

# **Student Handbook 2021-22**



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**Wakapa Academy & BSD reserves the right to add, delete or amend items in this handbook and accepts responsibility for informing students and parents when such changes occur.**

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## Principal's Message

Dear Parents/Guardians and Students:

Welcome to Wakapa Academy. Your child's time here at Wakapa represents a partnership between you and district staff to deliver and instill the common objectives outlined in the District's Vision and Mission Statements and more specifically, Wakapa's Vision and Mission.

In other words, to assist you in teaching your child and for them to learn the skills required to be productive citizens of our republic. To nurture the moral qualities and habits of the mind, they need to be a good human being. They will be expected to develop intellectual and personal habits and skills upon which responsible, independent, and productive lives are built. Such lives are the basis of a free and just society.

I will leave you all with one of my favorite quotes from the United Kingdom's Prime Minister, Winston Churchill, which can be summed up as "A Man's Finest Hour."

To every man there comes in his lifetime that special moment when he is figuratively tapped on the shoulder and offered a chance to do a very special thing, unique to him and fitted to his talents. What a tragedy if that moment finds him unprepared or unqualified for that which would be his finest hour.

I look forward to meeting and working with you and your student as they reach their full potential.

In Your Service,

Isaac B. Moffett, Ed.S.  
Principal

## Introduction

Welcome! This handbook is designed to provide you with helpful information about Wakapa Academy. It will tell you what we expect from you and what you can expect to get from your academic year with us. We suggest that you review this portion of the handbook with your parents as it contains a good deal of useful information regarding the operation of our school.

As we begin this school year, we encourage you to study, learn, participate, contribute, and make a difference at Wakapa Academy. We want you to look forward to many enjoyable and worthwhile experiences as a member of our student body.

## Administration & Staff

- Isaac Moffett-Principal & Social Studies [isaac.moffett@buhlschools.org](mailto:isaac.moffett@buhlschools.org)
- Jenn Miller-English [jennifer.miller@buhlschools.org](mailto:jennifer.miller@buhlschools.org)
- Sam Smith-Math & Science [sam.smith@buhlschools.org](mailto:sam.smith@buhlschools.org)
- Lucy Raman- Secretary/Paraprofessional [lucy.raman@buhlschools.org](mailto:lucy.raman@buhlschools.org)

## Office Hours

Office hours are 7:45 am – 3:30 pm. Voicemail is available 24 hours. Please allow for 48 hours for messages to be returned.

## Bell Schedule

- 8:00 - 8:20                      Advisory (Students are required attend.)
- 8:24 - 9:49                      1<sup>st</sup> Period
- 9:53 - 11:18                      2<sup>nd</sup> Period
- 11:18 - 11:48                      Lunch
- 11:52 - 1:17                      3<sup>rd</sup> Period
- 1:21 - 2:46                      4<sup>th</sup> Period

## Mission Statement

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

## Student Handbook

The student handbook is not all-inclusive, expectations and rule governing the conduct of students while enrolled in Wakapa Academy, or at, or traveling to, school sponsored activities and events. These expectations have been approved by the Board of Trustees and are considered Board

policies.<sup>1</sup> Students will be held accountable for the information provided in this publication. You can find the Buhl Joint School District policies online at <https://www.buhlschools.org/policy-manual> or at the district office.

## Activity Eligibility

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right, as pursuant to Idaho Code. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior. Therefore all students participating in extracurricular activities shall meet the following:

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 the regulation of the Idaho High School Activities Association.
3. Meet district eligibility standards including:
  - a. Be enrolled full-time in his/her school
  - b. Be on target to graduate based on Buhl School District graduation requirements
  - c. Received passing grades
  - d. Earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following criteria:<sup>2</sup>
    - i. 3 classes attempted must pass all three
    - ii. 4 classes attempted must pass at least three
    - iii. 5 classes attempted must pass at least four
    - iv. 6 classes attempted must pass at least five
    - v. 7 classes attempted must pass at least five
    - vi. 8 classes attempted must pass at least six
4. Adhere to the district Extra-and-Curricular Chemical Use Policy 3390.
5. Obey all appropriate training rules and attend scheduled practices and rehearsals.
6. 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.
7. 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.
8. Be responsible for the timely and appropriate completion of all schoolwork missed as a result of extracurricular participation.
9. Be removed from athletic teams or other activities for:
  - a. Suspension from school.
  - a. Violation of substance abuse policy.
  - b. Removed from activities, as policy requires.
  - c. Conviction of a felony or misdemeanor.

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<sup>1</sup> Policy 1330 & I.C.33-512(6).

<sup>2</sup> Policy 3380.

- d. Committing any criminal act.
- e. 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.
- f. Have been denied credit due to the attendance rule and attendance committee decision.

### **Athletic and Extracurricular**

Any Wakapa student wishing to purchase an activity card or play sports will do so at Buhl High School or their home school.

## **Attendance Policy**

The Board of Trustees embraces the philosophy that regular attendance<sup>3</sup> of students is basis for school success. The Board supports the policy that it is the parents' responsibility to ensure the child's attendance at school, the student shares this responsibility with the parents.<sup>4</sup>

### **Responsibilities**

Responsibilities regarding absences:

- For every absence, the parent/guardian of the student under 18 years of age needs to call Wakapa's office when a student absent will occur and why by 8:00 a.m. Failure to do so constitutes an unexcused absence. The only exception is a documented emergency that made contacting the office impossible. Students who are 18 or older are responsible for contacting the office in the same manner.

### **Excused Absence**

An excused absence is defined as:

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

### **Unexcused Absence**

An unexcused absence is defined as:

- Undocumented illness
- Skipping school (aka truancy)
- Arriving at school very late (over 15 min)
- Leaving school early or without permission (also considered truancy)
- Parent excused

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<sup>3</sup> Defined as no less than 90% attendance.

<sup>4</sup> Policy 3040 & 3050.

## Truancy

Truancies occur when:<sup>5</sup>

1. Students leave school without permission after reporting to school, or
2. Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel, or
3. There is an absence from any class that is not authorized, or
4. Students are found in an area they do not get permission to be in.

## Absences (per term)

Excessive absences (11% or more) will result in an attendance meeting with parents and a possible attendance plan and/or a referral to the Twin Falls County Juvenile Prosecutors office.

## Tardiness

All class time is valuable, and students are expected to be on time to every class, every day. The day begins promptly at 8:00 am.

## Assignment Make-Up Provisions

When a student has an excused absence, they have two days to make up the work they missed beginning the day they return. For example, if a student missed Monday and Tuesday, and returned to school on Wednesday, the student will have until Friday to turn in the work that was assigned on Monday and Tuesday's work will be due the following Monday. Work missed as a result of an unexcused absence may be made up at the teacher's discretion. Refer to the teacher's syllabus for their expectations.

## School Culture

At Wakapa Academy, genuine self-esteem arises only through self-respect—the result of academic accomplishment, right behavior, and proper regard for others. We cultivate a learning environment that encourages full development in all these areas even as we remain dedicated to teaching as effectively as caring adults can.

Our teaching effectiveness emanates from a well-structured learning day that sets and maintains an appropriate educational tone from beginning to end. When students come to school, they are coming to work. Moreover, their conduct at school must demonstrate a seriousness of purpose and a sense of appropriate activities that stress the importance of learning both individual and group skills.

At Wakapa Academy, we seek to provide not only a solid academic foundation, but also a firm grounding in character and ethical values. This begins with clear standards of personal conduct—basic expectations for appearance, behavior, and attitude—that both enhance the learning atmosphere of the school and prepare students for life in a world of other individuals with their own needs, opinions, and expectations. Our watchwords are self-discipline and respectfulness, and we express those concerns in virtually all aspects of school life. While we make no attempt to stifle the active imagination, we make every attempt to channel that imagination effectively.

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<sup>5</sup> Policy 3050.

At Wakapa Academy, we believe no student has the right to interfere with another's educational opportunity. The role of discipline at Wakapa Academy is to create an environment conducive to teaching and learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction.

In addition, discipline at Wakapa Academy ought always to uphold the essential virtues established in the Wakapa Academy's Vision and Mission Statements. The administration and staff recognize that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the expectations established by each teacher within his or her classroom. It is the goal of the administration and staff to work closely with parents/guardians to uphold standards of courtesy, respect and helpful behavior.

The Board has authorized the principal to detain any student for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of Wakapa Academy. This applies while a student is on all school district provided transportation and time on any campus which includes the regular school day as well as school sponsored activities.

All students shall submit to the school expectations and refusal to comply with rules, expectations, and regulations established for the governing of Wakapa Academy shall constitute sufficient cause for discipline, suspension, or expulsion. This includes both verbal and written.

### **Student Expectations**

#### *Respect for School Staff*

Any student who refuses to obey a moral, ethical, or legal request made by any member of the school staff or who shows disrespect for any member of the school staff shall be subject to detention, suspension, revocation of enrollment or expulsion. Upbraiding, insulting, or abusing any staff member by anyone will not be tolerated.<sup>6</sup>

#### *4 Unacceptable's*

1. The F Word
2. The 3 B's-belly, butt, breast
3. Disrespect
4. Giving up

## **Behavior Policy & Discipline Plan**

Wakapa is considered a school of choice. Students who demonstrate behaviors that are disruptive or dangerous may be asked to leave the school and return to their school of origin (revocation of enrollment). The principal may interpret this expectation as needed for specific situations causing distractions to the educational environment. Students who refuse to comply with these

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<sup>6</sup> I.C. 18-916

expectations will be given Out-of-School-Suspension (OSS) and his or her parents/guardian(s) will be required to pick them up immediately.<sup>7</sup>

### **Bullying & Harassment**

Bullying and harassment, including intimidation, and aggressive behavior, will never be tolerated at Wakapa Academy.<sup>8</sup>

Bullying exist when the following occurs:

1. Harm is/was intended
2. Imbalance of power exist
3. Repeated

It is the policy of this school to maintain a learning environment that is free from harassment. Harassment includes ethnic slurs, racial jokes, verbal or physical abuse or other offensive or persistently annoying conduct directed at someone's sex, race, color, national origin, age, religious beliefs, ethnic background or disability 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.
4. Has demonstrated unwelcome, personally offensive sexual overtones.

Students who believe that they are being harassed should report the situation to school personnel. All reports of harassment will be investigated. All instances are taken seriously and resolved at the discretion of the principal. If there is sufficient evidence to support the allegation of harassment, the individual doing the harassment may have disciplinary action up to and including expulsion. If the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

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 offends, 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.

### **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

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<sup>7</sup> Policy 3200, & 3330.

<sup>8</sup> Policy 3295

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.

### **Sexual Harassment**

It is the policy of the Buhl School District to provide an educational environment free of sexual harassment. To accomplish this purpose, Policy 3290 was designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.<sup>9</sup>

### **Definition of Sexual Harassment**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by someone from or in the work or educational setting.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
2. Among peers, continuing to express interest after being informed that the interest is unwelcome.
3. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
4. Within the educational environment, engaging in sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

### **Reporting Procedures**

All reports of sexual harassment will be investigated. Anyone who believes that they are being harassed should report the situation to any of the following persons immediately:

- A teacher
- The principal
- The counselor
- School Resource Officer (SRO)
- The Superintendent

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.<sup>10</sup>

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<sup>9</sup> Policy 3085

<sup>10</sup> See policy 3295P - Hazing, Harassment, Intimidation, Bullying, Cyber Bullying - Procedure and Policy 3295F - Complaint Form

## **Confidentiality**

Because of the sensitive nature of the complaints of sexual harassment, any investigation shall be conducted, to the maximum extent possible, to protect the privacy of both the complainant and the accused.

## **Drug, Alcohol, Tobacco, & E-Cigarette Use**

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 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.<sup>11</sup>

The Board of Trustees will not tolerate the use, possession, sell, buy, or distributing drugs, including alcohol, tobacco (including smokeless or electronic cigarettes or look-alikes), controlled substances or related paraphernalia, or over-the-counter medications on school premises.

Any student will violate the District's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, tobacco and/or alcohol or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

## **Voluntary Disclosure**

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure is provided to the student's parent/guardian.

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<sup>11</sup> Policy 3320.

## Referral to Law Enforcement

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the principal will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a District employee to the principal for interviewing and observation. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

## Enforcement Procedures

The procedures to enforce this policy are as follows:

- Suspension/Expulsion: Students who violate this policy may be suspended by the principal. The time period for suspension will be determined by the principal and the principal will determine whether the suspension will be served in school or out of school.
- Referral to Law Enforcement: Any student violating this policy may be referred to the appropriate law enforcement agency. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the principal.
- Search and Seizure:<sup>12</sup> A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever the principal has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal.
  - Lockers and desks are always school property and remain under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. School officials may open and inspect lockers and desks when there is reasonable suspicion to believe that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent.
  - Students are permitted to park on school premises as a matter of privilege, not right. The District retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable suspicion to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

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<sup>12</sup> Policy 3370

- Parent Contact: The student’s parent/guardian will be contacted as soon as possible following any alleged violation of the policy.
- Referral for Drug, Alcohol, and Tobacco Assessment/Treatment
  - The terms of the suspension and/or expulsion may be modified, at the discretion of the principal/designee or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse at parent/legal guardian expense.

### **Fighting**

The BSD prohibits unlawful acts of violence against students, Wakapa staff, or any other persons. Assault or battery by a student or BSD employee against another student, employee, or any other person occurring on school property or at a school sponsored event will subject the student or school employee to disciplinary action and referral to law enforcement.

This policy in no way prohibits any individual from reasonably defending against a physical attack by another student, employee or any other person.

If it becomes necessary to physically remove any student from a location or situation when the student refuses to obey verbal instruction, parents/guardians and law enforcement will be called to remove the student if reasonably possible.<sup>13</sup>

Students fighting may be suspended from school (OSS) and may also be referred to law enforcement. Continued fighting may result in the student being referred to the Board for expulsion or revocation of enrollment.

Any student who maliciously and willfully disturbs the peace by tumultuous or offensive conduct, or by threatening, traducing, quarreling, challenging to fight, recording, observing, inciting, or encouraging a fight will receive the same consequences as if they too were fighting.<sup>14</sup>

### **Profanity**

Vulgar, profane or indecent language will not be tolerated on campus or at any school activity.<sup>15</sup> Students are expected to use language that is acceptable in the common workplace.

### **In School Suspension**

The purpose of In-School-Suspension (ISS) is to remove a student from the normal school day either as a consequence for an action or to enable the normal classroom to function without the student. ISS runs the entirety of the regular school day. The student’s teachers will provide work for the students to complete.

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<sup>13</sup> I.C. 18-901, 18-903, & 18-905

<sup>14</sup> I.C. 18-6409

<sup>15</sup> I.C. 18-6409

## **Out of School Suspension**

Out of school "suspension" (OSS) means the temporary exclusion from school and school activities for disciplinary reasons.<sup>16</sup>

### **Provisions Regarding OSS**

The principal may temporarily suspend any student for disciplinary reasons or for other conduct disruptive of good order or for disruption of the instructional effectiveness of the school.

The principal may temporarily suspend any student for failure of the parent/guardian to furnish, or to request of a previous administration, out-of-state records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student.

- A temporary suspension by the principal shall not exceed five (5) school days in length; and the Superintendent may extend the temporary suspension up to an additional ten (10) school days. Provided that on a finding by the Board of Trustees that immediate return to school attendance by the temporarily suspended student would be detrimental to other student's health, welfare or safety, the Board of Trustees may extend the temporary suspension for an additional five (5) school days.
- Unless immediate suspension of a student is required because the student's presence in school poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, the principal will conduct an informal hearing.<sup>17</sup> If immediate suspension is required, the principal shall immediately verbally notify the parents or guardians of the student and arrange for a conference similar to the conference granted where an emergency does not exist. The conference shall be held within five (5) days of the suspension or proposed suspension.
- "Re-admittance." Any student who has been suspended may be readmitted to the school during the suspension period by the principal or superintendent who suspended him/she upon such reasonable conditions as the principal may prescribe. Suspended students may not be in attendance at school, on school transportation vehicles, school grounds, or in attendance at school sponsored activities during the suspension term.

The principal who suspended the student will document or have documented a record of the student's suspension in the student information system.

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<sup>16</sup> I.C. 33-205

<sup>17</sup> "Informal hearing" is an informal meeting between the student, the student's legal guardians if they are immediately available. At the informal hearing, the student or guardian shall be orally, or in writing, advised of the accusation made against the student. At this meeting, the student shall be given the opportunity to respond to the allegations and state the student's position regarding any proposed suspension.

## Bathroom

Only one student at a time are allowed in each bathroom. If there is a red traffic cone in front of the bathroom, students are not allowed in the bathroom whatsoever.

## Personal Electronic Devices

It is critical to balance the interest of Wakapa Academy in minting order and discipline in its building with the concerns of parents/guardians for their child(ren's) well-being. At the same time, it is necessary for administration and staff to retain the general management, operation, control, maintenance and discipline of the school for the maintenance of order on school property.

Personal Electronic Devices (PED), i.e. cell phones, game consoles, etc, threaten order in the schools. PED's are not just used for communication with parents/guardian's, but have become seriously disruptive, in addition to some criminal purposes. For example, PED's have been used for cheating, sexual harassment, prank calls and intimidations, which all threatens order in our school.

It is now routine before theater, movie, and other cultural presentations attended by adults for patrons to be asked to turn off their PED. Even then there is no guarantee that the PED of an inattentive person will not ring at an inopportune time. While most students are respectful and well-behaved, it was not unreasonable to recognize that if adults cannot be fully trusted to practice proper PED etiquette, then neither can students.

To maintain the general management, operation, control, maintenance and discipline of the school, PED's are to be out of sight and not in use from bell to bell (8:00 am – 2:45 pm.). Students are expected to turn off and secure their PED's in their backpacks or persons when the first bell sounds and remain until the last bell of the day sounds. Students may check their phones for messages and return messages during lunch. Once a response has been sent, students are to return their PED. Students will be marked late and/or truant if they are late to class due to using their PED's in between periods.

**Students shall not to take any pictures of other students or staff without the permission of the person in the photograph. This includes all videos and photos including Snapchat, Tick Tok, or any other social media platform.** Violations of this rule may include detention, confiscation of cell phone, and/or suspension. Repeated or extreme offenses may result in expulsion.

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 will be able to use the office phone during the day as appropriate and parents/guardians may call the school to leave vital messages for their child(ren). Wakapa is not responsible for misplaced or stolen electronic devices.

*1<sup>st</sup> Offense:*

- PED is confiscated and given to the office, parent/guardian contacted, documented and returned to the student at the end of the day.

*2<sup>nd</sup> Offense:*

- PED is confiscated and given to the office, documented and parent/guardian will be required to retrieve the device in person.

*3<sup>rd</sup> Offense:*

- PED will not be allowed on campus the remainder of the school year.

Any student who refused to turn over their PED to a staff member when directed to will be suspended and may not be allowed to bring the PED back to school for the remainder of the school year. The principal may modify the PED expectations, as he/she deems appropriate.

## **Cheating and Plagiarism**

Students are expected to conduct themselves honestly and with integrity in their work. 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. This includes allowing or making one's work available to be copied.

Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that were meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Removing a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution (plagiarism<sup>18</sup>); and
- Copying or misusing papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or failure of the class detention, suspension, or expulsion.<sup>19</sup>

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<sup>18</sup> Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own original work. Plagiarism is considered a violation of academic integrity. Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion.

<sup>19</sup> Policy 3335.

## **Computer, Internet & E-Mail Use**

Buhl School District provides students with access to the Districts electronic communication system, which includes Internet access.

The principal serves as the building-level coordinator for the District computer system and will approve building-level activities. The principal will be responsible for interpreting the District Acceptable Use Policy at the building level.

### **Email**

Secondary students may be provided with individual e-mail accounts. An agreement will be required for an individual e-mail account. This agreement must be signed by the student and his or her parent.

### **Parental Notification and Responsibility**

The District will notify the parents about the District network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

Parents have the right at any time to investigate the contents of their child(ren)s e-mail files. Parents have the right to request the termination of their child(ren)s individual account at any time.

The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system. However, the district reserves the right to prohibit the reception or transmission of illegal, obscene, pornographic, or other materials not in accord with the district "educational purposes".

## **Dress Code**

Students are encouraged to dress comfortably for school without fear of or disruption to their learning process, in a manner that shows respect for themselves and the educational environment and is befitting the day's activities. Students' clothing, hair, and accessories must not present a health or safety hazard or interfere with the teaching and learning process.<sup>20</sup>

1. Personal items or clothing that disrupt or are contrary to the teaching and learning environment shall not be allowed. Clothing, jewelry, backpacks, fanny packs, gym bags,

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<sup>20</sup> Policy 3255.

water bottles, and other accessories shall be free of writing, pictures or any other insignias which are disrespectful, crude, vulgar, profane, violent, sexually suggestive, or create a hostile or intimidating environment. Advertising, promotions and/or the likeness of tobacco, alcohol or other drugs will not be allowed.

2. All students shall maintain their personal hygiene, hair, mustaches, sideburns and beards in a clean manner.
3. School clothing shall not be sheer or see-through, and shall cover the midriff, underwear, backs, chests, and shoulders at all times. Clothing choice must cover the skin no shorter than mid-thigh when sitting including rips, tears, holes, or distresses. Parents will be contacted to bring appropriate clothing, or, if available, alternative clothing will be supplied if students are dressed inappropriately.
4. Head coverings of any kind are not allowed within the buildings except as part of an approved activity or for religious or medical purposes.<sup>21</sup>
5. Staff may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
6. Gang-related clothing, colors, actions/behaviors, utterances, hair styles, markings, and paraphernalia shall not be allowed in schools or activities. The principal will determine what constitutes "gang" clothing, colors and paraphernalia.
7. Footwear shall be worn at all times to ensure personal safety and hygiene.

Any Wakapa staff is authorized to determine if the dress code has been violated. The principal may interpret this expectation as needed for specific situations causing distractions to the educational environment. Students who refuse to comply with these expectations will be given Out-of-School-Suspension (OSS) and his or her parents/guardian(s) will be required to pick them up immediately. All-time missed from classes for failure to adhere to this policy will be deemed unexcused absences.

## Due Process

All students are entitled to due process under district policy and state and federal standards. Students involved in a disciplinary action will be afforded an informal hearing, as reasonable.<sup>22</sup>

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<sup>21</sup> The reason behind removing head coverings is a sign of deference that goes back millennia. It's usually done to signal an acknowledgment of intrusion or to show basic gratitude. The distinction between where you could wear a hat and where you could not have less to do with the setting's indoor/outdoor nature but rather how public it was. The decision seemed to be the public/private nature of the space. The world has become more casual over time; while hats are not necessarily a problem, it's never wrong to remove them when going indoors. At Wakapa it is a sign of respect for the purpose at hand and allows better engagement between staff and students in the learning process.

<sup>22</sup> Policy 3200.

## Emergency Procedures

The Buhl School District has developed procedures for dealing with existing and potential student and school crises. The Crisis Management Plan includes Standard Response Protocol (SRP) procedures. An important component of the Plan is a set of interagency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District.

SRP procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. The District has developed a plan which emphasizes a coordinated interagency approach.

The Buhl School District's Standard Response Protocol Plan provides benefits for students, parents, and the District. The procedures provide an organized, systematic method for helping staff and students. Parents and other members of the community are assured that the district has established procedures which better prepare schools to respond to a crisis outlined in district policy.

## Fire Drill

Fire drills are required by law and are held monthly. When the alarm sounds, students will walk **quietly** out of the building without stopping along the way. Students are to be quiet and remain together in class groups so the teacher can account for all students and give further instructions.

## Freedom of Expression and Assembly

First Amendment guarantees of free expression apply to students but do not provide a 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.<sup>23</sup>

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 the normal operation of the 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 the penalty of law.

## Gangs and Related Activity

Buhl School District recognizes that gangs and gang activities are detrimental to the educational process in our schools. All gang and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge,

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<sup>23</sup> Policy 3200.

symbol, sign, gestures, codes, glorification, idolizing, or other things which evidence membership or affiliation in any gang is prohibited and will not be tolerated in any of the public schools in this district and at all school functions.<sup>24</sup>

## **Public Displays of Affection**

Kissing, holding hands, cuddling, prolonged hugging, and other public displays of affection (PDA) between students are not appropriate in school, on school grounds, or at school-sponsored activities.

## **Grade Policy**

Passing grade at Wakapa Academy is C (70%) or better. Students who do not earn at least two (2) credits (with a C or better) in a quarter may be dropped from the school and will have to reapply for admission.

## **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 quarter.

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 principal or superintendent and the approval of the School Board.

Units of credits required for graduation are as follows:<sup>25</sup>

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 Economics)
7. 1 Health

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<sup>24</sup> Policy 3310, I.C. 33-512 & 18-6409

<sup>25</sup> Policy 2700P1

8. 17 Electives
9. Senior Project
10. Successful completion of the civics test  
46 total credits required for graduation

Wakapa Academy operates in quarters on a 4 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 principal and parents/guardians each year.

## Medicine for Students

**Students- do not give medication to others. Do not ask anyone (including teachers) for medication.**

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:<sup>26</sup>

1. 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.
  - 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.

## Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. This policy does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.<sup>27</sup>

### Prohibitions

Students attending Wakapa Academy are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.

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<sup>26</sup> Policy 3510.

<sup>27</sup> Policy 3330.

2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

### **Definition of “Weapon”**

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numb chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student, staff, or visitor shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons. These include, but not limited to, weapons listed above, which are broken or non-functional; look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student, staff, or visitor shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.,) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Depending on the facts and circumstances in each case, students may be suspended for violating this rule and the police may be notified. If warranted, further consequences may include expulsion.

### **Disciplinary Actions**

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The Board may at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student’s actions; the risk of harm to the students, district personnel, and patrons; the student’s academic standing; the likelihood of recurring violation’ and the student’s prior conduct.

### **Expulsion Mandated**

The Board of Trustees shall expel a student when the student’s actions violate federal, as set forth in the Gun-Free Schools Act, and/or state law regarding the prohibition of weapons:

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve [12] calendar months). The Board may modify the expulsion order on a case-by-case basis, considering the individual circumstances and the severity of the incident.<sup>28</sup>

### **Referral to Law Enforcement**

The principal will refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act, to law enforcement.

## **Parent Involvement**

The Board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To help ensure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The Board believes that parents have the ultimate responsibility for their children's in-school academic achievement and behavior. During school hours, the Board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health, and welfare of their children. For the benefit of children, the Board believes that parents have a responsibility to encourage their children's performance in school by:

- Supporting the schools by requiring that their children observe all school rules and regulations, and by accepting the responsibility for their children's behavior;
- Sending children to school with proper attention to their health, personal cleanliness, and dress;
- Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on their child's progress in school; and
- Participating in school activities and special functions.
- The Board directs the administration to develop activities that will enhance home-to-school cooperation. Such activities may include, but are not limited to:
  - Conducting parent-teacher conferences which facilitate two-way communications between home and school;
  - Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff, and review the program on a first-hand basis;
  - Disseminating building and room newsletters to parents on a regular basis;
  - Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships;

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<sup>28</sup> 18 United States Code Section 921

- Conducting meetings of staff member(s) and individuals or groups of parents of those students who have special abilities/aptitudes, disabilities, needs, and/or problems;
- Sponsoring or co-sponsoring special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involving the cooperative effort of students and parents, and are of general interest to the schools or community;
- Providing interested parents of preschool children with information and/or training on successful parenting practices.

## **Parent Involvement: Federal Programs**

With respect to the federal programs currently offered in the Buhl School District at Wakapa Academy (Title IC Migrant, Title III English Learner, Title IX Homeless, and Special Education) and in accordance with the directives of Every Student Succeeds Act (ESSA), the statute defines the term “parental involvement” as the participation of parents in regular, two– way, and meaningful communication involving student academic learning and other school activities, including ensuring

- that parents play an integral role in assisting their child’s learning
- that parents are encouraged to be actively involved in their child’s education at school
- that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
- the carrying out of other activities, such as those described in Section 1118. [Section 9101(32), ESEA]

This definition for parental involvement sets the parameters, in conjunction with other sections of the law by which SEAs, LEAs, and schools will implement programs, activities, and procedures to involve parents in Title I, Part A programs.

## **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 must have a hall pass signed by Wakapa staff. Students are expected to have that hall pass on them the entire time they are on another campus.

## **School Hours**

Students will attend school on a five-day schedule. Students are required to attend 8:00: am to 2:45 pm daily. Students may not enter the building until 8:00. Monday through Friday. Students

must vacate the property immediately after school ends unless other arraignments have been made with a teacher or the principal.

## Search and Seizure

Students in the District have the right to privacy and security against the 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.<sup>29</sup>

A student's person or possessions (backpack, purse, etc.) may be searched when the principal believes there is reasonable suspicion that the student is secreting evidence of a district or school rule violation, including, but not limited to possession of weapons, controlled substances, etc.

A student's person may be searched by the principal when they believe reasonable suspicion exists. Reasonable suspicion is satisfied when the search is justified at its inception and the search is reasonably related in scope to the circumstances that justified the search.<sup>30</sup> A trained canine may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District sponsored event. A canine's alert constitutes reasonable suspicion.

## Suspension/Revocation/Expulsion of Admission Protocol

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations).

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<sup>29</sup> Policy 3370

<sup>30</sup> The Supreme Court in TLO stated that school officials only needed to satisfy a reasonable suspicion standard to justify a search. The court went on to state that a search's reasonableness is based on a two part test: one, was the search justified at its inception and two, was the search reasonably related in scope to the circumstances which justified the interference in the first place. There is a substantial difference between reasonable suspicion and probable cause. Reasonable suspicion is a lower form of probable cause and it is the evidentiary standard which police must meet to justify a stop and a "pat down" search of a suspect. Probable cause is the standard police must meet to justify an arrest. There are many situations where circumstances meet the reasonable test but not the probable cause test.

These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Students facing suspension/revocation of admission/expulsion will be provided due process as outlined in the Buhl Joint School District Policy for Student Conduct and Discipline. (See Behavior Policy & Discipline Plan in Wakapa Academy Student Handbook).<sup>31</sup>

## 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.<sup>32</sup>

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 vehicles during school hours must be obtained from the principal.
2. Students should park in the district-owned parking lot only and not in the lined spaces directly in front of the building.
3. Friends are not allowed to ride with the approved driver without written permission from the parent/guardian of the driver and the passenger.

## Disruption and Loitering on School Grounds

Idaho Code<sup>33</sup> provides that a person who disrupts the educational process or whose presence is detrimental to the morals, safety, health, academic learning, or discipline of the pupils or who loiter in the school or on school grounds, is guilty of a misdemeanor.

Once a student's daily schedule is completed, they are required to leave campus by 2:50 pm unless prior arrangements have been made (tutoring, practice, homework, detention, etc.).

## Campus Visits

All school visitors are required to check in at the Office and obtain a visitor's pass. State issued identification must be presented to obtain a visitor's pass. Outside students are not allowed to

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<sup>31</sup> Policy 3330.

<sup>32</sup> Policy 3450, & 3565.

<sup>33</sup> Policy 934, I.C. 33-512 & 18-6409

visit during the school day, including lunches. We welcome parents, but all parent visits must be scheduled with the classroom teacher or principal.

## **Closed Campus**

Wakapa Academy is a closed campus. Students will be required to stay on campus during lunch time. Students who leave the school grounds after arriving at school will be considered truant and subject to the consequences of the truancy policy.

Students may leave the school campus to go to an appointment, engagement, or if other exceptional or emergency circumstances exist, provided that written or verbal notice has been received from the parent prior to the intended absence. Students are required to check out with the attendance office. Failure to follow this policy will result in an automatic truancy.

## **School Activities and Dances**

Only the principal can grant permission to schedule an activity or place an event on the school calendar. Students are advised to ask permission for an activity as far in advance as possible.

## **School-Sponsored Activity Trips**

All school-sponsored trips taken for the purpose of participation in any athletic contest or educational endeavor shall be chaperoned by a member of the teaching or administrative staff, must be approved by the principal, and is subject to all school rules and policies. No student who is not an active participant in the event shall be permitted to accompany the group.

Students participating in school activities where buses are used for transportation may not go or return by private means. Any exceptions to the above must be approved by the principal. All baggage and personal effects may be opened and searched by school personnel before or during the trip.

## **Weather Closures**

In the event of hazardous weather conditions, the school may be canceled, or the start delayed. 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.** A Power Announcement will be sent out to families by the school district, to the phone number and email address listed at registration. 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.

# Receipt of Handbook

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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*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. This includes the Personal Electronics Device expectations.*

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_