



**PRAIRIE JUNIOR/SENIOR HIGH  
SCHOOL  
STUDENT HANDBOOK  
2022-2023**

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## HAVING A VISION OF WHAT CAN BE...

The goal of Prairie Junior/Senior High School is to provide students with a quality environment that allows for students to gain an education that furthers their personal advancement and career opportunities. As we believe education is the key to success in our society and in life, we will promote high standards of achievement for our students so that they may have options and opportunities in their lives. We are all a part of the same future. To say that we are not all connected in life is to say that only half of the ship is sinking and that the other half will sail on. Our success and your future is determined in these halls. Make the most of your opportunity today.

### MISSION STATEMENT

We will create, deliver and responsibly manage opportunities for all children to learn every day and become contributing citizens.

These opportunities will be developed in partnership with the community and will be provided in a safe and supportive environment utilizing current technology.

#### School Motto:

Every Student Learning Every Day

#### Our Values:

Respect, Dignity, Honesty, Responsibility and Teamwork



### COMMON SCHOOL EXPECTATIONS

One of the major goals of our school is to prepare students for the future and have them become productive citizens. To meet this end, we have the following expectations for our entire student body. If a student meets these expectations, he/she will be successful in school, and hopefully will be prepared to be a successful citizen of our country.

**1. Safety—We are responsible for taking care of each other.**

Students will act in appropriate ways to provide for the safety of others and themselves.

- a. No hazing of fellow students—Harassment and hazing of students is inappropriate. STUDENTS WILL BE DEALT WITH ACCORDINGLY!
- b. Physical violence towards anyone will not be tolerated.
- c. Weapons of any kind including, guns or knives or anything that could be considered a weapon are not allowed on school property.

- d. Drive in a safe manner.

**2. Respect—Treat everyone as you would like to be treated.**

- a. Treat adults/school visitors in a proper manner.
- b. Speak respectfully, use respectful language to adults and students,
- c. Dress and Attire—Students will wear clothing that is appropriate to the school setting.
- d. Students will eat and drink food in the cafeteria only, the only exception would be club meetings scheduled ahead of time in their classrooms. **Water** is the only thing allowed in the classrooms in a secured water bottle.
- e. Students will use appropriate social manners while eating or drinking.
- f. Students are responsible to keep the eating areas picked up and clean. Please:
  - 1) Place trash in appropriate containers.
  - 2) Return trays to appropriate place in cafeteria.
  - 3) Do not leave cafeteria after breakfast break or lunch with any food or drink.

**3. Responsibility—We are responsible for our actions.**

- a. Promptness—Students need to report to class on time, be seated and ready to work when the bell rings.
- b. Preparedness for class—Students need to bring appropriate materials to class and have homework completed.
- c. Attendance is important to student success; students are required to be in class every day.
- d. Students will try to prearrange all excusable absences
- e. Absences that can't be excused by prearrangement must be cleared by parent contact and be excused by the school within 48 hours upon return to school.
- f. Students will not use, sell, possess, or be under the influence of drugs or alcohol on school grounds or at a school-sponsored event.
- g. Students will not use, sell or possess tobacco products on school grounds or at a school-sponsored event.

**4. Appropriate Conduct and Behavior**

- a. Students will follow teacher's individual classroom rules.
- b. Students will follow appropriate directives from teachers.
- c. Students will be on task in the classroom.
- d. No public displays of affection (nothing beyond hand holding and greeting hugs)
- e. Proper decorum in and out of the classroom (no roughhousing, running, etc.)

**5. Involvement with activities** - Students are encouraged to work toward the betterment of the school through involvement in school programs such as student government, class activities, and other school group activities and are encouraged to maintain positive, sportsman-like conduct at all activities/events.

Elastic Clause--The day-to-day operation of PJSHS is governed by site-based policies developed by its staff. The rules in this handbook address basic school policies and are not meant to be exhaustive or complete. No group of rules can possibly anticipate every issue that may develop during a school year. The staff of PJSHS reserves the right to address and regulate situations as they arise.

The school mascot is the PIRATE. The school colors are: SCARLET RED AND WHITE WITH BLACK TRIM. The school-fight song: THE PIRATE FIGHT SONG. This is an original piece of music written especially for this school by a former Prairie High School music teacher, Mary Jenny. The words are:



There were some PIRATES who came on bold and strong  
There were some PIRATES who rode the foam  
And when they hoisted the flag on that PIRATE SHIP  
They took a victory home.  
Now all you PIRATES who fight for PRAIRIE HIGH  
We're all here to say  
Fight with all of your might  
And take the RED AND THE WHITE down the floor to victory!

# ATTENDANCE

The rules and regulations set forth in this section are for the benefit and protection of all students at PJSHS. They are established in order to provide a safe, orderly and productive environment for the conduct of all classes and activities. You are responsible for knowing and following these rules and regulations.

All students are expected to attend school regularly and to be on time for classes per School District #242 policy and the State of Idaho attendance rules.

## **TRUANCY**

Enrolled students found to be absent from school or classes for reasons other than those permitted by policy or state law shall be considered truant.

Specifically, students shall be considered truant if they:

1. Are absent from school without parent or guardian permission,
2. Are absent from class or classes without permission although on school grounds,
3. Leave school grounds without administrative authorization or leave class without permission of the teacher or principal.  
**YOU MUST HAVE EITHER PARENT PERMISSION OR PERMISSION FROM A SCHOOL OFFICIAL BEFORE YOU SIGN OUT. Failure to sign out in the office before leaving campus will result in disciplinary action.**
4. Obtain permission to leave school or class for a specific reason and do not comply with the specific reason
5. Leave school or class due to illness without reporting to the school office.

In the event of a student's truancy, the principal or designee shall:

1. Notify the parent or guardian and the student of the alleged truancy
2. Conduct a review of the alleged truancy with the parent or guardian within three days at a time and manner selected by the principal
3. Review state and district attendance requirements and consequences with the student and parent or guardian.

### **Truancies during the school year shall be subject to the following disciplinary actions:**

- 1<sup>st</sup> Truancy:** Parent contact required. In or out-of-school suspension, 1-3 days. Missed classroom work to be completed outside the regular school day
- 2<sup>nd</sup> Truancy** Parent contact required. Appropriate school action such as in or out-of-school suspension. 1-3 days.
- 3<sup>rd</sup> Truancy** Parent contact required. Suspension: 3-5 days. Parent conference may be required before returning to classes.
- 4<sup>th</sup> Truancy** The student will be referred to the Board with recommendation for expulsion.

**No credit is given for missed tests or graded assignments during a truancy.**

## **ATTENDANCE/TARDIES**

Being tardy to class is unacceptable, disrespectful, and is not allowed. You are tardy when you are not in your assigned seat when the bell rings for each scheduled class. Prairie Junior/Senior High School Tardy Policy states that four tardies are counted as an absence counting against the allowed nine per semester and can be considered as a truancy without a parental excuse being submitted to the office. Students will be referred to the office on the 3<sup>rd</sup> and all subsequent tardies for discipline action, which may include in-school or out-of-school suspension for truancy. An accumulation of **four unexcused tardies counts as one unexcused absence** and will result in discipline for truancy by serving a detention. Being in the hall without a pass during class time may count the same as truancy as determined by administration.

The following are not excusable reasons for tardiness to school:

1. Missing the bus
2. Working
3. Shopping
4. Tardiness to class in order to make up work in another class
5. Oversleeping
6. Car trouble if bus transportation is provided by the school district
7. Socializing with friends between classes.
8. Failure to plan ahead and bring all class related materials.

## 90% ATTENDANCE RULE

Certain kinds of absences are justifiable and will be considered as “excused absences”. Excused absences shall carry no penalty but may be counted as a part of the total absences allowed under the 90 % rule. Students are allowed 2 days to complete and turn in make-up work for each day absent. After that time grades are given with late % reductions or zero credit as determined by the teacher. Work that was due on the date of an absence is due when the student returns to class.

### Cottonwood School District Policy 6050

**In order to graduate from Prairie High School, a student must complete 46 credits. Completion of a course at Prairie High School will be defined as 60% mastery of the material and attendance to include not more than nine absences per semester. These attendance criteria are based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. There is no substitute for regular attendance. It should be recognized that make-up work will not be as beneficial to the student as class attendance and participation in discussions and activities; therefore, every effort should be made not to miss classes. The general welfare of all students is best served by regular attendance.**

1. Students must attend 90 percent of the class days in each course in order to receive credit for the course. A student will be allowed nine absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.
2. Parents/guardians must provide either a written note or a personal telephone call to the school office following any absence. Students are not to be admitted to class without an admission slip from the office. All admission slips shall be dated, written out, and signed by the student in ink.
3. Students will be expected to make up the work missed regardless of the reason for an absence. Such work will be graded and shall become a part of the total grade for the grading period. It shall be the student's responsibility to obtain make-up assignments and complete them in a timely and appropriate manner as prescribed by the instructor.

#### **4. The ONLY absences that WILL NOT be used in calculating the attendance record are:**

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). This includes attendance of funerals and related family needs. Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services. Mandatory court appearances must be verified by the court clerk;  
And
- D. Illness or hospitalization verified by a doctor’s or dentist’s statement.

#### **5. Excused absences include the following and count towards the allowable 9 absences:**

- A. Emergency absences:** such as illness, serious illness, or other unforeseeable occurrences of a similar nature. Parents must notify the school by phone or note to explain the reason for such absences.
- B. Pre-planned family activities:** Parents must provide prior notice to the school for such absences, preferably at least one school week before the absence. When approved by the principal, the student shall then take a permission slip to each of his or her teachers and obtain homework assignments prior to the absence. The permission slip is to be returned to the principal after being signed by the teachers. Pre-planned absences should be avoided during test week at the end of each semester, during scheduled standardized tests, or at other critical times when make-up opportunities may be lost or difficult to achieve.
- C. Miscellaneous absences:** The student’s parents/guardians are to notify the school of these absences and the student should notify his or her teachers in the event of a planned absence for college day for seniors, a medical or dental appointment which could not be made outside of school hours, or other reasons judged acceptable by the principal

#### **6. Absences not covered under any of the above criteria will be considered unexcused.**

Unexcused absences shall include, but not be limited to truancy and temporary suspensions from school. A truant is defined as a student absent from school without authorization from the school or from their parents/guardians. However, the school does

not necessarily have to excuse an absence allowed by the student's parent/guardian for a reason not normally acceptable to the school as a legitimate absence. No credit is given tests or assignments missed due to truancy. Truancies during the school year shall be subject to the following disciplinary actions:

- A. First Truancy: The school shall contact the student's parent/guardian. The student shall receive in or out of school suspension for one to three days. The student must make up any missed classroom work outside the regular school day.
- B. Second Truancy: The school shall contact the student's parent/guardian. The student shall receive in or out of school suspension for one to three days or other disciplinary actions as deemed appropriate by the school.
- C. Third Truancy: The school shall contact the student's parent/guardian. The student shall receive in or out of school suspension for three to five days. The student may be suspended until a parent conference can be held.
- D. Fourth Truancy: The student shall be referred to the Board with a recommendation for expulsion.

**7. Four student tardies will be counted as one absence. Students shall be required to serve detention for a third tardy.**

**8. After five absences and from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.** A similar letter will be sent following a student's ninth absence. Parents will be required to sign and return the letter of notification. Failure to sign and return could be reviewed by the attendance committee.

**9. After going over the tenth absence, the student will have credit withheld.** That student, with parental/guardian accompaniment, must appear before the Attendance Board, consisting of the high school principal, the guidance counselor, and those teachers whose classes the student has exceeded the allowable number of absences. The parent/guardian has ten (10) school days from the date of notification to appeal the loss of credit or denial of promotion. If an appeal is made, it is the responsibility of the student/parents(guardians) to provide substantial documentation that: 1) Clears up unverified absences, unexcused absences or truancies. 2) Illustrates extenuating circumstances that led to excessive absences. 3) Defines health or legal issues preventing the student from attending school.

**10. This Board will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface.**

**11. The Attendance Board can, after hearing a student's/parent's appeal for retention of credit, deny credit or put certain stipulations on a student whose credit will be dependent upon an agreement reached with the student and parents concerning attendance for the rest of the semester.**

**12. Any decision to withhold credit can be appealed to the Superintendent and/or to the Board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided.**

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**13. If the appeal is not granted, the student will remain in that particular class period for the remainder of the semester. If disciplinary problems occur in that subject, the student will be suspended from school.**

**14. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of credit will result.**

**15. The Attendance Board may also decide to make decisions regarding the student's participation in extracurricular activities.**

## **CLOSED CAMPUS**

The school board requires Prairie Junior/Senior High School to have a closed campus, meaning that students are not free to leave the school grounds during the school day including lunch period. A student who has to leave during the day for an approved reason, such as a doctor's appointment, must bring a note prior to leaving or parents need to call the office. The student must sign out in the office informing either the secretary or the principal of his/her destination, purpose for leaving and time of return. As with other absences, students must present a parental excuse and have a signed admit slip before returning to the classes missed. Students are required to bring all assignments, projects etc. to school and will not be excused to leave to get them. Students will not be excused to go off campus for lunch or to run personal errands. Students may not leave in order to give another student a ride somewhere. A violation of these rules will result in disciplinary action. **The Cottonwood School Board policy allows only parents to pick up his/her student during lunch and parents are responsible to return him/her to school.**

## **LEAVING CAMPUS-SIGN OUT PROCEDURE**

Students with written parental permission may leave campus after signing out. No one, other than a parent or guardian, will be allowed to pick up a student during the day unless cleared by the principal or designee.

**Students not following the sign-out procedure will be considered truant.**

# EXTRA CURRICULAR AND ATHLETICS

## ACTIVITY CARDS-UNIFIED DUES

The cost of “Unified Dues” is \$125.00 and covers the cost of the yearbook, student activity card, and class dues. It will entitle you to attend all home athletic events and several other programs sponsored by the student body. All money received from the sale of activity cards goes to the student body activity fund and is used to support the numerous extracurricular activities at PJSHS. Students who participate in any extra-curricular activity including, sports, band, academic bowl, etc. must purchase an activity card. If a student does not purchase “Unified Dues” he/she may pay the following individual fees:

High School Activity Card	\$60.00	High School Yearbook	\$55.00
High School Class Dues	\$15.00	Prairie League Dues	\$10.00
Lunches (Staff)	\$5.50	Knowledge Bowl Dues	\$5.00
Lunches (Grades 7-12)	\$2.95		
Breakfast(7-12)	\$2.00	FFA Dues	\$30.00
Junior High Class Fee	\$10.00	BPA Dues	\$30.00
Junior High PE Uniform	\$18.00	HOSA (if enrolled in med. tech.)	\$30.00
Junior High Activity Card	\$25.00	Band Rental Fee (if taken)	\$35.00 per year

All activity fees must be paid before participation in extracurricular activities.

Junior high students will have an activity cards and will be able to attend junior high and high school activities.

## PRAIRIE JR/SR HIGH SCHOOL EXTRA-CURRICULAR ACTIVITY CODE

### Philosophy and Objectives

Extra-curricular programs are an integral part of the educational programs offered by Prairie Jr/Sr High School. Because extra-curricular activities provide an educational opportunity in the total education of students and may provide motivational links to school success, activity students and coaches/advisors will strive to meet the following, but not limited to, objectives:

- Practice good sportsmanship and citizenship through competition
- Develop a high degree of individual and team skills
- Practice good health and safety habits
- Practice physical, intellectual, and artistic development
- Represent the team, the school, and the community in a positive manner
- Instill and promote a strong feeling of responsibility and loyalty to others
- Develop self-discipline
- Show courtesy and respect

School authorities strive to maintain a healthy atmosphere in all activities and model the above objectives to activity participants.

### Definition

Extra-curricular activities are those which are an extension of the school day. Participation in these activities is not a property right but is a PRIVILEGE. Extra-curricular activities may include, but are not limited to, student body officers, athletics, cheerleading, knowledge bowl, TSA, BPA, and any sport/organization under the auspices of Prairie Jr/Sr High School or Cottonwood School District #242 when course credit is not involved.

### Drug Policy

Prairie Junior/Senior High School student athletes will abide by all school rules according to the PJSHS Handbook. Prairie Jr/Sr High School will not condone the illegal possession and/or use of tobacco, alcohol or other drugs by any activity student in an extra-curricular activity. Should any member of the school’s administration, faculty, or coaching staff witness or have reasonable suspicion or have evidence of an activity student making use of, being in possession of, or being under the influence of any of the following listed substances or acts, that activity student will be informed of the nature of the infraction and potential penalties. Reasonable steps will be taken to notify the activity student’s parents or guardian. The activity student will be given an



opportunity to admit or deny that an infraction of this policy has occurred. An appeal process will be conducted when requested. Suspension from participation will be in effect after any appeal process has concluded. This policy is in effect from the first day of the fall activity practices and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA or by the advisor if the activity is not governed by the IHSAA, to the end of the activity/event. Seasons and activities may overlap. Activity students on a prescribed drug or medication should have their parent/guardian notify the coach/advisor in writing for the safety of the activity student. Penalties will be assessed according to the following procedure:

**First possession of or use of tobacco, nicotine delivery devices, alcohol, or other drugs;**

The activity student will be removed from competition/performance for fourteen calendar days and must sit out a minimum of two competitions/performances. The activity student will be directed to meet with the school counselor to receive information on substance abuse. Activity students are to attend all practices during the fourteen-day penalty and are to attend all regular season home competition/performances, but must not participate in them. Traveling with the team for competition outside of regular school time will be left to the discretion of the coach/advisor. Suspended activity students are not allowed to miss school time to travel to away competitions/performances. The level and intensity of practices rests with the coach/advisor of each activity. The activity student may also quit the activity in which he/she is participating realizing that the penalties will be applied to the next activity in which he/she participates.

**Second possession of or use of tobacco, nicotine delivery devices alcohol or other drugs;**

While enrolled at PJSHS School; the activity student will be suspended from participation in activities for the next forty-five calendar days during a school year. The building administrator will begin the forty-five day count as soon as he/she is notified that an infraction has occurred. School holidays and breaks will be included as part of the forty-five days. Consequences may overlap from one school year to the next. Summer vacation days do not count as penalty days for the second infraction.

**Third possession of or use of tobacco, nicotine delivery devices, alcohol or other drugs;**

While enrolled at PJSHS the activity student will be suspended from participation in activities for the next twelve calendar months. The building administrator will begin the twelve-month count as soon as he/she is notified of the infraction. Summer vacation days count as penalty days for the third infraction.

**Fourth possession of or use of tobacco, nicotine delivery devices, alcohol or other drugs;**

Activity students with a fourth infraction while enrolled at PJSHS will be suspended from all activities pending a school board due process hearing scheduled by the superintendent at the parents request or at the next available scheduled board meeting. The activity student may then be suspended from participation in activities for the remainder of his/her high school career.

**Other**

- In addition to the penalties specified, it shall be within the discretion of the principal, athletic director, and coaches/advisors to determine whether or not a participant will be eligible for continued participation, awards or honors after a conduct that tends to bring discredit to the activity student's high school, or is a violation of a stated school/coach policy or procedure that has been approved by the superintendent, principal and athletic director.
- The activity student may also quit the activity in which he/she is participating realizing that any penalties may be applied to the next activity in which he/she chooses to participate.
- A student must complete the sports season to be eligible for a letter award.
- Written permission from a doctor and from a parent/guardian will be required of pregnant or physically impaired activity students.
- Students must have their activity fee paid to be eligible to participate in the activity program.
- Consequences may overlap from one school year to the next. Summer vacation days do not count as penalty days in the case of the first and second infractions.

**Transportation & Attendance Requirements**

Students must ride the school bus to and from all out of town activities in which they participate. If circumstances do not allow a student to ride the bus to a contest, parents or legal guardians must get approval from the principal or AD to transport their student to an event at least one day in advance. On occasion, a student may wish to return with his/her parent or guardians, although this is not recommended. PARENTS OR LEGAL GUARDIANS may transport their OWN children home.

**Attendance**

Students must attend all classes the day of a contest unless excused by the school principal. Students must also attend the full day following the activity unless he/she has sustained an injury or has a medical note excusing them from school. Missing school without permission or an excused absence could result in suspension from the following contest. Missing a practice or unexcused absence from a practice could result in a suspension from playing in the next contest or quarters in the next contest at the coaches discretion.

**To participate in athletics you must meet certain academic eligibility requirements established by the Idaho High School Activities Association and Prairie Jr/Sr High School as follows:**

**Physicals**

Prior to the first day of practice all 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> graders as well as first time sports participants must have passed a physical examination by a licensed physician, and have the doctor fill out and sign the physical form provided by the school. This form is to be turned in to either your coach or the office.

An interim questionnaire will be completed at the start of each sport for all athletes. The form must be filled out and signed by parents and then returned to the school office. The purpose of said questionnaire is to provide parent verification that their children are in good health prior to each sport in lieu of a physical examination.

**Academic Eligibility**

To be academically eligible for interscholastic activities, a student must be enrolled full-time and have received passing grades and earn credits in at least five full-credit subjects, or the equivalency, in the previous semester or grading period for which credit is granted:

- **or**, a student may be a recognized dual enrolled student having achieved a minimum proficient test score on the ISAT (Idaho State Achievement Test)
- **or**, a student may be a transfer student declared eligible by the IHSAA and meet all non-academic criteria as dictated by the IHSAA outlines in their Rules and Regulations.

**The Cottonwood School District # 242 additionally requires:**

- That all students who participate in interscholastic activities or junior high athletics be receiving passing grades in all classes in which they are currently enrolled. If a student becomes ineligible due to this policy they shall not participate in any contest or events until they are once again passing all subjects.
- Students who are ineligible to participate in games or contests will still be allowed/required to attend practices and games.
- All student/athletes must have a drug testing agreement form submitted to the high school office prior to being allowed to practice in any sport. All athletes will participate in a random drug test program during the sport/activity season in which they participate starting with the first practice to the return home of their final competition.

**Grade Checks: No Fail Rule**

A student must be passing in all classes to be eligible to compete in any sanctioned contest. Every three weeks throughout the semester, all participating student/athletes in grades 7-12 will have their grades reviewed in all of their classes. Grade checks will take place every third Thursday during the grading period. Ineligibility begins the following Monday until a student resumes a passing grade in all classes. Eligibility will be reinstated immediately when the instructor informs the building principal the student has a passing grade. If a student is ineligible at the end of a semester they are ineligible for competition until the next grade check which occurs three weeks into the new semester. The school administration, the school board or the IHSAA Board of Directors has the authority to waive their respective eligibility rules when in the opinion of the administration or the governing board the rule fails to accomplish the purpose for which it is intended.

**Appeals**

An appeals procedure is available for student athletes to follow, if the student feels he/she is being discriminated against or treated unfairly. Any student wishing to appeal his/her case may request a hearing through the principal or superintendent.

**FUNDRAISING**

Some student groups need to raise money for their activities. The guidelines for student fund-raising activities are:

1. Determine how much money is needed. Check the amount in your activity account and estimate your goal.
2. Prepare a brief description of the fund-raising activity and what the money will be used for.
3. All monies collected from fundraising must be deposited with the school secretary. Account balance can be requested, but please allow 24 hours before you need it.
4. Present the information to your advisor and principal for their approval.

**The guidelines for staff fund-raising activities are:**

1. All monies collected from fundraising must be deposited in a designated personal account or fund set up at a banking institution of the staffs choosing, separate from any school or district account.
2. The school may be used as a collection point for monies collected but all account activity must be operated separate from any school or district accounts.

## **GYMNASIUM & WEIGHT ROOM USE**

Please show respect for our school and do not wear shoes which have been worn outside of the gym while on the gymnasium floor. Additionally, students are prohibited from using the gymnasium or weight room without permission or approved adult supervision.

## **FAMILY ADMISSION TO ATHLETIC CONTESTS**

Prairie JR/SR High School seeks to have as many family members as possible at athletic contests and we do not want cost to limit a family from attending. Therefore, families will not pay more than \$15.00 per contest for entry fees. A family is defined as students in grades K-12 and the parents/guardians. There are pass options available in the front office

## **PEP BUSES**

For some away athletic contests, student pep buses are available, providing that enough students (approximately 25-40) sign up. Payment and sign up must be done in the office no later than the day before the contest. For those who will go on the pep buses, the following rules apply:

1. Signed up students are expected to be on the bus.
2. To cancel, please notify the school before leaving school on the day of the scheduled event.
3. The school is not willing to accept responsibility for students who do not appear. It is the student's responsibility to inform his/her parent of cancellation.
4. When students are on the bus and in the school's custody, all school rules regarding student conduct apply. Students must remain with the group for the entire trip and return on the bus to the point of departure. (Usually the elementary school)
5. Students may return from the contest with his/her parents, provided parents pick up his/her child at the game, and the chaperone has been informed.
6. Valuables should not be left on the bus during the game.

# **DISCIPLINE POLICY**

Unacceptable behaviors are grouped into two categories: major and minor. Minor infractions are behaviors that are less serious, and usually stay in the detention area of the discipline policy. Chronic, habitual misbehavior by a student at minor levels will, upon recommendation to the principal, be dealt with as a major infraction. Major infractions include behaviors that are serious enough to merit suspensions or expulsion. In serious situations, recommendation for expulsion for such a student will be made directly to the superintendent and school board.

## **ATTENDANCE/TARDIES**

The same policy applies to attendance. An accumulation of **four unexcused tardies counts as one unexcused absence** and will result in discipline for truancy by serving a detention. Being in the hall without a pass during class time may count the same as truancy as determined by administration.

## **DETENTIONS**

The principal, his/her designee or student will notify parents of infractions as soon as possible. Detentions will be served within 3 days of receiving a detention or an addition detention will be added. Detention period starts at 3:05 PM and dismisses at 3:45 PM. Each teacher will schedule his /her own detention days. Acceptable detention activities include schoolwork, reading or writing. No sleeping, talking, visiting, or working together will be allowed. Students will not be allowed to leave their seats or

the room. No cell phones, music players, hand-held games, or other distractions will be allowed. Students and teachers will be responsible to establish days and times for serving and record any detentions given with the principal or his/her designee.

## **PRAIRIE JUNIOR/SENIOR HIGH SCHOOL DISCIPLINARY GUIDELINES**

The principal shall have the authority to suspend for a period not to exceed five days those students who have committed one or more of the following violations. In more serious or chronic situations, the principal can ask the Superintendent to extend an additional five days. The Board of Trustees may add five additional days of suspension.

The following are examples of unacceptable behavior that will not be tolerated:

- Chronic or habitual misbehavior (exceeding 4 detentions/office referrals in a semester.)
- Flagrant damage to school property
- Profanity, obscene language, possession of obscene material
- Flagrant disrespect to teacher (insubordination)
- Use or possession of tobacco, possession or use of intoxicating substances, illicit drugs or alcohol on school premises.
- Sexual harassment
- Violent behavior toward another person, student or staff.
- Harassment, bullying, or cyberbullying of fellow students or staff

As stated in the District #242 Due Process Policy, all efforts will be made to investigate the facts completely prior to student suspension. All acts that violate state laws will be brought to the attention of the authorities and complaints will be filed.

In-school suspension may be assigned at the discretion of the school principal for less serious violations of school rules. Students serving in-school suspensions will be isolated for the entire day and will be required to do all assigned classroom work being missed while absent from classes.

Suspension time is progressive. A second suspension for any violation will be more severe than the first.

If a student's misbehavior has been chronic or serious, the principal may require of the student and his/her parents or guardian to sign a student behavioral contract before returning to his/her classes. Students with an active Individual Education Plan (IEP) will involve the school psychologist and a child study team to develop behavioral guidelines.

**Students remember:** Any conduct which is deemed disruptive to the classroom instruction, disrespectful to teachers or staff, excessive tardiness, inappropriate displays of affection between individuals, rowdy behavior or running in the building, misconduct at assemblies (including school functions and organization meetings), leaving school without the permission of parents and the principal (truancy), careless disposal of gum, litter or garbage in the halls, drinking fountains, floors, furniture or sidewalks, fighting or disorderly conduct at school, or while representing the school will not be tolerated and will result in due process meetings between you, the administration, your parents/guardians, and local law enforcement when necessary. Prairie Junior/Senior High School provides an opportunity for education and lifelong success. Our rules and guidelines are intended to foster that environment for all students.

**RECKLESS DRIVING AND PARKING: of an automobile on school grounds that may endanger life and/or property will not be tolerated. Driving is a privilege and students must follow state law and school rules(Assigned Parking Areas and Guidelines). Violations will be reported to the school principal. The speed limit is 5 mph in school parking lots.**

**First Offense: Warning by school principal. Parents notified.**

**Second Offense: Driving privileges on school property will be suspended for thirty days.**

**Third Offense: Student not allowed to drive or park on school grounds for the remainder of the school year. Report filed with Idaho County Sheriff's Office. Possible citation issued.**

## **DISCIPLINE PROCEDURES FOR STUDENTS HOLDING STUDENT GOVERNMENT OFFICES**

Any student holding a student government office, including student council offices, class offices and club offices found guilty of violating a civil or criminal law as well as school and club code of conduct will be removed permanently from office by the

principal. As appointed leaders representing our school and community, an elected student's conduct must at all times reflect the highest ideals outlined by our approved policy guidelines.

## DRESS CODE

Appropriate dress is required while school is in session. Clothing or the lack of, which distracts from the education process, will not be allowed at Prairie Junior/Senior High School. These few rules, then, are general guidelines for school apparel:

1. Clothing should be neat, modest, and designed and worn in such a way that under garments should not be showing.
2. Shirts/blouses need to be waist length or long enough that they could be tucked into clothing. Shoulder straps must be at least 2" wide and cover all under garments.
3. Clothing advertising or illustrating alcoholic beverages, tobacco or drugs, or clothing expressing immoral or inappropriate views of behavior, or will not be allowed.
4. Shorts and skirts should be arm's length so the tips of the fingers touch the bottom of the garment. Shorts should be hemmed.
5. No cutoffs, hot pants, or spandex-type shorts, and shorts or jeans with holes above the mid thigh revealing skin are allowed.
6. Footwear must be worn at all times as it is against the law to go barefooted in a public building. No Slippers!
7. HATS: Upon arriving, a student must leave his/her hat in his/her locker until the closing bell. Students are not allowed to wear or carry hats in the building during regular school hours. Exception will occur on approved 'Hat Day events' through student council and with approval of the administration. **A student who wears or carries their hat in the building during regular school hours, will have it confiscated and can pick it up after school for the 1<sup>st</sup> offense. 2<sup>nd</sup> and 3<sup>rd</sup> offense, the parents will have to pick the hat up. On the 4<sup>th</sup> offense, the student will lose all hat privileges for the rest of the school year, or as deemed appropriate by the principal.**
8. HOODED SWEATSHIRTS- Students are not allowed to wear a hood in the building any time during regular school the school hours. Exception will occur on approved "events" through student council and with approval of the administration. **A student who wears a hood in the building during regular school hours, will have their hooded sweatshirt confiscated and can pick it up after school for the 1<sup>st</sup> offense. 2<sup>nd</sup> and 3<sup>rd</sup> offense, the parents will have to pick the hooded sweatshirt up. On the 4<sup>th</sup> offense, the student will lose all hooded sweatshirt privileges for the rest of the school year, or as deemed appropriate by the principal.**
9. CLEANLINESS - Pupils shall come to school clean and well groomed. Failure to do so may result in the student being sent home, and if the condition persists, referrals may be made to the proper authorities.
10. HAIR - Student's hair should be clean, neat and combed. When appropriate, hair should be kept out of the eyes for safety reasons.
11. FAILURE TO COMPLY - Students who fail to comply with dress, cleanliness and hair policies under this section will:
  - a. Have appropriate clothing brought from home while waiting in ISS.
  - b. Be sent home and receive an unexcused absence.
  - c. Be placed on in-school suspension for the remainder of the school day if appropriate clothing cannot be found.
  - d. Persistent non-compliance will be grounds for after-school detention or suspension.
11. GRADUATION ATTIRE - The purpose of the graduation dress code is to provide a policy guideline which allows all students the opportunity to participate in a dignified ceremony in which no single student is highlighted beyond the accomplishments earned and awarded by the school. Graduating students will wear the standard approved cap and gown for the graduation ceremony. Objects or articles of clothing that detract from the ceremony are not permitted. Students are allowed to wear medals awarded by the school and other attire as awarded by the school (i.e. honors rope, high honors sash, Valedictorian/Salutatorian sash, and the accompanying medals). As this activity is intended to honor all graduates equally no additional objects or clothing may be included on the cap and gown. Graduates are encouraged, but not required to wear dress clothing. Shoes are required for participation in the graduation ceremony. Dress shoes are preferred for boys and girls. No flip flop type shoes are allowed, but dress sandals are acceptable for girls. All shoes must be clean and in good repair. Boys are required to wear pants that are clean and in good repair. Boots are acceptable footwear, but must be worn with pants. Pants must be worn on the outside of the boots. The advisors in charge of graduation and the Principal have final say in determining appropriateness of all attire. As the graduation ceremony is not required for receiving a diploma any student that does not comply with the dress code will not be allowed to walk with his/her class and may pick up their diploma in the high school office during school hours the following week.

## **DRUG POLICY**

The use, sale, distribution, or possession of illegal drugs or abuse of prescription drugs, alcohol, nicotine or drug paraphernalia is illegal. **Students under the influence** of narcotics, dangerous drugs, controlled substances, or alcohol will be referred to an administrator for immediate testing and possible suspension pending a School Board expulsion hearing and referral to local law enforcement. Students may be referred at any time to local law enforcement for testing if suspected of being under the influence of illegal drugs or alcohol.

Vaping, smoking, chewing or possession of tobacco by students (or any person) is prohibited on school grounds or at school functions. Students using tobacco, of any kind, on school grounds will be suspended for 3-5 days on the first offense and referred to local law enforcement. A second offense will be grounds for suspension pending a School Board expulsion hearing.

## **CELL PHONES AND ELECTRONIC DEVICES**

Student use of cell phones is prohibited at Prairie Junior/Senior High School during class time, assemblies, and other designated school events. Students may not use these devices in or out of the classroom while class is in session.

- High School and Jr High students will be allowed to have cell phones out prior to school, during passing, during passing period, and at lunch, but are highly encouraged to have conversations with their peers rather than being on electronics. Cell phones should not be seen or used in the classroom, unless a teacher specifically asks a student to use them for educational purposes!
- Chrome books are no longer allowed to leave the classrooms. We have classroom sets only!

A student who does have the cell phone turned on or out during class, will have it confiscated and can pick it up after school for the 1<sup>st</sup> offense. 2<sup>nd</sup> and 3<sup>rd</sup> offense, the parents will have to pick the phone up. On the 4<sup>th</sup> offense, the student will lose all cell phone privileges for the rest of the school year, or as deemed appropriate by the principal. As has always been the case, students will be able to use the school phone, if needed. Continued infractions will constitute willful disobedience and will be punished accordingly. If parents are trying to reach a student, please call the office and we will get a note to your student to call from the office. Please avoid cell phone interactions with your kids during school session.

Other electronic devices are not to be used during class time. Teachers have the right to ask for any device that is disruptive to the classroom environment or used inappropriately in any way. Confiscated devices will be returned at the end of the school day for the first offense and will require parents or guardians to pick them up from the office for subsequent offenses.

## **DUE PROCESS GUARANTEED**

No student shall be suspended or expelled without first being notified of the right to an informal hearing. The individual, or his/her parents or guardians, may request such a hearing first with the building principal, then, if no resolution is reached, with the district superintendent. If no resolution is reached, then an appeal may be filled with the Board of Trustees. In the case of proposed expulsion, the hearing will be with the Board of Trustees. When expulsion is recommended, a written notice must be given to the parents or guardians stating reasons for the proposed expulsion and the time and place of the hearing. The notice will also state the rights of the pupil to be represented by counsel, to produce witnesses, to submit evidence in his/her behalf and to cross examine witnesses who testify against him/her. A reasonable time must be allowed for the pupil to prepare for the hearing.

# ACADEMICS

## 2022-23 Bell Schedule

Breakfast	8:10-8:20	12 minutes
1st Period	8:23-9:13	50 minutes
2 <sup>nd</sup> period	9:17-10:07	50 minutes
3 <sup>rd</sup> period	10:11-11:01	50 minutes
<u>Jr High Lunch</u>	<u>11:01-11:26</u>	<u>25 minutes</u>
4 <sup>th</sup> per High School	11:05-11:55	50 minutes
<u>High School Lunch</u>	<u>11:55-12:20</u>	<u>28 minutes</u>
4 <sup>th</sup> per. Jr High	11:30-12:20	50 minutes
5 <sup>th</sup> period	12:24-1:14	50 minutes
6 <sup>th</sup> period	1:18-2:08	50 minutes
7 <sup>th</sup> period	2:12-3:02	50 minutes

We have a morning nutrition break before school, all students are encouraged to participate. Juice, milk, fruit, and breakfast foods will be served. Students are to remain in lunchroom until food is consumed. No food or drink is to be taken from the cafeteria. Please report to class promptly when the bell rings.

## COUNSELING/GRADUATION REQUIREMENTS

### Classification of students:

Students at PHS will be classified according to the following schedule:

Freshman	Students having less than 8 credits
Sophomore	Students having 9-17 credits
Juniors	Students having 18-30 credits
Seniors	Students having at least 30 credits

### Prairie High School Graduation Requirements:

Beginning with the graduating class of 2013, students must have a minimum of 46 credits to receive a PHS diploma and must have successfully completed two semesters of Algebra I, two semesters of Geometry and two semesters of a Math class during his/her senior year. Students are also required to successfully complete a Senior Project during their senior year.

**Beginning with the Class of 2005, the Idaho State School Board required students take and pass at a proficient level the Idaho State Achievement Test (ISAT).**

Students wishing to participate in graduation exercises must have met **all** the requirements necessary for a PHS diploma and have been enrolled at PHS the semester immediately prior to graduation. Diplomas will be withheld until the credit deficiency has been made up.

The following is the sequence in which required courses should be taken for students graduating and planning to attend college, vocational, or additional training beyond high school.

**Freshman (9)**

English 1	2 credits
Physical Science	2 credits
Mathematics	2 credits
Humanities	2 credits

**Juniors (11)**

English 3	2 credits
U.S. History	2 credits
Speech	1 credit
Careers	1 credit

**Sophomore (10)**

English 2	2 credits
Biology	2 credits
Mathematics	2 credits
Personal Finance	1 credit
Health	1 credit

**Seniors (12)**

English 4	2 credits
U.S. Govt.	2 credits
Economics	2 credits
Math	2 credits
Senior Project	

The above suggested sequence totals 30 credits. Students need additional elective credits to meet the 46 credits required for graduation.

**Class transfer/drop policy:** Students who withdraw or are removed from a class after the first week of the semester will receive a W/F (withdraw with failure) on their transcript. No credit will be given for the transfer class as well.

**Dual Credit**

Prairie High School has an agreement with Lewis Clark State College where students enrolled in the following high school courses have the opportunity to earn college credit simultaneously. These courses are more difficult and require additional study time. College standards and deadlines are very important and it is the student’s responsibility to make sure these are met.

Dual credit courses currently offered for college credit

American Government	3 credits
US History since 1865	3 credits
Intro to Psychology	3 credits
Pre-Calculus	5 credits
Calculus I	4 credits
Intro to Natural Science	3 credits
Math 137 PTE	4credits
Economics	3 credits
Chemistry	4 credits (not offered this year, it offsets every other year with Chemistry)
Probability and Statistics	3 credits
Survey of Art	3 credits

These courses currently cost \$65 per credit. Registration forms will be available through the counseling office at the time of registration.

**Cottonwood School District Policy 6015**

**Credit Recovery Program**

Students who fail a required class at Prairie Junior/Senior High School or lose credit due to absences will be required to take the course over on Idaho Digital Learning Academy (IDLA), during the following school year at their own expense (\$75). The class time to complete the IDLA course will be allowed in the students’ regular schedule and will be supervised. The only exception will be for students who have failed math classes. With the request of the teacher, those students may retake the class in a classroom setting on the condition that they take both semesters (even if they only failed one). If they are not working to their potential during first semester, they will be required to take the second semester on IDLA. If a student chooses to recover math credit through IDLA, it is recommended that the student take both semesters.

**COUNSELING SERVICES**

The counseling office is located in Room 104, across from the principal’s office. The basic services available are vocational, educational, personal and career counseling, financial aid, and scholarship information.

A Career Information System (CIS) is maintained in the library for student and community use. Within this center, individuals or class groups will find essential information pertaining to post secondary careers and training.



School District #242 has the services of a school psychologist, speech and hearing therapist, and a nurse, for those in need of them. Students, parents and/or guardians may request these services. The principal or a teacher may recommend you for these services as well. In most cases, participation in the services they provide is optional.

## **GRIEVANCE PROCEDURE**

If parents have a question or concern with grades, policy, etc., they should contact the teacher involved first. If a concern or complaint cannot be resolved at that point, then contact should be made with high school principal. The superintendent and the board members are only involved in issues when board policy has been violated or extraordinary measures are required.

# **SCHOOL SAFETY**

## **FIRE DRILLS**

Several times throughout the year, practice fire drills will be held. Students are expected to leave the building **IMMEDIATELY** in a quiet and orderly manner. The fire drill directions and escape routes are posted in each room. Doors and windows should be closed and lights are to be turned off. Students must follow the instructions of his/her teacher. Students should remain together a SAFE distance outside the building and the classroom teacher will take roll. Students are to remain there until the class bell rings to signal that the students are to return to class. False alarms are seriously disturbing and dangerous. Students causing false alarms are subject to severe disciplinary action and legal action.

## **LOCKDOWN DRILLS**

We plan to have a couple lockdown drills throughout the school year. This helps us prepare for any situations that we may encounter on our open campus. We will have law enforcement involved and we work through the process. Once the drills are over, we discuss the situations that went well and areas that need improvement. We just ask that all students take these very seriously, we never know if or when these may turn into real life situations.

## **PROHIBITION OF GANGS AND HATE GROUPS**

Gangs or hate groups and similar organizations, or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin or handicap are inconsistent with the fundamental values of the educational environment of Cottonwood School District #242. The activities of such groups and their members are prohibited on school property and at all school functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and other behavior, such as wearing gang colors or insignias and the use of codes, gestures that promote violence or seek to advocate the purposes and objectives of such groups. Disciplinary action may include suspension or expulsion.

## **STUDENT SEXUAL HARASSMENT POLICY**

For the purposes of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature committed by an employee or student of the district. (See Idaho Code) Examples of sexual harassment include, but are not limited to: Continued or repeated sexual jokes, language, flirtations, advances or propositions verbal abuse of a sexual nature and leering, whistling, touching, pinching, patting, rubbing, fondling, brushing the body, forced sexual advances against a student's will, suggestive insulting or obscene comments or gestures, assault coerced sexual acts, name calling, display of sexually suggestive graffiti, objects, pictures, posters, cartoons, asking questions about sexual conduct, orientation or preference, demanding sexual favors in exchange for favorable grades, assignments, other education benefits or benefits related to extra-curricular activities, or promises of the same.

Sexual harassment of students, whether verbal or physical, and whether engaged in by employees of the district or other students, is unacceptable and will not be ignored nor tolerated.

## **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. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the district office. Parents, please be prepared to pay your child's possible medical expenses by purchasing student medical insurance, or by utilizing your family's health insurance or other family resources.

## WEAPONS

**Dangerous weapons, including but not limited to knives, guns, or explosives, are not allowed on any school grounds.** This includes vehicles parked on school grounds. The possession of such dangerous weapons may be cause for an immediate suspension from school and referred to law enforcement.

**School personnel may confiscate knives at any time. Pocketknives under Idaho statutes are considered a weapon. This includes Swiss Army or multiple tool type knives.**

Students should not bring any dangerous weapon on to school property. The school principal will notify law enforcement officials of any weapon reportedly located anywhere on school property. A search warrant and a police search will be conducted on any vehicle suspected of containing a weapon, including vehicles owned by adults. Any act wherein a person threatens or attacks another with a dangerous weapon will be cause for immediate suspension and notification of law enforcement authorities. In such cases, the individual will be suspended and referred to the Board of Trustees with a recommendation for expulsion. The Board may require counseling and other such treatment as deemed appropriate prior to readmission to school.

**ANY STUDENT FOUND GUILTY OF BRINGING A GUN INTO A SCHOOL BUILDING, OR ON SCHOOL PROPERTY, MAY BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE YEAR.**

All individuals facing confiscation of weapons, suspension or expulsion are guaranteed due process as described in this policy handbook. Parents/guardians of students being suspended will be notified as soon as possible and asked to come to school to pick up the student. If parents cannot be contacted immediately, the student will be held in detention at the school until the close of the school day. Parents or guardians must be contacted prior to the student being readmitted to school. In serious instances individuals may be released to law enforcement officials.

Gun-safety teachers, upon knowledge and permission from school authorities, may bring guns on to school premises for the express purpose of instruction. Extreme care will be exercised in the control and security of such weapons.

**Under provision of Idaho Code 33-0, school personnel shall have the right to search individuals, their belongings (including vehicles) and lockers when there is reason to believe that concealed weapons are present.**

## VEHICLE USE AND PARKING

Students may bring his/her car to school provided that he/she observes these rules:

1. Park only in the parking lots, **not on the sidewalks or in the driveway from the bus gates to the bottom of the hill.** This applies to all motorized vehicles. Violation may result in a citation.
2. Stay off convent property. Do not park on the fenced side of driveway to the bottom of the hill.
3. Drive safely at all times and **never at more than 5 MPH in school parking areas.**
4. Yield the right of way to buses.
5. Do not transport OTHER students in your car during the school day.
6. **Do not enter any car during the lunch period.**
7. Do not use any car to run personal errands during the school day.
8. Allow one vehicle at a time through the lower parking lot gates.

**First Offense: Warning by school principal. Parents notified.**

**Second Offense: Driving privileges on school property will be suspended for thirty days.**

**Third Offense: Student not allowed to drive or park on school grounds for the remainder of the school year.**

\*Violation of these rules will mean a student can no longer can park on school property and will only be allowed to be dropped off or ride the bus to campus.

# MISCELLANEOUS SCHOOL FUNCTIONS & GUIDELINES

## BUSES

All students riding buses are subject to the same rules and guidelines as established by Cottonwood Jt. School District #242 and Prairie Junior/Senior High School. Miscellaneous

Prior approval by the principal and bus driver is required if a student wants to make any changes in pick up or drop off.

## CAFETERIA – LUNCH SCHEDULE

All students report to the cafeteria for the lunch break and remain in the cafeteria common area during the lunch break. No students are allowed in the hallway during lunch break. All food will remain in the cafeteria during lunch and during breakfast break. Students may ask permission from the teachers on duty to leave the cafeteria to use the restroom, purchase drinks, or attend meetings approved by the principal.

## DANCES

Dances will be held at various times throughout the school year. School Board Policy regarding dances is as follows:

1. Guests of PJSHS students must have a pre-approved permission form signed by the guest and the principal to attend a dance.
2. Dances will be open only to the following people:
  - Current PJSHS students.
  - Pre-approved high school students from other schools.
  - Pre-approved people who are not in school but are high school age or older, but not older than 20 years.
  - No junior high school students will be permitted to attend PJSHS dances.
  - A PJSHS student body member must register all guests in the high school office one day prior to the dance.
3. PJSHS students or their guests will not be permitted to re-enter a dance or other designated school activities once they leave.
4. Any student or guest whose conduct is contrary to school regulations may be asked to leave and his/her activity card may be revoked.
5. Any student whose clothing or attire that does not meet PJSHS dress code standards will be asked to change or leave the activity.

## ASSEMBLIES

Spirit leaders **must** submit their request for a pep assembly on the Monday preceding the assembly date. Advisors and/or student leaders should notify the principal, or activity director of a need for a meeting. Occasionally, a meeting may be held during the class time, but only with the principal's permission. Students wishing to go to such a meeting must first notify the teacher of his/her intent to go. Teachers have the right to refuse permission. Students must go directly to the meeting, and return promptly to class after the meeting. No pop or drinks are allowed during school assemblies.

## BULLETINS

A daily bulletin will be read to students via intercom. It will be sent out to the parents who are signed up for the daily bulletin, if you are not on the list please email Matt Elven [elven@sd242.org](mailto:elven@sd242.org) to be added to the list. **Material for the bulletin must be turned into the office by 3:30 p.m. the day preceding the announcement.** I can usually add things early in the morning the day of the bulletin, but this is not guaranteed. Any item submitted by a student or student organization must have the advisor or administrator's approval.

## BULLETIN BOARDS, POSTERS

No materials are to be placed on the hall bulletin boards without permission from the office or a faculty member. Also, no posters will be placed in the halls or on lockers without permission from the office.

## LIBRARY

### **Library hours are:**

Monday through Friday

7:55 A.M. – 3:30 P.M.

To arrange other times, see the librarian.

Books are checked out for two weeks. A book may be renewed *twice*. Ten cents a day will be charged for each overdue book. If a book is lost, please notify the librarian as soon as possible. If you have charges in excess of \$1.00, you may not check out materials until your account is cleared. The Valley Automated Library Network (Valnet) will give you access to 70 other libraries. We charge replacement costs plus \$5.00 for shipping for all lost books.

**At Prairie Junior/Senior High School we emphasize personal responsibility.** Students are responsible to remember when books are due. Remember, it is the student's responsibility to return books on time. Reference books, magazines, newspapers, Vertical File materials, and videos may not be checked out. Internet regulations will be observed in the library. Be sure you have your card with you or you will not be allowed to use the Internet.

Please, no food or drinks, including water and sports drinks, in the library. No backpacks or large binders allowed either. Bring only the materials needed for your class or assignment. We expect all students to be courteous and considerate of others.

### **LOCKERS**

We would like to keep these looking fresh and clean as long as possible. Lockers are school property and are loaned to the students at no charge. If lockers are defaced or vandalized, a student will pay for having it restored. Inappropriate pictures, advertisements for items not allowed in school and other questionable material must be left out and off of lockers. **NO STICKERS! DO NOT USE SCOTCH TAPE ON OUTSIDE OF LOCKERS.** This will damage the paint. Use masking tape only and remove all spirit posters at the end of the season.

Only school-issued locks may be used on all school lockers. Students are to use only the locker assigned to them and keep the contents in an orderly fashion. Lockers are subject to inspection at any time. If a student uses an unassigned locker, the contents of the lockers will be turned in to the main office.

PE lockers and locks will be assigned to students involved in PE, weightlifting and school sanctioned activities. Boy's Locker #98-29 will be assigned to students based on our classification of students with Seniors descending through Freshman. Boy's Lockers #1-28 will be assigned to junior high boys. Girls lockers #1-48 will be assigned to students based on our classification of students with Seniors descending through Freshman. Lockers #49-72 will be assigned to junior high girls. All locks not returned to a student's assigned instructor or advisor will be subject to a \$15 lock replacement fee.

### **BACKPACKS**

Backpacks are not allowed in the classroom. When students arrive at school, backpacks should be secured in the locker throughout the day. Students should only have items that they will be taking to their next class period. There is a 4 minute passing between classes, this should be a sufficient amount of times for students to leave their previous class, get to their locker and prepare themselves for their next class.

### **LUNCH PROGRAM**

The school lunch program is for the health and convenience of the entire school. The school lunch cooks, working in cooperation with the lunch supervisor, prepares a Type A lunch that is served to the students. The menu provides a balanced diet for students.

The following procedure is used in the purchase and use of lunch tickets: **Lunches are \$2.95 and breakfast \$2.00 for the 2022-23 school year.** For future costs, you may pay at the office for any number of days. Please make all checks payable to Prairie Junior/Senior High School. If you want a second lunch you will need to pay cash, this includes those on free or reduced lunches. If lunch fees reach the negatives, the students and parents will be notified for money to be sent to school. The amount reaches negative \$15, the student will not be served lunch until the balance is paid and has a positive balance/.

The pop machines are to be used only during lunch period and then only after all students have been served.

**All students** are to remain in the cafeteria during the lunch break. Teachers on duty will give permission for students to leave the cafeteria if necessary.

### **MARRIED AND EMANCIPATED STUDENTS**

Married students and those who are emancipated (no longer living with a parent or guardian and who maintain their own living quarters separate from a parent or guardian) must abide by all rules and policies governing student attendance and absences.

### **MEDICATIONS**

Students taking medications prescribed or over the counter, must bring those medications to the office with a parent note and/or physician statement. All medications must be stored in the office. Any student taking medications not checked in with the office will be subject to the district policy on illegal drug use.

### **OFFICE TELEPHONE USE**

The office telephones are for school business only. Students will be called from class only in an emergency situation. Students cannot make long distance calls without office approval.

### **TEACHER ASSISTANCE TEAM (TAT)**

PJSHS staff members voluntarily serve on a teacher assistance team. The purpose of this team is to provide prevention and intervention services to high school students in need of assistance and encouragement in academics. The Teacher Assistance Team (TAT) functions under the general supervision of the principal and a volunteer teacher serving as team chair. Students receiving assistance from members are typically referred by classroom teachers but may be referred by the counselor, principal, or any school employee concerned with student performance. Information gathered on student referrals at a TAT meeting will be used to design academic plans to assist the student in overcoming his/her academic weaknesses.

### **VISITORS**

Other than parents or guardians, visitation at school is not encouraged. Visitors are subject to the following stipulations:

1. Visitors are required to report to the main office prior to conducting their business in school.
2. Students may request to bring a guest. Notify the principal at least one day in advance of bringing a guest. The principal may deny access to any guest.
3. Visitors are required to have a visitor pass in their possession and must remain with their host student. Visitors should be introduced to the teacher before class.
4. Visits are limited to one day per person.
5. Visitors must follow all school rules and regulations.
6. No visitors are allowed during the first two or last two weeks of the school term.

\*Visitors must be students of high school age and have identification (gr. 9-12). Boyfriends and girlfriends of PJSHS students from other schools are not to be invited.

### **VOLUNTEERS**

Volunteers within the district are held to the same standard as district staff. You are entering our buildings to assist in various ways and we ask that you uphold the integrity of the Cottonwood School District. For community members to continue to serve our district, we ask that you abide by the rules of the district so we can continue to utilize your volunteer services. We appreciate people who take the time to come into our buildings to volunteer in many capacities.

### **WITHDRAWAL FROM SCHOOL**

Anyone who will be transferring to another school during the year must bring a written request from a parent or guardian before withdrawing. The request must include: date of withdrawal, pupil's new address and, if possible, the name of the new school he/she will be attending. All books and materials loaned by the school must be returned and all fines and bills are to be settled before proper clearance can be made.



# Go Pirates!

Prairie Junior/Senior High School  
**PRAIRIE JUNIOR/SENIOR HIGH SCHOOL STAFF**

Matthew Elven	Principal	elven@sd242.org
Cheri Holthaus	Secretary	holthausc@sd242.org
Suzi Quintal	Counselor	quintal@sd242.org
Ryan Hasselstrom	Web Design, Personal Finance, Account I/II, Careers, Technology, and Weightlifting	hasselstrom@sd242.org
Emily Cash	English III, <b>English IV</b> , <b>Psychology</b> , <b>Speech</b>	cash@sd242.org
John Eynon	Band 7-12	eynon@sd242.org
Darbie Duclos	Alg. II, <b>Math 137, 147</b> , <b>Calculus</b> , <b>Stats</b>	dduclos@sd242.org
Shane Chapman	Art (K-12), <b>Art Appreciation</b>	chapman@sd242.org
Eric Coffelt	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , High School PE, Weightlifting, Health	coffelt@sd242.org
Travis Mader	<b>US History</b> , <b>American Government</b> , World History, Criminal Justice	mader@sd242.org
Elizabeth McLeod	Physical Science, Biology, Advance Biology, <b>Natural Science</b> , Science 8	mcleod@sd242.org
David Young	English III, Social Studies 8, Social Studies 7	young@sd242.org
Della Gehring	Library, Clothing	gehringd@sd242.org
Tori DeCaria	Special Education	decaria@sd242.org
Jarret Nuxoll	Intro to Ag, Ag Mechanics, Ag Welding, Ag Fabrication, and Plant Science	jnuxoll@sd242.org
Dena Francis	7 <sup>th</sup> , 8 <sup>th</sup> grade English, English I	francis@sd242.org
Jeff Martin	7 <sup>th</sup> grade Science, 7 <sup>th</sup> and 8 <sup>th</sup> grade Technology, 10 <sup>th</sup> grade tech, High School Technology	martinj@sd242.org
Julie Schumacher	7 <sup>th</sup> and 8 <sup>th</sup> grade Math, Teen Living, Pathways to Success	schumacherj@sd242.org
Casey Walker	Algebra I, Geometry, <b>Economics</b>	walker@sd242.org
Gloria Funke	Special Education Paraprofessional	funke@sd242.org
Jenifer Enneking	Special Education Paraprofessional	enneking@sd242.org
Laurie Workman	IDLA	workman@sd242.org
Lynn Gehring	Food Service	
Deanna Goeckner	Food Service	goecknerd@sd242.org
Laurie Lorentz	Janitorial services	<a href="mailto:lorentz@sd242.org">lorentz@sd242.org</a>
Renee Eckert	Junior High Safe and Safe Coordinator	eckert@sd242.org

**Note: Classes listed in bold are dual credit classes!**

**Parents: Please keep this list**