



**VALLIVUE HIGH SCHOOL**  
*HOME OF THE FALCONS*

1407 Homedale Road  
Caldwell, Idaho 83607

(208) 454-9253 Main Office  
(208) 454-9255 Attendance Office  
(208) 454-9257 Counseling Office  
(208) 459-7114 Fax

**STUDENT AGENDA BOOK**  
**2009-2010**

*This agenda book belongs to:*

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

- ***DO NOT ALLOW ANYONE ELSE TO USE THIS AGENDA AND DO NOT BORROW ANYONE ELSE'S AGENDA BOOK.***
- ***AGENDA BOOKS THAT ARE LOANED TO OTHER STUDENTS WILL BE CONFISCATED AND REPLACED AT THE OWNER'S EXPENSE.***

*You are expected to read, know, and follow the rules for student behavior and attendance in this agenda book.*

Information in this agenda book was the best available at print time and is subject to change at any time during the school year. Changes will be announced to students and students will be held accountable for these changes.

Board Policies in this handbook have been edited for space. Complete copies of these policies are available from the Vallivue School District Office, located at 5207 South Montana Avenue, Caldwell, ID 83607

## **WELCOME TO VALLIVUE HIGH SCHOOL**

Vallivue High School is organized and administered for the purpose of helping each individual student develop to his or her greatest potential. At this school students are encouraged to become involved in their own education and take advantage of all the opportunities offered. It is our desire that they succeed.

This student agenda book is prepared for you, the parents and students of Vallivue High School, but contains a great deal of information of interest to members of the community. Read this agenda book carefully. It should serve as a guide to the opportunities, established traditions and student regulations. The school policies listed have been approved by the Board of Trustees. However, this is by no means a complete list of procedures. Those of us who are responsible for the operation of this school believe that practicing good judgment, common sense, courtesy and respect for others contributes to a wholesome education environment.

### ***THE FALCON'S VICTORY MARCH***

***FALCONS, FALCONS  
Fight for your fame.  
Victory, Victory, make it your aim.  
Let us fight on to reach our goal.  
Let us retain our fame of old.  
Forever forward, forward we're backing you.  
FALCONS, FALCONS  
loyal and true.  
We'll spread your fame throughout the world  
as we go fighting to Victory.***

Vallivue High School does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, or disability in its programs, activities, or employment practices.

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<b><i>Principal</i></b>	<b>Mr. Richard Brulotte</b>
<b><i>Assistant Principal</i></b>	<b>Mr. Mark Layne</b>
<b><i>Assistant Principal</i></b>	<b>Mrs. Julie Yamamoto</b>
<b><i>Dean of Students</i></b>	<b>Mr. Charles McPherson</b>
<b><i>Activities/Athletic Director</i></b>	<b>Mr. Greg Kimball</b>
<b><i>School Resource Officer</i></b>	<b>Det. Anthony “Tony” Pittz</b>
<b><i>Counselor (A-E)</i></b>	<b>Mr. Monty Hyde</b>
<b><i>Counselor (F-L)</i></b>	<b>Mrs. Connie Benke</b>
<b><i>Counselor (M-R)</i></b>	<b>Mrs. Julie Dillehay</b>
<b><i>Counselor (S-Z &amp; Career)</i></b>	<b>Mrs. Vicki Bicandi</b>
<b><i>Safe and Drug Free Schools Coordinator</i></b>	<b>Ms. Jeri Gowen</b>
<b><i>Administrative Secretary</i></b>	<b>Mrs. Stephanie Leffler</b>
<b><i>Secretary/Receptionist</i></b>	<b>Mrs. Elia Reyes</b>
<b><i>Bookkeeper</i></b>	<b>Mrs. Janice Hutton</b>
<b><i>Attendance Secretary</i></b>	<b>Mrs. Jamie Ritthaler</b>
<b><i>Registrar</i></b>	<b>Mrs. Cheryl Ford</b>
<b><i>Counseling Secretary</i></b>	<b>Ms. Tracy Thompson</b>
<b><i>School Nurse</i></b>	<b>Ms. Nachele Farden</b>

**Student Appeals Process:**

If the student feels that his or her rights have been violated by either school personnel, parent or another student, he or she should initiate an appeal with the guidance counselor. The guidance counselor will evaluate the appeal and advise the student on what steps would be taken or aid the student in contacting the proper authorities.

**Vallivue High School Athletic Event Admission Prices**

**Prices listed are for the 2008-2009 school year. These prices are subject to change for the 2009-2010 school year.**

Adults:	\$5.00 (Sub Varsity \$4.00)
Senior Citizens:	\$2.00 (Sub Varsity \$1.00)
Vallivue HS/MS students (with ASB card)	FREE
Vallivue HS/MS students (w/o ASB card)	\$5.00 (Sub Varsity \$4.00)
Visiting students (with ASB card)	\$3.00 (Sub Varsity \$2.00)
Visiting students (w/o ASB card)	\$5.00 (Sub Varsity \$4.00)
Elementary students	\$2.00 (Sub Varsity \$1.00)
Preschool and under	FREE

**Replacement Fees**

Lost, damaged, confiscated, or stolen student agenda books and student identification/activity cards will be replaced at the cost of the student. **Replacement cost for the 2009-2010 academic year is \$5.00 per item. This price is subject to change.**

## VALLIVUE HIGH SCHOOL

MOTTO: "Touching the Future"

MISSION STATEMENT: Vallivue High School is committed to preparing each individual for success now and in the future.

BELIEF STATEMENTS:

The educational stakeholders of Vallivue High School believe that:

- Each student can learn and is a valued individual with unique physical/social/emotional needs and varying learning styles.
- The educational staff should be empowered to create a positive, challenging learning experience in a safe, educational environment.
- The basic values of honesty, self-discipline, unselfishness, respect, and the central importance of work are essential to student success in the post-secondary world.
- Students learn the essential communication skills when they are actively engaged in the learning process.
- Vallivue High School should provide a basic curriculum necessary for students to enter academic, professional/technical post-secondary programs with the skills and work ethic necessary to be confident, contributing life-long learners.
- Technology should be integrated throughout the curriculum and entire educational experience.
- Recognizing cultural diversity enhances our students' educational experience and their ability to integrate into a global work force.
- Staff, students, parents, and patrons share the responsibility for the continuous improvement and success of Vallivue High School.
- Students should be provided with the opportunity to know and understand the responsibilities and privileges of being a free American citizen.

## **PARENT – SCHOOL RELATIONS**

Factors that enrich the school/home relationship:

1. That attendance be regular and punctual.
2. That a student absent from school should not expect a valid excuse to absolve him from the responsibility of making up the work missed.
3. That extra help in a subject, beyond what can be given during the class hour without robbing the group of the teacher's time, should be on the initiative of the student as well as the teacher.
4. That parental concerns be first registered with the classroom teacher so as to provide the school an opportunity to make adjustments as resources will permit.

Factors needing cooperation of parents and school:

1. A demanding class schedule and participation in too many activities to the detriment of the class work are factors which demand constant attention.
2. Both the school and the home should watch the progress of the student on regular grading reports.
3. The parent and the school both want the student to learn to get along with others, assume his/her own responsibilities and develop self-discipline. It should be the common purpose of both parents and school to adjust any attending strain to the development of the student without weakening him/her by absolving him/her of the responsibility for his/her actions.
4. If a boy or girl becomes significantly unhappy in school, the matter should be reported to the counselor by his/her parents.

## **DIRECTORY INFORMATION, STUDENT RECORDS, REHABILITATION ACT (SECTION 504)**

Inquiries regarding compliance with this policy may be directed to the Title IX Coordinator for Employment on matters concerning employment or contact the Title IX Coordinator for Student Admissions and Programs on matters concerning students or programs. Inquiries may also be directed to the District Superintendent of Schools.

The district's address and telephone number is:

Vallivue School District #139  
5207 S. Montana Ave.  
Caldwell, ID 83607  
(208)454-0445

### **Notification to Parents Regarding Right to Receive Teacher Information**

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact Gina Hager and Vallivue School District office at 454 - 0445.

**NOTIFICATION OF RIGHTS UNDER FERPA (the Family Educational Rights and Privacy Act) that affords parents and students over 18 years of age (eligible students) certain rights with respect to the students education records. They are:**

1. The right to inspect and review the student's education records within 45 days of the day the Vallivue School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Vallivue School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Vallivue School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Vallivue School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 600 Independence Ave., S.W.; Washington, DC 20202-4605

**DIRECTORY INFORMATION**

In accordance with the Family Education Rights and Privacy Act of 1974, the Vallivue School District #139 hereby gives notice to all parents, legal guardians and students (eighteen years of age and older) attending the district schools that the following information is being categorized as directory information: the student's name, address, and telephone listing; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of

attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and e-mail addresses and photographs.

Directory information will be published and released by the Vallivue School District #139 without prior written consent of the parents, legal guardians, or students (eighteen years of age or older, unless the parent, legal guardian, or student (eighteen years of age or older notifies the Vallivue School District that the above mentioned directory information should not be released without prior written consent of the parent, guardian, or student (eighteen years of age). This publication includes a list of student name, addresses, and phone numbers to the armed forces of our country when they ask us for it. Such notification should be in writing and addressed to the building principal.

### **Special Education: Parent Rights**

The following is a description of the rights granted by federal law to students with handicaps/disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing or mediation requests must be made to the District 504 Compliance Officer.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance. The following individual is responsible for assuring that the district complies with Section 504: Director of Special Education, 454-0445.

### III. GRADUATION AND COURSE REQUIREMENTS

#### Guidance Services and Special Programs

Vallivue High School provides counseling for students encompassing academics, scheduling, post high school education and training, career plans, and social development/adjustment. If counseling will be for a prolonged period or exceed the typical time frame, a letter of parental consent will be requested. If a student is referred for group counseling from a contracted services agency, parental consent will also be requested. A sample consent form letter will be provided to parents on request.

Because counseling is based on a trusting relationship between counselor and client, the counselor will keep the information shared confidential except in certain situations, in which there is an ethical responsibility to limit confidentiality. In the following circumstances, you will be notified:

1. Any academic or social situation that will curtail normal student progress or success.
2. If the student reveals information about hurting themselves or another person.
3. If your child reveals information about physical/sexual abuse or information about serious criminal activities, the school will contact appropriate authorities.

When the counselor believes that disclosure to the parent would result in a clear and present danger to the health, safety, or welfare of the student, information shall not be disclosed to the parent.

If parents do not want their child to be provided counseling or require that counseling be restricted to specific areas, the school principal should be notified in writing.

The students are provided with other educational services which include speech and hearing therapist, psychologist, special education, special needs and a vocational assessment facilitator. An additional responsibility of the guidance counselor is to help maintain and update student records.

#### ISAT REQUIREMENTS

In addition to the graduation requirements of Vallivue High School, ALL students MUST earn a score of "proficient" or above on the Idaho Standards Achievement Test. Each year these proficiency measures are updated. Students should visit with their counselors if they have questions concerning their progress toward completing this requirement.

#### VALLIVUE REQUIREMENTS FOR GRADUATION

Subject Area	Required Semester Credit	2013 Graduates
English/Communications/Speech	9 *d	9 *d
Social Studies	7 *a	7 *a
Math	4	6
Science	4	6
Health	1	1
Physical Education	2 *b	2 *b
Humanities	2 *c	2 *c
<b>Total Requirements</b>	<b>29</b>	<b>33</b>
Electives	19	19
<b>Total Credits</b>	<b>48</b>	<b>52</b>

- \*a. United States History must be taken for two semester credits during the 10th grade year in addition to the two semester credits of United States History required in the 11th grade.
- \*b. Students who complete two different sports or activities within the same school year, sponsored by Vallivue High School and signed off by the coach/advisor, will receive two (2) credits. **This may be done only once during a student's high school career, and must be requested during the year of participation.**
- \*c. Course offerings in humanities include art, drama, music (band, choir, and general music history offerings), creative writing, independent reading, and foreign language.
- \*d. Beginning with the class of 2013, all seniors will be required to complete senior project.

Students **MUST** be enrolled in a minimum of four classes on campus during each semester of attendance. In order to receive a Vallivue High School diploma, a student must meet this requirement during their final semester of attendance.

### Drop/Add Policy

Vallivue High School's master schedule is based entirely upon student requests. It is therefore critical that students understand that schedule changes cannot be allowed once requests are submitted. Schedule changes will be allowed for scheduling errors *only*, but not for teacher, period, or lunch preferences. **There will be no changes allowed for incoming freshmen students.**

Any student who elects to withdraw from a class after the first five days of the semester will receive a Withdrawal/Fail grade for the course.

### GRADE CLASSIFICATION

Students are classified according to their year in high school. However, in order to be on track for graduation, students should have earned the indicated minimum number of credits in order to graduate with their class:

Freshman	12 credits
Sophomore	24 credits
Junior	36 credits / 38 credits Class of 2013
Senior	48 credits / 52 credits Class of 2013

### REQUIREMENTS FOR ADMISSION TO IDAHO'S PUBLIC COLLEGES AND UNIVERSITIES

The math and natural science requirements for students planning to attend a public Idaho college or university are:

Math:	6 credits minimum - beginning with Algebra I
Natural Science:	6 credits minimum. Two of the credits must come from a lab science.

### HONOR ROLL

At the end of each nine-week grading period, an honor roll is compiled and published by the office. Honor roll designations are as follows:

Academic Honors	GPA of 3.50 to 3.79
Academic High Honors	GPA of 3.80 and above
Academic Highest Honors	1) Senior Status
	2) GPA of 4.0 and above
	3) Successful completion of 2 or more AP courses

**ACADEMIC RECOGNITION of STUDENTS**

- I. **Academic Highest Honors:** Students with a GPA of 4.0 are eligible for consideration as Academic Highest Honor students. To be eligible for this recognition, these students must have completed two credits of College Board approved Advanced Placement courses by the time of graduation. These students must meet the base requirements by the time of character, leadership, service) to receive this recognition.
- II. **Academic High Honors:** Students who have maintained a 3.8 to 4.0 GPA are eligible for consideration as Academic High Honor students. These students must meet the base requirements of NHS.
- III. **Academic Honors:** Students who have maintained a 3.6 to 3.79 GPA are eligible for consideration as Academic Honor students. These students must meet the base requirements of NHS.

<b>GRADING SYSTEM</b>		
<u>Grade</u>	<u>Percentage</u>	<u>Grade Point</u>
A	93-100	4.00
A-	90-92	3.75
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.50
C	73-76	2.00
C-	70-72	1.75
D+	67-69	1.50
D	63-66	1.00
D-	60-62	0.75
F	Below 60	0.00

**End of Course (EOC) Exams:** Students must pass the EOC Exam with 80% correct for English, Math, Science and Social Studies courses. Students who do not pass the EOC Exam with 80% with remediate and retest before school, after school, Saturday morning or within the class as determined by the administration. Failure to pass the EOC with 80% may result in failing the course.

**AP Course Policy:** Students must take the AP Exam in order for the Vallivue High School transcript to designate an AP course and for grades to be weighted on a 5-point scale. There is a course fee charged for all AP courses.

**Concurrent/Dual Credit:** Students who pass the class earn the credit; however, the grades are not weighted and the VHS transcript will not say AP unless the student takes the AP exam. The college or university transcript will indicate that it was a college level course. A fee is determined and charged by the college/university for those students receiving concurrent/dual credits.

**SENIOR TOP TEN**

At the end of the seventh semester, the top ten seniors academically will be named to the Senior Class Top Ten. This group of individuals will be honored as such and will assume the responsibility for planning the senior class graduation ceremony.

Being named to the Top Ten is a prestigious honor, and academic expectations for these individuals will remain in place for the eighth semester, as well. Academic improprieties in the eighth semester including, but not limited to, cheating, plagiarism, etc., may result in the student being removed from the graduation planning process and from any speaking parts in the graduation ceremony.

## DAILY CLASS SCHEDULE

***Please be aware there is limited supervision before 8:00 a.m. and after 4:00 p.m. Unless students are involved in activities or class, they should not be on campus except during these times.***

Period 0	7:30 – 8:20	(50)	
Period 1	8:35 – 9:25	(50)	
Period 2	9:30 – 10:20	(50)	
Period 3	10:25 – 11:15	(50)	
	<b>A Lunch</b>	<b>B Lunch</b>	
Lunch	11:15 – 11:45	Period 4	11:20 – 12:20 (60)
Period 4	11:50 – 12:50 (60)	Lunch	12:20 – 12:50
Period 5	12:55 – 1:45	(50)	
Period 6	1:50 – 2:40	(50)	
Period 7	2:45 – 3:35	(50)	

## ATTENDANCE and STUDENT CONDUCT VALLIVUE SCHOOL DISTRICT ATTENDANCE POLICY 501.2

To report a student's absence/tardy, please contact the school's attendance office at 454-9255. Parents/legal guardians may call between the hours of 7:15 a.m. and 3:45 p.m. on each day the student is absent. Written notes excusing absences will also be accepted. Please call within the first three (3) days when the student is absent.

Attendance at school must be regular and punctual. Students are to plan to attend classes every day the classes are scheduled. ***Except in extraordinary cases, a student will not be given credit in a subject if he/she is absent more than six (6) days in a semester.***

All students are expected to be in physical attendance 100% of the instructional time. Students are to be in the classes in which they are enrolled unless they have been excused to conduct school business within the immediate school setting. **Students who arrive at any class more than Ten (10) minutes late will be considered ABSENT for that class period.**

**Students arriving late to school MUST check in at the attendance window prior to reporting to class. Tardies will be marked unexcused if the student does not have a note or a phone call to the office from a parent prior to their arrival.**

Students not meeting the attendance requirement may not receive credit even though their grades are passing. However, those students who believe that all or part of their absences are the result of extraordinary circumstances may request a review of their case.

### **Excused Absences**

There are two types of excused absences for Vallivue High School students. They are:

1. **Exempt absences.** These types of absences DO NOT count toward the six (6) absences allowed each semester. They include the following:
  - a) School-related absences (SC). These include absences which result from participation in school-related activities, such as music, sports, and field trips. Pre-arranged absences for the purpose of attending events as a spectator **WILL NOT BE EXEMPT**.
  - b) Medical absences (DR). These include medical and dental appointments during school hours. **In order to be exempt from the attendance policy, a note MUST be submitted from the medical office which states the date and time of the appointment.**
  - c) Bereavement absences (BR). These include absences necessary to attend funeral services of family members.
  - d) College visitations (CV). Juniors and seniors visiting college campuses will be provided exempt absences if they present a note from a campus representative on letterhead stating date(s) and times of their campus visits.
  - e) Court absences (CA). If a student must appear in court, the absences will be exempt from the attendance policy **ONLY IF** a statement is submitted from the clerk of the court stating the date and time of the court appearance.
2. **Regular Excused absences.** All other excused absences (including Pre-arranged absences) **WILL** be counted toward the limit of six absences per semester. If extreme situations arise the parent/guardian may request that an absence be declared exempt by the building principal.

### **Unexcused Absences/Truancies**

To clear a student's absence/truancy, please contact the school's attendance office at 454-9255 between the hours of 7:15 a.m. and 3:45 p.m.

**No student may leave the school during school hours without receiving prior parental permission AND signing out at the attendance window.**

**Failure to follow proper procedures when leaving school will result in an unexcused absence/ truancy for the class periods missed.**

ALL unexcused absences/truancies will be counted toward the six (6) day limit each semester. An unexcused absence/truancy is an absence from class without the approval of the parent or school authorities. ALL unexcused absences not cleared with the attendance office within one week will be declared truancies.

All truancies must be made up by serving an equal amount of time, one hour for each period truant, before school or during lunch detention. Students will receive written notice of the truancy, hours to be served, and a deadline for serving them. The district's truancy office will contact the parent/legal guardian of the student. If the student does not meet that deadline, he or she will spend a full day in the in-school suspension room. This day does not diminish the number of hours to be served; it is a consequence for not serving them on time. Repeated truancies may result in the student being declared habitually truant and facing a school board hearing. If a student is found to be habitually truant, the district will notify the local prosecuting attorney who may initiate proceedings against the student's guardians.

The high school Attendance Review Committee will examine the student's records and may approve a waiver of the loss of credit. The records of the student which may be considered will include:

- A. Attendance for current year and previous year or semester, specifically including the number of absences which occurred during a day in which the student was attending

- a school-sponsored activity under the direction of a teacher, and amount and type of extended illness.
- B. Grades for the current and previous year or semester, specifically including the subject or grade under consideration.
  - C. Make up of work missed including whether the work was made up prior to the absence or after the absence.
  - D. Make up of time missed in supervised attendance during the school year or during the period immediately following the completion of the school year.

### **APPEALS PROCESS**

- A. A high school Attendance Review Committee will convene to review all requests for waiver of the attendance policy.
- B. Recommendations by the high school review committee to deny credit may be appealed by parents to the superintendent.
- C. The superintendent's recommendation and appeals concerning his decision will be referred to the Vallivue Board of Trustees. A personal appearance may be requested by the parent to attend the high school attendance review committee meeting or the Board of Trustees meeting.

### **TARDIES**

Individual teachers will consistently deal with a student's tardiness to class for the first five (5) tardies.

- On the 6<sup>th</sup> tardy, the student will receive one (1) day of lunch detention.
- On the 7<sup>th</sup> tardy, the student will receive two (2) days of lunch detention.
- On the 8<sup>th</sup> tardy, the student will receive one (1) day of in-school suspension.
- On the 9<sup>th</sup> tardy, the student will receive two (2) days of in-school suspension.
- On the 10<sup>th</sup> tardy, the student may lose credit for that class that semester and be assigned Study Hall.

**Students more than 10 minutes late to a class will be marked absent.**

### **STUDENT CONDUCT**

A violation of any school rule or regulation may result in disciplinary action, including suspension, removal, expulsion or possible court action.

- A. **Disruption:** A student will not disrupt the educational process.
- B. **Damage or theft of private property:** Theft of property will result in a referral to the school resource officer and restrictions of freedom during the school day and at school events. All school property must be paid for or returned in good condition.
- C. **Assault:** A student shall not assault or behave in a manner that might cause physical injury to anyone on school property at any time or during a school activity, function, or event off school property using dangerous weapons, instruments, or materials.
- D. **Profanity:** The use of profanity by any student is considered unacceptable conduct and is therefore prohibited.
- E. **Vandalism:** The destruction of public and private property will not be tolerated. The student will be forced to make restitution.
- F. **Creating False Emergencies:** Creating a false emergency which necessitates the school to remove part or all of the students for their safety is disrupting the school program and endangering the health and welfare of all individuals and is prohibited.
- G. **Insubordination:** The refusal to follow a reasonable directive of a teacher or administrator will be considered insubordination.
- H. **Illegal Act:** The commission of acts that would be considered felonies or misdemeanors in the courts is prohibited.

- I. **Harassment of School Personnel:** A student shall not interfere with or disrupt the job function of any school district personnel.
- J. **Sexual Harrassment:** Any type of unwelcome or unwanted conduct of a sexual nature.
- K. **Weapons:** Possession of a gun will result in a referral for a Vallivue School Board expulsion hearing. Law enforcement will be notified and charges filed. Possession of a knife or any other weapon concealed for use or protection (as defined in Idaho Code 18-3302) is also prohibited. Law enforcement will be notified and charges filed. Possession of a pocketknife will be referred to the high school administration for appropriate consequences. Any weapon used or displayed for use will result in a referral for a Vallivue School Board expulsion hearing. Law enforcement will be notified and charges filed.
- L. **Battery, Disturbing the Peace or Fighting:**
  - **1st Offense:** Up to five (5) days suspension at the discretion of high school administration and SRO. Parents will be notified. Law enforcement will be notified and charges filed.
  - **2nd Offense:** Up to five (5) days suspension. Law enforcement will be notified and charges filed. The student will be referred to a Board of Review hearing.
  - **3rd Offense:** Five (5) days suspension and referral to the Vallivue Board of Trustees for an expulsion hearing.
- M. **Hate Assault:**
  - **1st Offense:** Suspension for five (5) days. Law enforcement will be notified and charges filed.
  - **2nd Offense:** Referral for a Vallivue School Board Hearing for expulsion. Law enforcement notified and charges filed.
- N. **Gang Activity:** All gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang, are prohibited in any of the public schools in this district and at all school functions. For more information see District Policy #549 Prohibition of Gang Activities
  - **1<sup>st</sup> Violation:** Student will be issued a warning. A parent meeting will be held and the student will be placed on a Gang Clothing Contract.
  - **2<sup>nd</sup> Violation:** Student will be suspended one (1) day out of school.
  - **3<sup>rd</sup> Violation:** Up to three (3) days out of school suspension.
  - **4<sup>th</sup> Violation:** Up to five (5) days out of school suspension. The student will be referred to Vallivue High School's Discipline Review Committee.
  - **5<sup>th</sup> Violation:** Up to five (5) days out of school suspension. The student will be referred to the Vallivue School District Board of Trustees for an expulsion hearing.

***Students suspended from school for violations of school rules will receive NO CREDIT for work missed during their suspension.***

#### **OTHER CRIMINAL ACTIONS**

Other criminal actions will be handled case by case at the discretion of administration and SRO. Discipline may vary from the above mentioned consequences at the discretion of the high school administration and SRO.

#### **DRUG POLICY**

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

The Vallivue School District Board of Trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

It is the intent of this policy to be consistent with federal, state, and municipal statutes and ordinances related to the prohibition of the use, possession, or distribution of tobacco products by student.

These regulations are intended to provide guidance to school personnel responding to Idaho Code 18-1502, 18-1502A, 23-949, etc.

Any violation of the Idaho Code as prescribed for minors with respect to the use of drugs, alcohol, or tobacco during the school year by any student attending school, and/or participating in any school program, function, or activity is prohibited. This includes using, buying, selling, giving, accepting or possessing illegal substances, alcohol, tobacco or drug paraphernalia.

#### **A. VOLUNTARY REQUEST FOR ASSISTANCE**

If a student voluntarily discloses that he/she is using or under the influence of alcohol or controlled substances while on school property, there shall be no disciplinary action, provided that the student is not under the influence or in possession of an illegal/controlled substance at the time help is requested. The student will be granted anonymity and the disclosure will be revealed to faculty only on a “need to know” basis, except as reasonably necessary to protect the health and safety of others. The student will meet with a counselor and/or administrator to discuss options and resources. The district will notify the student’s parent, legal guardian or custodian of the disclosure and the availability of counseling for the student.

#### **B. OFFENSE PROCEDURES**

1. Using, possessing, distributing or selling, attempting to possess, being under the influence of illegal drugs or alcohol and/or drug paraphernalia at school or school events may result in an “immediate” suspension out of school for no more than five (5) days. This may be extended to as many as twenty (20) days by the superintendent and Board of Trustees.
2. Parent notification.
3. Police referral
4. Possible referral to Board of Trustees for an expulsion hearing.
5. Possible referral for Drug/Alcohol evaluation prior to readmission (at the parent/guardian’s expense).

A complete copy of all school and district policies and procedures on drugs may be obtained at the school office.

**TOBACCO:** Tobacco use or possession at school will result in the same procedures as those for alcohol and drugs.

#### **MEDICATIONS**

ALL medications, either prescription or over the counter, which students need to use during school or school activities, must be left in the nurse’s office. Students may, however, have their medications with them when the nurse’s office has on file the parents’ and doctors’ affirmation that this is necessary. Parents who wish to have medications dispensed to their student at school must have:

1. Written orders from their health care provider (doctor) that include: **The medication name and strength. Dosage to be administered. Specific directions for administration. Authorized health care provider's signature.**
2. A medication permission form signed by the parent or legal guardian.
3. Medication in its original container that is properly labeled.

**Medication permission slips are available at each school office. Unless the doctor specifies that the student is to carry the medication, ALL medication will be kept locked in the nurse's office and be dispensed from that location.**

### **SEARCH AND SEIZURE**

Warrant-less searches will be conducted upon the basis of reasonable suspicion that the student is concealing something, possession of which is either in violation of the law or school rules. Searches may include, but are not limited to: backpacks, cell phones, and vehicles. The lockers are school property and subject to search without student permission. See Board Policy #542.

### **FREEDOM OF SPEECH, PRESS AND ASSEMBLY**

**Student Rights** – All students possess the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, subject to reasonable limitation upon the time, place and manner of exercising such right. Only material that has been written and/or spoken by students currently enrolled at Vallivue High School, and approved by the principal or his/her designee can be distributed on school property. Persons other than school students, teachers, and the staff may not use school time or premises for verbal or written communication except with the approval of the superintendent or his/her designee.

***Free speech or assembly may not be used to disrupt the educational process.***

### **CLOSED CAMPUS**

Vallivue High School has a closed campus policy. **All parents, patrons, and visitors are required to check in through the main office.** Students are required to stay on campus during lunch and until the end of their last class. Students leaving before that time must have **prior** parent permission and must sign out in the office. See the "Discipline Referral Guide". Students with release time are expected to meet the terms and agreement of release, including returning during the passing time before their next class after the release period.

### **CAMPUS VISITATION**

**All persons visiting Vallivue High School are required to check into the main office concerning their business. STUDENTS MAY NOT BRING GUESTS TO SCHOOL.** Unauthorized visitors on the campus are criminal trespassers and may result in charges being filed. Unauthorized visiting of other school campuses by Vallivue students is prohibited.

Disruption and loitering on school grounds: House Bill No. 192, Amending Section 33-512, Idaho Code: *"Relating to the Government of Schools, by providing that a person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds is guilty of a misdemeanor."* This law will be enforced at Vallivue High School.

### **PHONE USE**

All school phones are **not** for student use except for emergencies, i.e. illness.

### **HARASSMENT POLICY**

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes

equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse affect upon a student's educational environment.

### **DRIVING AND PARKING REGULATIONS**

Driving and parking on campus are privileges, not rights, and may be revoked if a student fails to comply with the following regulations:

- A. There will be no driving of students' cars or bikes at any time during the school day.
- B. No student is permitted to trespass in or about cars or bikes at any time during the school day.
- C. Parking of student cars and bikes will be permitted only in the student parking lots.
- D. The parking area directly in front of the main entrance south of the school and the parking area north of the school between the bus loading zone and the football field are for FACULTY & STAFF ONLY.
- E. Vallivue High School is not responsible for lost, stolen or damaged items and/or vehicles. Matters of theft and/or damage are the responsibility of the owner.

**F. *Maximum speed allowed on campus is 15 m.p.h.***

**G. INFRACTIONS WILL BE GROUNDS FOR TOWING AND/OR LOSS OF DRIVING PRIVILEGES TO SCHOOL.**

**H. Parking Regulations (To ensure a safe and proper flow of traffic):**

1. Driving over curbs or islands will result in loss of parking privileges.
2. All cars must be parked in designated student parking areas.
3. Student parking is prohibited in the staff and visitor parking areas on the north and south sides of the high school.
4. Students are to enter the student parking areas through the designated Homedale Road and Montana Avenue entrances only.
5. The bus and delivery entrance from Montana Avenue is NOT a student use area.
6. Vehicles and parking lots are OFF LIMITS to students during the school day. If a student needs to access their vehicle during the day, they MUST obtain a pass from the attendance office.

### **DRESS CODE**

Vallivue High School is the students' work place. Dress befitting a person's work place and that of a school setting is expected. A degree of modesty and good hygiene is required. Any manner of dress that negatively affects the educational atmosphere at school is **PROHIBITED**. By this statement, our intent is for outerwear clothes to cover underwear completely.

The items listed below serve only as a guideline. **There may be other dress code issues that are not included in this section and are at the discretion of the administration.**

- **Headwear (hats, headbands, hairnets, hoods, etc.) of any kind.**

- Shoes must be worn at all times
- Any apparel containing advertisements or logos of alcohol, drugs or tobacco products
- Any apparel with sexual innuendoes
- Any apparel with profanity
- Any apparel which identifies gangs, hate groups or anti-social organizations, including all colors of bandanas. This includes apparel containing artwork or writing which is done in a style which resembles any of the above.
- Any apparel that displays ICP, Juggalos or Hatchetman logos.
- Any apparel that may be used as a weapon such as chains, spiked collar necklaces or spiked bracelets, studs, bolts, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school
- Clothing that shows a bare mid-riff
- Tank tops
- Tops with plunging necklines (no cleavage)
- Spandex clothing
- Sunglasses worn indoors
- Clothing with holes in inappropriate locations
- Short skirts or shorts. Although a minimum length is difficult to determine, shorts and skirts should be of a modest nature.
- Sleepwear of any kind, including slippers
- Sagging pants
- Professional sportswear including coats, jerseys, lanyards, hats, shorts, t-shirts, etc.

A student dressed inappropriately will be referred to the administration. For non-gang related offenses consequences may include: change of clothes, in-school suspension or out-of-school suspension. For gang-related offenses consequences include suspension of up to five days, a parent conference will be held and a contract will be signed.

Exceptions to the dress code may be granted on designated days by the school administration at the request of the Student Council.

### **BANNED ITEMS**

Students are not allowed to bring roller blades, roller skates or skateboards onto school property. Items which are potentially dangerous or which detract from the educational atmosphere of the school will be prohibited. This includes, but is not limited to, items such as laser pointers, cigarette lighters, etc.

The school will confiscate, for parents to pick up, prohibited items or items used at the wrong time and place and accept no responsibility for these devices being damaged, lost or stolen when in the possession of the school.

### **ELECTRONIC DEVICES**

Pagers, beepers, and cell phones are not to be used by students at Vallivue High School. While many students carry these items with them, they must be turned **off** during the school day (**7:30am – 3:35pm**). **These items will be confiscated if seen or heard, and will be returned to the student's parents ONLY.**

Personal stereos and other electronic devices are also **NOT** allowed at Vallivue High School. They will be confiscated if seen or heard and returned to parents **ONLY**. This includes, but is not limited to, radios, cassette players, CD players, MP3 players, iPods, Gameboys.

Consequences for violations of this policy are:

- **1<sup>st</sup> Offense:** Item is confiscated from the student and turned in to the office. The student's parent/legal guardian may pick up the confiscated item that same day.
- **2<sup>nd</sup> Offense:** Item is confiscated from the student and turned in to the office. The student's parent/legal guardian may pick up the confiscated item one week after confiscation.

- **3<sup>rd</sup> Offense:** Item is confiscated from the student and turned in to the office. The student's parent/legal guardian may pick up the confiscated item at the end of the semester.

## **SOCIAL POLICY**

The social development of our students, along with the mental, physical and emotional development, is considered of prime importance in the overall educational program of our young people. To attain this goal, social activities will be planned and carried out in a manner conducive to a positive learning experience.

Dances and other social activities, as stated earlier, are important. However, these social activities must be relegated to their proper place in the educational process. All social functions must be completed no later than 11:00 p.m. and, whenever possible, scheduled only on the weekend or on days not followed by school classes. School functions scheduled on a school night shall be completed by 10:00 p.m.

## **DANCES**

**Slam dancing, mashing, bumping, grinding and sexually explicit kinds of dancing are not allowed. Violators will be dismissed from the dance.**

- A. Dances will be permitted and scheduled through the school's administration.
- B. Four (4) supervisors or chaperones must be in attendance at all times.
- C. Students must present their valid Vallivue student body activity card before being admitted to any school dance.
- D. A student will not be able to leave and re-enter without the permission of the chaperone.
- E. A student attending dances sponsored by Vallivue High School will be required to comply with the school's conduct code.
- F. Regular high school dances are for Vallivue High School students and their guests only. If a student would like to bring a non-Vallivue High School student to any dance, they must complete and turn in a Dance Guest Application. These applications are available in the school's main office. Invited guests must be in grades 9-12 OR under the age of 21. All applications are subject to approval by the administration and will be considered on a case by case basis.
- G. A violation of any school rule or regulation at a dance may result in disciplinary action including suspension, removal, expulsion, or possible court action. The length of the suspension will be determined by the principal or a designee.

## **PUBLIC DISPLAY OF AFFECTION**

Hand holding and friendly hugs are acceptable displays of affection under most circumstances. Kissing, fanny pats, fondling, etc., go beyond the acceptability level for a public school setting. Consequences for violations of this nature will be at the discretion of the administration.

## **BREAKFAST AND LUNCH**

Breakfast is served to all students enrolled in the Vallivue School District at no charge. Breakfast at the high school is available from 8:00am – 8:30am.

Lunch is \$1.70 for all high school students, which includes two milks. Milk is available to purchase separately for 30¢. Vallivue Foodservice allows high school students to charge only one lunch. If a student exceeds the one lunch charge limit, they will be offered a sandwich and milk at no charge, but will not be able to use their account until their charges are paid. Students are asked to pay for lunches in advance. Students may pre-pay for their lunches between 8:00 a.m. and 8:30 a.m. in the high school food service office each day. A lunch card or cash will be accepted in lunch lines.

Adult lunches are \$3.00. No adult lunch charges are allowed.

## ON-LINE LUNCH PAYMENTS

Vallivue Food Service uses a website to make on-line lunch payments possible for your convenience. This website, [Mynutrikids.com](http://Mynutrikids.com), is a great way to manage your students' lunch accounts. You can deposit lunch money, check their balance, view their account activity and request to have low balance reminders to be sent right to your e-mail address.

To access your students' accounts, you will need their district identification number (this is usually an 8 or 9-digit number), which you can obtain from the Vallivue Food Service office by calling 454-9614. They will be glad to help you with any questions.

## LUNCHROOM REGULATIONS

The cafeteria offers balanced lunches to students at a reasonable price. A snack bar offers alternative selections to the school hot lunch. In order to maintain a clean building and campus, all students are required to cooperate with the cafeteria personnel and keep the cafeteria as clean as possible. **Students who violate these rules will be required to help clean up during lunch and/or will have to eat lunch in the in-school suspension room for the length of time specified by one of the administrators. The snack bar may also be closed for a time if the cafeteria gets too messy because you have not picked up.** Students in the serving lines are expected to conduct themselves in a courteous and orderly manner. Cutting in the serving line will be prohibited.

- A. Do not crowd, push or roughhouse in the serving lines or at the snack bar.
- B. Do not throw food or debris of any kind. Pick up after yourself and put it in the wastebaskets.
- C. Do not take food in to the halls or classrooms without written permission from a teacher or club advisor for a meeting.
- D. Sit at the tables but not on them. You may be allowed to sit on the floor by the windows and in front of the auditorium but these areas will be off limits if you leave them a mess.
- E. If you purchase a second lunch, please tell the cashier that it is your second one.
- F. You must stay in the area in front of the commons and not go around the building or to the parking lots. Do not crowd in front of and block the doors.

## REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

Our goal is SCHOOL SAFETY. The bus driver is given authority to control students on the bus and is required to report to **Brown Bus** any behavior that endangers the safe operation of the bus.

Please help us with our safety program by talking to your student about proper school bus behavior and safety. Please call **Brown Bus at 455-2532** if you have questions about bus rules.

The bus company and the school principal are authorized to refuse service to students if disruptive behavior does not stop. Generally, suspension is a result of a third citation.

## BUS SAFETY RULES

- S** Swearing or obscene language is not acceptable.
- A** Always remain seated.
- F** Follow driver's directions the first time.
- E** Everyone will be held responsible for their actions.
- T** Treat equipment and others with respect.
- Y** You must keep your hands to yourself and inside of the bus.

## VI. STUDENT ACTIVITIES

### STUDENT GOVERNMENT

The Student Council is composed of the president, vice-president, secretary, student activity coordinator, and representatives from each class. The Student Council is an organizational body by which the students have a voice in the operation of the school. Meetings will be called by the president with the approval of faculty advisors.

### ASSOCIATED STUDENT BODY FEES

All students are encouraged to become members of the Student Body Association. Such membership has numerous advantages. The holder of a student body activity card is entitled to admission at all student body functions: football and basketball games, volleyball and wrestling matches, and student body sponsored assemblies. The card must be presented for student admission, otherwise adult prices will be charged. Students are entitled to a voice in all student body affairs and functions.

Membership in the Student Body Association is encouraged but not required. However, such membership represents so many savings and advantages and provides so many worthwhile activities that students have been nearly one hundred per cent supporters. **Anyone who does not purchase a student body activity card cannot participate in any activity supported by these funds.**

A student must be currently enrolled at Vallivue High School to use a Vallivue High School A.S.B. card for admission to events. The A.S.B. card must be turned in when a student transfers to another school or no longer attends Vallivue High School.

### STUDENT BODY FEES

Sales tax is included in the following fees:

- A.S.B. activity card           \$33.50
- Annual (Yearbook)           \$43.00
- Deluxe annual (Yearbook)   \$50.50
- Locker deposit               \$ 1.50

*(The locker deposit for freshman/new students to Vallivue is **non-refundable**)*

The school's bookkeeping office accepts checks, money orders, credit cards and debit cards for payment of school fees. Returned checks are subject to a \$20.00 fee to cover bank charges assessed the high school. **The school DOES NOT cash checks or make change for students or adults.**

***Fines and fees for lost books and school materials, damage to school property, etc. must be PAID IN FULL before such items as a student's yearbook or diploma will be released. Students with outstanding fees and fines WILL NOT BE ELIGIBLE for participation in extracurricular activities. Students who do not clean out their lockers at the end of the year will be assessed a \$25.00 cleaning fee.***

### CLUBS

All clubs must apply for charter permission from the Student Council. This application must be accompanied by the name, approval of at least one faculty advisor and a constitution stating the goals. The right to withdraw this charter shall remain a prerogative of the Student Council and may be exercised when the club ceases to be active or fails to contribute to the overall good of the high school.

The faculty advisor must be in attendance at and during all meetings and shall retain the right of veto on any decision of the group. The faculty advisor must approve all decisions, notices, expenditures, etc.

All club monies must be turned into the bookkeeping office daily. Each order or purchase must be accompanied by a purchase order obtainable in the bookkeeper's

office. A monthly statement of all accounts, receipts, and expenditures will be distributed to each advisor. All student activity funds are audited annually in an approved procedure.

### **ASSEMBLIES**

Advanced notification will be given to the faculty and students of all scheduled assemblies. Students are to report to regularly scheduled classes. After attendance has been taken, students will be dismissed by notification from the office.

There will be no more than two (2) pep assemblies during the football season and two (2) pep assemblies during the basketball season, except for special occasions, as approved by the school administration.

### **ELIGIBILITY RULES FOR STUDENT BODY OFFICES**

Student Body Officers are the president, vice-president, secretary, and student activity coordinator. Any person wishing to seek a student body office shall have and maintain a cumulative grade point average of 2.0 or "C" average for all classes taken during freshman, sophomore, and junior years.

### **ELIGIBILITY FOR OTHER ACTIVITIES**

All clubs and organizations will be governed by their own constitution approved by the principal or his designee.

### **ACTIVITY/FIELD TRIP BUS RIDING REQUIREMENTS**

Vallivue High School expects all students to ride the activity bus or field trip bus both to and from the site of the activity. The reasons for this are:

1. Team unity
2. Safety and care of the students

Students may ride home with their own parents from the site provided that:

1. The parent picks up the student in the presence of the coach, activity advisor or teacher in charge at the site.
2. The parent signs for custody of the student at that point.

Students may ride home with the parent of another student provided that:

1. The parents of the student in question must complete the "Vallivue School District – Parent Consent to Private Transportation" form at least 24 hours prior to the event. This form must be turned in to the activities director, coach, advisor or teacher in charge of the trip.
2. The parent named in the permission slip picks up the student in the presence of the coach, activity advisor, or teacher in charge at the site.
3. The parent signs for custody of the student at that point.

**Students must in all cases ride the bus to the activity site.** If there is an urgent need for an exception to this, the parents must contact the school administration at least one (1) day in advance and complete the "Vallivue School District – Parental Consent to Private Transportation" form. An administrator will consult with the parents and the coach, advisor, or teacher of trip and decide upon whether to grant the exception.

## **VI. GENERAL INFORMATION**

### **SENIOR PHOTOS**

In order to ensure that all seniors are able to have their photo taken for the yearbook and wall plaque regardless of financial status, Vallivue High School has entered an agreement with Dorian Studios of Meridian, Idaho to take ALL senior photos for publication. Summer dates are set up for students to have their photos taken at *Dorian*

*Studio*, and one fall date is set up at Vallivue High School. **Only photos taken by Dorian Studio are accepted for the yearbook and wall plaque.** Students wishing to have other photos taken to give to family & friends may do so at *Dorian Studio* or at the studio of their choice.

### **STUDENT INJURIES**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **Vallivue School District does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.**

The district carries only legal liability insurance. Insurance covering medical expenses arising from an injury may be purchased for students who participate on athletic teams sponsored by the district.

Brochures outlining the coverage and premiums are distributed at registration and are available in the school's main office. Please read them and decide if it is worth your while to take this coverage.

### **EMERGENCY PLAN**

Vallivue High School has a written emergency plan in the unlikely event that students need to be sent home due to an emergency such as an earthquake, fire, severe weather, hostage crisis, etc. If an evacuation is necessary, the Vallivue Middle School may serve as an alternate site.

If students must be sent home, the regular route bus plan will be utilized. Those students driving cars will be released to go home immediately. Information of the emergency closure will be provided by the school district for use by television and radio stations. Student accountability will be maintained.

### **FIRE ALARMS**

The first students to reach the main doors of the building will be the doorkeeper, holding the doors open until all students are out. Teachers will close all classroom doors and windows.

Specific instructions regarding fire drills will be given at the time of orientation and be posted in all classrooms.

### **DRIVER'S EDUCATION**

Driver's education is offered several times in during the school year. Six (6) weeks of classroom instruction is given in the morning before the regular school day begins. Driving is done after school and on Saturday on a rotating basis. Students interested in taking a driver education class should listen for notification on the daily announcements and follow the instructions given there to pick up applications and meet deadlines for returning them.

### **VENDING MACHINES**

Vending machines are located in several areas of the school. The school does not make change to purchase these products and is NOT responsible for lost money or product. **NO FOOD OR BEVERAGES WILL BE PERMITTED IN THE MEDIA CENTER OR AUDITORIUM.**

VALLIVUE SCHOOL DISTRICT 139  
INFORMATION TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY  
ADMINISTRATIVE DIRECTIVE

Vallivue's Information Technology System provides an electronic highway connecting millions of computers around the world as well as each of the computer workstations and peripherals within the district.

Internet access and Internet e-mail are a part of the system. These systems are filtered and monitored and are modified for public school educational use to assure the safety of students and to limit use to educational purpose related to the mission of the district. They may not always provide the same utility and resources as private or business systems.

This district and its administrators do not have complete control of the content of all information that may be accessed on or by the system. Some sources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. The Vallivue School District does not condone the presence or use of such materials and does not knowingly permit the presence or use of such materials in the school environment.

Parents of students should be aware that such inappropriate materials exist and that users may encounter information on the Internet and other information services that may be perceived as controversial or potentially harmful. Vallivue has installed modern and sophisticated blocking software intended to filter out inappropriate material, but it is impossible to completely control all content. While the district cannot control the Internet and other network sources of information, we will strive to provide students and staff with the understanding and skills needed to use Information Technology Systems in an appropriate manner.

PRIVILEGES AND RESPONSIBILITIES

- All users of the district's systems are expected to have read all of the then current, Vallivue School District 139 Information Technology Acceptable Use and Internet Safety Policy and Administrative Directive. By using any part of the system, each user signifies understanding and acceptance of all of its terms and conditions. (This or a similar notice will be distributed among staff and will be posted conspicuously near usual points of use and posted on the Vallivue Website.)
- Below the sixth grade, district acceptable use policies and procedures of the appropriate level will be included in the technology education objectives for each grade. At these grade levels district staff will be directly responsible for all student use and compliance with the Vallivue School District 139 Information Technology Acceptable Use and Internet Safety Policy and Administrative Directive. Elementary School Principals will develop a common statement of rules and/or permissions appropriate to technology use in the elementary schools and submit it to the district administration as an addendum to this document.
- No student above the fifth grade level may use the system without certifying in writing that they have read, or have had read to them and/or explained to them, and do understand the current Vallivue School District 139 Information Technology Acceptable Use and Internet Safety Policy and Administrative Directive. Each student must also have the written permission of a parent or guardian who also certifies that they have read, or have had read to them and/or explained to them, and do understand the current Vallivue School District 139 Information Technology Acceptable Use and Internet Safety Policy Administrative Directive.

- Use of the Information Technology Systems must be for educational purposes only and be consistent with the District's mission.
- The district will monitor and review all access and activities. Access may be denied, revoked, or suspended to specific users at anytime because of activities that violate this Policy or community standards.

## SECURITY

The administrators and support personnel of the Information Technology System are employees of the district and are assigned the responsibility of monitoring activity on the system. All users of the Information Technology System will be given a unique user account and password. The account and password are used to control and monitor access and use and are of primary importance in the security of the system.

- Your account and password must remain confidential and cannot be shared with anyone else.
- If you suspect that either the account or the password has become known by someone else, you must report that fact immediately to the system administrator.
- You must not allow any other person to use any workstation that has been logged in with your account and password.
- You must not use any workstation that has been logged in with someone else's account and password.
- Users may not leave a workstation unattended while it is open to their account.
- If a user feels that he/she can identify a security problem on the Information Technology System, the user shall notify a systems administrator and shall not demonstrate the problem to others.
- Users shall be required to change passwords regularly and shall immediately notify a systems administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
- No user may attempt to gain unauthorized access to any computer network service or facility, nor attempt to go beyond any authorized access. This includes accessing, or attempting to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of Vallivue School District or any other entity's system, whether or not the intrusion results in verifiable harm. These actions are illegal, even if only for the purposes of "browsing".
- Attempting to infiltrate a computing system and/or damage software components is punishable by law.
- From time to time Vallivue systems administrators will issue warnings, instructions and/or actions to be taken in relation to a virus or other threat or adjustment to the system. All system users have a responsibility to respond immediately and completely to such communications.

## ACCEPTABLE USE

- Users may not use the System to transmit any material (by email, uploading, posting, or otherwise) that, intentionally or unintentionally, violates any applicable local, state, national, or international law, or any rules or regulations promulgated thereunder.
- The System may not be used for private or commercial purposes. Using the system to make offers to sell or buy products, items, or services, or to advance any type of activity such as “pyramid schemes,” “ponzi schemes,” or “chain letters” is prohibited.
- The Information Technology System may not be used in a way that would impair the use of the system by others.

### III. ACCEPTABLE USE (continued)

- Users may not use the System to transmit any material (by email, uploading, posting, or otherwise) that threatens or encourages bodily harm or destruction of property or that harasses another.
- Users may not swear, use vulgarities, or any other inappropriate language.
- The privacy of others must be respected by all users.
- No user may upload, download, or install software into any district system except under the direction of a technology administrator.
- No privately owned computers, printers or other devices may be attached to the district system except by support personnel when they have been authorized to do so by the Information Systems Administrator.

### IV. SAFETY

- It is the responsibility of all employees to observe student Internet use and to promptly report any activity that could jeopardize the personal safety of any student. This is the primary system safety mechanism. Monitoring, auditing and filtering alone are not sufficient to guarantee student safety.
- No student of any age may use the district Information Technology System except under the direction and supervision of a staff member.
- Student Internet users may not reveal any personal information such as home address, telephone number or name, to anyone on the Internet.
- Student users will not participate in any “chat” activity.
- Student users will not make arrangements to meet with anyone they have “met” on the Internet.
- Students will not be issued personal e-mail accounts and are prohibited from using Instant Messaging, peer-to-peer networking sites, social networking sites, Web-based e-mail and similar utilities and services that represent an exposure to unfiltered or uncontrolled information or communication sources except for school sanctioned accredited learning activities.

- Anyone that attempts to circumvent the district's content filter is in direct violation of this Acceptable Use Policy.
- Student users will promptly disclose to their teacher or other school employee any message or material they receive or observe that is inappropriate or makes them feel uncomfortable.

## V. COPYRIGHT

- It is the intent of the Vallivue School District that this school district adheres to the provisions of the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines. This policy specifically includes respecting all computer software copyrights and adhering to the terms of all software licenses to which the district is a party. The district does not condone the illegal use or reproduction of copyrighted materials in any form. Unauthorized duplication of software may subject users and/or the district to both civil and criminal penalties under the United States Copyright Act. The district does not permit any employee to use software in any manner inconsistent with the applicable license agreement. Employees who willfully disregard this policy, do so at their own risk and assume all liability.
- Users may not use, transmit or copy any material (by email, uploading/downloading, posting, or otherwise) that infringes any copyright, trademark, patent, trade secret, or other proprietary rights of any third party. This includes, but is not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software. A user may download or redistribute such material only with the express written permission of the owner or authorized person or as provided by the fair use exception to the copyright laws.
- No computer software, including "Shareware" or "Freeware", shall be placed on any system connected to Vallivue's Information Technology System by any user. All software installed on district systems must be installed by authorized support personnel, or under their direction.
- Software management duties will be assigned to a staff member who will supervise software use and licensing and maintain records and copies of regulations, policies, information sources and guidelines related to copyright issues.

## VI. ELECTRONIC MAIL

- E-mail is not a secure nor private system and any transmitted material may at times be viewed by others. There is no guarantee of confidentiality. Users should carefully evaluate the content of all intended e-mail and not use the system to transmit confidential, private or sensitive information. There are other ways to transmit necessary confidential or private information within the district using the system. An appropriate procedure may be set up by a systems administrator upon request.
- Systems administrators will not intentionally inspect the contents of E-mail sent by one user to an identified addressee. Nor will they disclose e-mail contents unless required to do so by law or by policies of this district, or to investigate

complaints regarding E-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on this district's Information Technology System.

- Users may not use the e-mail services to transmit any commercial email or bulk email except for school or district approved activities.
- E-mail service is provided to support education and the mission of the school district. Forwarding received mail or attachments to others is prohibited unless it contributes to the education of students and the mission of the district.
- Users who subscribe to any list serve must report the subscription to the systems administrator within twenty four hours of subscribing. When a list is unsubscribed, notice must also be provided to the systems administrator.
- Users are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not tended regularly by the users.
- A canceled Information Technology System account will not retain its E-mail access.

#### VII. WEB PAGES

- All web pages are to be educational in nature and directly related to the mission of the district.
- Web pages may not express personal views, promote commercial ventures, nor contain graphics or writing, which may be distasteful to others.
- Web pages may not display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor may they encourage the use of controlled substances or any other activity that is contrary to school and community standards.
- Hyperlinking to a personal web site is not permitted.
- The content of all web pages will be subject to review at any time.

#### VIII. DISK USAGE

- The system administrators will set quotas for disk usage on the network system.
- Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request the designated administrator shall review the space available, and the reason for the request. A user who remains in noncompliance of disk space quotas after (7) days of notification will have the files removed by a system administrator.
- All student home directories will be deleted at the end of each school year. It is the responsibility of the student to transfer any files they wish to keep to other storage devices.

- The system administrator may delete staff home directories that exceed their quota limits. The system administrator will delete home directories of staff members no longer employed by the district.
- Users are expected to practice good file management by removing files and directories that are no longer needed.

#### IX. VANDALISM

- Users may not attempt to harm or destroy data or programs of another user, the district Information Technology System, or other Information Technology Systems. This includes, but is not limited to, the uploading or creation of computer viruses. Any attempt to damage or modify any part of the computer system or hardware, specifically including mice, keyboards, speakers, disk drives, monitors, and printers is prohibited.

#### X. DISCIPLINE PROCEDURE

- As much as possible, violations of this acceptable use policy will be monitored and prosecuted at the attempt level. This means that attempting to violate this policy is in fact a violation of the policy itself and will be considered as much an infraction as an actual violation.
- Users of the district Information Technology System who are found to be in violation of the Vallivue School District 139 Acceptable Use and Internet Safety Policy will be referred to the Vallivue School District administration and/or local and state law enforcement for follow up and possible disciplinary action.

#### X. DISCIPLINE PROCEDURE (continued)

- The system administrator may temporarily suspend a user's access to, and use of, the Information Technology System upon any violation of this policy. Access will remain suspended until the system administrator is directed by the appropriate administrative authority to reinstate the account.

#### XI. SOURCES

- This Vallivue School District 139 Acceptable Use and Internet Safety Administrative Directive is authorized and required by Vallivue School District Policy 603.12, adopted by the Board of Trustees on March 12, 2002.
- The Computer Fraud and Abuse Act, first enacted in 1984 and revised in 1994, makes certain activities related to certain classes of computers and computer systems illegal. These activities may range from knowingly accessing a computer without authorization or exceeding authorized access to the transmission of a harmful component of a program, information, code, or command. [Http://post.wwstout.edu/s/stenberge/computer\\_fraud\\_abuse\\_act.htm](http://post.wwstout.edu/s/stenberge/computer_fraud_abuse_act.htm)
- The Software & Information Industry Association is an industry "watchdog" that represents more than 1200 software related companies. This association tracks down and prosecutes software piracy cases at every level and has been very successful. They also publish a great volume of explanatory material as well as suggested practices. [Http://siia.net](http://siia.net)

- The Library of Congress and the U.S. Copyright Office publish copyright laws, explanations, case law and related pending legislation. [Http://loc.gov/copyright](http://loc.gov/copyright)
- Larry Magid, syndicated columnist for the Los Angeles Times and a CBS News Technology Analyst maintains a website centered on the safe use of the Internet by minors. [Http://safekids.com](http://safekids.com)
- The district technology support office at Vallivue High School will maintain copies of documents from these sites as well as other related materials.