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FACULTY & ADMINISTRATION

ADMINISTRATION

Mr. Jeffrey S. Gee.....Principal

OFFICE PERSONNEL

Mrs. Rachel Olsen.....Secretary/Attendance
Mrs. Stephanie Jones.....Secretary/Bookkeeper

TEACHING FACULTY AND SUBJECTS

Adams, Scott.....Social Studies
Anthony, Janice.....Family/Consumer Science
Clemens, Jason.....Vocational Agriculture
Cook, Sharla.....Math
Drake, Keith.....Science
Harrison, DeeHealth/P.E.
Harrison, Kim.....Vocational Business
Hill, Brett.....Math
Hunt, Peggy.....Counselor
Jolley, Darvel.....Social Studies
Jolley, Scott.....Special Education
Jones, Marsha.....Music
Miles, Michelle.....English
Portela, Stewart.....Science
Rodriguez, JoeVocational Technology
Roghaar, Tia.....English
Tucker, Paula.....English
Williams, Kim.....Math

AUXILIARY PERSONNEL

Beckwith, Kathy.....Aide
Bolinder, Kitty.....Library/Aide
Goodson, Fawn.....Tutor/Aide
Holder, Jody.....Aide
Reid, Billie.....Aide

RECEIPT OF HANDBOOK

I have received a copy of the **Firth High School Student Handbook** for the 2009-2010 school year.

I understand that the handbook contains information that my child may need during the school year.

I understand that all students will be held accountable for their behavior and will be subject to consequences outlined in the handbook.

Student Grade_____

Student Name_____

Student Signature_____

Parent Signature_____

Date_____

WELCOME

- 3.07 **Stealing, larceny, grand theft.** The intentional, unlawful taking, concealing and/or carrying away of property valued at \$100 or more belonging to, or in the possession of, another.
- 3.08 **Robbery.** The taking of money or other property which may be the subject of larceny from the person or custody or another by force, violence, assault, or putting in fear of same.
- 3.09 **Burglary of School property.** Entering or remaining in a structure or conveyance with the intent to commit an offense their in during the hours the premises are closed to the public.
- 3.10 **Criminal mischief.** Willful and malicious injury or damages that are in excess of \$100 to the public property, or to real or personal property belonging to another.
- 3.11 **Inciting or participating in major student disorder.** Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others.
- 3.12 **Explosives.** Preparing, possessing, or igniting on School Board property explosives likely to cause serious injury or property damage.
- 3.13 **Bomb threats.** Any such communication to a School Board employee which has the effect of interrupting the educational environment.
- 3.14 **Sexual acts.** Acts of sexual nature, including but not limited to battery, intercourse, attempted rape, or rape.
- 3.15 **Possession of firearms.** Any firearm which will or is intended to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver or any such weapon and firearm muffler or firearm silencer; and destructive device.
- 3.16 **Any other violation which the administrator or designee reasonably deems to fall within the category.**

Disciplinary action – Class 3

Suspension and recommendation for expulsion by the school administrator, as authorized in the procedures outlined. Pending final determination of the matter by the school board, the school may extend the suspension or add seven days.

Welcome to Firth High School. We hope you have a positive experience while you attend our school. We encourage you to read and refer to the information in your handbook. We urge you to remember the freedoms and the responsibility you have in making wise and prudent decisions regarding your educational endeavors. The staff, faculty, and administration are here to help you take advantage of all the opportunities afforded to you at Firth High School.

Firth High School is a place where the beliefs, feelings, and culture of all stakeholders will be respected and dignified. We are proud of our school, and hope that students can develop positive character traits through the example of others. You can expect consistent policies with appropriate consequences promptly administered.

Parental involvement in school is strongly encouraged; teachers cannot replace parents. Student's whose parents are involved in their education are most often better students and are more successful in future aspects of their lives.

Please study the information contained in this handbook. Use this as a tool to help you be successful at Firth High School. Good luck in all of your endeavors during this school year.

Sincerely,

Jeffrey S. Gee

Jeffrey S. Gee
Principal FHS

Mission

Firth High School is committed to student success.

Vision

Firth High School is committed to providing a quality educational experience for all students. The school will provide a safe learning environment where students are encouraged to work collaboratively, communicate effectively, think critically and problem solve through a variety of curricular and extracurricular activities.

SCHOOL GOALS

1. Meet varying academic needs of students.
2. Enhance student learning.
3. Incorporate technology in the classroom.
4. Increase use of ISAT test scores for student productivity.
5. Recognize student achievement.
6. Increase student awareness of career skills and opportunities.
7. Achieve continuity in the scope and sequence of curriculum.
8. Enhance social development through cooperative learning, varied curriculum and extracurricular activities

LIBRARY

The library shall remain a study area, and as such, must be quiet. Students are encouraged to use the library for checking out books, magazines, resource materials, and for study. Material checked out should be returned on time to allow others access to the same material.

Library privileges may be lost due to inappropriate use of the library, poor conduct, or improper care of library materials.

advantage whatsoever; or with the intent to compel the person threatened, or any other person, to do any act or refrain from doing any act against hi/her will.

Note: completion of that treat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a class III offense.

2.14 Offensive touching of another person.

2.15 Written or verbal reference to or propositions to engage in sexual acts.

2.16 Inciting to riot or unapproved assembly.

2.17 Any other violation which the administrator or designee reasonably deems to fall within the category.

Disciplinary action – Class 2

First Offense

Morning detention and/or extended work assignments before or after school and/or suspension for 1 -3 days.

Subsequent Offenses

Suspension for 3 -5 school days. Special circumstances may warrant a recommendation for expulsion. If so recommended, the expulsion procedures listed will follow.

Major Offenses – Class 3

3.01 Aggravated battery. Intentionally causing great bodily harm, disability, or permanent disfigurements; use of a deadly weapon.

3.02 Discharging any pistol, rifle, shotgun, air gun, or such device.

3.03 Possession of weapons. A switch-blade knife or any knife; metallic knuckles, tear gas gun; chemical weapons or device; or any other weapon, instrument or object, with the intent to do harm.

3.04 Drugs. Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, or alcoholic beverages. Tobacco is considered a drug, and those using tobacco while at school will be referred to court.

3.05 Battery upon school district employee. The actual unlawful, intentional use of physical force or striking or a School Board employee against his/her will, or the intentional causing of harm against a school board employee.

3.06 Arson. The willful and malicious burning of any part of a building or its contents.

Subsequent Offenses

In-school disciplinary actions, such as probation, morning detention, or suspension, at the discretion of the administrator or designee. Special circumstances may require a referral to the Superintendent or designee.

Intermediate Offense – Class 2

- 2.01 Battery upon students.** Intentionally using physical force or striking another student against the will of the other, or intentionally causing bodily harm to an individual.
- 2.02 Defiance of School Board employee’s authority.** Any verbal or nonverbal refusal to comply with a lawful direction of a school board employee or volunteer worker.
- 2.03 Use of obscene manifestations (verbal, written, or gesture) towards another person.** Sexual harassment of others, either verbal or written, will not be tolerated.
- 2.04 Possession and/or use of tobacco products or paraphernalia.** Possession on the person, in locker, or desk, or in other effects of the student.
- 2.05 Simple assault on School Board employee.** The intentional, unlawful threat by word or act to do violence on the person of an employee, coupled with an apparent ability to do so, and the doing of some act which creates a well-informed fear in such person that violence is eminent.
- 2.06 Unjust activation of a fire alarm system.**
- 2.07 Stealing, larceny, petty theft .** The intentional, unlawful taking, concealing, and/or taking away of property valued at less than \$100 belonging to, or in the lawful possession of custody or another
- 2.08 Possession of stolen property .** With the knowledge that it is stolen.
- 2.09 Trespassing .** Willfully entering or remaining in any structure without being authorized, licensed, or invited; or having been warned by an authorized person to depart, refusing to do so.
- 2.10 Vandalism .** Intentional action resulting in injury or damages of less than \$100 to public property or the real or personal property of another.
- 2.11 Fighting .** Any physical contact between two or more individuals.
- 2.12 Possession and/or igniting or fireworks or grounds or buildings .**
- 2.13 Threats, extortion .** Verbally or in writing maliciously threatening injury to the person, property or reputation of another, with intent to extort money or any pecuniary

BELL SCHEDULE S

Daily Schedule

First Bell	8:08 a.m.	
1 st Hour	8:13 a.m.	9:15 a.m.
Nutrition	9:15 a.m.	9:30 a.m.
2 nd Hour	9:30 a.m.	10:32 a.m.
3 rd Hour	10:36 a.m.	11:38 a.m.
4 th Hour	11:42 a.m.	12:44 p.m.
Lunch	12:44 p.m.	1:19 p.m.
5 th Hour	1:19 p.m.	2:21 p.m.
6 th Hour	2:25 p.m.	3:27 p.m.

Morning Assembly Schedule

First Bell	8:08 a.m.	
1 st Hour	8:13 a.m.	9:05 a.m.
Nutrition	9:05 a.m.	9:20 a.m.
2 nd Hour	9:20 a.m.	10:12 a.m.
Assembly	10:16 a.m.	11:16 a.m.
3 rd Hour	11:16 a.m.	12:08 p.m.
4 th Hour	12:12 p.m.	1:04 p.m.
Lunch	1:04 p.m.	1:39 p.m.
5 th Hour	1:39 p.m.	2:31 p.m.
6 th Hour	2:35 p.m.	3:27 p.m.

Early Release Schedule

First Bell	8:10 a.m.	
1 st Hour	8:13 a.m.	8:52 a.m.
2 nd Hour	8:56 a.m.	9:33 a.m.
Nutrition	9:33 a.m.	9:48 a.m.
3 rd Hour	9:48 a.m.	10:25 a.m.
4 th Hour	10:29 a.m.	11:06 a.m.
5 th Hour	11:10 a.m.	11:48 a.m.
6 th Hour	11:52 a.m.	12:30 p.m.
Lunch	12:30 p.m.	1:00 p.m.

STUDENT ATTENDANCE

Students enrolled at Firth High School have a responsibility to attend school under State Law. Parents have the responsibility to assure that their students get to school on time and keep their absences to a minimum. Attendance at school is vital to academic success.

The school will present accurate attendance information to parents and will hold students accountable for their actions. At the beginning of each trimester teachers will review the attendance policy and consequences for noncompliance. **No credit will be granted to students missing more than six days per trimester**. It is the responsibility of any student missing more than 6 days to appeal, in writing, to the attendance committee for possible reinstatement of credit at the end of the trimester in which the absences occur.

The only absences that will not be used in calculating attendance records are:

1. School sponsored activities .
2. Bereavement in the immediate family.
3. Subpoenas
4. Illness or hospitalization verified by a doctor's statements.

(Firth School District Policy #3040 and 3050)

TRUANCY

Truancy occurs when a student is NOT in his/her assigned place without prior proper verification/permission from the school or a parent. Students who are truant will be referred to the office to face disciplinary action.

1 st Truancy	Parent Contact and Detention
2 nd Truancy	Conference and Possible Suspension
4 th Truancy	Possible Expulsion Recommendation

TARDIES

Students are considered tardy if they are not in the appropriate class and are not following the teacher's classroom procedures when the bell rings. Tardiness will be dealt with in the following way:

2 nd Tardy	Morning Detention
3 rd Tardy	Morning Detention
4 th Tardy	Parent Conference
5 th Tardy	Suspension

If students are more than 10 minutes late to class, they will be marked absent.

CODE OF STUDENT CONDUCT

Violations of the Code of Student Conduct are grouped in three classes- minor, intermediate, and major. Each classification is assigned a disciplinary procedure which is to be followed by the administrator or designee, who shall hear the student's explanation and consult further with school personnel, if necessary, before determining classification of the violation. Each teacher will deal with classroom disruptions with in-class disciplinary actions.

DISCIPLINE LEVELS AND CONSEQUENCES

The following is not an all-inclusive list of discipline issues that may occur, therefore, the administration will implement consequences as deemed appropriate.

Minor Offenses -Class 1

- 1.01 Assault or harassment of student.** The intentional, unlawful threat by work or act to do violence to another student, combined with an apparent ability to do and doing some act which created a well-formed fear in the person that such violence is imminent.
- 1.02 Intentionally providing false information to a school board employee.** Including, but not limited to, student informational data and information directly related to school business.
- 1.03 Using profane or obscene language conduct, and/or gesture.**
- 1.04 Illegal organization.** Participation in fraternities, sororities, and secret societies.
- 1.05 Excessive tardiness.** Repeatedly reporting late to school or class.
- 1.06 Nonconformity to dress code.**
- 1.07 Inappropriate public displays of affection.**
- 1.08 Unauthorized absence from class or school.**
- 1.09 Excessive distractions of other students.** Any behavior which disrupts the orderly educational process in the classroom or other school functions.
- 1.10 Any other violation which the administrator or designee reasonably deems to fall within the category.**

Disciplinary action – Class 1

First Offense

In school conference and parental contact when warranted. Specific circumstances may warrant disciplinary action outlined under subsequent offenses.

emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. **IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.**

School District Policy 3265(A2)

CHECK IN/CHECK OUT

Students who arrive at school after the starting time will be expected to check in at the office. Failure to do so may result in the student receiving a truancy for the period(s) missed. In order to be excused from the truancy the office must have a parental note or phone call; upon arrival giving the reason for the lateness. **A parent note or phone call does not excuse the tardy.**

After a student arrives at school, they must report to the office and sign the check out sheet before leaving the school, this includes work release students. **The only time a student may leave without checking out is lunch**. Prior to a student checking out of school a parent/guardian must contact the school in person, by phone, or with a verified note stating where the student will be going, and when they should return. The student must check back into school **immediately** upon their return. Students enrolled in "release time" must check out through the attendance office if their absence will extend into their regular day.

MAKE UP WORK

Students who are absent from school will be given the opportunity to make up the work that they missed providing the absence meets the attendance regulations.

- If an absence is pre-approved or a student is suspended, work should be collected prior to the absence, and the work will be due upon the student's return to school.
- In the case of other absences students will be allowed one day for each day absent plus one additional day to make up work.
- All work assigned before an absence of any type is due upon the student's return to school.

DRESS STANDARDS

The personal dress and appearance of students is left to the good taste and discretion of the individual student and his/her parents or guardian. However, student dress must meet the following guidelines:

- All clothing shall be neat, clean, untornd, and appropriate to the circumstances. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tend to disrupt class and/or which reduces attentiveness in class.

Students will be excluded from attending classes, or participating in school related activities that are held on school property, when, in the opinion of the administrator or staff any of the following are worn:

- A. Underwear as outerwear or clothing that reveals underwear
- B. Shorts and skirts shall be no shorter than two inches above the knee.
- C. The body shall be covered; no bare midriffs, shirts should have sleeves; no tank tops, spaghetti strapped shirts, see through or unlined shirts are not acceptable.
- D. Clothing, jewelry, or body art that promotes gang activity advertises alcohol, tobacco, or illegal drugs, displays obscene/immoral pictures, slogans or statements or represents anti-social behavior.
- E. Excessively tight clothing
- F. Sagging clothing—sagging is defined as wearing the waistband of pants, shorts or skirts below the natural waistline. A belt is required for oversized pants
- G. Shoes must be worn in all instances
- H. No hats of any kind may be worn in the building.
- I. No spikes or heavy chains may be worn

GRADING PROCEDURES

Students shall be evaluated in terms of letter grades (A, B, C, D, F, and NC) including the use of appropriate plus and minus grades. A NC carries zero points (the same as an F) for GPA purposes.

Students who believe their grades should be adjusted, and those receiving an incomplete (I) on their report card have two weeks from the last day of the trimester to have their grades corrected. After that date no changes may be made to a report card.

GRADING SCALE

A	93-100	A-	92-90	B+	87-89
B	86-83	B-	82-80	C+	77-79
C	73-76	C-	72-70	D+	67-69
D	66-63	D-	62-60	F	59-0

LOCKER ASSIGNMENTS

Lockers are provided for the students as a service to help keep books, papers, and coats organized. Students will be assigned lockers and must keep the assigned locker for the entire year. If a lock or locker is damaged the student will be responsible for payment.

VIOLENCE AND HARRASSMENT

Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. Incidents of violence or harassment, physical and/or sexual harassment or any unwelcome comment or gesture with regard to another person's appearance, gender or race should be reported to the administration.

SEARCH AND SEIZURE

A student may be searched on school grounds by an administrator or designee if the administrator has reasonable belief that he/she has something illegal, harmful to the safety of others, or potentially disruptive in their possession. In addition, school personnel have right to search lockers or any other part of the school if they have probable cause. Cars parked on school property may also be searched if it is deemed necessary.

Confiscated items may be returned to a parent/guardian at the discretion of the administration.

SUSPENSION

A student may be suspended for violation of any school rule set up by the Board. In the absence of a Board rule the administration may choose to suspend for a particular behavior if they feel it is in the best interest of the school. An informal hearing will be held and the students may state their case regarding the incident. Parents/guardians will be notified by phone or in writing of the suspension and a meeting will be held for reinstatement

EXPULSION

The Board may deny attendance at any of the schools in the district to any pupil who is a habitual truant, or who is incorrigible or whose conduct, in the judgment of The Board, is such as to be continuously disruptive to the educational setting or whose presence in a public school may be detrimental to the health and safety of other students and staff.

ELECTRONIC DEVICES

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cellular telephone, pager/beeper or other related electronic devices on school property. The device shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an

the classroom, not inconsistent with any statute or rule or regulation of the board.”
(Idaho Code)

STUDENTS WITH DISABILITIES

A student in special education is subject to the same disciplinary procedures as any student for behavioral consequences and short-term suspensions, approximately 10 days in a school year, unless noted differently in the student’s Individualized Education Plan. Students with disabilities are guaranteed a Free Appropriate Public Education (FAPE) by federal laws, such as the Individuals with Disabilities Education Act. For students in special education, disciplinary measures must always take into account the student’s right to FAPE. A student in special education may be suspended for extended lengths of time, beyond the 10 school days, or expelled if the misconduct is not related to education as defined in the student’s Individualized Education Plan and with access to the general curriculum. The district will follow procedures for students with identified disabilities as defined by federal laws and the *Idaho Implementation Manual for Special Education* . These procedures may involve:

- Assessment of the student’s behavior (Functional Behavioral Assessment).
- Design and implementation of a behavior plan that may alter usual consequences for misconduct, as well as, describe procedures to attempt to alleviate the behavior.
- Manifestation determination to determine the relationship between the student’s misconduct and the student’s disability, when needed.
- Placement in Alternative Educational Settings for weapons and drug violations.
- Removal from school through a court injunction for behavior that is dangerous to the student or others.

When a student in special education breaks the law, the district will report the misconduct to appropriate law enforcement agencies. Subsequent court actions may unilaterally remove the student from placement within the district. When the discipline of a Special education student results in removal from school for 20 or more days, the principal will notify the director of special education.

EMERGENCY DRILLS

Emergency drills are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly, clearing the building by the prescribed route. The teacher in each classroom will give students necessary instructions for leaving the building.

VISITORS

All visitors to the school must check in at the office upon arrival and obtain a visitor badge. **Only students registered at Firth High School or Firth Middle School may be on campus during school time.**

HALL PASS

Students must obtain a hall pass from their teacher in order to be in the hall during class. Those students without a pass will be sent back to class.

RELEASE TIME

Students who participate in release time are required to exit the building before the tardy bell rings. Students who remain in the building will face disciplinary action.

PARENT-TEACHER CONFERENCE

Parents should never be in doubt about their student’s progress. Parents are notified of the student’s progress through the use of the district student data system, PowerSchool, report cards, and personal contact with teachers. Parent teacher conference will be held once each trimester and all parents are invited to come and meet with their student’s teachers. Parents and students who are interested in accessing PowerSchool from home can call the office and get their username and password.

ACCIDENTS

There is a possibility that a student may be injured during the school day. In case of an accident, the following procedures will be followed:

1. All accidents should be reported to the teacher in charge, or to the office.
2. An accident report provided by the Principal’s office should be filled out on the day of the accident.
3. **If medical attention is required, parents/guardians will immediately be notified and the correct procedure for the injury will be followed.**

MOTORIZED VEHICLES

No student is allowed to use vehicles during school hours except at lunch unless permission is granted from the principal. Students who bring a vehicle to school are not allowed to go to the vehicle during the school day. **All vehicles should be locked and parked in designated student parking areas . Student parking is restricted to the back parking lot; students may not park in the bus lane or in front of the school.** Students not following parking rules or driving in a reckless manner may lose their driving privileges and be cited by the police.

LUNCHROOM POLICY

A nutritious lunch is served in the cafeteria each day at an affordable price. Students who bring lunches from home may eat in the lunchroom area. Food is to be eaten in the cafeteria area and **no food or drinks are allowed in the gym or hallways at any time.**

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege and students who participate are held to high academic, attendance, and behavioral standards. Students must meet State and District academic and behavioral guidelines to remain eligible. Those students not meeting the guidelines will no longer be eligible to participate. Students involved in these activities are required to ride school transportation to the event. When the event has ended the student's parent/guardian may sign them out on a release form provided by the coach. No student may be released to someone other than a parent/ guardian. Phone calls and notes will not be accepted.

All students participating in extracurricular activities must purchase an activity card, pay their participation fee and turn in all paper work prior to involvement in their first activity.

SPORTSMANSHIP

All Firth High School students and guest are expected to display good sportsmanship during extracurricular events. Good sportsmanship includes, but is not limited to:

1. Show courtesy to all players, fans, coaches, cheerleaders and dance teams.
2. Exercise self-control; respect and abide by the decisions of officials.
2. Taunting other teams, coaches, and fans is unacceptable.
3. Display character in your every action.
4. Learn to win with character and lose with dignity.

Those students, patrons, and fans that are unable to abide by the rules of good sportsmanship will be required to leave and may lose their right to continue to attend Firth High School extracurricular events.

BEHAVIOR AND DISCIPLINE

Each school in Firth School District will comply with the provisions of the disciplinary policy, with due consideration to the age, maturity of the student, and circumstances that exist at the level of occurrence. The school principal will keep appropriate records on student misconduct and disciplinary actions taken.

MAINTANANCE OF ORDERLY CONDUCE

The district, through its agents, officers and employees, is responsible for maintaining a safe, orderly environment for the process of education. Students should conduct themselves in an orderly manner and comply with reasonable requests of school personnel. School personnel should, in turn, extend to students the same respect and courtesy which they as employees have the right to expect. All school personnel are equally obligated to correct student misconduct in a consistent manner when students are under school jurisdiction.

A student whose misconduct interferes with the rights of other students or adults, or brings discredit upon themselves or the school district, will be disciplined in accordance with school district, local, and state rules and regulations as set forth. The building administrator(s) or their designee is responsible for the application of consequences for student misconduct.

Student conduct that violates state or federal law will be referred to the appropriate law enforcement agency.

Idaho Code provides for the power and duties of teachers and we, as a district, extend that responsibility to all district employees.

POWERS AND DUTIES OF TEACHERS

"In the absence of any statute or rule or regulation of the Board, any teacher employed by the District shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the Board in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern