geometry, 2 algebra, at least 2 during senior year)
3. 1 Speech
4. 6 Science credits required
5. 2 Humanities
6. 5 Social Studies (2 U.S. History, 2 Government and 1 Consumer Economics)
7. 1 Health
8. 17 Electives
9. Senior Project
10. Successful completion of the civics test

46 total credits required for graduation

Wakapa Academy operates a 3 course per day schedule. Each student should have an academic plan that is designed when entering the program which is reviewed by the counselor or administrator and parents/guardians each year.

HOMEWORK

The Buhl School District views homework as a very important part of academic training.

Students will be responsible for turning in all required homework assignments in a timely and appropriate manner as required by each individual teacher. Students not completing homework assignments may be required to make up time in order to be prepared for class.

HONOR ROLL

Students who qualify for the honor roll will receive recognition. Qualifications are established by district policy and administered by the principal. The School District is dedicated to encouraging and recognizing student academic achievement.

MAKE-UP WORK

Students are responsible for the timely completion of any assignments missed due to absences. Makeup time is generally one day to make up work for one day gone. Teachers will have the final discretion on makeup assignment rules for their individual classes.

MEDICINE FOR STUDENTS

The administration of medicines to students by school employees is inadvisable in most cases. In exceptional circumstances, when a student is required to take prescribed medication during school hours, the principal or the principal's designee may administer the medication. The following procedures will be followed:

1. Do not offer or invite services to administer medication to students.
2. Approval for administering medicine will be given only in extreme cases and in accordance with the following.
 - a. A written request form must be on file in the school office stating the medication name and dosage schedule, and be signed and dated by the parent/guardian and the physician. (Form available in the office)
 - b. A dosage administration record relative to date(s) dosage is administered must be kept on file in the school office.
 - c. If the dosage and/ or medication is changed, a new form must be filled out and signed.
 - d. **NO ASPIRIN** will be administered.

*See District policy 3510

SCHOOL HOURS

Students will attend school on a five-day schedule. Students are required to attend 8:00am to 2:30 pm. Students not required to attend tutoring may be released at 2:00 daily. The school will open at 7:45 a.m. each day. Class will begin at 8:00. Busses will run at 3:20 p.m. Monday through Friday.

PRESENCE ON OTHER CAMPUSES

At no time should students loiter at Buhl High School, Buhl Middle School or Popplewell Elementary School. Students should only be on these properties with permission from Wakapa administration and with a valid reason (i.e. lunch, taking classes, Chromebook repair, etc.). Any time that a student is on another campus, they are expected to adhere to all rules within that building and accord staff full authority and respect.

Any time that a student is on another campus for a reason that has not been pre-authorized by that campus' administration (lunch, classes, etc.), they should have a hall pass signed by Wakapa administration. Students are expected to have that hall pass on them the entire time they are on another campus.

SEARCH AND SEIZURE

Students in the District have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board of Trustees must maintain an atmosphere conducive to the pursuit of its educational goals, including the right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

School lockers, storage compartments, computers and the computer network are the property of the Buhl School District. At no time does the Buhl School District relinquish its exclusive control of lockers/storage compartments and electronic hardware/software provided for the convenience of students. Periodic, general inspections of lockers/storage compartments, technology files, access points to the internet and electronic uses may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Lockers/cubbies shall be opened or other searches conducted by not less than two members of the professional staff. The network administrator will conduct periodic reviews, report inappropriate use to school authorities or will conduct searches at the request of school administration.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the right of a student to get an education or to participate in school activities. In school, sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten, or threaten another student. Examples may include but are not limited to: obscene T-shirts, hats or pins, spreading sexual rumors, suggestive or sexual jokes, suggestive or sexual gestures, pictures or language.

Students who believe they have been the victims of sexual harassment should notify a teacher, counselor, principal or other adult and fill out the appropriate forms. Punishment for harassing another student will follow the district policy and may include suspension or expulsion.

SUBSTANCE ABUSE POLICY

Buhl School District is a drug-free environment. All students and staff are expected to abide by State and Federal laws and district policy regarding the possession and use of tobacco and alcohol. Smoking on campus is prohibited. Possession and/or use of illegal drugs are prohibited as is the misuse of prescription drugs or other harmful substances. A drug dog will be brought into the school from time-to-time as part of the district's enforcement procedure.

The use, possession, or being under the influence of alcohol, tobacco, or other drugs while in school or attending any school-sponsored event is expressly forbidden. Any student grades 9-12 found using, possessing, or being under the influence of alcohol, tobacco, or other drugs will be subject to disciplinary actions under the guidelines of the District Policy Manual.

VEHICLES

Regulations concerning the use of vehicles by students for transportation to and from school are enforced to control parking hazards, dangerous traffic patterns, safety and supervision of pedestrians and loiterers.

1. Any student who is a licensed driver may drive a vehicle to and from school under the following conditions.
 - a. Vehicles driven to school must be driven with parent permission.
 - b. Local and state traffic laws and school vehicle regulations must be obeyed and vehicles parked in designated areas in a safe manner.
 - c. Violators are subject to having their vehicle towed away at the owner's expense and appropriate disciplinary action.
 - d. Permission to use student's vehicle during school hours, other than lunch, must be obtained from administration.
2. Students should park in the district owned parking lot only and not in the lined spaces in front of the building.
3. Students wishing to park on the school lot should fill out a parking permit request. Parking permits should be clearly visible within the vehicle.

**Signature Sheet of Understanding
Wakapa Academy**

Parent/Student signature – Each parent/guardian and student is required to sign this after reading the material in this handbook. The student will return this page to their teacher one day after receiving the handbook to be enrolled in school.

I have read the material of this handbook and understand the handbook. I/my student is willing and able to follow the rules of this handbook and policy of the Buhl Joint School District #412.

Parent/Guardian Signature

Date

Student Signature

Date

