

**HIGHLAND JOINT SCHOOL DISTRICT #305**  
**BOARD OF TRUSTEES - REGULAR MONTHLY MEETING**  
**Highland School Library, 112 Boulevard Ave, Craigmont, Idaho**  
**Monday, July 14, 2025 – 7:00 am**  
**Agenda**

1) Call to Order

2) Public Comment

**Page**

**2**

3) Consent Agenda – Action Items

A. Approval of Minutes – June 9, 2025

**5**

B. Budget Report/Balance Sheet

**21**

C. Payment of Current Bills

D. Associated Student Body Accounts

E. Personnel Report

4) Programs – Discussion Items

A. Senior Project Stipend

5) New Business – Action Items

**23**

A. Second Reading – Policy 4105 – Update Public Participation in Board Meetings

**27, 51,**

B. Handbooks - Elementary, Secondary, Athletic, Coach

**82, 95**

**112**

C. Fee Increase – Athletic Gate

D.

6) Reports and Comments Requiring No Action

**113**

A. Administrative/Principal Reports

B.

7) Adjourn

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
June 9, 2025

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:00am. Present were Trustees Arnzen, Smith, and Stone. Trustees Mendenhall and Knowlton were absent. Also attending was Superintendent Kellogg and Clerk Weeks. JeAnn Willson was in the audience.

Trustee Arnzen moved that the consent agenda be approved as presented. Trustee Stone seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented. The Personnel report included the following.

Certified New Hire

Richard Crawford – Secondary Social Studies

Resignation

Kaleigh Poxleitner – Secondary English

Classified

Jill Moddrell – Assistant HS Girls Basketball Coach, JH Girls Basketball Coach  
Monty Moddrell – HS Football Coach  
Kaleigh Poxleitner – HS Volleyball Coach, HS Track Coach  
John Roeller – JH Football Coach  
Heath Fuller – JH Boys Basketball Coach

A vote was taken and the motion passed.

The Budget Hearing for the Amended 2024-2025 Budget was held. Clerk Weeks reviewed selected parts of the budget, noting various changes. Other changes were made to federal funds to reflect the actual allocation received.

The Budget Hearing for the 2025-2026 Budget was held. Clerk Weeks reviewed selected parts of the budget, highlighting various changes. Notable changes in the budget included modest increases in State funding and updates to other funds. Trustee Stone moved and Trustee Arnzen seconded to approve the Amended 2024-2025 Budget and 2025-2026 Budget as presented. A vote was taken and the motion passed.

The Master Agreement for the 2025-2026 School Year was presented to the board. The Association proposed an 3% increase on the base. The proposal was agreed to. A clarification to language regarding the Sick Leave Bank was agreed to. The Highland Education Association has approved and signed the document. Trustee Arnzen moved and Trustee Stone seconded to approve the 2025-2025 Master Agreement as presented. A vote was taken and the motion passed.

The following list of Returning Certified Staff returning for the 2025-2026 School Year was presented to the board.

Tana Kellogg – Superintendent – 2 Year Contract – 7/2025-6/2027  
Becky Finnell - Principal

Anderson	Michele
Cowan	Chris
Curry	Donald
Dahlin	Jessica
Jungert	Fallon
Lunders	Garrett
Nebeker	Josette
Randall	Teresa
Robinson	Margaret
Stigum	Shandrie
Thomason	Mathu
Walker	Eileen
Yochum	Julie

Extra-Curricular

Music	Chris Cowan
BPA Advisor	Shandrie Stigum
Annual Advisor	Shandrie Stigum

Coach Staff

Assistant Volleyball	Fallon Jungert
Junior High Volleyball	Shandrie Stigum
Girls Basketball	Mathu Thomason

Class Advisors

Senior Advisor	Fallon Horrocks
Junior Advisor	Don Curry
Sophomore Advisor	Josette Nebeker
8 <sup>th</sup> Grade Advisor	Richard Crawford
7 <sup>th</sup> Grade Advisor	Mathu Thomason

Trustee Stone moved and Trustee Arnzen seconded to approve the list as presented. A vote was taken and the motion passed.

The First Reading of Policy 4105 – Public Participation in Board Meetings was held. The policy will be cleaned up and brought back for a second reading next month.

Trustee Anrzen moved and Trustee Stone seconded to approve the Memorandum of Understanding with Lapwai School District for Business Services for the 2025-2026 Fiscal Year. A vote was taken and the motion passed.

Superintendent Kellogg let her report stand as presented.

A flyer from Ag Teacher Josette Nebeker was handed out highlighting the activities and achievements of Agricultural Education Program in the last school year.

Trustee Smith then declared the meeting adjourned at 8:10am.

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Board Chair

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Clerk

\_\_\_\_\_  
Date

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
GENERAL FUND							
REVENUE							
100-411200	SUPPLEMENTAL LEVY	499,000.00CR	7,812.30CR	301,242.24CR	197,757.76CR	2%	60%
100-411400	TORT LEVY	5,607.00CR	75.40CR	2,808.83CR	2,798.17CR	1%	50%
100-412000	NON-LEVIED TAXES	2,500.00CR	138.51CR	888.71CR	1,611.29CR	6%	36%
100-413000	PENALTY INTEREST ON TAXES	5,000.00CR	336.66CR	3,482.05CR	1,517.95CR	7%	70%
100-415000	EARNINGS ON INVESTMENT	5,000.00CR	2,379.75CR	41,005.47CR	36,005.47	48%	820%
100-419900	OTHER LOCAL REVENUE	25,000.00CR	8,298.64CR	31,810.53CR	6,810.53	33%	127%
100-419901	GRANTS	5,000.00CR	0.00	10,500.00CR	5,500.00	0%	210%
100-419910	DRIVER ED STUDENT FEES	1,500.00CR	1,525.00CR	1,675.00CR	175.00	102%	112%
100-419920	LOCAL REVENUE / SHARED STAFF	74,407.00CR	6,200.00CR	74,400.00CR	7.00CR	8%	100%
	TOTAL LOCAL REVENUE	623,014.00CR	26,766.26CR	467,812.83CR	155,201.17CR	4%	75%
100-431100	BASE SUPPORT - DISCRETIONARY	327,434.00CR	0.00	322,579.56CR	4,854.44CR	0%	99%
100-431101	BASE SUPPORT - HEALTH INSURANCE	281,093.00CR	0.00	276,924.77CR	4,168.23CR	0%	99%
100-431102	SBA - ADMINISTRATION	133,408.00CR	0.00	122,761.04CR	10,646.96CR	0%	92%
100-431103	SBA - INSTRUCTIONAL & PUPIL SERVICES	922,488.00CR	0.00	926,949.22CR	4,461.22	0%	100%
100-431104	SBA - NON-CERTIFIED	209,072.00CR	0.00	205,972.25CR	3,099.75CR	0%	99%
100-431200	TRANSPORTATION SUPPORT	245,000.00CR	0.00	233,027.90CR	11,972.10CR	0%	95%
100-431300	SED & TUITION EQUIVALENCY SUPPORT	0.00	0.00	0.00	0.00	0%	0%
100-431800	BENEFIT APPORTIONMENT	254,138.00CR	0.00	262,194.94CR	8,056.94	0%	103%
100-431900	OTHER STATE SUPPORT	194,768.00CR	12,007.40CR	194,292.40CR	475.60CR	6%	100%
100-432100	DRIVER ED REVENUE	2,250.00CR	0.00	0.00	2,250.00CR	0%	0%
100-432400	VOCATIONAL ED REVENUE	24,876.00CR	1,291.87CR	41,020.18CR	16,144.18	5%	165%
100-437000	LOTTERY / ADD'L STATE MAINTENANCE	0.00	0.00	0.00	0.00	0%	0%
100-438100	REVENUE IN LIEU OF PROPERTY TAX	8,733.00CR	0.00	7,042.24CR	1,690.76CR	0%	81%
100-438003	SCHOOL FACILITIES FUNDING	0.00	0.00	91,889.06CR	91,889.06	0%	0%
	TOTAL STATE REVENUE	2,603,260.00CR	13,299.27CR	2,684,653.56CR	81,393.56	1%	103%
100-445900	FEDERAL REVENUE	0.00	0.00	0.00	0.00	0%	0%
	TOTAL FEDERAL REVENUE	0.00	0.00	0.00	0.00	0%	0%
100-454000	PRIOR YEAR CARRYOVER	325,000.00CR	0.00	0.00	325,000.00CR	0%	0%
100-450000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0%	0%
	TOTAL OTHER REVENUE	325,000.00CR	0.00	0.00	325,000.00CR	0%	0%
	TOTAL REVENUE	3,551,274.00CR	40,065.53CR	3,152,466.39CR	398,807.61CR	1%	89%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
EXPENDITURES							
ELEMENTARY PROGRAM							
100-512110	SALARIES-ELEM INSTRUCTION	496,209.00	124,987.84	497,626.00	( 1,417.00)	25%	100%
100-512165	SALARIES-SUBSTITUTE TEACHERS	6,000.00	210.00	5,798.48	201.52	4%	97%
100-512170	SALARIES-TEACHING ASSISTANT	106,753.00	39,632.63	151,307.41	( 44,554.41)	37%	142%
100-512210	PERSI-EMPLOYER CONTRIBUTION	80,374.00	21,538.22	83,885.02	( 3,511.02)	27%	104%
100-512220	FICA-EMPLOYER CONTRIBUTION	46,586.00	11,818.43	47,226.59	( 640.59)	25%	101%
100-512240	HEALTH INSURANCE - ELEM	136,872.00	35,398.27	143,976.24	( 7,104.24)	26%	105%
100-512270	STATE INS FUND BENEFITS	2,837.00	971.82	3,802.82	( 965.82)	34%	134%
100-512280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-512310	PURCHASED SERVICES-ELEM	650.00	0.00	181.00	469.00	0%	28%
100-512380	TRAVEL - ELEMENTARY	0.00	0.00	0.00	0.00	0%	0%
100-512410	SUPPLIES - ELEMENTARY	6,000.00	1,203.83	6,095.96	( 95.96)	20%	102%
100-512420	GRANT FUNDED SUPPLIES - ELEMENTARY	0.00	0.00	2,856.21	( 2,856.21)	0%	0%
100-512440	TEXTBOOKS - ELEMENTARY	13,815.00	0.00	9,928.30	3,886.70	0%	72%
100-512550	CAPITAL OUTLAY - ELEMENTARY	0.00	0.00	0.00	0.00	0%	0%
TOTAL ELEMENTARY PROGRAM		896,096.00	235,761.04	952,684.03	56,588.03CR	26%	106%
SECONDARY PROGRAM							
100-515110	SALARIES-SECONDARY INSTRUCTION	426,385.00	113,807.26	434,563.55	( 8,178.55)	27%	102%
100-515113	SALARIES - DRIVERS EDUCATION	3,000.00	0.00	0.00	3,000.00	0%	0%
100-515165	SALARIES-SUBSTITUTE SECOND	10,000.00	1,102.04	13,011.81	( 3,011.81)	11%	130%
100-515170	SALARIES-TEACHING ASSISTANT	12,671.00	0.00	0.00	12,671.00	0%	0%
100-515210	PERSI-EMPLOYER CONTRIBUTION	60,593.00	15,357.45	58,732.44	1,860.56	25%	97%
100-515220	FICA-EMPLOYER CONTRIBUTION	34,582.00	8,087.91	31,444.87	3,137.13	23%	91%
100-515240	HEALTH INSURANCE - SECOND	83,665.00	18,864.19	75,621.30	8,043.70	23%	90%
100-515270	STATE INS FUND BENEFITS	2,106.00	713.56	2,698.14	( 592.14)	34%	128%
100-515280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-515310	PURCHASED SERVICES - SECONDARY	3,000.00	0.00	6,729.06	( 3,729.06)	0%	224%
100-515311	VO ED TRAVEL - OFFICE OCCUP	2,500.00	2,501.16	7,580.68	( 5,080.68)	100%	303%
100-515312	AG CTE TRAVEL	4,000.00	2,951.15	7,768.23	( 3,768.23)	74%	194%
100-515313	PURCHASED SERVICES - DR ED	0.00	0.00	1,620.00	( 1,620.00)	0%	0%
100-515314	DISTANCE LEARNING FEE	5,000.00	0.00	4,920.00	80.00	0%	98%
100-515315	PURCHASED SVCS - MUSIC	700.00	0.00	340.00	360.00	0%	49%
100-515320	PURCHASED SERVICES - GRANT FUNDED	0.00	0.00	0.00	0.00	0%	0%
100-515321	PURCHASED SERVICES - PERKINS GRANT	0.00	0.00	2,429.80	( 2,429.80)	0%	0%
100-515410	SUPPLIES/MATERIALS - SECONDARY	8,500.00	714.96	5,083.11	3,416.89	8%	60%
100-515411	VO-ED (OFFICE OC) SUPPLIES	7,376.00	5,828.89	8,308.18	( 932.18)	79%	113%
100-515412	AG CTE SUPPLIES	11,000.00	1,595.97	12,067.79	( 1,067.79)	15%	110%
100-515413	DRIVER ED SUPPLIES	150.00	0.00	0.00	150.00	0%	0%
100-515414	SHOP MATERIALS/SUPPLIES	500.00	0.00	432.36	67.64	0%	86%
100-515415	BAND MATERIALS/SUPPLIES	2,000.00	0.00	1,243.10	756.90	0%	62%
100-515420	SUPPLIES - GRANT FUNDED	0.00	355.00	4,566.49	( 4,566.49)	0%	0%
100-515421	SUPPLIES - PERKINS GRANT	0.00	0.00	5,170.90	( 5,170.90)	0%	0%
100-515440	TEXTBOOKS-SECONDARY	9,000.00	0.00	7,228.69	1,771.31	0%	80%
100-515550	CAPITAL OUTLAY - SECONDARY	0.00	0.00	0.00	0.00	0%	0%
100-515551	CAP OUTLAY VO-ED OFC OCC	0.00	0.00	0.00	0.00	0%	0%
TOTAL SECONDARY PROGRAM		686,728.00	171,879.54	691,560.50	4,832.50CR	25%	101%
SPECIAL EDUCATION PROGRAM							
100-521110	SALARIES - EXCEPTIONAL CHILD	51,859.00	13,364.81	53,217.57	( 1,358.57)	26%	103%
100-521165	SALARIES - SP ED SUBSTITUTES	1,500.00	0.00	700.00	800.00	0%	47%
100-521170	SALARIES-AIDES, COMM RES.	5,280.00	0.00	0.00	5,280.00	0%	0%
100-521210	PERSI-EMPLOYER CONTRIBUTION	7,801.00	1,801.57	7,173.71	627.29	23%	92%
100-521220	FICA-EMPLOYER CONTRIBUTION	4,486.00	994.18	4,023.86	462.14	22%	90%
100-521240	MSB - HEALTH INS BENEFITS	23,080.00	2,888.19	11,518.82	11,561.18	13%	50%
100-521270	STATE INS FUND BENEFITS	273.00	79.80	314.13	( 41.13)	29%	115%
100-521280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-521310	PURCHASED SERVICES-EXCEPTIONAL CHI	1,000.00	0.00	362.78	637.22	0%	36%
100-521380	TRAVEL-EXCEPTIONAL CHILD	500.00	0.00	115.73	384.27	0%	23%
100-521410	SUPPLIES/MATERIALS-EXCEPTIONAL CHI	1,000.00	0.00	1,182.75	( 182.75)	0%	118%
100-521440	TEXTBOOKS-EXCEPTIONAL CHILD	0.00	0.00	0.00	0.00	0%	0%
TOTAL SPECIAL EDUCATION PROGRAM		96,779.00	19,128.55	78,609.35	18,169.65	20%	81%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
SPECIAL EDUCATION PRESCHOOL							
100-522165	SALARY-PRESCHOOL TEACHING ASSISTAN	0.00	0.00	0.00	0.00	0%	0%
100-522210	PERSI-EMPLOYER CONTRIBUTION	0.00	0.00	0.00	0.00	0%	0%
100-522220	FICA-EMPLOYER CONTRIBUTION	0.00	0.00	0.00	0.00	0%	0%
100-522240	PRESCHOOL HEALTH INS BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-522270	PRESCHOOL STATE INS FUND EXP	0.00	0.00	0.00	0.00	0%	0%
100-522280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-522310	PURCHASED SERVICES-PRESCHOOL	1,000.00	0.00	0.00	1,000.00	0%	0%
100-522410	SUPPLIES/MATERIALS-PRESCHOOL	0.00	0.00	0.00	0.00	0%	0%
TOTAL PRESCHOOL PROGRAM		1,000.00	0.00	0.00	1,000.00	0%	0%
INTERSCHOLASTIC PROGRAM							
100-531110	SALARIES - INTERSCHOLASTIC PRO	69,986.00	6,472.40	48,395.00	21,591.00	9%	69%
100-531210	PERSI-EMPLOYER CONTRIBUTION	6,045.00	872.45	4,199.53	1,845.47	14%	69%
100-531220	FICA-EMPLOYER CONTRIBUTION	5,354.00	487.43	3,632.81	1,721.19	9%	68%
100-531240	MSB-HEALTH INS BENEFIT	0.00	1,034.03	5,113.21	( 5,113.21)	0%	0%
100-531270	STATE INS FUND BENEFITS	326.00	38.65	359.05	( 33.05)	12%	110%
100-531280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-531310	PURCHASED SERVICES-INTERSCHOLASTIC	8,000.00	7,095.60	9,699.99	( 1,699.99)	89%	121%
100-531380	TRAVEL-INTERSCHOLASTIC	1,000.00	218.10	1,330.24	( 330.24)	22%	133%
100-531410	SUPPLIES/MATERIALS-INTERSCHOLASTIC	7,500.00	0.00	1,485.71	6,014.29	0%	20%
100-531550	CAPITAL OUTLAY-INTERSCHOLASTIC	0.00	0.00	0.00	0.00	0%	0%
100-531700	INSURANCE -INTERSCHOLASTIC	500.00	0.00	462.00	38.00	0%	92%
TOTAL INTERSCHOLASTIC PROGRAM		98,711.00	16,218.66	74,677.54	24,033.46	16%	76%
SCHOOL ACTIVITIES							
100-532110	SALARIES - SCHOOL ACTIVITIES	10,866.00	2,284.95	9,138.00	1,728.00	21%	84%
100-532210	PERSI-EMPLOYER CONTRIBUTION	1,465.00	308.01	1,231.77	233.23	21%	84%
100-532220	FICA-EMPLOYER CONTRIBUTION	831.00	156.19	623.05	207.95	19%	75%
100-532240	MSB-HEALTH INS BENEFITS	0.00	406.31	1,691.59	( 1,691.59)	0%	0%
100-532270	STATE INS FUND BENEFITS	51.00	13.63	53.46	( 2.46)	27%	105%
100-532280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-532310	PURCHASED SERVICES-SCHOOL ACTIVITI	200.00	0.00	0.00	200.00	0%	0%
100-532380	TRAVEL-SCHOOL ACTIVITIES	100.00	0.00	0.00	100.00	0%	0%
TOTAL SCHOOL ACTIVITIES PROGRAM		13,513.00	3,169.09	12,737.87	775.13	23%	94%
GUIDANCE							
100-611110	SALARIES - GUIDANCE COUNSELOR	81,009.00	20,252.25	81,009.00	0.00	25%	100%
100-611210	PERSI - EMPLOYER CONTRIBUTION	10,920.00	2,730.00	10,920.00	0.00	25%	100%
100-611220	FICA-EMPLOYER CONTRIBUTION	6,197.00	1,520.91	6,083.06	113.94	25%	98%
100-611240	MSB - HEALTH INS BENEFITS	11,540.00	2,700.15	10,870.28	669.72	23%	94%
100-611270	STATE INS FUND BENEFITS	377.00	120.90	474.36	( 97.36)	32%	126%
100-611280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-611310	PURCHASED SERVICES-GUIDANCE COUNSE	900.00	0.00	142.20	757.80	0%	16%
100-611350	PURCHASED SERV-HEALTH,TESTING	400.00	0.00	0.00	400.00	0%	0%
100-611380	TRAVEL-GUIDANCE COUNSELOR	3,700.00	0.00	0.00	3,700.00	0%	0%
100-611390	PURCHASED SERVICES - COUNSELOR DUE	0.00	0.00	0.00	0.00	0%	0%
100-611410	SUPPLIES/MATERIALS-GUIDANCE COUNSE	300.00	0.00	0.00	300.00	0%	0%
TOTAL GUIDANCE PROGRAM		115,343.00	27,324.21	109,498.90	5,844.10	24%	95%
ANCILLARY							
100-616310	PURCHASED SERVICES-SPEC TESTING	3,000.00	8,782.60	81,423.59	( 78,423.59)	293%	999%
100-616311	SPECIAL SERVICES-SPEECH THERAPY	8,950.00	0.00	7,835.80	1,114.20	0%	88%
100-616312	PURCHASED SERVICES-PHYSICAL THERAP	0.00	0.00	0.00	0.00	0%	0%
100-616410	SUPPLIES/MATERIALS-SPEC SERVICES	0.00	0.00	0.00	0.00	0%	0%
TOTAL SPECIAL SERVICES		11,950.00	8,782.60	89,259.39	77,309.39CR	73%	747%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
INSTRUCTIONAL IMPV							
100-621165	SALARY - PROFESSIONAL DEVELOPMENT	0.00	1,073.33	1,073.33	( 1,073.33)	0%	0%
100-621110	SALARY - INSTRUCTIONAL IMPROVEMENT	0.00	1,000.00	1,900.00	( 1,900.00)	0%	0%
100-621210	PERSI	0.00	646.48	767.80	( 767.80)	0%	0%
100-621220	FICA	0.00	173.59	239.83	( 239.83)	0%	0%
100-621240	HEALTH	0.00	448.47	610.54	( 610.54)	0%	0%
100-621270	WORKERS COMP	0.00	13.44	17.57	( 17.57)	0%	0%
100-621280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-621310	PURCHASED SERVICES-INSTRUCTIONAL I	8,700.00	1,365.00	1,518.50	7,181.50	16%	17%
100-621330	INST IMPV - PAYMENT FOR CREDITS	5,000.00	800.00	4,800.00	200.00	16%	96%
100-621380	INSTRUCTIONAL IMPROVEMENT - TRAVEL	5,000.00	0.00	1,022.63	3,977.37	0%	20%
100-621410	SUPPLIES/MATERIALS-INSTRUCTIONAL I	0.00	0.00	2,692.05	( 2,692.05)	0%	0%
	TOTAL INSTRUCTIONAL IMPROVEMENT	18,700.00	5,520.31	14,642.25	4,057.75	30%	78%
M E D I A							
100-622170	SALARIES-LIBRARY ASSISTANT	22,553.00	5,638.31	24,068.60	( 1,515.60)	25%	107%
100-622210	PERSI-EMPLOYER CONTRIBUTION	2,697.00	674.34	2,878.62	( 181.62)	25%	107%
100-622220	FICA-EMPLOYER CONTRIBUTION	1,725.00	431.35	1,841.27	( 116.27)	25%	107%
100-622240	MSB - HEALTH INS BENEFITS	0.00	0.00	0.00	0.00	0%	0%
100-622270	STATE INS FUND-ED MEDIAL	105.00	33.66	139.04	( 34.04)	32%	132%
100-622280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-622310	PURCHASED SERVICES-ED MEDIA	0.00	0.00	0.00	0.00	0%	0%
100-622410	SUPPLIES/MATERIALS-ED MEDIA	10,000.00	330.36	4,219.82	5,780.18	3%	42%
100-622420	GRANT FUNDED SUPPLIES	0.00	0.00	0.00	0.00	0%	0%
100-622430	LIBRARY MAGAZINE SUBSCRIP/BOOKS	0.00	0.00	0.00	0.00	0%	0%
100-622550	CAPITAL OUTLAY-ED MEDIA	0.00	0.00	0.00	0.00	0%	0%
	TOTAL MEDIA PROGRAM	37,080.00	7,108.02	33,147.35	3,932.65	19%	89%
TECHNOLOGY INSTRUCTION							
100-623170	SALARIES - TECNHOLOGY NON CERTIFIC	17,401.00	382.58	16,019.90	1,381.10	2%	92%
100-623210	PERSI EMPLOYER SHARE	2,081.00	17.26	1,804.84	276.16	1%	87%
100-623220	FICA - EMPLOYER CONTRIBUTION	1,331.00	12.43	1,170.69	160.31	1%	88%
100-623240	HEALTH INS BENEFITS	7,467.00	1,924.68	7,746.03	( 279.03)	26%	104%
100-623270	STATE INS FUND BENEFIT	81.00	8.70	95.27	( 14.27)	11%	118%
100-623280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-623310	PURCHASED SVCS - TECHNOLOGY INST	20,000.00	2,353.04	40,195.07	( 20,195.07)	12%	201%
100-623380	TRAVEL - TECHNOLOGY INSTRUCTION	1,000.00	0.00	0.00	1,000.00	0%	0%
100-623410	SUPPLIES - TECHNOLOGY INSTRUCTION	15,000.00	15,744.91	47,054.39	( 32,054.39)	105%	314%
100-623411	COPIER IMAGE COST	2,500.00	512.99	2,949.67	( 449.67)	21%	118%
100-623550	CAPITAL OUTLAY - TECHNOLOGY INST	25,000.00	21,824.67	21,824.67	3,175.33	87%	87%
	TOTAL TECHNOLOGY INSTRUCTION PROGRAM	91,861.00	42,781.26	138,860.53	46,999.53CR	47%	151%
BOARD OF EDUCATION							
100-631110	SALARIES - BOARD OF EDUCATION	14,376.00	1,198.00	14,376.00	0.00	8%	100%
100-631210	PERSI EMPLOYER SHARE	1,719.00	143.28	1,719.36	( 0.36)	8%	100%
100-631220	FICA-EMPLOYER CONTRIBUTION	1,100.00	89.32	1,071.36	28.64	8%	97%
100-631240	MSB-HEALTH INS BENEFITS	1,443.00	120.35	1,428.06	14.94	8%	99%
100-631270	STATE INS FUND BENEFITS	67.00	7.15	80.88	( 13.88)	11%	121%
100-631280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-631310	BOARD PURCHASED SERVICES	0.00	0.00	210.00	( 210.00)	0%	0%
100-631320	BOARD OF ED PROFESSIONAL/TECH	10,000.00	0.00	8,149.00	1,851.00	0%	81%
100-631380	BOARD OF EDUCATION TRAVEL	3,000.00	0.00	600.00	2,400.00	0%	20%
100-631390	BOARD OF EDUCATION DUES/OTHER	4,000.00	2,325.00	6,768.96	( 2,768.96)	58%	169%
100-631410	BOARD OF EDUCATION SUPPLIES	700.00	296.00	652.00	48.00	42%	93%
	TOTAL BOARD OF EDUCATION	36,405.00	4,179.10	35,055.62	1,349.38	11%	96%
DISTRICT ADMIN.							
100-632110	SALARIES - DISTRICT ADMINISTRA	117,810.00	9,817.50	117,810.00	0.00	8%	100%
100-632210	PERSI EMPLOYER SHARE	15,881.00	1,323.40	15,880.80	0.20	8%	100%
100-632220	FICA-EMPLOYER SHARE	9,012.00	751.04	9,012.42	( 0.42)	8%	100%
100-632240	MSB - HEALTH INS BENEFITS	11,540.00	908.74	10,769.75	770.25	8%	93%
100-632270	STATE INS FUND BENEFITS	549.00	58.61	662.98	( 113.98)	11%	121%
100-632280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-632310	PURCHASED SERVICES - DISTRICT ADMIN	1,500.00	0.00	45.00	1,455.00	0%	3%
100-632320	ADMINISTRATIVE SUBSCRIPTIONS	1,000.00	0.00	70.00	930.00	0%	7%
100-632350	DISTRICT ADMIN POSTAGE	3,000.00	177.50	3,226.72	( 226.72)	6%	108%
100-632380	ADMINISTRATIVE TRAVEL	8,500.00	1,767.70	11,489.69	( 2,989.69)	21%	135%
100-632390	ADMIN DUES AND FEES	1,000.00	120.35	1,220.35	( 220.35)	12%	122%
100-632410	ADMINISTRATIVE SUPPLIES	500.00	32.58	330.85	169.15	7%	66%
	TOTAL DISTRICT ADMINISTRATION	170,292.00	14,957.42	170,518.56	226.56CR	9%	100%



ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
SCHOOL ADMIN .							
100-641110	SCH ADMIN SALARIES	90,000.00	21,400.03	85,325.00	4,675.00	24%	95%
100-641170	SALARIES- CLASSIFIED	56,703.00	14,175.75	58,621.69	( 1,918.69)	25%	103%
100-641210	PERSI-EMPLOYER CONTRIBUTION	18,914.00	4,580.14	18,512.98	401.02	24%	98%
100-641220	FICA-EMPLOYER CONTRIBUTION	11,223.00	2,336.74	9,475.55	1,747.45	21%	84%
100-641240	MSB - HEALTH INS BENEFITS	23,080.00	5,806.55	23,167.64	( 87.64)	25%	100%
100-641270	STATE INS FUND BENEFITS	683.00	212.40	840.56	( 157.56)	31%	123%
100-641280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-641310	PURCHASED SERVICES-SCH ADMIN	2,000.00	0.00	298.36	1,701.64	0%	15%
100-641380	SCHOOL ADMIN TRAVEL	2,000.00	65.13CR	2,067.25	( 67.25)	2%	103%
100-641390	SCHOOL ADMIN DUES	1,000.00	714.00	714.00	286.00	71%	71%
100-641410	SUPPLIES/MATERIALS-SCH ADMIN	2,750.00	0.00	1,641.62	1,108.38	0%	60%
	TOTAL SCHOOL ADMINISTRATION	208,353.00	49,160.48	200,664.65	7,688.35	24%	96%
BUSINESS OPERATIONS							
100-651110	SALARIES - BUSINESS OPERATIONS	100,632.00	8,386.00	100,632.00	0.00	8%	100%
100-651210	PERSI EMPLOYER SHARE	12,036.00	1,002.97	12,035.64	0.36	8%	100%
100-651220	FICA-EMPLOYER CONTRIBUTION	7,698.00	625.21	7,499.67	198.33	8%	97%
100-651240	MSB - HEALTH INS BENEFITS	10,098.00	842.38	9,995.62	102.38	8%	99%
100-651270	STATE INS FUND BENEFITS	469.00	50.07	566.37	( 97.37)	11%	121%
100-651280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-651310	PURCHASED SERVICES-BUSINESS OPERAT	1,500.00	73.55	6,038.14	( 4,538.14)	5%	403%
100-651350	MEDICAID ADMIN FEES	2,500.00	351.68	3,667.25	( 1,167.25)	14%	147%
100-651380	BUSINESS OPERATIONS TRAVEL	3,000.00	324.85	2,624.78	375.22	11%	87%
100-651410	SUPPLIES/MATERIALS-BUSINESS OPERAT	2,500.00	0.00	2,344.13	155.87	0%	94%
	TOTAL BUSINESS OPERATIONS	140,433.00	11,656.71	145,403.60	4,970.60CR	8%	104%
CUSTODIAL							
100-661110	SALARIES - BUILDINGS/CUSTODIAL	36,852.00	3,071.87	37,577.77	( 725.77)	8%	102%
100-661165	SALARIES-TEMPORARY CUSTODIANS	2,000.00	0.00	0.00	2,000.00	0%	0%
100-661210	PERSI EMPLOYER SHARE	4,647.00	367.40	4,494.30	152.70	8%	97%
100-661220	FICA-EMPLOYER CONTRIBUTION	2,972.00	201.56	2,548.79	423.21	7%	86%
100-661240	HEALTH INS BENEFIT	11,540.00	962.73	11,423.68	116.32	8%	99%
100-661270	STATE INS FUND	1,586.00	169.57	1,953.58	( 367.58)	11%	123%
100-661280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-661310	PURCHASED SERVICES-BLDGS	1,000.00	111.08	4,340.24	( 3,340.24)	11%	434%
100-661331	UTILITIES-HEATING FUEL	40,000.00	0.00	33,909.04	6,090.96	0%	85%
100-661332	UTILITIES-ELECTRICITY	23,287.00	2,050.88	22,523.81	763.19	9%	97%
100-661333	UTILITIES-TELEPHONE	10,000.00	1,045.68	12,899.21	( 2,899.21)	10%	129%
100-661334	UTILITIES-WATER -SEWER	12,000.00	2,257.78	14,426.98	( 2,426.98)	19%	120%
100-661410	BUILDING-CUSTODIAL SUPPLIES	8,000.00	890.48	8,966.86	( 966.86)	11%	112%
100-661550	CAPITAL OUTLAY-BUILDINGS	0.00	0.00	0.00	0.00	0%	0%
100-661700	INSURANCE	25,225.00	0.00	25,225.00	0.00	0%	100%
	TOTAL CUSTODIAL	179,109.00	11,129.03	180,289.26	1,180.26CR	6%	101%
MAINTENANCE							
100-664110	SALARIES-MAINTENANCE	41,339.00	3,444.99	43,260.25	( 1,921.25)	8%	105%
100-664165	SALARIES-SUMMER MAINTENANCE	1,000.00	2,681.58	2,681.58	( 1,681.58)	268%	268%
100-664210	PERSI EMPLOYER SHARE	5,064.00	732.73	5,494.63	( 430.63)	14%	109%
100-664220	FICA-EMPLOYER CONTRIBUTION	3,239.00	382.66	2,506.02	732.98	12%	77%
100-664240	MAINT HEALTH INSURANCE	8,655.00	1,234.45	8,977.81	( 322.81)	14%	104%
100-664270	MAINT. WORKMANS COMP	1,728.00	206.17	2,268.58	( 540.58)	12%	131%
100-664280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-664310	MAINT PURCHASED SERVICES	10,000.00	315.00	6,201.65	3,798.35	3%	62%
100-664320	COPIER MAINTENANCE	5,000.00	438.83	5,265.96	( 265.96)	9%	105%
100-664410	BLDG. MAINT. MATERIAL/SUPPLIES	10,000.00	4,003.61	10,897.41	( 897.41)	40%	109%
100-664550	BLDGS/EQUIP CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0%	0%
	TOTAL MAINTENANCE	86,025.00	13,440.02	87,553.89	1,528.89CR	16%	102%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
<b>GROUNDS CARE</b>							
100-665110	MAINT. GROUNDS SALARY	13,780.00	1,148.37	13,780.00	0.00	8%	100%
100-665165	MAINTENANCE/GRDS SUMMER SALARI	2,000.00	0.00	0.00	2,000.00	0%	0%
100-665210	PERSI EMPLOYER SHARE	1,887.00	137.35	1,648.09	238.91	7%	87%
100-665220	FICA-EMPLOYER CONTRIBUTION	1,207.00	59.18	732.32	474.68	5%	61%
100-665240	MAINT.GROUNDS HEALTH INS.	2,885.00	240.69	2,701.78	183.22	8%	94%
100-665270	MAINT.GROUNDS WORKMANS COMP	644.00	63.39	715.56	( 71.56)	10%	111%
100-665280	UNUSED SICK LEAVE BENEFIT	0.00	0.00	0.00	0.00	0%	0%
100-665310	MAINT GROUNDS PURCHASED SERV	3,568.00	0.00	3,606.91	( 38.91)	0%	101%
100-665410	MAINT. GROUNDS SUPPLIES/MAT	4,000.00	921.75	5,665.64	( 1,665.64)	23%	142%
100-665550	MAINTEN/GRDS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL GROUNDS CARE</b>	<b>29,971.00</b>	<b>2,570.73</b>	<b>28,850.30</b>	<b>1,120.70</b>	<b>9%</b>	<b>96%</b>
<b>SCHOOL SAFETY</b>							
100-667310	SCHOOL SAFETY PURCHASED SERVICES	0.00	0.00	0.00	0.00	0%	0%
100-667410	SCHOOL SAFETY SUPPLIES	4,210.00	0.00	0.00	4,210.00	0%	0%
	<b>TOTAL SCHOOL SAFETY</b>	<b>4,210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,210.00</b>	<b>0%</b>	<b>0%</b>
<b>TRANSPORTATION</b>							
100-681310	TRANSPORTATION PURCHASED SERV	0.00	0.00	3,617.49	( 3,617.49)	0%	0%
100-681340	TRANSPORTATION - ROUTE MILES	380,000.00	41,876.43	365,181.60	14,818.40	11%	96%
100-681390	PAYMNT.IN LEIU OF TRANSPORT	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL PUPIL TO SCHOOL TRANSPORTATION</b>	<b>380,000.00</b>	<b>41,876.43</b>	<b>368,799.09</b>	<b>11,200.91</b>	<b>11%</b>	<b>97%</b>
100-682310	NON-ALLOW TRANS PURCHASED SERV	20,000.00	587.95	22,287.69	( 2,287.69)	3%	111%
	<b>TOTAL ACTIVITY TRANSPORTATION</b>	<b>20,000.00</b>	<b>587.95</b>	<b>22,287.69</b>	<b>2,287.69CR</b>	<b>3%</b>	<b>111%</b>
100-683310	MAINTENANCE ON DISTRICT VEHICLES	2,000.00	144.24	385.34	1,614.66	7%	19%
100-683410	SUPPLIES FOR DISTRICT VEHICLES	3,000.00	1,228.44	3,312.65	( 312.65)	41%	110%
100-683550	CAPITAL - DISTRICT VEHICLES	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL GENERAL TRANSPORTATION</b>	<b>5,000.00</b>	<b>1,372.68</b>	<b>3,697.99</b>	<b>1,302.01</b>	<b>27%</b>	<b>74%</b>
100-810540	CAPITAL OBJECTS - BLDG	0.00	0.00	0.00	0.00	0%	0%
100-810550	CAPITAL OBJECTS - EQUIPMENT	0.00	0.00	0.00	0.00	0%	0%
100-920803	TRANSFER TO MEDICAID FUND	5,063.00	0.00	0.00	5,063.00	0%	0%
100-920804	TRANSFER OUT TO FOODSERVICE - FICA	1,988.00	1,953.93	1,953.93	34.07	98%	98%
100-920805	TRANSFER TO LUNCH PROGRAM	39,104.00	39,720.67	39,720.67	( 616.67)	102%	102%
100-950000	CONTINGENCY	177,560.00	0.00	0.00	177,560.00	0%	0%
	<b>TOTAL OTHER</b>	<b>223,715.00</b>	<b>41,674.60</b>	<b>41,674.60</b>	<b>182,040.40</b>	<b>19%</b>	<b>19%</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,551,274.00</b>	<b>730,278.43</b>	<b>3,480,472.96</b>	<b>70,801.04</b>	<b>21%</b>	<b>98%</b>

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
FOREST FUND							
220-415000	EARNINGS ON INVESTMENTS	250.00CR	217.92CR	2,759.80CR	2,509.80	87%	999%
220-442000	FEDERAL FOREST FUND REVENUE	200.00CR	0.00	179.14CR	20.86CR	0%	90%
220-454000	PRIOR YEAR CARRYOVER	59,500.00CR	0.00	0.00	59,500.00CR	0%	0%
	TOTAL REVENUE	59,950.00CR	217.92CR	2,938.94CR	57,011.06CR	0%	5%
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220-632310	PURCHASED SERVICES-DIST ADMIN	8,000.00	0.00	0.00	8,000.00	0%	0%
220-632410	ADMINISTRATIVE SUP/MATERIALS	4,600.00	0.00	0.00	4,600.00	0%	0%
220-632550	DIST ADMIN CAPITAL OUTLAY	47,350.00	0.00	0.00	47,350.00	0%	0%
220-641310	SCHOOL BUSINESS PURCHASED SERV	0.00	0.00	0.00	0.00	0%	0%
220-950000	UNAPPROPRIATED BALANCE	0.00	0.00	0.00	0.00	0%	0%
	TOTAL EXPENDITURES	59,950.00	0.00	0.00	59,950.00	0%	0%
=====							
SECURING OUR FUTURE GRANT							
244-439000	REVENUE	16,138.00CR	0.00	0.00	16,138.00CR	0%	0%
	TOTAL REVENUE	16,138.00CR	0.00	0.00	16,138.00CR	0%	0%
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244-667310	SOFG PURCHASED SERVICES	14,632.00	0.00	14,632.00	0.00	0%	100%
244-667410	SOFG - SUPPLIES	1,506.00	0.00	1,505.61	0.39	0%	100%
	TOTAL EXPENDITURES	16,138.00	0.00	16,137.61	0.39	0%	100%
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APRA - ESSERF III							
250-445900	ESSERF III REVENUE	99,766.00CR	0.00	99,765.75CR	0.25CR	0%	100%
	TOTAL REVENUE	99,766.00CR	0.00	99,765.75CR	0.25CR	0%	100%
=====							
250-512100	SALARIES - ELEMENTARY - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-512200	BENEFITS - ELEMENTARY - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-512300	PURCHASED SERVICES - ELEMENTARY - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-512400	SUPPLIES - ELEMENTARY - ESSERF III	47,196.00	0.00	47,196.22	( 0.22)	0%	100%
250-512101	SALARIES - ELEM - ESSER III - L/L	0.00	465.00	465.00	( 465.00)	0%	0%
250-512201	BENEFITS - ELEM - ESSER III L/L	0.00	159.80	159.80	( 159.80)	0%	0%
250-512401	SUPPLIES - ELEMENTARY - ESSER III - L/L	6,736.00	0.00	6,735.80	0.20	0%	100%
250-512102	ARP - HOMELESS SALARIES	0.00	0.00	0.00	0.00	0%	0%
250-512202	ARP - HOMELESS - BENEFITS	0.00	0.00	0.00	0.00	0%	0%
250-515100	SALARIES - SECONDARY - ESSERF III	5,835.00	0.00	5,834.64	0.36	0%	100%
250-515200	BENEFITS - SECONDARY - ESSERF III	2,191.00	0.00	2,191.04	( 0.04)	0%	100%
250-515300	PURCHASED SERVICES - SECONDARY - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-515400	SUPPLIES - SECONDARY - ESSERF III	20,333.00	0.00	20,333.22	( 0.22)	0%	100%
250-661100	SALARIES - CUSTODIAL - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-661200	BENEFITS - CUSTODIAL - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-661300	PURCHASED SERVICES - CUSTODIAL - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
250-661400	SUPPLIES - CUSTODIAL - ESSERF III	17,475.00	0.00	17,474.83	0.17	0%	100%
250-920800	INDIRECT COST - ESSERF III	0.00	0.00	0.00	0.00	0%	0%
	TOTAL EXPENDITURES	99,766.00	624.80	100,390.55	624.55CR	1%	101%
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TITLE I FUND							
251-445100	FEDERAL ASSISTANCE - CH I	59,868.00CR	15,052.38CR	59,868.00CR	0.00	25%	100%
251-454000	PRIOR YEAR CARRYOVER	0.00	0.00	0.00	0.00	0%	0%
251-460000	TRANSFER IN	0.00	0.00	0.00	0.00	0%	0%
	TOTAL REVENUE	59,868.00CR	15,052.38CR	59,868.00CR	0.00	25%	100%
=====							
251-512100	SALARIES - CHAPTER I	37,249.00	8,973.62	36,148.31	1,100.69	24%	97%
251-512210	PERSI EMPLOYER SHARE	4,454.00	1,073.25	4,323.34	130.66	24%	97%
251-512220	FICA - EMPLOYER CONTRIBUTION	2,850.00	543.30	2,084.66	765.34	19%	73%
251-512240	HEALTH INSURANCE BENEFIT	14,771.00	4,408.49	17,099.80	( 2,328.80)	30%	116%
251-512270	STATE INS FUND BENEFITS	144.00	53.72	211.89	( 67.89)	37%	147%
251-512280	UNUSED SICK LEAVE BENEFIT - TITLE I-A	0.00	0.00	0.00	0.00	0%	0%
251-512380	CH I PURCHASED SERVICES	0.00	0.00	0.00	0.00	0%	0%
251-512410	CHAPTER I SUPPLIES	0.00	0.00	0.00	0.00	0%	0%
251-512420	HOMELESS SUPPLIES	400.00	0.00	0.00	400.00	0%	0%
	TOTAL EXPENDITURES	59,868.00	15,052.38	59,868.00	0.00	25%	100%
=====							
PART B FUND							
257-445600	FEDERAL ASSISTANCE - PART B	47,565.00CR	5,595.53CR	47,565.00CR	0.00	12%	100%
257-454000	PRIOR YEAR CARRYOVER	0.00	0.00	0.00	0.00	0%	0%
257-460000	TRANSFER IN GENERAL FUND	0.00	0.00	0.00	0.00	0%	0%

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ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
	TOTAL REVENUE	47,565.00CR	5,595.53CR	47,565.00CR	0.00	12%	100%
257-521100	SALARIES - PART B	26,851.00	1,058.49	25,668.90	1,182.10	4%	96%
257-521210	PERSI EMPLOYER SHARE	3,211.00	126.59	3,069.99	141.01	4%	96%
257-521220	FICA - EMPLOYER CONTRIBUTION	2,054.00	75.38	1,926.68	127.32	4%	94%
257-521240	MSB BENEFIT PD BY EMPLOYER	15,349.00	4,316.19	16,737.37	( 1,388.37)	28%	109%
257-521270	STATE INS FUND BENEFITS	100.00	18.88	162.06	( 62.06)	19%	162%
257-521280	UNUSED SICK LEAVE BENEFIT - PART B	0.00	0.00	0.00	0.00	0%	0%
257-521310	PART B PURCHASED SERVICES	0.00	0.00	0.00	0.00	0%	0%
257-521410	PART B SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0%	0%
	TOTAL EXPENDITURES	47,565.00	5,595.53	47,565.00	0.00	12%	100%
	PART B PRESCHOOL FUND						
258-445600	FEDERAL ASSISTANCE	2,426.00CR	866.24CR	2,426.00CR	0.00	36%	100%
258-454000	PRIOR YEAR CARRYOVER	0.00	0.00	0.00	0.00	0%	0%
	TOTAL REVENUE	2,426.00CR	866.24CR	2,426.00CR	0.00	36%	100%
258-522110	AIDE SALARY EXPENSE	1,473.00	446.64	1,579.11	( 106.11)	30%	107%
258-522210	PERSI EMPLOYER SHARE	156.00	45.15	180.60	( 24.60)	29%	116%
258-522220	FICA - EMPLOYER CONTRIBUTION	107.00	42.41	128.99	( 21.99)	40%	121%
258-522240	HEALTH INSURANCE BENEFIT EXPNS	685.00	126.86	528.19	156.81	19%	77%
258-522270	WORKERS COMP	5.00	2.54	9.11	( 4.11)	51%	182%
258-522280	UNUSED SICK LEAVE BENEFIT - PRESC	0.00	0.00	0.00	0.00	0%	0%
258-522310	PRESCHOOL PURCHASED SERVICES	0.00	0.00	0.00	0.00	0%	0%
258-522410	PRESCHOOL SUPPLIES	0.00	0.00	0.00	0.00	0%	0%
	TOTAL EXPENDITURES	2,426.00	663.60	2,426.00	0.00	27%	100%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
<b>MEDICAID FUND</b>							
260-445900	MEDICAID REVENUE	30,000.00CR	904.63CR	22,196.14CR	7,803.86CR	3%	74%
260-460000	TRANSFER FROM GENERAL FUND	5,063.00CR	0.00	0.00	5,063.00CR	0%	0%
	<b>TOTAL REVENUE</b>	<b>35,063.00CR</b>	<b>904.63CR</b>	<b>22,196.14CR</b>	<b>12,866.86CR</b>	<b>3%</b>	<b>63%</b>
260-616310	MEDICAID SERVICES	30,000.00	0.00	0.00	30,000.00	0%	0%
260-616350	MEDICAID MATCH	5,063.00	286.37	426.16	4,636.84	6%	8%
	<b>TOTAL EXPENDITURES</b>	<b>35,063.00</b>	<b>286.37</b>	<b>426.16</b>	<b>34,636.84</b>	<b>1%</b>	<b>1%</b>
<b>TITLE IV-A ESSA - STUDENT SUPPORT</b>							
261-445900	REVENUE - TITLE IV-A	10,000.00CR	3,513.30CR	10,000.00CR	0.00	35%	100%
	<b>TOTAL REVENUE</b>	<b>10,000.00CR</b>	<b>3,513.30CR</b>	<b>10,000.00CR</b>	<b>0.00</b>	<b>35%</b>	<b>100%</b>
261-512100	SALARIES - TITLE IV	5,716.00	1,609.51	5,896.48	( 180.48)	28%	103%
261-512200	BENEFITS - TITLE IV	4,284.00	1,081.72	4,103.52	180.48	25%	96%
261-512310	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0%	0%
261-512410	SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0%	0%
261-512550	TITLE IV - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>10,000.00</b>	<b>2,691.23</b>	<b>10,000.00</b>	<b>0.00</b>	<b>27%</b>	<b>100%</b>
<b>REAP FUND</b>							
262-443000	REVENUE - REAP	21,104.00CR	9,523.75CR	21,104.00CR	0.00	45%	100%
	<b>TOTAL EXPENDITURES</b>	<b>21,104.00CR</b>	<b>9,523.75CR</b>	<b>21,104.00CR</b>	<b>0.00</b>	<b>45%</b>	<b>100%</b>
262-512170	SALARIES - REAP	12,535.00	7,134.74	14,419.43	( 1,884.43)	57%	115%
262-512210	PERSI - REAP	1,499.00	853.33	1,724.61	( 225.61)	57%	115%
262-512220	FICA - REAP	1,216.00	537.40	1,076.10	139.90	44%	88%
262-512240	HEALTH - REAP	5,797.00	963.51	3,806.73	1,990.27	17%	66%
262-512270	STATE INS FUND	57.00	34.77	77.13	( 20.13)	61%	135%
262-512280	UUSL - REAP	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>21,104.00</b>	<b>9,523.75</b>	<b>21,104.00</b>	<b>0.00</b>	<b>45%</b>	<b>100%</b>
<b>TITLE II - IMPV TEACH</b>							
271-445900	TITLE II/IMPV TEACH QUALITY	9,463.00CR	2,602.97CR	9,463.00CR	0.00	28%	100%
	<b>TOTAL REVENUE</b>	<b>9,463.00CR</b>	<b>2,602.97CR</b>	<b>9,463.00CR</b>	<b>0.00</b>	<b>28%</b>	<b>100%</b>
271-621170	SALARIES - TITLE II	6,000.00	1,902.04	6,951.98	( 951.98)	32%	116%
271-621210	PERSI	761.00	259.13	939.78	( 178.78)	34%	123%
271-621220	FICA	459.00	133.30	502.85	( 43.85)	29%	110%
271-621240	HEALTH INS	24.00	296.59	1,026.93	( 1,002.93)	999%	999%
271-621270	WORKERS COMP	0.00	11.91	41.46	( 41.46)	0%	0%
271-621280	UUSL	0.00	0.00	0.00	0.00	0%	0%
271-621310	PURCHASED SERVICES	2,219.00	0.00	0.00	2,219.00	0%	0%
271-621380	TRAVEL	0.00	0.00	0.00	0.00	0%	0%
271-621410	SUPPLIES	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>9,463.00</b>	<b>2,602.97</b>	<b>9,463.00</b>	<b>0.00</b>	<b>28%</b>	<b>100%</b>

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
COPS FAST GRANT							
288-445900	GRANT REVENUE - COPS FAST	10,958.00CR	0.00	10,957.82CR	0.18CR	0%	100%
	TOTAL REVENUE	10,958.00CR	0.00	10,957.82CR	0.18CR	0%	100%
288-623300	PURCHASED SERVICES - COPS FAST	7,443.00	0.00	7,443.38	( 0.38)	0%	100%
288-623400	SUPPLIES - COPS FAST	3,515.00	0.00	3,514.44	0.56	0%	100%
	TOTAL EXPENDITURES	10,958.00	0.00	10,957.82	0.18	0%	100%
FOOD SERVICE FUND							
290-416100	LUNCH SALES - STUDENT	17,000.00CR	35.15CR	16,609.43CR	390.57CR	0%	98%
290-416200	LUNCH SALES - ADULTS	1,500.00CR	0.00	1,442.35CR	57.65CR	0%	96%
290-416300	ALA CARTE - BREAKFAST	0.00	0.00	0.00	0.00	0%	0%
290-416400	MILK REV/KINDERGARTE & EXTRA	0.00	0.47CR	73.54CR	73.54	0%	0%
290-416900	OTHER FOOD REVENUE	0.00	0.00	0.00	0.00	0%	0%
290-445500	FEDERAL ASSISTANCE	55,000.00CR	5,945.52CR	53,664.19CR	1,335.81CR	11%	98%
290-445600	FEDERAL ASSIST-FRUIT & VEG GRANT	0.00	0.00	6,538.65CR	6,538.65	0%	0%
290-445900	USDA COMMODITY VALUE/YR END	7,000.00CR	3,434.39CR	3,434.39CR	3,565.61CR	49%	49%
290-460000	TRANSFER IN FROM GF FOR PERSI/FICA	1,988.00CR	41,674.60CR	41,674.60CR	39,686.60	999%	999%
290-460100	TRANSFER FROM GF	39,104.00CR	0.00	0.00	39,104.00CR	0%	0%
	TOTAL REVENUE	121,592.00CR	51,090.13CR	123,437.15CR	1,845.15	42%	102%
290-710110	SALARIES-FOOD SERVICE	25,993.00	7,566.78	31,830.12	( 5,837.12)	29%	122%
290-710210	PERSI EMPLOYER SHARE	3,109.00	888.24	3,589.21	( 480.21)	29%	115%
290-710220	FOOD SERVICE FICA	1,988.00	458.59	1,953.93	34.07	23%	98%
290-710240	HEALTH INSURANCE-FOOD SERVICE	11,541.00	2,888.19	11,552.76	( 11.76)	25%	100%
290-710270	WORKERS COMPENSATION	1,061.00	410.78	1,632.32	( 571.32)	39%	154%
290-710280	UNUSED SICK LEAVE BENEFIT - FOOD	0.00	0.00	0.00	0.00	0%	0%
290-710310	PURCHASED SERVICES	200.00	0.00	348.63	( 148.63)	0%	174%
290-710380	TRAVEL	200.00	0.00	0.00	200.00	0%	0%
290-710400	USDA COMMODITY VALUE - YR END	7,000.00	3,434.39	3,434.39	3,565.61	49%	49%
290-710450	FOODS	70,000.00	1,260.01	68,994.35	1,005.65	2%	99%
290-710451	FRUITS AND VEGETABLES - GRANT	0.00	0.00	0.00	0.00	0%	0%
290-710490	SUPPLIES	500.00	0.00	101.44	398.56	0%	20%
290-710550	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0%	0%
	TOTAL EXPENDITURES	121,592.00	16,906.98	123,437.15	1,845.15CR	14%	102%

ACCT #	ACCT NAME	BUDGETED	MTD ACTIVITY	YTD ACTIVITY	BALANCE	MTD%	YTD%
<b>PLANT FACILITY FUND</b>							
425-412100	PLANT FACILITY LEVY	50,000.00CR	945.21CR	36,753.13CR	13,246.87CR	2%	74%
425-415000	PLANT FACIL EARN ON INVESTMNTS	500.00CR	781.33CR	9,894.90CR	9,394.90	156%	999%
425-419900	PLANT FACILITY OTHER REVENUE	0.00	0.00	0.00	0.00	0%	0%
425-454000	PRIOR YEAR CARRYOVER	200,000.00CR	0.00	0.00	200,000.00CR	0%	0%
	<b>TOTAL REVENUE</b>	<b>250,500.00CR</b>	<b>1,726.54CR</b>	<b>46,648.03CR</b>	<b>203,851.97CR</b>	<b>1%</b>	<b>19%</b>
<b>MAINTENANCE PURCHASED SERVICES</b>							
425-664310	MAINTENANCE PURCHASED SERVICES	50,000.00	3,068.91	15,342.90	34,657.10	6%	31%
425-664410	PLANT FACILITY SUPPLIES	0.00	0.00	13,532.52	( 13,532.52)	0%	0%
425-664550	MAINTENANCE BLDGS CO	0.00	0.00	6,866.68	( 6,866.68)	0%	0%
425-665550	BLDGS/GROUNDS CO	200,500.00	0.00	22,222.00	178,278.00	0%	11%
425-810550	FACILITIES CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>250,500.00</b>	<b>3,068.91</b>	<b>57,964.10</b>	<b>192,535.90</b>	<b>1%</b>	<b>23%</b>
<b>SCHOOL MODERNIZATION FACILITIES FUND</b>							
436-415000	SCHOOL MODERNIZATION INVESTMENT INCOME	0.00	2,883.73CR	15,700.39CR	15,700.39	0%	0%
436-431900	SCHOOL MODERNIZATION REVENUE	682,000.00CR	0.00	766,673.00CR	84,673.00	0%	112%
436-454000	SCHOOL MODERNIZATION BEGINNING BALANCE	0.00	0.00	0.00	0.00	0%	0%
	<b>TOTAL REVENUE</b>	<b>682,000.00CR</b>	<b>2,883.73CR</b>	<b>782,373.39CR</b>	<b>100,373.39</b>	<b>0%</b>	<b>115%</b>
<b>SMFF - PURCHASED SERVICES</b>							
436-664310	SMFF - PURCHASED SERVICES	182,000.00	0.00	0.00	182,000.00	0%	0%
436-664410	SMFF - MATERIALS / SUPPLIES	500,000.00	0.00	0.00	500,000.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>682,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>682,000.00</b>	<b>0%</b>	<b>0%</b>
<b>STUDENT ACTIVITY FUND</b>							
238-320000	BEGINNING BALANCE - BUDGET	80,000.00CR	0.00	0.00	80,000.00CR	0%	0%
238-417900	OTHER STUDENT REVENUES	85,000.00CR	0.00	0.00	85,000.00CR	0%	0%
	<b>TOTAL REVENUE</b>	<b>165,000.00CR</b>	<b>0.00</b>	<b>0.00</b>	<b>165,000.00CR</b>	<b>0%</b>	<b>0%</b>
<b>STUDENT ACTIVITY EXPENDITURES</b>							
238-740300	STUDENT ACTIVITY EXPENDITURES	165,000.00	0.00	0.00	165,000.00	0%	0%
	<b>TOTAL EXPENDITURES</b>	<b>165,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>165,000.00</b>	<b>0%</b>	<b>0%</b>
<b>FOUNDATION FUND</b>							
700-320000	BEGINNING BALANCE	17,500.00CR	0.00	0.00	17,500.00CR	0%	0%
700-419900	OTHER LOCAL REVENUE - SCHOLARSHIPS	0.00	0.00	600.00CR	600.00	0%	0%
700-415000	INTEREST EARNINGS	100.00CR	69.03CR	874.14CR	774.14	69%	874%
	<b>TOTAL REVENUE</b>	<b>17,600.00CR</b>	<b>69.03CR</b>	<b>1,474.14CR</b>	<b>16,125.86CR</b>	<b>0%</b>	<b>8%</b>
<b>SCHOLARSHIPS AWARDED</b>							
700-740300	SCHOLARSHIPS AWARDED	17,600.00	0.00	500.00	17,100.00	0%	3%
	<b>TOTAL EXPENDITURES</b>	<b>17,600.00</b>	<b>0.00</b>	<b>500.00</b>	<b>17,100.00</b>	<b>0%</b>	<b>3%</b>

ACCT #	ACCT NAME	BEG BALANCE	MTD ACTIVITY	YTD BALANCE
GENERAL FUND				
100-111100	CASH - GENERAL FUND	130,998.71	93,969.25CR	37,029.46
100-111260	SAVINGS - CAPITAL EDUCATORS	5.14	0.00	5.14
100-111300	PETTY CASH	70.00CR	170.00	100.00
100-111400	IMPREST ACCOUNT	0.00	0.00	0.00
100-112100	INVESTMENTS - STATE TREAS. POOL	648,680.64	197,635.06CR	451,045.58
100-113190	TAXES RECEIVABLE	38,028.26	0.00	38,028.26
100-114100	STATE APPORTIONMENT REC	0.00	0.00	0.00
100-114200	OTHER RECEIVABLES	0.01CR	389.48	389.47
100-114223	DRIVER ED REVENUE RECEIVABLE	0.00	0.00	0.00
100-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	817,642.74	291,044.83CR	526,597.91
=====				
100-213000	ACCOUNTS PAYABLE	0.00	57,475.53CR	57,475.53CR
100-215000	DUE TO OTHER FUNDS	192.00CR	93.50	98.50CR
100-217100	SALARIES PAYABLE	0.00	242,598.42CR	242,598.42CR
100-217200	BENEFITS PAYABLE	0.00	97,755.21CR	97,755.21CR
100-218100	WORKERS COMP PAYABLE	240.55	1,493.99CR	1,253.44CR
100-218350	SALES TAX PAYABLE	61.58CR	61.58	0.00
100-221000	DEFERRED REVENUES	38,425.74CR	0.00	38,425.74CR
100-320000	FUND BALANCE - GENERAL FUND	779,203.97CR	690,212.90	88,991.07CR
	TOTAL LIABILITIES & FUND BALANCE	817,642.74CR	291,044.83	526,597.91CR
=====				
FOREST FUND				
220-111100	CASH - FEDERAL FOREST FUNDS	3,532.68	0.00	3,532.68
220-112100	LGIP - FOREST FUND	58,904.72	217.92	59,122.64
220-113000	FEDERAL FOREST FUNDS RECEIVABLE	0.00	0.00	0.00
220-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	62,437.40	217.92	62,655.32
=====				
220-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
220-322420	FUND BALANCE - FEDERAL FOREST	62,437.40CR	217.92CR	62,655.32CR
	TOTAL LIABILITIES & FUND BALANCE	62,437.40CR	217.92CR	62,655.32CR
=====				
SECURING OUR FUTURE GRANT				
244-111100	CASH	3,724.61	0.00	3,724.61
244-114100	RECEIVABLE	0.00	0.00	0.00
244-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
244-320200	FUND BALANCE	3,724.61CR	0.00	3,724.61CR
	NET FUND OPERATIONS	0.00	0.00	0.00
=====				
APRA - ESSERF III				
250-111100	CASH - ESSERF III	0.00	624.80CR	624.80CR
250-114100	RECEIVABLE - ESSERF III	0.00	0.00	0.00
	TOTAL ASSETS	0.00	624.80CR	624.80CR
=====				
250-213000	ACCOUNTS PAYABLE - ESSERF III	0.00	0.00	0.00
250-217100	SALARIES PAYABLE	0.00	0.00	0.00
250-217200	BENEFITS PAYABLE	0.00	0.00	0.00
250-221000	DEFERRED REVENUE	0.00	0.00	0.00
250-320200	FUND BALANCE - ESSERF III	0.00	624.80	624.80
	TOTAL LIABILITIES & FUND BALANCE	0.00	624.80	624.80
=====				



ACCT #	ACCT NAME	BEG BALANCE	MTD ACTIVITY	YTD BALANCE
T I T L E I F U N D				
251-111100	CASH - CHAPTER I	0.00	101.66	101.66
251-113100	FEDERAL ASSISTANCE RECEIVABLE	0.00	9,909.61	9,909.61
251-114200	INTERFUND RECEIVABLE	0.00	0.00	0.00
251-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	0.00	10,011.27	10,011.27
=====				
251-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
251-217100	SALARIES PAYABLE	0.00	6,038.90CR	6,038.90CR
251-217200	CH I BENEFITS PAYABLE	0.00	3,972.37CR	3,972.37CR
251-320000	FUND BALANCE - CHAPTER I	0.00	0.00	0.00
	TOTAL LIABILITIES & FUND BALANCE	0.00	10,011.27CR	10,011.27CR
=====				
P A R T B F U N D				
257-111100	CASH - PART B	0.00	8,576.29	8,576.29
257-114200	INTERFUND RECEIVABLE	0.00	0.00	0.00
257-114500	ACCOUNTS RECEIVABLE	0.00	799.87	799.87
	TOTAL ASSETS	0.00	9,376.16	9,376.16
=====				
257-213000	ACCOUNTS PAYABLE - PART B	0.00	0.00	0.00
257-217100	SALARIES PAYABLE	0.00	5,469.06CR	5,469.06CR
257-217200	BENEFITS PAYABLE	0.00	3,907.10CR	3,907.10CR
257-320000	FUND BALANCE - PART B	0.00	0.00	0.00
	TOTAL LIABILITIES & FUND BALANCE	0.00	9,376.16CR	9,376.16CR
=====				
P A R T B P R E S C H O O L F U N D				
258-111100	CASH - PART B PRESCHOOL	202.64CR	119.70	82.94CR
258-113100	FEDERAL ASSISTANCE RECEIVABLE	0.00	460.96	460.96
258-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	202.64CR	580.66	378.02
=====				
258-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
258-217100	SALARIES PAYABLE	0.00	0.00	0.00
258-217200	BENEFITS PAYABLE	0.00	378.02CR	378.02CR
258-320000	FUND BALANCE - PART B PRESCHOOL	202.64	202.64CR	0.00
	TOTAL LIABILITIES & FUND BALANCE	202.64	580.66CR	378.02CR
=====				
M E D I C A I D F U N D				
260-111100	CASH	16,491.11	618.26	17,109.37
260-111500	MEDICAID TRUST ACCOUNT	4,660.61	0.00	4,660.61
260-113100	MEDICAID RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	21,151.72	618.26	21,769.98
=====				
260-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
260-320000	FUND BALANCE - MEDICAID	21,151.72CR	618.26CR	21,769.98CR
	TOTAL LIABILITIES & FUND BALANCE	21,151.72CR	618.26CR	21,769.98CR
=====				
T I T L E I V - A E S S A - S T U D E N T S U P P O R T				
261-111100	CASH - TITLE IV-A	822.07CR	605.44	216.63CR
261-114200	RECEIVABLE	0.00	1,860.83	1,860.83
	TOTAL ASSETS	822.07CR	2,466.27	1,644.20
=====				
261-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
261-217100	SALARIES PAYABLE	0.00	0.00	0.00
261-217200	BENEFITS PAYABLE	0.00	1,644.20CR	1,644.20CR
261-221000	DEFERRED REVENUE	0.00	0.00	0.00
261-320200	FUND BALANCE - TITLE IV-A	822.07	822.07CR	0.00
	TOTAL LIABILITIES & FUND BALANCE	822.07	2,466.27CR	1,644.20CR
=====				
R E A P F U N D				
262-111100	CASH - REAP FUNDS	0.00	5,649.64CR	5,649.64CR
262-114500	REAP ACCOUNTS RECEIVABLE	0.00	8,232.41	8,232.41
	TOTAL ASSETS	0.00	2,582.77	2,582.77
=====				
262-213000	ACCOUNTS PAYABLE - REAP	0.00	0.00	0.00
262-217100	SALARIES PAYABLE	0.00	1,618.90CR	1,618.90CR

ACCT #	ACCT NAME	BEG BALANCE	MTD ACTIVITY	YTD BALANCE
262-217200	BENEFITS PAYABLE	0.00	963.87CR	963.87CR
262-320000	FUND BALANCE - REAP	0.00	0.00	0.00
	TOTAL LIABILITIES & FUND BALANCE	0.00	2,582.77CR	2,582.77CR
=====				
TITLE II - IMPV TEACH				
271-111100	CASH - TITLE II IMPV TEACH QUALITY	0.00	420.21	420.21
271-114500	ACCOUNTS RECEIVABLE	0.00	709.19	709.19
	TOTAL ASSETS	0.00	1,129.40	1,129.40
=====				
271-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
271-217100	SALARY PAYABLE	0.00	833.32CR	833.32CR
271-217200	BENEFITS PAYABLE	0.00	296.08CR	296.08CR
271-320000	FUND BALANCE - TIT II IMPV TEACH Q	0.00	0.00	0.00
	TOTAL LIABILITIES & FUND BALANCE	0.00	1,129.40CR	1,129.40CR
=====				

ACCT #	ACCT NAME	BEG BALANCE	MTD ACTIVITY	YTD BALANCE
<b>COPS FAST GRANT</b>				
288-111100	CASH - COPS FAST	0.00	0.00	0.00
288-114100	RECEIVABLE - COPS FAST	0.00	0.00	0.00
	<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
=====				
288-213000	ACCOUNTS PAYABLE - COPS FAST	0.00	0.00	0.00
288-221000	DEFERRED REVENUE	0.00	0.00	0.00
288-320200	FUND BALANCE - COPS FAST	0.00	0.00	0.00
	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
=====				
<b>FOOD SERVICE FUND</b>				
290-111100	CASH - SCHOOL LUNCH PROGRAM	34,183.15CR	42,214.88	8,031.73
290-114100	FEDERAL ASSISTANCE RECEIVABLE	0.00	0.00	0.00
290-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	<b>TOTAL ASSETS</b>	<b>34,183.15CR</b>	<b>42,214.88</b>	<b>8,031.73</b>
=====				
290-213000	ACCOUNTS PAYABLE	0.00	8.98	8.98
290-217100	SALARIES PAYABLE	0.00	4,951.20CR	4,951.20CR
290-217200	BENEFITS PAYABLE	0.00	3,089.51CR	3,089.51CR
290-221000	DEFERRED REVENUE	0.00	0.00	0.00
290-322900	FUND BALANCE - FOOD SERVICE FUND	34,183.15	34,183.15CR	0.00
	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>34,183.15</b>	<b>42,214.88CR</b>	<b>8,031.73CR</b>
=====				
<b>PLANT FACILITY FUND</b>				
425-111100	CASH-PLANT FACILITY (LOTTERY	14,060.58CR	945.21	13,115.37CR
425-112100	PLANT FACILITY INVESTMENTS	211,197.01	781.33	211,978.34
425-114100	PLANT FACILITY RECEIVABLES	4,132.03	0.00	4,132.03
425-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	<b>TOTAL ASSETS</b>	<b>201,268.46</b>	<b>1,726.54</b>	<b>202,995.00</b>
=====				
425-213000	ACCOUNTS PAYABLE	0.00	3,068.91CR	3,068.91CR
425-221000	PLANT FACILITY - DEFERRED REVENUE	4,132.03CR	0.00	4,132.03CR
425-320000	FUND BALANCE - PLANT FACILITY	197,136.43CR	1,342.37	195,794.06CR
	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>201,268.46CR</b>	<b>1,726.54CR</b>	<b>202,995.00CR</b>
=====				

ACCT #	ACCT NAME	BEG BALANCE	MTD ACTIVITY	YTD BALANCE
<b>SCHOOL MODERNIZATION FACILITIES FUND</b>				
436-111100	SCHOOL MODERNIZATION CASH	0.00	0.00	0.00
436-112100	SCHOOL MODERNIZATION LGIP	779,489.66	2,883.73	782,373.39
436-114100	RECEIVABLE	0.00	0.00	0.00
436-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
436-320000	FUND BALANCE	779,489.66CR	2,883.73CR	782,373.39CR
	NET FUND OPERATIONS	0.00	0.00	0.00
<b>STUDENT ACTIVITY FUND</b>				
238-111100	CASH - STUDENT ACTIVITY FUNDS	113,217.87	0.00	113,217.87
238-114200	RECEIVABLE - ASB FUND	0.00	0.00	0.00
	TOTAL ASSETS	113,217.87	0.00	113,217.87
238-213000	ACCOUNTS PAYABLE - ASB FUND	0.00	0.00	0.00
238-320200	FUND BALANCE - STUDENT ACTIVITY FUNDS	113,217.87CR	0.00	113,217.87CR
	TOTAL LIABILITIES & FUND BALANCE	113,217.87CR	0.00	113,217.87CR
<b>FOUNDATION FUND</b>				
700-111100	CASH - HIGHLAND FOUNDATION	2,775.00	0.00	2,775.00
700-112100	INVESTMENTS-HIGHLAND FOUND/CD	16,204.37	59.95	16,264.32
700-112101	INVESTMENT (CD) - WILFONG FOUND.	2,453.52	9.08	2,462.60
700-114500	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	TOTAL ASSETS	21,432.89	69.03	21,501.92
700-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
700-223100	FUND BALANCE - WILFONG	0.00	0.00	0.00
700-223000	FUND BALANCE - HIGHLAND FOUNDATION	0.00	0.00	0.00
700-320200	FUND BALANCE - FOUNDATION FUND	21,432.89CR	69.03CR	21,501.92CR
	TOTAL LIABILITIES & FUND BALANCE	21,432.89CR	69.03CR	21,501.92CR
<b>ACCOUNTS PAYABLE</b>				
100-213000	ACCOUNTS PAYABLE	0.00	57,475.53CR	57,475.53CR
244-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
250-213000	ACCOUNTS PAYABLE - ESSERF III	0.00	0.00	0.00
251-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
257-213000	ACCOUNTS PAYABLE - PART B	0.00	0.00	0.00
260-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
271-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
288-213000	ACCOUNTS PAYABLE - COPS FAST	0.00	0.00	0.00
290-213000	ACCOUNTS PAYABLE	0.00	8.98	8.98
425-213000	ACCOUNTS PAYABLE	0.00	3,068.91CR	3,068.91CR
436-213000	ACCOUNTS PAYABLE	0.00	0.00	0.00
	TOTAL ACCOUNTS PAYABLE	0.00	60,535.46CR	60,535.46CR
<b>CASH IN BANK</b>				
100-111100	CASH - GENERAL FUND	130,998.71	93,969.25CR	37,029.46
220-111100	CASH - FEDERAL FOREST FUNDS	3,532.68	0.00	3,532.68
244-111100	CASH	3,724.61	0.00	3,724.61
250-111100	CASH - ESSERF III	0.00	624.80CR	624.80CR
251-111100	CASH - CHAPTER I	0.00	101.66	101.66
257-111100	CASH - PART B	0.00	8,576.29	8,576.29
258-111100	CASH - PART B PRESCHOOL	202.64CR	119.70	82.94CR
260-111100	CASH	16,491.11	618.26	17,109.37
261-111100	CASH - TITLE IV-A	822.07CR	605.44	216.63CR
262-111100	CASH - REAP FUNDS	0.00	5,649.64CR	5,649.64CR
271-111100	CASH - TITLE II IMPV TEACH QUALITY	0.00	420.21	420.21
288-111100	CASH - COPS FAST	0.00	0.00	0.00
290-111100	CASH - SCHOOL LUNCH PROGRAM	34,183.15CR	42,214.88	8,031.73
425-111100	CASH-PLANT FACILITY (LOTTERY	14,060.58CR	945.21	13,115.37CR
436-111100	SCHOOL MODERNIZATION CASH	0.00	0.00	0.00
700-111100	CASH - HIGHLAND FOUNDATION	2,775.00	0.00	2,775.00
	TOTAL CASH IN BANK	108,253.67	46,642.04CR	61,611.63

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-07/14/25; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
000160	100-515410	000000	06/30/25	25-319	1W3Q-341W-JLXY	CURRY - CLASSROOM/SCIENCE	1	N	06-2025	127.80
000160	100-515410	000000	06/30/25	25-319	1HKX-VQ13-13VH	CURRY - CLASSROOM/SCIENCE	1	N	06-2025	17.89
000160	100-515410	000000	06/30/25	25-319	1Y73-QTYW-RMDW	CURRY - CLASSROOM/SCIENCE	1	N	06-2025	298.23
000160	100-641410	000000	07/08/25	0026-3	1J13-7N6R-GXG6	OFFICE SUPPLIES	1	N	07-2025	41.35
000160	100-641410	000000	07/08/25	0026-3	11FK-1Q7T-J9KV	OFFICE SUPPLIES	1	N	07-2025	22.98
000160	100-641410	000000	07/08/25	0026-3	1RM1-PWPY-JQRD	OFFICE SUPPLIES	1	N	07-2025	19.74
	**SUB-TOTAL: AMAZON CAPITAL SERVICES									527.99
000280	100-621310	000000	06/30/25	000000	124	CLASSROOM INSTITUTE	1	N	06-2025	1,200.00
	**SUB-TOTAL: APRIL NIEMELA									1,200.00
000320	100-651350	000000	06/30/25	000000	2378	MEDICAID ADMIN FEE	1	N	06-2025	54.28
	**SUB-TOTAL: ASSETWORKS RISK MANAGEMENT									54.28
000380	425-664310	000000	06/30/25	000000	7999	EXCAVATION - FIELD WATER LINE	1	N	06-2025	1,000.00
	**SUB-TOTAL: AUKLAND TREE SERVICE									1,000.00
000420	100-661332	000000	06/30/25	000000		ELECTRICITY	1	N	06-2025	660.23
	**SUB-TOTAL: AVISTA UTILITIES									660.23
000540	100-661310	000000	06/30/25	000000	683323	LOBBY RUGS	1	N	06-2025	111.08
	**SUB-TOTAL: BLUE RIBBON LINEN SUPPLY									111.08
000740	100-515312	000000	06/30/25	000000		IATA REGISTRATION	1	N	06-2025	412.56
000740	100-515312	000000	06/30/25	000000		CTE CONNECT CONFERENCE - AG	1	N	06-2025	307.50
000740	100-515311	000000	06/30/25	000000		CTE CONNECT CONFERENCE - BUS	1	N	06-2025	307.50
000740	100-515412	000000	06/30/25	000000		GLOWFORGE - MONTHLY	1	N	06-2025	14.99
000740	100-515312	000000	06/30/25	000000		CONFERENCE LODGING - REXBURG	1	N	06-2025	617.00
	**SUB-TOTAL: CAPED MASTERCARD - JN									1,659.55
000760	100-632350	000000	06/30/25	000000		POSTAGE	1	N	06-2025	15.75
000760	100-683310	000000	06/30/25	000000		RITZ EXPRESS - VAN WASH	1	N	06-2025	16.00
	**SUB-TOTAL: CAPED MASTERCARD - NW									31.75
000800	100-632380	000000	06/30/25	000000		HILTON GARDEN INN - ISN LODGING	1	N	06-2025	692.49
000800	100-632380	000000	06/30/25	000000		HILTON GARDEN INN - ISN LODGING - TAX	1	N	06-2025	74.49CR
000800	100-664410	000000	06/30/25	000000	210349	EARLY BIRD - HARDWOOD	1	N	06-2025	6.05
000800	100-641410	000000	07/14/25	026-04	210349	STAPLES - BOOK BINDING	1	N	07-2025	44.01
	**SUB-TOTAL: CAPED MASTERCARD - TK									668.06
000980	100-661333	000000	07/01/25	000000		FAX LINE	1	N	07-2025	106.09
	**SUB-TOTAL: CENTURYLINK									106.09
001020	100-665410	000000	06/30/25	000000		FUNNEL	1	N	06-2025	5.08
001020	100-683410	000000	06/30/25	000000		FUEL	1	N	06-2025	358.72
001020	290-710450	000000	06/30/25	000000		MILK	1	N	06-2025	8.98CR
	**SUB-TOTAL: CHS INC									354.82
001040	100-661334	000000	06/30/25	000000		UTILITIES	1	N	06-2025	1,113.05
	**SUB-TOTAL: CITY OF CRAIGMONT									1,113.05
001160	100-683410	000000	06/30/25	000000	272173	FUEL	1	N	06-2025	175.08
	**SUB-TOTAL: COLEMAN OIL									175.08
001200	100-623550	000000	06/30/25	25-318	295890	CORE SWITCHES	1	N	06-2025	21,824.67
	**SUB-TOTAL: COMPUNET									21,824.67
001440	100-683310	000000	06/30/25	000000	17950	VAN 2 LOF	1	N	06-2025	128.24
	**SUB-TOTAL: DAVE'S REPAIR									128.24
001620	100-621330	000000	06/30/25	000000		3 CREDITS	1	N	06-2025	600.00
	**SUB-TOTAL: EILEEN WALKER									600.00
002160	100-665410	000000	06/30/25	25-324	149313	FOOTBALL FIELD WATER PARTS	1	N	06-2025	126.64
002160	100-665410	000000	07/08/25	0026-5	150501	PLUMBING PARTS - FOOTBALL FIELD	1	N	07-2025	111.48
	**SUB-TOTAL: HAHN SUPPLY INC									238.12
002220	100-661410	000000	06/30/25	25-320	63106897	CUSTODIAL SUPPLIES	1	N	06-2025	173.80
002220	100-661410	000000	06/30/25	25-320	63106898	CUSTODIAL SUPPLIES	1	N	06-2025	303.95
002220	100-661410	000000	06/30/25	25-320	63106899	CUSTODIAL SUPPLIES	1	N	06-2025	161.61
002220	100-661410	000000	06/30/25	25-320	63106900	CUSTODIAL SUPPLIES	1	N	06-2025	251.12
	**SUB-TOTAL: HD SUPPLY									890.48
002400	100-515412	000000	06/30/25	25-313	8904386	AG CTE	1	N	06-2025	26.00
002400	100-664410	000000	06/30/25	25-321	4945180	MAINT SUPPLIES	1	N	06-2025	33.86
	**SUB-TOTAL: HOME DEPOT CREDIT SERVICES									59.86
002480	100-641390	000000	06/30/25	000000	2199	IAESP MEMBERSHIP	1	N	06-2025	714.00
	**SUB-TOTAL: IASA									714.00
002640	100-631390	000000	07/02/25	000000		FINGERPRINT ESCROW	1	N	07-2025	142.50
	**SUB-TOTAL: IDAHO STATE DEPARTMENT OF EDUCATION									142.50
002760	100-661333	000000	07/02/25	000000		SUPT PHONE	1	N	07-2025	45.93
	**SUB-TOTAL: INLAND CELLULAR									45.93
003000	100-515312	000000	06/30/25	000000		IATA SUMMER IN-SERVICE	1	N	06-2025	635.50
003000	100-621330	000000	06/30/25	000000		1 CREDIT - 2025	1	N	06-2025	200.00
003000	100-621330	000000	07/08/25	000000		3 CREDITS - 2026	1	N	07-2025	600.00
	**SUB-TOTAL: JOSETTE NEBEKER									1,435.50
003260	100-661333	000000	07/08/25	000000	744237854	BANDWIDTH	1	N	07-2025	507.89
	**SUB-TOTAL: LEVEL 3 COMMUNICATIONS LLC									507.89

(VEND RNG: 000000-ZZZZZZ; DATE RNG: 00/00/00-07/14/25; ALL FUNDS; BANK CD: 1)

VEND #	ACCOUNT	DEPT	DATE	PO #	INVOICE	DESCRIPTION	BC	DP	MO-YR	AMOUNT
003420	100-621310	000000	06/30/25	000000		ISU PD	1	N	06-2025	165.00
	**SUB-TOTAL: MARGARET ROBINSON									165.00
003460	100-683410	000000	06/30/25	000000		VAN FUEL	1	N	06-2025	91.84
	**SUB-TOTAL: MATHU THOMASON									91.84
003560	100-664410	000000	06/30/25	000000	0850981	GYM FINISH	1	N	06-2025	1,960.00
	**SUB-TOTAL: MID-AMERICAN RESEARCH CHEMICAL									1,960.00
003900	100-623310	000000	07/01/25	000000	26-1529	ANNUAL MEMBERSHIP	1	N	07-2025	75.00
	**SUB-TOTAL: OETC									75.00
004100	100-616310	000000	07/02/25	000000	81113	IMPLEMENTATION FEE	1	N	07-2025	2,200.00
	**SUB-TOTAL: PRESENCELEARNING INC									2,200.00
004160	100-664310	000000	06/30/25	000000	41635805	REMOVE DUCT TO FIX VB STANDARD	1	N	06-2025	315.00
	**SUB-TOTAL: QUALITY HEATING AC AND ELECTRIC									315.00
004860	100-632380	000000	06/30/25	000000		ISN - BOISE	1	N	06-2025	539.60
004860	100-632380	000000	06/30/25	000000		AMIRA TRAINING - MOSCOW TRAVEL	1	N	06-2025	125.30
	**SUB-TOTAL: TANA KELLOGG									664.90
005000	100-664410	000000	06/30/25	25-322	0174-3	PAINT & SUPPLIES	1	N	06-2025	883.60
	**SUB-TOTAL: THE SHERWIN WILLIAMS COMPANY									883.60
005300	100-651380	000000	06/30/25	000000		IASBO CONFERENCE TRAVEL	1	N	06-2025	224.85
005300	100-114200	000000	06/30/25	000000		IASBO CONFERENCE TRAVEL	1	N	06-2025	224.85
	**SUB-TOTAL: WEEKS, NATHAN									449.70
005400	425-664310	000000	06/30/25	000000	2766	FIX WATER LINE FOR FOOTBALL FIELD	1	N	06-2025	2,068.91
	**SUB-TOTAL: WILLIAMS PLUMBING									2,068.91
005484	100-665410	000000	06/30/25	25-305		SPRAY WEEDS	1	N	06-2025	675.43
	**SUB-TOTAL: NEZPERCE AG									675.43
***GRAND TOTAL - VENDOR COUNT: 35										43,798.55

During all regular meetings and Board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Public input on agenda items shall not be on any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the subject matter a community member requests to comment on is appropriate in relation to the Board's agenda and/or if a matter would require Executive Session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Trustees and made a part of the minutes.

Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commenter if it is not.

Any complaint about the District on these or other topics; including instruction, discipline, District personnel policy, procedure, or curriculum; should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order, and all channels must be exhausted before the Board may entertain the complaint:

1. Teacher or staff;
2. Principal or supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees.

If these channels have been exhausted, this form should be filled out and handed to the Board clerk prior to the beginning of the meeting to indicate you wish to provide public comment.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment period during a regular meeting or public hearing of the board. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular meeting of the Board the agenda shall provide time for public comment before the Board or at public hearings of the Board. At special meetings of the Board, the Board may accept public comment. All public comment will be accepted before the Board addresses action items on District business. Persons wishing to address the Board at a regular meeting or public hearing on agenda items will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. Students who attend a District school;
2. Parents/guardians of such students;
3. District employees; and
4. People who reside within the District.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 5 minutes. Public comment will be taken at a regular meeting of the Board or during a Board public hearing. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments on agenda items for regular meetings and Board public hearings for distribution to the Board. The Board may decline to hear repetitive comments.

The Board of Trustees encourages input from the public at regular meetings and public hearings of the Board. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written comments must include your name, address, telephone number, and relationship to the District.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to provide public comment for a longer



period of time, the individual may be allowed to speak for more than 5 minutes if additional time is approved by the Chair.

3. The Board Chair may shorten or lengthen an individual’s opportunity to speak.
4. Speakers who are District students, parents/guardians of District students, District employees, and District residents will be allowed to speak as time permits. Other interested parties may be allowed to speak at the discretion of the Chair.
5. The Board shall follow its written Board Operating Protocol to determine procedural matters regarding public participation.
6. Patrons and community members who are unable to attend meetings in-person are encouraged to submit public comment in writing for agenda items. These items may be sent to the Board clerk by mail in care of Highland School District, 112 Boulevard Ave., Craigmont, ID 83523 or by email to [clerk@sd305.org](mailto:clerk@sd305.org). All items must be received by 4:00 pm no later than 7 days prior to the Board meeting. The Board Clerk will provide written comments to the Board during the period of public comment. Only items that can be discussed in open session will be shared with the Board during a Board meeting.
7. Presentations are to be civil and respectful. Public input shall not disrupt the public meeting. There shall be no intimidation against the Board, members of the Board, school employees, or students of the District. Shouting, loud statements, threats, name calling, profanity, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is, in the determination of the Board Chair, seriously compromised. Any person otherwise engaged in illegal conduct at the meeting may also be removed. Failure to leave may result in law enforcement intervention.

Because of the diversity of issues and the confines of the Open Meeting Laws, Trustees will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual’s statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual, or if they are going off-topic from an item listed on the agenda. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

**Legal References**

**Description**

IC § 33-510	Annual Meetings-Regular Meetings-Board of Trustees
IC § 33-512(11)	Governance of Schools-District Permitted to Prohibit Entry to School Grounds
IC § 74-206	Executive Session – When Authorized

<b>Code</b>	<b>Description</b>
1500	Board Meetings
1500-B(1)	Board Meetings – Board Operating Procedures & Protocol
1500-P(1)	Board Meetings – Board Meeting Procedures
2425	Parental Rights
2425-P(1)	Parental Rights – Parent/Guardian Notification of Changes in Health and Well-being
2425-F(1)	Parental Rights – Efforts to Notify Parent/Guardian of Changes in Student Health or Well being
444	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
832	Disruption of School Operations

Policy History

Adopted: 5/9/2016

Revised on: 11/04/24, 7/14/2025

**Request to Address the Board**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print)

Relationship to District (Please check all that apply):

- Parent/Guardian of a District Student
- Employee of the District
- District Student
- Resident of the District
- Trustee Zone of Residence: \_\_\_\_\_
- Other: \_\_\_\_\_

Is your comment related to an item on the agenda? Yes No

If yes, which agenda item do you wish to address:

\_\_\_\_\_

If no, please list the topic you wish to address.

\_\_\_\_\_

Check if any of the topics below are matters you wish to address in your presentation to the Board:

- \_\_\_\_\_ The hiring of a public school employee.
- \_\_\_\_\_ The qualifications of any individual employee/prospective employee.
- \_\_\_\_\_ The evaluation or performance of any individual employed by the District.
- \_\_\_\_\_ A complaint or concern about any individual employed by the District.
- \_\_\_\_\_ A complaint or concern about any student enrolled at the District.

**\*\*Please deliver a completed copy of this form to the Board’s clerk prior to the commencement of the Board meeting.**

**Highland Elementary  
School  
Grades K-6**



**2025-2026  
Student Handbook**

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## Principal Letter

Dear Families,

Welcome to the 2025-2026 school year! I hope you have had a fabulous summer and are ready for a great year!! I am honored to be serving as the Principal of Highland Schools for the fourth year. This year we have a few new faces, we welcome Jess Uhling as our new 4<sup>th</sup> grade teacher. Rich Crawford as Secondary Social Studies and \_\_\_\_\_ in Secondary English. This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning.

The goals of the district this year include:

- High quality instructional practices for each student
- An increase of rigor and expectations for staff and students
- Providing academic, social, emotional, and behavior supports for students
- Continued work on building our culture of community for ~~staff and students~~ **all stakeholders**

~~Another small change for this year is a midday schedule change.~~ **This year** we will be implementing recess before lunch for all grades K-8. Research has shown that recess before lunch can be a successful school wellness strategy that positively impacts student health and academic performance.

A reminder that safety and protection for students and staff is a priority and therefore ALL parents/patrons MUST stop in the office, sign in, and receive a visitor pass. Please do not pass the office without first checking in. If you are just picking up your child for an appointment, you must still check into the office. If you would like your child to be waiting in the office, call ahead at least 30 minutes ~~prior to pick-up~~ and school personnel will have them ready for check-out.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. Students should NOT arrive at school before 7:30. The first bell rings at 7:55 and tardy bell at 8:00. Please be at school on time every day! K-5 is dismissed at 3:38 and 6-12 is dismissed at 3:43.

I am so excited for all this new year has to bring! I cannot wait to see all our Highland ~~kids~~ **students** back at school and look forward to working with you to make this the best school year yet!

Thank you for allowing us to educate your children, it truly is a privilege.

Sincerely,

Becky Finnell - K-12 Principal



# School Calendar Image

## Highland Joint School District #305 School Calendar 2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						Total Regular Days

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Total Regular Days 4

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						Total Regular Days 16

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						Total Regular Days 18

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						Total Regular Days 14

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						Total Regular Days 12

August 19-21	Teacher Work Days
August 20	Open House
August 25	School Starts
September 1	Labor Day-No School
September 25	Lewis County Fair
October 30	End of First Quarter
November 3-6	Parent/Teacher Conferences
November 26-27	Thanksgiving Vacation
Dec. 22 - Jan. 2	Christmas Vacation
January 19	Idaho Human Rights Day
January 15	End of Second Quarter
February 16	Presidents Day
February 23-26	Parent/Teacher Conferences
March 13	Senior Project Day
March 19	End of Third Quarter
Mar 23 - 26	No School - Spring Break
April 24	Senior Project Day
May 25	Memorial Day
May 27	Kindergarten Graduation, 2:00pm
May 28	Seniors Last Day
May 28	Elementary (K-6) Last Day
May 29	Graduation, 1:00pm
June 3	Grades 7-11 Last day of School Early release/End of 4th Qtr

School Starts
Vacation Days
Lewis County Fair
Teacher Work Days
= End of Quarter
Teacher Work Day /
Senior Project Day
Elementary/Seniors Last Day
Graduation, May 29
Secondary Last Day, June 4
Parent/Teacher Conferences

144 Days (7-11)  
140 days (K-6)  
142 days (12)

Days

- 38 Quarter 1
- 34 Quarter 2
- 34 Quarter 3
- 38 Quarter 4
- 144 Total**

9 Teacher Work Days  
153 Total teacher Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						Total Regular Days 15

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						Total Regular Days 15

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						Total Regular Days 14

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						Total Regular Days 18

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Total Regular Days 15

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						Total Days 3



**School Calendar Important Dates  
2025-2026**

4-Day School Week: Monday - Thursday

Start Time: 8:00    End Time: Elementary: 3:38, High School: 3:43

August 12	New Student and Secondary Registration	
August 19-21	Teacher Work Days	
August 25	First Day of School- grades K-12	
September 1	NO SCHOOL—Labor Day	
September 25	NO SCHOOL—Lewis County Fair	
October 30	End of 1st Quarter (38 days)	
November 3-6	Parent/Teacher Conferences	
November 26-27	NO SCHOOL—Thanksgiving Vacation	
Dec. 22-Jan. 2	NO SCHOOL—Winter Vacation (return on 1/6/2025)	
January 19	NO SCHOOL—Idaho Human Rights Day	
January 15	End of 2nd Quarter (34 days). End of 1 <sup>st</sup> Semester	
February 16	NO SCHOOL—Presidents’ Day	
February 23-26	Parent Teacher Conferences	
March 13	Senior Project Presentations	
March 19	End of 3rd Quarter (34 days)	
Mar. 23 – 26	NO SCHOOL—Spring Break (return on 3/31/2025)	
May 25	NO SCHOOL- Memorial Day	
May 27	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 28	Grades 1-6 Last Day Seniors Last Day	
May 29	High School Graduation	
June 3	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
June 3	End of 4 <sup>th</sup> Quarter (38 days). End of 2 <sup>nd</sup> Semester	
1st quarter	38 days	
2 <sup>nd</sup> quarter	34 days	(Sem.#1)72-days
3 <sup>rd</sup> quarter	34 days	
4 <sup>th</sup> quarter	38 days	(Sem.#2)72-days

**Bell Schedule  
2025/2026 SCHOOL YEAR**

<b>Elementary Bells</b>	
7:55 a.m.	Warning Bell
8:00 a.m.	School Begins
9:30 a.m.- 9:45 a.m.	Recess K-2
9:45 a.m.- 10:00 a.m.	Recess 3-5
10:45 a.m. - 11:15 a.m.	K-2 Recess
11:15 p.m. - 11:45 p.m.	3-5 Recess
11:15 a.m. - 11:40 p.m.	K-2 Lunch
11:40 p.m. - 12:05 p.m.	3-5 Lunch
2:00 p.m. - 2:20 p.m.	K-2 Recess
2:20 p.m. - 2:40 p.m.	3-5 Recess
3:38 p.m.	Dismissal

<b>Secondary Bells</b>	
7:55 a.m.	Warning Bell
8:00 a.m. - 8:56 a.m.	First Period
8:59 a.m. - 9:55 a.m.	Second Period
9:58 a.m. - 10:54 a.m.	Third Period
10:57 a.m.- 11:53 a.m.	Fourth Period
11:53 - 12:23	6-8 Lunch
11:56 - 12:16	9-12 Advisory
12:16 - 12:46	9-12 Lunch
12:26 - 12:46	6-8 Advisory
12:46	Warning Bell
12:49p.m. -1:45 p.m.	Fifth Period
1:48 p.m. - 2:44 p.m.	Sixth Period
2:47 p.m. - 3:43 p.m.	Seventh Period

## Staff Directory: 2025-2026

District Office			
Title	Name	Extension	Email
Superintendent, Federal Programs Director, Special Education Director, Athletic Director	Mrs. Tana Kellogg	2502	tkellogg@sd305.org
Elementary/Secondary Principal	Mrs. Becky Finnell	2501	bfinnell@sd305.org
Business Manager	Mr. Nathan Weeks	2503	nweeks@sd305.org
Office Manager	Mrs. Shannan Randall	2500	srandall@sd305.org
Technology Coordinator	Mrs. Megan Southern	2301	msouthern@sd305.org
Food Services	Mrs. Amanda Beck	2204	abeck@sd305.org
Custodian	Ms. Michelle Thomason	2202	mthomason@sd305.org
Maintenance	Mr. Heath Fuller	2202	hfuller@sd305.org

Elementary			
Mrs. Eileen Walker	Kindergarten	2305	ewalker@sd305.org
Ms. Julie Yochum	First Grade	2306	jyochum@sd305.org
Mrs. Teresa Randall	Second Grade	2309	trandall@sd305.org
Ms. Michele Anderson	Third Grade	2304	manderson@sd305.org
Ms. Jess Uhling	Fourth Grade	2307	juhling@sd305.org
Ms. Jessie Dahlin	Fifth Grade	2308	jdahlin@sd305.org
Mr. Garrett Lunders	Sixth Grade	2302	glunders@sd305.org
Mr. Chris Cowan	Music	2203	ccowan@sd305.org
Mrs. Margaret Robinson	Special Ed/ Title I	2303	mrobinson@sd305.org
Mrs. Holly Droegmiller	Library/ IDLA	2101	hdroegmiller@sd305.org

Paraprofessionals			
Mrs. Gail Lowe	Paraprofessional	2303	glowe@sd305.org
Mrs. Kenzie Bovey	Paraprofessional	2303	kbovey@sd305.org
Mr. Robert Nida	Paraprofessional	2303	rnida@sd305.org
Mrs. Jordyn Beck	Paraprofessional	2303	jbeck@sd305.org
Mrs. Tessica Lustig	Paraprofessional	2303	tlustig@sd305.org
Mrs. Samantha Evans	Paraprofessional	2303	sevans@sd305.org
Mrs. Daphne Hanson	Paraprofessional	2303	dhanson@sd305.org
Ms. Darah Brammer	Paraprofessional	2303	dbrammer@sd305.org
Mrs. DeeDee Osburn	Paraprofessional	2303	dosburn@sd305.org

**School Directory:** Staff members can be reached by calling the school at 924-5211 or by visiting the school site at [www.sd305.org](http://www.sd305.org).

**Phone Extensions:** Highland School District 924-5211

## Board of Trustees

- Mrs. Monica Smith, Board Chairman
- Mr. Chad Knowlton, Board Vice-Chairman
- Mrs. Michelle Mendenhall, Board Member
- Mr. Brett Arnzen, Board Member
- Ms. Bette Stone, Board Member

## School Song:

The purpose for including the school song in the Student Handbook is to help create a climate in our school which helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

**Highland Elementary Spirit Song**  
 Black and Gold, Black and Gold, Teach  
 us some of the new and the old. Black  
 and Gold, Black and Gold,  
 So we'll grow up to be strong and bold  
 We're black, we're white  
 We're going in for the gold,  
 So let's hear it for the Highland Huskies

## Preface

### Discrimination Statement

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mrs. Tana Kellogg, Superintendent/ Athletic Director  
 Mrs. Becky Finnell, K-12 PrincipaL

### Code of Conduct

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/ Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

### Acknowledgement of Receipt

#### Signature Page of Student Handbook and Release Form for Personal Information

Parents/guardians and students must acknowledge receipt of the Highland SD #305 ~~High School~~ **Elementary** Handbook and the Release of Personal Information. **This form is included in the online enrollment.** ~~These forms are found in the Appendix Section of this Handbook.~~ Parent/Guardians who object to the release of directory information of their student(s) must notify the District Office within 15 days of receipt of the Student Handbook. Parents/guardians must also give their dated and signed approval for the release of directory information.

## Policy Locator

The District Policy Manual is located in the Highland SD #305's library. The district policy manual can also be found on the district website at <http://www.sd305.org>

### Surveys

~~The District occasionally is asked to survey students about various elements of their educational experience. If you would like to opt your student out of surveys, please contact the office.~~

## Mission Statement

~~Highland Schools exist to help all children learn so that they can succeed in life.~~ **Cultivating an inclusive learning environment that empowers confident, critical thinkers to become respectful, responsible citizens committed to lifelong learning**

### Goals

#### One: Instruction

We believe that student learning is the chief priority of the school and that all students can learn. Our work as educators in a learning community will:

- a. Emphasize challenging expectations to increase student performance
- b. Ensure a variety of learning activities and instructional approaches
- c. Develop in our students the habits of thinking, cooperation, and self-discipline
- d. Guide students to make appropriate decisions
- e. Value ~~diversity~~ **the individual strengths and needs of every student**

#### Two: Participation

We will actively seek the input and involvement of ~~staff, parents, students, and the community~~ **district stakeholders** when making educational decisions to ensure every student's success.

The school will:

- ~~Share the responsibility~~ **Engage** with teachers, administration, parents, and community to ensure student success
- Expect students to demonstrate their essential knowledge and skills as well as be actively involved in solving problems and producing quality work

#### Three: Communication

We ~~shall~~ **will** communicate, ~~as effectively as possible~~, our progress, successes, and plans for the implementation of our goals.

We will accomplish this ~~using~~ **in the following ways:**

- Parents contacting teachers as needed
- ~~Monthly newsletters~~ **Student folders**
- Monthly Board meetings
- Community input meetings (as needed for clarification)
- Teacher/Administrator correspondence
- **Social, print, and video media**

## Part I – Enrollment and Attendance

### Enrollment, Placement, and Transfer

Parents and students are requested to complete enrollment forms upon registration at Highland Elementary. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Elementary staff may choose to administer the survey section of the ISAT or other benchmarks testing to provide additional information when placement is in question.

## Open Enrollment

Highland is an open enrollment district and tuition will be waived for out of district students who meet the terms of this policy. Out of district students who wish to attend Highland must apply to the district for enrollment by February 1 for the next year. Parents must complete a Pre-Enrollment Form and the General Information Form, which can be obtained in the Office. See Highland School District Policy 412.1

## Immunization Requirements

Students enrolling in pre-school and kindergarten through 6<sup>th</sup> grade must show proof of receiving the following immunizations before attendance in the district.

~~Children born before September 1, 2005, must show proof of receiving the following immunizations:~~

~~Kindergarten – 6<sup>th</sup> Grade~~

- ~~1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine~~
- ~~2. Three (3) or more doses of Polio vaccine~~
- ~~3. Two (2) dose each of Measles/Mumps/Rubella (MMR) vaccine~~
- ~~4. Three (3) doses of Hepatitis B vaccine.~~

~~7<sup>th</sup> – 11<sup>th</sup> Grade~~

~~All of the above plus~~

- ~~1. Tetanus, Diphtheria, Pertussis (Tdap)~~
- ~~2. Meningococcal (MenACWY)~~

~~12<sup>th</sup> Grade~~

~~All of the above plus~~

- ~~1. Meningococcal (MenACWY)~~

Children born after September 1, 2006, must show proof of receiving the following immunizations:

**Kindergarten – 6<sup>th</sup> Grade**

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine.

**7<sup>th</sup> – 11<sup>th</sup> Grade**

**All of the above plus**

1. Tetanus, Diphtheria, Pertussis (Tdap)
2. Meningococcal (MenACWY)

**12<sup>th</sup> Grade**

**All of the above plus**

2. Meningococcal (MenACWY)

**Parents may claim an exemption to any or all the required immunizations for medical, religious, or personal reasons. Policy 411.1**

## Enrollment

Parents and students are asked to complete enrollment forms at least one day prior to the students' first day of classes. Transfer students are also asked to complete enrollment forms at least one day prior to beginning class. This

allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

## Attendance Records

Student Attendance records will be submitted by the classroom teacher, forwarded, and stored by the school office. Attendance will be recorded in half-day or whole day absence, and tardiness will also be documented.

## Compulsory Attendance

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. (IC 33-202) Every parent, guardian, or other person having custody of children who attend the public schools shall bear responsibility for the children's punctual attendance. The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all person's resident of the state, between the ages of five (5) and twenty-one (21).

## Attendance

All students are expected to be in attendance **everyday** ~~unless absent for unavoidable reasons~~. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student that has more than the seven (7) excused absences will be subject to retention review due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctor's appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented ~~to~~ **at** the office ~~secretary~~ within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered the confirmation).
- Upon return to school from a doctor's **or court** appointment, the student must present **an excuse** ~~physician's excuse on the physician's~~ **or court's** letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent. Any student that has three (3) unexcused absences will be subject to retention review per the attendance review committee recommendation.

Students who are ~~absent, because of participation~~ **participating** in **off-campus** school activities ~~such as sports, band, drama, or class activity such as field trips,~~ will be automatically excused, and such events will not count toward the seven (7) total absences.

Parents of all students will be notified in writing when their child(ren) has over five (5) and (7) absences. ~~Elementary students in grades K-6 will be expected to attend school on a regular basis and once a student has accumulated five absences in a given semester, the parents of that student must be notified in writing by the district.~~ After seven absences in a given semester, elementary students will be subject to retention review.

Students that have habitual tardiness and/or absences will be reported to the superintendent. The Superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that students have the opportunity to attend school. Policy 411.0

## Tardies

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 absence. These absences will count towards the seven (7) permitted absences. Policy 411.0

The school day begins at 7:55 at Highland Elementary. Students, who are not in their classroom when the 8:00 bell rings, will be counted as tardy.

## Truancy

Truancy is an unexcused absence about which the parents and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed, at the discretion of school officials. The absence will be counted as unexcused and a zero will be recorded in any class missed. Truancies, even when made up, count as absences in the seven (7) permitted. Idaho Code § 33-206, it is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

## Students Legal Age

To be eligible to enter kindergarten, students must be five (5) years of age by the 1st day of September of the current year. To be eligible to enter the first grade, students must be six (6) years of age by the 1st day of September of the current year.

For resident exceptional children who are physically handicapped, developmentally delayed, intellectually disabled, emotionally disturbed, chronically ill or have visual or auditory handicaps, or speech impairments, school age shall begin at the attainment of age three (3) and shall **may** continue until age 21.

All students entering school are required to submit birth certificates and immunization records.

## Home Schools

When parents request that students, who were formerly home schooled, be enrolled at Highland, the grade level of the student will be determined by standardized testing to ensure the student is in the appropriate grade. Other regulations will follow guidelines set by the State Board of Education. Policy 412.3

## Make-Up Work

For excused absences, students will be allowed to do make-up work either before, during, or after the absence and full credit shall be given if work is done within the time allotted by the teacher. It is the responsibility of students to make up missed work, ~~along~~ with the support and assistance of the teacher and parents/guardians.

- In the case of pre-arranged absences, students shall get assignments before leaving. Assignments are due to the teacher upon the students' return to school.
- In the case of an unplanned absence, parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

## Special Programs

Highland School District provides several programs to support student learning:

- a. Special Education Pre-School - Highland **partners with Lewis County Head Start** to provide a pre-school program for children with special needs, ages 3-5. ~~The pre-school program is integrated with the Lewis County Head Start.~~ Classes are held ~~3 days a week~~ at 213 West Main, Craigmont. Referrals can be made at the ~~Pre-School~~ **Head Start**.
- b. Special Education - Special Education services are provided for students in grades K-6. Referrals for Special Education or 504 services may be obtained by visiting the office or the special education classroom. This program utilizes ~~primarily an in-class~~ **inclusion** instruction along with a pull-out model when ~~deemed~~ necessary.
- c. Speech-Language Therapy -~~The Communication Disorder Specialist~~ **Speech-Language Pathologist**



- offers speech and language therapy to students in pre-school through grade six who qualify. Referrals can be made through ~~classroom teachers~~ **the special education teacher**, ~~the~~ MTSS team, or the administration. **This program is provided on-line. (this was re-ordered, moved from (e))**
- d. **Occupational Therapy – The Occupational Therapist helps develop, recover of maintain the skills needed for daily living and independence – fine motor skills, sensory processing, self-care tasks, organization and attention skills, etc. Referrals can be made through the special education teacher, ~~the~~ MTSS team, or the administration. This program is provided on-line.**
  - e. **Physical Therapy – The Physical Therapist supports students who have difficulty with movement and physical function that affects their ability to fully access and participate in their educational environment – gross motor skills, balance, strength, coordination, and posture, mobility equipment, and adapting to physical activities. Referrals can be made through the special education teacher, ~~the~~ MTSS team, or the administration.**
  - f. **Title I – Highland is a school-wide Title I school. Our Title I program serves elementary students in ~~both~~ math, reading, and science. The ~~Special Education teacher and~~ Title I paraprofessionals work in the regular classroom to assist eligible students. ~~Occasionally students receive support out of the classroom.~~**
  - g. **Psychological/Counseling Services- There are psychological and counseling services available to students of Highland Elementary on a ~~part-time~~ **check-in** basis, **when approved by parents**. ~~Services are provided through testing, counseling in and out of classrooms with individuals or groups as defined by need or request.~~ Referrals for these services can be made by parents/guardians, teachers, the Highland MTSS Team, or the administration.**

## Education of Homeless (McKinney-Vento Law)

The McKinney-Vento Homeless Education Assistance Act strengthens education support for students who lack a fixed, regular, and adequate nighttime residence. This includes families that are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, living in a shelter, motel, vehicle or RV park, transitional housing, or on their own as unaccompanied youth. Please contact the school district for more information. Policy 416.0

## Part II - Student Rights and Responsibilities

### Safe and Secure Learning Environment

The safety of every student, employee, and school visitor is one of ~~it~~ **our** highest priorities. A safe and secure learning environment for all is required to maximize educational opportunities. The Board requires that all crimes, threats, and serious incidents related to the school setting be reported to the Superintendent or designee. Policy 422.0

### Students Rights and Responsibilities Statement

*All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measure.*

In an effort to protect the safety of all students and staff, the District is adopting a new safety procedure which includes keeping all outside exits locked throughout the day. ~~with the exception of the main office, gym breezeway, and one entrance from the elementary playground.~~ **All visitors are required to enter the building through the main entrance; access will be provided by office personnel.**

### Concerns/Complaints

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. ~~Any~~ The individual with a complaint is encouraged to first discuss it with the **classroom** teacher, ~~counselor, or building administrator,~~ with the objective of resolving the matter promptly and informally.

~~Any complaint that may be brought forth shall be handled in a fair, equitable, and prompt manner. Students who have specific complaints against a staff member are encouraged to first discuss it with the staff member, counselor, or building administrator.~~

When the complaint cannot be resolved at the informal level, **it's the district's policy that** the ~~student~~ **individual** shall apply the following steps to resolve the complaint:

- 1) The ~~student's~~ parent/guardian will contact the principal to inform him/her of the nature of the complaint;
- 2) The Principal will arrange for a meeting between all parties concerned to discuss the complaint and to help resolve the issues of the complaint;
- 3) If the complaint is not resolved at this level, the Superintendent shall meet with all parties involved in the complaint to mediate a resolution;
- 4) If the complaint is not resolved at this level, the parent and/or student can choose to submit a written complaint to be filed at the Board of Trustee level. Policy 444.0

**Complaints should first be addressed at the lowest possible level. Providing suggestions for resolution when communicating with school staff will help to better address the concerns.**

**Please note that “employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles.**

## **Student Dress**

It is the policy of Highland School District that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe, and healthy school environment, and is not disruptive of the educational climate and process

Prohibited clothing includes ~~the use of~~ inappropriate messages, see-through clothing, gang related symbols, or ~~which~~ revealing chests, abdomens, or buttocks. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee. Policy 428.0

Undershirts, belly shirts, and spaghetti straps are not appropriate school dress. Students need to wear appropriate shoes **while at school and** when using the gym. If inappropriate clothes are worn to school, parents will be notified, and alternative clothes will be provided to the student for the day. Parents may be asked to bring a change of clothes from home.

## **Electronic Communication Devices/Personal Entertainment Devices**

All electronic devices, including cell phones **and smart watches**, are a distraction to the educational process and are therefore, restricted in the classrooms. **Phones should be placed in a location identified by the teacher during the school day.** Staff members can confiscate an electronic device when it is being used in the classroom or inappropriately during school hours. For the first offense the teacher may confiscate the device and return it to the student at the end of the class period. Second offense, the device will be confiscated and turned in to the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned in to the office and a parent/guardian will have to retrieve the device. On a third offense, a contract will be put into place.

## **Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing**

We are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Policy 424.1

If students should feel threatened, they should report their concern to their parents, teacher, and/or principal. Harassment/Bullying/Intimidation complaint forms are available in the school office and must be completed to bring about an internal investigation.

## **Sexual Harassment, Discrimination and Retaliation**

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, ~~sexual orientation,~~ gender, ~~gender identity,~~ and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process. Policy 430.0

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees. Policy 430P

## **Drug Free School Zone**

Highland School is a drug free zone. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises or at school events at other locations; including transportation to and from events/activities. Policy 425.0

## **Gun Free Schools**

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds, which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. Policy 443.1

## **Academic Honesty**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their Principal, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Policy 423.6

## **Part III - Student Protection**

## Evacuation Drills

Highland Elementary School conducts monthly fire drills. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students and staff will leave the building ~~immediately upon hearing the evacuation siren~~ **once an announcement is made** while exiting the building in a calm, pre-determined manner. Students are to return to the building with supervising staff when all clear bell is sounded. Policy 447.0

## Crisis Manual

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. Policy 447.1

## Emergency School Closure-Severe Weather/Disaster

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT, KOZE, KLER,** and **TV stations** as the district makes contact. There will also be a message sent over ~~School Messenger~~ **Bright Arrow** and the school's social media pages.

The District does have a disaster plan in place. Students may be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervisions until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins. Contact may be made through ~~School Messenger~~ **Bright Arrow**. Policy 446.0

## Visitor/Parent Check-In /Check-Out Policy

~~All visitors must check in at the office when arriving.~~ Safety and protection for the students is a priority, therefore ALL parents/patrons MUST stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. Once you arrive to take your child, school personnel will record your child's check-out time. If you are visiting or participating in any school organizations, you still MUST use the check-in procedure and attain a visitor's pass. Please refer to Attendance on pg. 8 (Part I, Section G) to understand how this will effect attendance.

## Administering Medication

Students may be required to take medication while at school, either on a short-term or daily basis. ~~The role of the district is to protect the health and safety of all students.~~ If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student. Policy 441.4

Designated personnel (~~i.e., principal, secretary~~) may assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol.

## Injury/Illness at School

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 children be injured at school.

Parents/guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents or the listed contact person can be always reached during the school day.

## **Insurance**

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians. Student medical insurance is available to families for their individual purchase through the office. Brochures are available.

## **Video Surveillance**

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment. Policy 443.3 Video recording may be viewed to investigate incidences.

## **Acceptable use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Policy 429.0

## **Part IV: General Information**

### **School Day**

Highland Elementary School will open at 7:30 a.m. and students who arrive for breakfast will be served in the cafeteria.

Parents who want their children to receive extra help with their schoolwork may contact the classroom teacher or building principal to arrange an earlier arrival time.

**Because of safety/supervision issues, students will not be allowed on the playground or gymnasium ~~or in the hallway~~ before 7:45 a.m.**

Students are asked to leave the school grounds upon dismissal unless special arrangements have been made with the teacher or building principal.

### **Progress Reports/Report Cards**

Report cards are sent home at the end of every 9-week period. At the end of the first and the third quarter, parents will receive their children's quarterly progress report at parent/teacher conferences. Report cards from the second and 4<sup>th</sup> quarter will be mailed one week following the end of the semester. Additionally, progress reports will be mailed home mid quarter for each of the four quarters, with the exception of kindergarten. In grades K-6, parents will be contacted whenever students are experiencing difficulty with benchmarks. Parents are encouraged to make appointments with teachers whenever there is a concern.

### **Academic Field Trips**

**Students who have any D's or F's on the Monday prior to the field trip are considered ineligible to attend the field trip. Students who have excess absences/tardies may also be ineligible to attend field trips.**

## Conferences

Elementary Parent-Teacher Conferences take place twice a school year **in the late fall and early spring** ~~at the end of the first quarter and the end of the third quarter~~. Notices will be sent home in advance with suggested appointment times.

Parents are invited to attend conferences to discuss their child's progress.

## Telephone Use

Telephones are for official use only. Students are only permitted to make phone calls with permission from their teacher. Cell phones are not to be used during the school day ~~without permission from the teacher~~.

## Textbooks and Supplies

All basic textbooks are loaned to students for their use during the school year. Students should write their names in the books as directed by the teacher. All books are to be kept clean and handled carefully. Students may be asked to purchase classroom supplies and materials for use in class.

## Lunches

Forms for Free or Reduced Hot Lunch can be obtained from the office. Parents/guardians are encouraged to fill out the forms. This program provides valuable support to students, and to the district through federal funding for additional programs.

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can pay for lunches at the office. An electronic accounting system is used to maintain all balances for each individual, and students will be alerted when their account is nearly a zero balance.

Elementary student lunch = \$3.50    Adult lunches = \$5.25    Milk = \$ 0.50

Children who bring sack lunches may purchase milk at the school and eat in the cafeteria.

## Birthday Treats/Wellness Policy

Building self-esteem is one of the goals of our elementary school. Students may bring treats for their class on the birthday or "un-birthday". Arrangements need to be made with the teacher in advance. We ~~ask~~ **prefer** that all treats be purchased, rather than home-made. The district wellness policy encourages healthy eating choices for students and staff. Parents are encouraged to consider low fat/low sugar snacks.

## Part V - General School Rules/Consequences

### General Rules

~~The Highland Elementary Staff will instruct all students to adopt and live by the belief statement: **I WILL NOT USE MY HANDS OR MY WORDS FOR HURTING MYSELF OR OTHERS.** This statement sets the tone for all behavioral expectations at Highland Elementary, whether in the classroom, lunchroom, playground, or other common areas.~~ One of the goals of education is to encourage independence and responsibility in students as they mature. Since an orderly atmosphere is essential for learning to take place, certain guidelines are offered for the personal welfare of the students and the common good of the entire school.

### Discipline

Discipline applied by our school, in conjunction with parents, is intended to help to develop self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to

preserve the rights of other students and staff, and protect the educational process from dangerous and disruptive acts. The school staff believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure that all students can attend a school with a positive productive learning environment.

Our long-range goal is to help all students experience the satisfaction of self-discipline. Our intent is to administer this policy in a consistent and equitable way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed, and appropriate consequences are assigned. Each of our staff members ~~is anxious~~ **want** to work with students and parents to find solutions to problems. This will help make our school the very best it can possibly be.

## School-wide Discipline

### Minor Discipline Violations/Consequences

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance
- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

\*When a minor behavior repeats, or becomes disruptive to the teacher or learning environment; the behavior becomes a major violation.

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include, but shall not be limited to:

- Refocus
- Time with staff during lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.
- Revoke Recess

### Major Discipline Violations/Consequences

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors.
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco, or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons.
- Driving during school hours without permission.
- Stealing
- Damage of Property
- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

Corrective procedures may include but shall not be limited to:

- Conference with principal, discipline form filed. May receive in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on ~~probation~~ **a contract**.

Parent will be contacted early in the process and any contact documented.

## Suspension



In-school Suspension: The student is at school, but not allowed to go to their regular classes unless given permission by the administrator. Students will eat lunch in the office, and cannot participate in after school activities on the days they have in-school suspension.

Out of School Suspension: The student does not attend school during out-of-school suspension. Student cannot participate or attend any after school activities during the duration of the out-of-school suspension. If a student receives an out-of-school suspension from one week to the next, they cannot participate or attend events over the weekend.

## Expulsion

“...Only the Board has authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.” Policy 423.3

The Principal or Superintendent shall make notification in writing that he/she is recommending expulsion.

## Classroom Discipline

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

## Additional Behavioral Expectations

- a. Cell Phones are prohibited in the classroom during instructional hours, **and should be placed in a location identified by the teacher during the school day.**
- b. Knives are not allowed at school. This includes Leathermans, box-cutters, and razor blades.
- c. Skateboards and roller blades are not allowed at school.
- d. Bicycles-Students are asked to walk their bikes before and after school when school busses are arriving and departing.

## Discipline of Students with Disabilities

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines and district policy. Policy 423.4

## School Bus Expectations

A copy of the school bus rules is given to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a “bus conduct” notice being sent to parents. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

1. Bus drivers will fill out and turn in the bus notice to the **principal transportation director, who will notify the principal.**
2. Upon the receipt of the first notice, the **principal transportation director** shall ~~consult~~ **meet** with the student and notify the parent or guardian of the students’ misbehavior.
3. Upon receipt of the second notice, the **principal transportation director and the principal** shall ~~hold a hearing for the students~~ **will meet with the student and the parent/guardian.** The students may be suspended from the bus for up to five days.
4. Upon receipt of a third notice, the **principal transportation director and the principal** shall ~~hold a hearing for the students~~ **will meet with the student and the parent/guardian** The students may be



suspended and/or a request made to cease bus service for the students.

## Drop off and Pick Up Procedures

1. **Bus Lane:** The lane from Boulevard Ave up to the front of the school will be for BUS USE ONLY - no personal vehicles will be permitted.
2. **Parking Lots:** Parking Lots are designated for extended parking for staff, students and guests. Driving through them before and after school will not be permitted.
3. **Parent Drop Off:** The first 5 parking spaces directly in front of the gym, closest to Division Street, will be designated for parent drop off. There will be signs to mark these spaces. If you choose not to park, you may pull up on Division St. and drop your child off along the west side of the gym onto the sidewalk. Please continue to have your children get out of the vehicle on the passenger side, so as not to have them exit onto the street. ALL DROP OFFS SHOULD ENTER AND EXIT ON DIVISION ST.
4. **Entrance:** All students will need to walk down the sidewalk to the front door after drop off. The entrance by the office is the only accessible entrance to the building before school. There will be staff positioned at both ends of the building to assist students.

## Part VI - Schedules and Guidelines

### Class work Guidelines

Independent reading is a daily expectation, including during vacations ~~and on~~, holidays, and weekends.

### Guidelines for Teachers

The teacher is expected to:

- Clearly explain the purpose of any given assignment.
- Clearly give directions for the method of accomplishing the assignment.
- Ensure students understand how they are being assessed.
- Ensure availability of all necessary resources to carry out the assignment.
- Clarify deadlines are understood and followed.
- Acknowledge receipt of daily work and provide feedback in a timely fashion.
- Provide constructive feedback to the student and use student work to plan for the future.
- Return corrected work in a timely manner.

### Guidelines for Students

The student is expected to:

- Ask the teacher questions if in doubt about the purpose, requirement, ~~or~~ directions, or the assignment.
- Meet the deadlines for daily work and projects by ~~budgeting~~ **organizing** time realistically to complete it.
- Speak with their teacher(s) or parents/guardians when the cumulative amount of daily work on a given day may exceed reasonable limits.
- Be responsible for making up work missed when absent from the classroom.

### Guidelines for Parents/Guardians

The parent/guardian is expected to:

- Provide students with a time and place to ~~carry out their assignments~~ **do their work**.
- Encourage integrity and never give so much help that the value of the class work will be compromised.

- Contact the teacher in the event of questions or concerns.
- Understand that after school activities are not acceptable excuses for not completing assignments.
- Ensure that students and/or parents pick up assignments missed when it appears the excused absence will be prolonged. A minimum of 24 hrs. notice should be given to the teacher so the assignments can be prepared.

## Healthy Snack Ideas

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- a. Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- b. Fresh fruit and 100% fruit juices
- c. Frozen fruit juice pops
- d. Dried fruits (raisins, banana chips, etc.)
- e. Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- f. Party mix (variety of cereals, **NO** nuts, etc.)
- g. Pretzels/Low-sodium crackers
- h. Baked corn chips & fat-free potato chips with salsa and low-fat dip
- i. Low-fat muffins, granola bars and cookies
- j. Angel food and sponge cakes
- k. Flavored yogurt & fruit parfaits
- l. Jell-O and low-fat pudding cups
- m. Low fat ice creams, frozen yogurts, sherbets
- n. Low-fat and skim milk products
- o. Pure ice-cold water

\* Please check with the classroom teachers for allergies students may have.

# Highland Jr - Sr High School



Home of the *HUSKIES*

2024 - 2025

# HANDBOOK

Revised June 2025 – BF

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## Principal Letter

Dear Families,

Welcome to the 2025-2026 school year! I hope you have had a fabulous summer and are ready for a great year!! I am honored to be serving as the Principal of Highland Schools for the fourth year. This year we have a few new faces, we welcome Jess Uhling as our new 4<sup>th</sup> grade teacher. Rich Crawford as Secondary Social Studies and \_\_\_\_\_ in Secondary English. This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning.

The goals of the district this year include:

- High quality instructional practices for each student
- An increase of rigor and expectations for staff and students
- Providing academic, social, emotional, and behavior supports for students
- Continued work on building our culture of community for ~~staff and students~~ **all stakeholders**

~~Another small change for this year is a midday schedule change.~~ **This year** we will be implementing recess before lunch for all grades K-8. Research has shown that recess before lunch can be a successful school wellness strategy that positively impacts student health and academic performance.

A reminder that safety and protection for students and staff is a priority and therefore ALL parents/patrons **MUST** stop in the office, sign in, and receive a visitor pass. Please do not pass the office without first checking in. If you are just picking up your child for an appointment, you must still check into the office. If you would like your child to be waiting in the office, call ahead at least 30 minutes ~~prior to pick up~~ and school personnel will have them ready for check-out.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. Students should NOT arrive at school before 7:30. The first bell rings at 7:55 and tardy bell at 8:00. Please be at school on time every day! K-5 is dismissed at 3:38 and 6-12 is dismissed at 3:43.

I am so excited for all this new year has to bring! I cannot wait to see all our Highland ~~kids~~ **students** back at school and look forward to working with you to make this the best school year yet!

Thank you for allowing us to educate your children, it truly is a privilege.

Sincerely,

Becky Finnell - K-12 Principal



School Calendar Image

Highland Joint School District #305  
 School Calendar  
 2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						Total Regular Days

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Total Regular Days

September 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						Total Regular Days

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						Total Regular Days

November 2025						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						Total Regular Days

December 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						Total Regular Days

August 19-21	Teacher Work Days
August 20	Open House
August 25	School Starts
September 1	Labor Day-No School
September 25	Lewis County Fair
October 30	End of First Quarter
November 3-6	Parent/Teacher Conferences
November 26-27	Thanksgiving Vacation
Dec. 22 - Jan. 2	Christmas Vacation
January 19	Idaho Human Rights Day
January 15	End of Second Quarter
February 16	Presidents Day
February 23-26	Parent/Teacher Conferences
March 13	Senior Project Day
March 19	End of Third Quarter
Mar 23 - 26	No School - Spring Break
April 24	Senior Project Day
May 25	Memorial Day
May 27	Kindergarten Graduation, 2:00pm
May 28	Seniors Last Day
May 28	Elementary (K-6) Last Day
May 29	Graduation, 1:00pm
June 3	Grades 7-11 Last day of School
	Early release/End of 4th Qtr

School Starts
Vacation Days
Lewis County Fair
Teacher Work Days
= End of Quarter
Teacher Work Day / Senior Project Day
Elementary/Seniors Last Day
Graduation, May 29
Secondary Last Day, June 4
Parent/Teacher Conferences

144 Days (7-11)  
 140 days (K-6)  
 142 days (12)

Days

38 Quarter 1  
 34 Quarter 2  
 34 Quarter 3  
 38 Quarter 4  
**144 Total**

9 Teacher Work Days  
 153 Total teacher Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						Total Regular Days

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						Total Regular Days

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						Total Regular Days

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						Total Regular Days

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						Total Regular Days

June 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						Total Days



## School Calendar Important Dates 2025-2026

4-Day School Week: Monday - Thursday

Start Time: 8:00    End Time: Elementary: 3:38, High School: 3:43

August 12	New Student and Secondary Registration	
August 19-21	Teacher Work Days	
August 25	First Day of School- grades K-12	
September 1	NO SCHOOL—Labor Day	
September 25	NO SCHOOL—Lewis County Fair	
October 30	End of 1st Quarter (38 days)	
November 3-6	Parent/Teacher Conferences	
November 26-27	NO SCHOOL—Thanksgiving Vacation	
Dec. 22-Jan. 2	NO SCHOOL—Winter Vacation (return on 1/6/2025)	
January 19	NO SCHOOL—Idaho Human Rights Day	
January 15	End of 2nd Quarter (34 days). End of 1 <sup>st</sup> Semester	
February 16	NO SCHOOL—Presidents’ Day	
February 23-26	Parent Teacher Conferences	
March 13	Senior Project Presentations	
March 19	End of 3rd Quarter (34 days)	
Mar. 23 – 26	NO SCHOOL—Spring Break (return on 3/31/2025)	
May 25	NO SCHOOL- Memorial Day	
May 27	Kindergarten Last Day: Graduation @ 2:00 p.m.	
May 28	Grades 1-6 Last Day Seniors Last Day	
May 29	High School Graduation	
June 3	Grades 7-12 Last Day (Early Release at 1:20 p.m.)	
June 3	End of 4 <sup>th</sup> Quarter (38 days). End of 2 <sup>nd</sup> Semester	
1st quarter	38 days	
2 <sup>nd</sup> quarter	34 days	(Sem.#1)72-days
3 <sup>rd</sup> quarter	34 days	
4 <sup>th</sup> quarter	38 days	(Sem.#2)72-days

**Bell Schedule  
2025/2026 SCHOOL YEAR**

<b>Elementary Bells</b>	
7:55 a.m.	Warning Bell
8:00 a.m.	School Begins
9:30 a.m.- 9:45 a.m.	Recess K-2
9:45 a.m.- 10:00 a.m.	Recess 3-5
10:45 a.m. - 11:15 a.m.	K-2 Recess
11:15 p.m. - 11:45 p.m.	3-5 Recess
11:15 a.m. - 11:40 p.m.	K-2 Lunch
11:40 p.m. - 12:05 p.m.	3-5 Lunch
2:00 p.m. - 2:20 p.m.	K-2 Recess
2:20 p.m. - 2:40 p.m.	3-5 Recess
3:38 p.m.	Dismissal

<b>Secondary Bells</b>	
7:55 a.m.	Warning Bell
8:00 a.m. - 8:56 a.m.	First Period
8:59 a.m. - 9:55 a.m.	Second Period
9:58 a.m. - 10:54 a.m.	Third Period
10:57 a.m.- 11:53 a.m.	Fourth Period
11:53 - 12:23	6-8 Lunch
11:56 - 12:16	9-12 Advisory
12:16 - 12:46	9-12 Lunch
12:26 - 12:46	6-8 Advisory
12:46	Warning Bell
12:49p.m. -1:45 p.m.	Fifth Period
1:48 p.m. - 2:44 p.m.	Sixth Period
2:47 p.m. - 3:43 p.m.	Seventh Period

## Staff Directory: 2025-2026

District Office			
Title	Name	Extension	Email
Superintendent, Federal Programs Director, Special Education Director, Athletic Director	Mrs. Tana Kellogg	2502	tkellogg@sd305.org
Elementary/Secondary Principal	Mrs. Becky Finnell	2501	bfinnell@sd305.org
Business Manager	Mr. Nathan Weeks	2503	nweeks@sd305.org
Office Manager	Mrs. Shannan Randall	2500	srandall@sd305.org
Technology Coordinator	Mrs. Megan Southern	2301	msouthern@sd305.org
Food Services	Mrs. Amanda Beck	2204	abeck@sd305.org
Custodian	Ms. Michelle Thomason	2202	mthomason@sd305.org
Maintenance	Mr. Heath Fuller	2202	hfuller@sd305.org

Elementary			
Mrs. Fallon Jungert	Math/ Counseling	2202	fjungert@sd305.org
Mr. Rich Crawford	Social Studies	2201	rcrawford@sd305.org
Mr. Mathu Thomason	Junior High/College & Career Advising	2109	mthomason@sd305.org
Mrs, Shandrie Stigum	Business	2110	sstigum@sd305.org
Mr. Don Curry	Science	2107	dcurry@sd305.org
Ms. Josette Nebeker	Agriculture	2401	jnebeker@sd305.org
	English	2106	
Mr. Chris Cowan	Music	2203	ccowan@sd305.org
Mrs. Margaret Robinson	Special Ed/ Title I	2303	mrobinson@sd305.org
Mrs. Holly Droegmiller	Library/ IDLA	2101	hdroegmiller@sd305.org

Paraprofessionals			
Mrs. Gail Lowe	Paraprofessional	2303	glowe@sd305.org
Mrs. Kenzie Bovey	Paraprofessional	2303	kbovey@sd305.org
Mr. Robert Nida	Paraprofessional	2303	rnida@sd305.org
Mrs. Jordyn Beck	Paraprofessional	2303	jbeck@sd305.org
Mrs. Tessica Lustig	Paraprofessional	2303	tlustig@sd305.org
Mrs. Samantha Evans	Paraprofessional	2303	sevans@sd305.org
Mrs. Daphne Hanson	Paraprofessional	2303	dhanson@sd305.org
Ms. Darah Brammer	Paraprofessional	2303	dbrammer@sd305.org
Mrs. DeeDee Osburn	Paraprofessional	2303	dosburn@sd305.org

**School Directory:** Staff members can be reached by calling the school at 924-5211 or by visiting the school site at [www.sd305.org](http://www.sd305.org).

**Phone Number:** Highland School District 924-5211

## Board of Trustees

- Mrs. Monica Smith, Board Chairman
- Mr. Chad Knowlton, Board Vice-Chairman
- Mrs. Michelle Mendenhall, Board Member
- Mr. Brett Arnzen, Board Member
- Ms. Bette Stone, Board Member

## Class Advisors

- 12<sup>th</sup> grade Fallon Jungert
- 11<sup>th</sup> grade Don Curry
- 10<sup>th</sup> grade Josette Nebeker
- 9<sup>th</sup> grade English
- 8<sup>th</sup> grade Rich Crawford
- 7<sup>th</sup> grade Mathu Thomason

## School Song:

The purpose for including the school song in the Student Handbook is to help create a climate in our school which helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

### **Highland High School Song**

“Oh, we’re all from mighty Highland, and our teams are brave and bold.  
We are pulling for a victory, because we’re strong and true, loyal to the black and gold.  
From the north we came to win this game, heaven help our helpless foes.  
Come on and fight you Huskies, beat those \_\_\_\_\_,  
Fight ‘til the battle’s won!”

## Preface

### Discrimination Statement

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mrs. Tana Kellogg, Superintendent/ Athletic Director  
Mrs. Becky Finnell, K-12 Principal

## Code of Conduct

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/ Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

## Acknowledgement of Receipt

### Signature Page of Student Handbook and Release Form for Personal Information

Parents/guardians and students must acknowledge receipt of the Highland SD #305 High School Handbook and the Release of Personal Information. **This form is included in the online enrollment.** ~~These forms are found in the Appendix Section of this Handbook.~~ Parent/Guardians who object to the release of directory information of their student(s) must notify the District Office within 15 days of receipt of the Student Handbook. Parents/guardians must also give their dated and signed approval for the release of directory information.

## Policy Locator

The District Policy Manual is located in the Highland SD #305's library. The district policy manual can also be found on the district website at <http://www.sd305.org>

## Mission Statement

~~Highland Schools exist to help all children learn so that they can succeed in life.~~ **Cultivating an inclusive learning environment that empowers confident, critical thinkers to become respectful, responsible citizens committed to lifelong learning**

## Surveys

~~The District occasionally is asked to survey students about various elements of their educational experience. If you would like to opt your student out of surveys, please contact the office.~~

## Part I – Enrollment and Attendance

### Enrollment, Placement, and Transfer

Parents and students are requested to complete enrollment forms upon registration at Highland High School. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Secondary staff may choose to administer the survey section of the ISAT to provide additional information when placement is in question. New students will also take the STAR test or other benchmark measures.

### Open Enrollment

~~Highland is an open enrollment district and tuition will be waived for out of district students who meet the terms of this policy.~~ Out of district students who wish to attend Highland must apply to the district for enrollment by February 1 for the next year. Parents must complete a Pre-Enrollment Form and the General Information Form, which can be obtained in the Office. See Highland School District Policy 412.1

### Immunization Requirements

Students enrolling in pre-school and kindergarten through 6<sup>th</sup> grade must show proof of receiving the following immunizations before attendance in the district.

~~Children born before September 1, 2005, must show proof of receiving the following immunizations:~~

~~Kindergarten – 6<sup>th</sup> Grade~~

- ~~1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine~~
- ~~2. Three (3) or more doses of Polio vaccine~~
- ~~3. Two (2) dose each of Measles/Mumps/Rubella (MMR) vaccine~~
- ~~4. Three (3) doses of Hepatitis B vaccine.~~

~~7<sup>th</sup> – 11<sup>th</sup> Grade~~

~~All of the above plus~~

- ~~1. Tetanus, Diphtheria, Pertussis (Tdap)~~
- ~~2. Meningococcal (MenACWY)~~

~~12<sup>th</sup> Grade~~

~~All of the above plus~~

- ~~1. Meningococcal (MenACWY)~~

Children born after September 1, 2006, must show proof of receiving the following immunizations:

**Kindergarten – 6<sup>th</sup> Grade**

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine
2. Four (4) or more doses of Polio vaccine
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine.

**7<sup>th</sup> – 11<sup>th</sup> Grade**

**All of the above plus**

1. Tetanus, Diphtheria, Pertussis (Tdap)
2. Meningococcal (MenACWY)

**12<sup>th</sup> Grade**

**All of the above plus**

2. Meningococcal (MenACWY)

**Parents may claim an exemption to any or all the required immunizations for medical, religious, or personal reasons. Policy 411.1**

## Enrollment

Parents and students are asked to complete enrollment forms ~~at least one day~~ prior to the students' first day of classes. Transfer students are also asked to complete enrollment forms ~~at least one day~~ prior to beginning class. This allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

## Dual Enrollment

Dual enrollment, as defined by Idaho law, occurs when a child of school age, who is enrolled in a private school, public charter school, or is homeschooled requests to also enroll in a traditional school district (public non-charter school) or another public charter school in order to participate in public school programs and activities. Students who choose to dually enroll at Highland School will be held to all Highland School expectations while on campus and when participating in activities. Dually enrolled student shall not arrive more than 5 minutes before their class(es) begin. Priority for classroom seat space will be given to full time enrolled students.

## Attendance Records

Student Attendance records will be submitted by the classroom teacher, forwarded, and stored by the school office. Attendance will be recorded per class period, and tardiness will also be documented.

## Compulsory Attendance

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. **(IC 33-202)** Every parent, guardian, or other person having custody of children who attend the public schools shall bear responsibility for the children's punctual attendance. The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all person's resident of the state, between the ages of five (5) and twenty-one (21).

## Attendance

All students are expected to be in attendance **everyday** ~~unless absent for unavoidable reasons~~. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student that has more than the seven (7) excused absences will be subject to retention review due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctor's appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented ~~to~~ **at** the office ~~secretary~~ within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered the confirmation).
- Upon return to school from a doctor's **or court** appointment, the student must present **an excuse** ~~physician's excuse on the physician's~~ **or court** letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent. Any student that has three (3) unexcused absences will be subject to retention review per the attendance review committee recommendation.

Students who are ~~absent, because of participation~~ **participating in off-campus** school activities ~~such as sports, band, drama, or class activity such as field trips,~~ will be automatically excused, and such events will not count toward the seven (7) total absences.

Parents of all students will be notified in writing when their child(ren) has over five (5) and (7) absences. ~~Elementary students in grades K-6 will be expected to attend school on a regular basis and once a student has accumulated five absences in a given semester, the parents of that student must be notified in writing by the district.~~ After seven absences in a given semester, elementary students will be subject to retention review.

Students that have habitual tardiness and/or absences will be reported to the superintendent. The Superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that students have the opportunity to attend school. Policy 411.0

## Tardies

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 absence. These absences will count towards the seven (7) permitted absences. Policy 411.0

The school day begins at 7:55 at Highland High School. Students, who are not in their classroom when the 8:00 bell rings, will be counted as tardy.

## Open Campus for Lunch

Students in grades kindergarten through 8<sup>th</sup> grade will be **required to remain on campus** during their lunch period. Students in grades 9-12 will be allowed Open Campus with parent permission. High school students may leave campus for their lunch period if they remain in good standing.

The District is not responsible for the health, safety and welfare of a student participating in the open campus nor will the District be liable for acts, injuries or events occurring during the time a student is participating in open campus.

## Truancy

Truancy is an unexcused absence about which the parents and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed at the discretion of school officials. Students truant during advisory will be required to make up one hour of time. The absence will be counted as unexcused and a zero will be recorded in any class missed. Students who are truant may lose the opportunity to participate in extra/co-curricular activities. Truancies, even when made up, count as absences in the seven (7) permitted as per Idaho Code § 33-206. It is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

## Home School

When parents request that students, who were formerly home schooled, be enrolled at Highland, the grade level of the student will be determined by standardized testing to ensure the student is in the appropriate grade. Other regulations will follow guidelines set by the State Board of Education. Policy 412.3

## Make-Up Work

All work must be made up and completed within the time allotted by teachers if the student is to receive credit. If an assignment was assigned prior to the absence, the due date of the assignment still stands as required by the teacher. The make-up is the responsibility of the student, not the instructor. Concerning field trips, extra-curricular activities, or other prearranged absences, students should complete work prior to leaving.

Parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

## Special Programs

Highland School District provides several programs to support student learning:

- a. Special Education Pre-School - Highland **partners with Lewis County Head Start** to provide a pre-school program for children with special needs, ages 3-5. ~~The pre-school program is integrated with the Lewis County Head Start.~~ Classes are held ~~3 days a week~~ at 213 West Main, Craigmont. Referrals can be made



- at the ~~Pre-School~~ **Head Start**.
- b. Special Education - Special Education services are provided for students in grades K-6. Referrals for Special Education or 504 services may be obtained by visiting the office or the special education classroom. This program utilizes ~~primarily an in-class~~ **inclusion** instruction along with a pull-out model when ~~deemed~~ necessary.
  - c. Speech-Language Therapy -The ~~Communication Disorder Specialist~~ **Speech-Language Pathologist** offers speech and language therapy to students in pre-school through grade six who qualify. Referrals can be made through ~~classroom teachers~~ **the special education teacher**, ~~the~~ MTSS team, or the administration. **This program is provided on-line. (this was re-ordered, moved from (e))**
  - d. Occupational Therapy – The Occupational Therapist helps develop, recover of maintain the skills needed for daily living and independence – fine motor skills, sensory processing, self-care tasks, organization and attention skills, etc. Referrals can be made through the special education teacher, ~~the~~ MTSS team, or the administration. **This program is provided on-line.**
  - e. Physical Therapy – The Physical Therapist supports students who have difficulty with movement and physical function that affects their ability to fully access and participate in their educational environment – gross motor skills, balance, strength, coordination, and posture, mobility equipment, and adapting to physical activities. Referrals can be made through the special education teacher, ~~the~~ MTSS team, or the administration.
  - f. Title I – **Highland is a school-wide Title I school.** Our Title I program serves ~~elementary~~ students in ~~both~~ math, reading, **and science**. The ~~Special Education teacher and Title I~~ paraprofessionals work in the regular classroom to assist eligible students. ~~Occasionally students receive support out of the classroom.~~
  - g. Psychological/Counseling Services- There are psychological and counseling services available to students of Highland Elementary on a ~~part-time~~ **check-in** basis, **when approved by parents**. ~~Services are provided through testing, counseling in and out of classrooms with individuals or groups as defined by need or request.~~ Referrals for these services can be made by parents/guardians, teachers, the Highland MTSS Team, or the administration.

## Early release for Seniors

Upon written request, Senior students may be excused from school under the following criteria:

- At fall enrollment, student must have at least 40 credits
- Enroll in all required Senior classes
- Be in classes - at school - through 5th period
- Release subject to review prior to the start of 2nd semester
- Students in extra-curricular activities will be eligible on event days as long as they are in school for the full, five class periods. However; students will not be allowed in the school during 6th and 7th period and must leave campus during that time (1:48 - 3:43)

No student will be permitted early release without a written request from a parent/guardian filed with the school Principal.

The District is not responsible for the health, safety and welfare of a Sr. student participating in the early release program nor will the District be liable for acts, injuries or events occurring after the student signs out of the school.

## Education of Homeless (McKinney-Vento Law)

The McKinney-Vento Homeless Education Assistance Act strengthens education support for students who lack a fixed, regular, and adequate nighttime residence. This includes families that are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, living in a shelter, motel, vehicle or RV park, transitional housing, or on their own as unaccompanied youth. Please contact the school district for more information. Policy 416.0

## Part II - Student Rights and Responsibilities

### Safe and Secure Learning Environment

The safety of every student, employee, and school visitor is one of Highland's highest priorities. A safe and secure learning environment for all is required to maximize educational opportunities. The Board requires that all crimes, threats, and serious incidents related to the school setting be reported to the Superintendent or designee. Policy 422.0

### Students Rights and Responsibilities Statement

*All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measure.*

In an effort to protect the safety of all students and staff, the District is adopting a new safety procedure which includes keeping all outside exits locked throughout the day. ~~with the exception of the main office, gym breezeway, and one entrance from the elementary playground.~~ All visitors are required to enter the building through the main entrance; access will be provided by office personnel.

### Concerns/Complaints

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. ~~Any~~ The individual with a complaint is encouraged to first discuss it with the ~~classroom teacher, counselor, or building administrator,~~ with the objective of resolving the matter promptly and informally.

~~Any complaint that may be brought forth shall be handled in a fair, equitable, and prompt manner. Students who have specific complaints against a staff member are encouraged to first discuss it with the staff member, counselor, or building administrator.~~

When the complaint cannot be resolved at the informal level, ~~it's the district's policy that the student individual~~ shall apply the following steps to resolve the complaint:

- 1) The ~~student's~~ parent/guardian will contact the principal to inform him/her of the nature of the complaint;
- 2) The Principal will arrange for a meeting between all parties concerned to discuss the complaint and to help resolve the issues of the complaint;
- 3) If the complaint is not resolved at this level, the Superintendent shall meet with all parties involved in the complaint to mediate a resolution;
- 4) If the complaint is not resolved at this level, the parent and/or student can choose to submit a written complaint to be filed at the Board of Trustee level. Policy 444.0

~~Complaints should first be addressed at the lowest possible level. Providing suggestions for resolution when communicating with school staff will help to better address the concerns.~~

**Please note that "employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles.**

### Student Dress

Prohibited clothing includes ~~the use of~~ inappropriate messages, see-through clothing, gang related symbols, or ~~which~~

revealing chests, abdomens, or buttocks. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee. Policy 428.0

Undershirts, belly shirts, and spaghetti straps are not appropriate school dress. Students need to wear appropriate shoes while at school and when using the gym. If inappropriate clothes are worn to school, parents will be notified, and alternative clothes will be provided to the student for the day. Parents may be asked to bring a change of clothes from home.

## Electronic Communication Devices/Personal Entertainment Devices

All electronic devices, including cell phones and smart watches, are a distraction to the educational process and are therefore, restricted in the classrooms. Phones should be placed in lockers or a location identified by the teacher during the school day. Staff members can confiscate an electronic device when it is being used in the classroom or inappropriately during school hours. For the first offense the teacher may confiscate the device and return it to the student at the end of the class period. Second offense, the device will be confiscated and turned in to the office; the student may retrieve the device at the end of the school day. On the third offense, the device will be turned in to the office and a parent/guardian will have to retrieve the device. On a third offense, a contract will be put into place.

## Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing

We are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Policy 424.1

If students should feel threatened, they should report their concern to their parents, teacher, and/or principal. Harassment/Bullying/Intimidation complaint forms are available in the school office and must be completed to bring about an internal investigation.

## Sexual Harassment, Discrimination and Retaliation

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, ~~sexual orientation~~, gender, ~~gender identity~~, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process. Policy 430.0

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees. Policy 430P

## Drug Free School Zone

Highland School is a drug free zone. Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises or at school events at other locations; including transportation to and from events/activities. Policy 425.0

## Gun Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered or looks like a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board,

however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds, which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. Policy 443.1

## Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their Principal, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Policy 423.6

## Part III - Student Protection

### Evacuation Drills

Highland Elementary School conducts monthly fire drills. Specific directions for evacuation are posted in every classroom. Teachers will review these procedures with their classes. Students and staff will leave the building ~~immediately upon hearing the evacuation siren~~ **once an announcement is made** while exiting the building in a calm, pre-determined manner. Students are to return to the building with supervising staff when all clear bell is sounded. Policy 447.0

### Crisis Manual

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. Policy 447.1

### Emergency School Closure-Severe Weather/Disaster

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT, KOZE, KLER,** and **TV stations** as the district makes contact. There will also be a message sent over ~~School Messenger~~ **Bright Arrow** and the school's social media pages.

The District does have a disaster plan in place. Students may be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervisions until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins. Contact may be made through ~~School Messenger~~ **Bright Arrow**. Policy 446.0

### Visitor/Parent Check-In /Check-Out Policy

~~All visitors must check in at the office when arriving.~~ Safety and protection for the students is a priority, therefore ALL parents/patrons MUST stop in the office, sign in and receive a visitor pass, even if you are just picking up your

child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. Once you arrive to take your child, school personnel will record your child's check-out time. If you are visiting or participating in any school organizations, you still MUST use the check-in procedure and attain a visitor's pass. Please refer to Attendance on pg. 8 (Part I, Section G) to understand how this will effect attendance.

## Administering Medication

Students may be required to take medication while at school, either on a short-term or daily basis. ~~The role of the district is to protect the health and safety of all students.~~ If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student. Policy 441.4

Designated personnel (~~i.e., principal, secretary~~) may assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol.

## Injury/Illness at School

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 children be injured at school.

Parents/guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents or the listed contact person can be always reached during the school day.

## Insurance

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians. Student medical insurance is available to families for their individual purchase through the office. Brochures are available.

## Video Surveillance

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment. Policy 443.3 Video recording may be viewed to investigate incidences.

## Acceptable use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Policy 429.0

## Part IV: Fees

### Activity Card Fees:

~~Students~~ **Any students** who participate in **co-curricular or** extracurricular activities **must** purchase an activity card prior to the first scheduled event. The purchase of the activity card will admit students into events. All students are encouraged to purchase an Activity Card. Students who do not participate and/or do not purchase an Activity Card will be required to pay the established fee for admissions at any event/contest. Students can be asked to pay a fee for special events. The following are fee rates and can be paid by cash or check at the office.

Grades K-8 \$10.00

Grades 9-12 \$20.00

## Lunch

Forms for Free or Reduced Hot Lunch can be obtained from the office. Parents/guardians are encouraged to fill out the forms. This program provides valuable support to students, and to the district through federal funding for additional programs.

Lunch Fees must be pre-paid, and students will not be able to charge for lunches. Students or parents/guardians can pay for lunches at the District Office. An electronic accounting system is used to maintain all balances for each individual, and students will be alerted when their account is nearly a zero balance.

Elementary K-6 \$3.65

Secondary 7-12 \$3.90

Adults \$5.25

## Part V: Academics

### Student Records

#### (Notification to Parents and Students of Rights)

The District will abide by all regulations and rules guaranteed to students and parents in respect to the Family Educational Rights and Privacy Act (FERPA). A copy of those rules and regulations (Rights) can be obtained from the office.

### Credit

Students in grades nine through twelve (9-12) will earn one unit of credit for successful completion of the work in any class that meets one full period per school day for the entire semester.

### High School Credit in Middle School

Middle School students can earn High School credit for high school classes. Students must earn C or higher; content standards must be the same as ~~HS~~ **high school and be taught by a high school** ~~with a~~ certified teacher. Parents are given the option to “opt out” of having grade transcribed. If parent choose NOT to have the credit transcribed, then students will retake the class in ~~HS~~ **high school**.

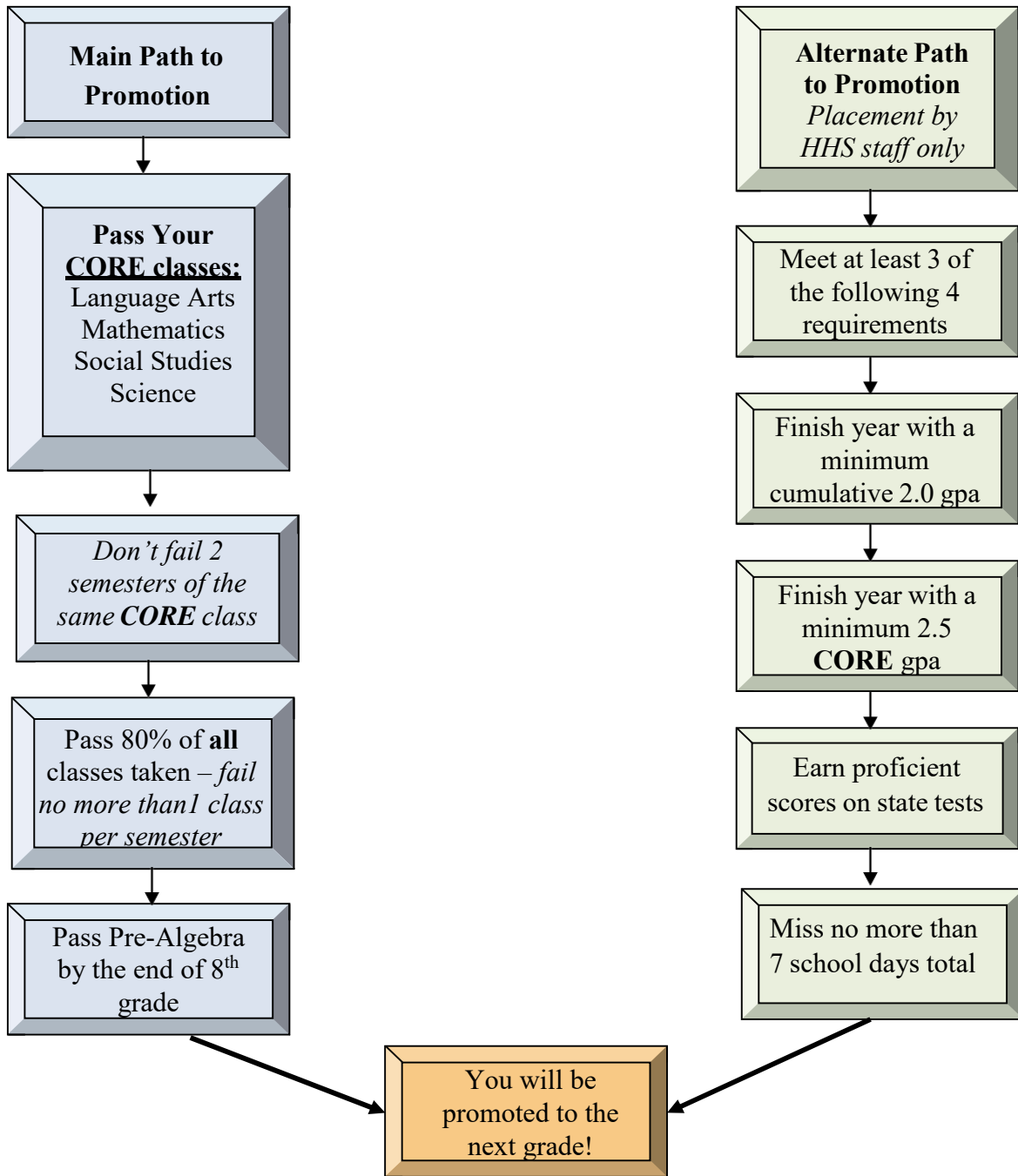
### Progress Report

Students will receive a progress report every four and one-half weeks and at parent/teacher conference. Reports cards will be mailed one week following the end of the semester.

The Power School program is a tool for parents/guardians to access their child’s grade records at any time. If you do not know your Power School login, please contact the office.

# Highland Pathways to Promotion

Students in grades 7 and 8 must meet the established Highland Pathway to Promotion in order to be promoted to the following grade level. Highland Pathway to Promotion allows for an alternative pathway if a student is unsuccessful in the main pathway. During the 2010 Legislative Session a bill was passed requiring all incoming 7th and 8<sup>th</sup> graders to meet either a “main” pathway or an “alternative” pathway in order to be promoted to the next grade.



## Graduation Requirements

The following documents will be used to track student progress toward graduation.

### Highland High School Classes Required for Graduation

\_\_\_\_\_  
 First name      Last name

<b>Courses</b>	<b>Credits</b> <i>1 credit per semester</i>	<b>Additional information/Criteria</b>
English	<b>8 (4 yrs)</b>	<i>English I, English II, English III, English IV (includes DC/AP options)</i>
Speech	<b>1 (1 sem)</b>	<i>Speech, Oral Communication, Debate</i>
Math	<b>6 (3 yrs)</b>	<i>Algebra, Geometry, student choice</i>
Science	<b>6 (3 yrs)</b>	<i>May include biology, physical science, chemistry, earth, space, and environment or approved applied science. AP Computer Science, Dual Credit Computer Science, and Dual Credit Engineering can be considered as either a math or science credit</i>
Social Studies	<b>5 (2.5 yrs)</b>	<i>US History, US Government, Economics</i>
Humanities	<b>2 (1 yr)</b>	<i>May include visual arts, music, theatre, dance, or world language aligned to Idaho content standards for those subjects</i>
Health	<b>1 (1 sem)</b>	
Practical Arts	<b>2 (1 yr)</b>	<i>Any CTE classes</i>
Digital Literacy (c/o 2028 and beyond)	<b>1</b>	
Financial Literacy	<b>1 (1 sem)</b>	
Electives	<b>16</b>	
Total	<b>48</b>	

Seniors must also complete:

- 15-Hour ~~senior~~ **Future Readiness** Project
- Presentation of their ~~Senior~~ **Future Readiness** project
- ~~Senior~~ **Future Readiness** paper

~~Community service hours are not required for graduation.~~



# Highland High School Graduation Progress

Year taken	Fall/ Spring	Course	Credits	Additional information/Criteria
		English I	2	<i>These include any Advanced Placement (AP)/Honor English classes</i>
		English II	2	
		English III	2	
		English IV	2	
		Speech	1	<i>Includes: speech, oral communication, debate</i>
		Algebra I	2	<i>Most colleges expect students to complete 4 upper level math classes. Other math courses may include Algebra II, Math 103, Math 137, Pre-Calculus.</i>
		Geometry	2	
			2	
		Earth Science	2	<i>May include Biology, Physical Science, Chemistry, Earth, Space, and Environment or approved Applied Science.</i>
		Biology	2	
			2	
		US History	2	
		US Government	2	
		Economics	1	
		Humanities	2	<i>Includes: art, drama, creative writing, foreign language, band, choir, Interdisciplinary Studies <b>List your humanities class(es) in the spaces provided</b></i>
		Health	1	
		Digital Literacy	1	
		Financial Literacy	1	
		Practical Arts	2	<i>Includes: any PTE classes <b>List your Practical Arts class(es) in the spaces provided</b></i>
				<i>The blank spaces are for elective classes</i>

## STEM Diploma

Students can earn STEM recognition on their regular diploma. Students must earn:

- 8 credits in math
- 8 credits in science
- 5 student choice STEM credits

## Final Exams for Grades 7-12:

Secondary students will be required to take a summative final test worth a minimum of 10 % of their semester grade. The Final Exam is mandatory for all students. If a student chooses to skip a semester final exam, that student will receive a “zero” (0) for his or her final exam grade. This final exam “zero” (0) will count as a minimum of 10% off the student’s semester grade and will be averaged into the overall semester grade. Policy 411.01

## Academic Field Trips

Students who have any D’s or F’s on the Monday prior to the field trip are considered ineligible to attend the field trip. Students who have excess absences/tardies may also be ineligible to attend field trips.

## Idaho Digital Learning Academy (IDLA)

Students cannot take an IDLA course if that course is provided by a Highland staff member. If there is a scheduling conflict between two required courses in the Highland class schedule, then a student may take an IDLA course with approval from administration. Students that have failed an IDLA courses must pay for the next course before they can take another course.

IDLA is not recommended for students below high school level. IDLA courses take self-discipline and motivation in order to succeed. Students in junior high will only be allowed to take an IDLA course if there are extenuating circumstances.

Freshman will not take more than one IDLA course per semester. Sophomores will not take more than two courses per semester. Juniors and seniors will not take more than three courses per semester, preferably two. Students will wait until their junior year before starting dual credit or AP courses. Students wanting to take dual credit or AP courses must have a 2.5 GPA and be on target for graduation.

Course registration will be allowed at the discretion of the IDLA site coordinator with the approval of ~~school counselor and Principal/Superintendent.~~ **administration**

## Part VI: General School Rules/Consequences

### Administrative Referral to Appropriate Authorities

Investigations suggesting an act has been committed by a student that could be construed as a legal issue must be conducted by a “neutral” party. Therefore, students and parents/guardians are hereby made aware that violations of potentially illegal acts on the part of students will be referred to the Lewis County Sheriff’s Department. The Highland School District will contact parents/guardians of students who find themselves involved in acts that are determined as being illegal in nature.

### Classroom Behavior

Students need to be educated and learn all they can in order to be better prepared to meet the demands of the complex economic, social, and political world that lies before them. It is with this in mind that students will be encouraged to eliminate off-task behaviors that tend to distract from an educational purpose.

## Discipline

Discipline applied by the school, in conjunction with parents, is intended to help to develop self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve the rights of other students and staff, and protect the educational process from dangerous and disruptive acts. It is the responsibility of school staff to administer an equitable and comprehensive discipline policy. The purpose of this policy is to ensure that all students can attend school in a positive productive learning environment.

Our long-range goal is to help all students experience the satisfaction of self-discipline. Our intent is to administer this policy in a consistent and equitable way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed, and appropriate consequences are assigned. Each of our staff members ~~is anxious~~ want to work with students and parents to find solutions to problems. This will help make our school the very best it can possibly be.

## School-wide Discipline

### Minor Discipline Violations/Consequences

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance
- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

\*When a minor behavior repeats, or becomes disruptive to the teacher or learning environment; the behavior becomes a major violation.

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include, but shall not be limited to:

- Refocus
- Time with staff during lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.

### Major Discipline Violations/Consequences

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors.
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco, vape, or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons.
- Driving during school hours without
- Stealing
- Damage of Property
- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

permission.

Corrective procedures may include but shall not be limited to:

- Conference with Principal, discipline form filed, in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on ~~probation~~ a **contract**.

## After School Detention

After school detention will occur each Wednesday from 3:45-4:15. If a student receives an after school detention, parents will be notified at least 24 hours prior. Students who receive detention will be required to promptly attend detention and remain for the entirety. If a student fails to attend detention they will receive a second detention. If a student fails to attend a second consecutive detention or misses more than one without a valid reason, they will receive an in/out of-school suspension. Students in detention will not be allowed to participate in sports or activities on the day of their detention.

## Suspension

The student is at school, but not allowed to go to their regular classes unless given permission by the administrator. Students will eat lunch in the office, and cannot participate in after school activities on the days they have in-school suspension.

The student does not attend school during out-of-school suspension. Student cannot participate or attend any after school activities during the duration of the out-of-school suspension. If a student receives an out-of-school suspension from one week to the next, they cannot participate in or attend events over the weekend.

Parent/guardian will be contacted early in the process and any contact documented.

## Expulsion

“...Only the Board has authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.” Policy 423.3

The Principal or Superintendent shall make notification in writing that he/she is recommending expulsion.

## Classroom Discipline:

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

## Discipline of Students with Disabilities

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines and district policy. Policy 423.4

## Make-Up Work During Disciplinary Action:

When a student is excluded from instruction by an administrator (suspension) or teacher, the student is required to make up work that is missed. The student's designee will be responsible for ensuring that the work is picked up and returned according to each teacher's request.

## School Bus Expectations

A copy of the school bus rules is given to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a "bus conduct" notice being sent to parents. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

1. Bus drivers will fill out and turn in the bus notice to the ~~principal~~ **transportation director, who will notify the principal.**
2. Upon the receipt of the first notice, the ~~principal~~ **transportation director** shall ~~consult~~ **meet** with the student and notify the parent or guardian of the students' misbehavior.
3. Upon receipt of the second notice, the ~~principal~~ **transportation director and the principal** shall ~~hold a hearing for the students~~ **will meet with the student and the parent/guardian.** The students may be suspended from the bus for up to five days.
4. Upon receipt of a third notice, the ~~principal~~ **transportation director and the principal** shall ~~hold a hearing for the students~~ **will meet with the student and the parent/guardian** The students may be suspended and/or a request made to cease bus service for the students.

## Drop off and Pick Up Procedures

1. **Bus Lane:** The lane from Boulevard Ave up to the front of the school will be for **BUS USE ONLY - no personal vehicles will be permitted.**
2. **Parking Lots:** Parking Lots are designated for extended parking for staff, students and guests. Driving through them before school will not be permitted.
3. **Parent Drop Off:** The first 5 parking spaces directly in front of the gym, closest to Division Street, will be designated for parent drop off. There will be signs to mark these spaces. If you choose not to park, you may pull up on Division St. and drop your child off along the west side of the gym onto the sidewalk. Please continue to have your children get out of the vehicle on the passenger side, so as not to have them exit onto the street. **ALL DROP OFFS SHOULD ENTER AND EXIT ON DIVISION ST.**
4. **Entrance:** All students will need to walk down the sidewalk to the front door after drop off. The entrance by the office is the only accessible entrance to the building before school. There will be staff positioned at both ends of the building to assist students.

## Student Behavior Expectations at School Dances

Dances are provided for entertainment and socialization of all ~~HHS~~ Highland High School students and their dates but are closed to the general public. The Student Council, with the consent of the school administration, may have dances for the following groups:

- Dances for HHS students in grades 9-12. ~~HHS~~ **Highland** students may bring one guest that they assume responsibility for at the dance. The ~~HHS~~ **Highland** student will sign in and sign for their guest at the door. (**Dance Pass??**) The guest must be high school age or under the age of 19. Guests must have a high school activity card or and ID that verifies their age.
- ~~HHS~~ **Only Highland** students 9-12 or invited students from area schools, who have dance pass approval, can attend high school dances.

- **HHS Highland** students in grades 7-8 may only attend junior high dances or parties.

**Attendance at dances is a privilege, which may be revoked for violation of dance rules.**

1. Students suspected of being under the influence of alcohol or drugs will be excluded from the dance. Parents will be called to pick up their children.
2. Once a student enters a dance, she/he may not leave the building and return to the dance.
3. Fighting, harassing, or intimidating other students will result in exclusion from the dance.
4. Slam dancing or other dangerous or obscene dances are prohibited.
5. Excessive displays of affection are prohibited.
6. Students are expected to respect the authority of all chaperones and comply with their requests/directions and expectations at all times. District policies will be followed.

## Part VII: Student Services

### Appointments with Administration, Faculty, Staff

One of the important roles of the **HHS Highland** School employees is serving the needs of the students. Employees are accessible to students when student needs arise. Any student wishing to meet with an administrator, faculty or staff member should ask for a meeting.

### Changes in Class Schedule

Class schedule changes may be requested only in the first week of each semester. Schedule change forms are available in the office and must be completed before being reviewed.

### Student Messages/Flowers & Balloons

The **HHS** office personnel take messages from parents/guardians and student's employers. They do not generally record messages from friends and other students. Messages are recorded and delivered to the student at the beginning or the end of the first available period. Teachers will give the message to the student. Messages received after 3:40 p.m. are retained in the office. Flowers and balloons will be delivered toward the end of the day. \*\*Every effort to limit classroom interruptions will be made (which includes phone calls, flower delivery, fundraising).

### Transcript Requests

All transcript requests from the student parent/guardian must be given to the office in writing. When a student leaves Highland and transcripts are needed, a note should be mailed or faxed to the office containing the following: name under which student graduated, date of birth, and date of graduation. Transcripts needed for college entrance must come from the high school, mailed directly to the college of the student's choice. No information will be given without authorization.

### Fines

Unpaid fines or fees must be accounted for before a student graduates ~~from HHS~~. Fines are carried forward from year to year. Fines should be paid promptly to eliminate large fines at graduation ~~time~~ or check-out.

### Textbook Responsibility

Textbooks are checked out to students with the understanding that the student is to assume responsibility for their reasonable care, loss, or theft. Students are advised to cover their books for protection. Full replacement cost will be charged for books, which are unable to be returned, or are unusable for any reason. Fines will be assessed for damaged books.

## Part VIII – ACTIVITIES

*Highland has a long and distinguished tradition of participation in activities. All students are encouraged to participate according to their interests and abilities. All Idaho High School Activities Association policies and procedures will be followed.*

### Student Behavior Expectations at Extra-Curricular Events

Whether at home or away, the HHS student body is expected to behave in a way that brings pride to the community and school they represent. Visitors to HHS are to be treated as guests. School rules of HHS and the posted rules of the hosting school apply to HHS Highland students attending events away from school. Students are expected to submit to the authority of school-designated officials under all circumstances at activities.

#### Basic Guidelines:

1. Practice good sportsmanship at all times.
2. Cheer for our team, not against the other team.
3. ~~Never direct~~ Negative cheers or comments **are never appropriate.** ~~to an opposing player, coach, advisor or an official.~~
4. Respect the right of all patrons to watch the game or activity. ~~without obstructing their view.~~

### Physical Examinations

The Idaho High School Activities Association IHSAA requires physical examinations before a student can participate in athletic practices or contests for High School Students. Physicals must be completed prior to sixth (6) or seventh (7) grade, ninth (9) and eleventh (11) grade competition as required under IHSAA regulations. Interim Questionnaires should be completed before all other grades. Highland High School strongly recommends annual physicals for all athletes.

### Sportsmanship

Students representing Highland School District are expected to exemplify the highest standards of good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the event or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, un-sportsman-like conduct, or profanity-related to activities may result in ~~probation~~, suspension, or dismissal from participation in the activity and/or school. Such action shall be the decision of the coach/advisor, the Principal, and the Athletic Director. School district policies will be followed.

### Eligibility

Highland Joint School District requires that all extracurricular participants – athletics or any school activity - meet all academic and non-academic criteria as dictated by the IHSAA and outlined in this policy. All participants are expected to maintain “C” or better grades in ALL of their classes.

Grade checks will be conducted each Monday (or first day of the school week) by the Secondary Principal. If a student drops below the minimum eligibility requirements (“C” or 2.0) he/she will have one week to improve grades to reach the minimum eligibility requirements.

If the student does not improve grades to reach the minimum eligibility requirements at the next grade check (start of week 2), he/she will become ineligible to participate in any contest or activity until the next grade check, students will not become eligible mid-week. If grades do not improve the student will remain ineligible. After four (4)

consecutive weeks of failing to improve grades to minimum eligibility, students will not be allowed to practice and are expected to work on improving grades.

All IHSAA requirements will be followed.

Students with a Semester grade below a “C” or 2.0 will be ineligible for two full weeks, the first Monday of the new semester through Sunday of the second week. Ineligible status will carry over to the next sports season, next semester and/or the next school year.

To be eligible for extracurricular activities, students must pass at least five out of seven classes. Students taking fewer than seven classes may only fail one class and still remain eligible. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place. (IHSAA Rule 8)

Highland students must also be on target to graduate. The term “On Target” means: a student, not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of their senior graduation year in order to be eligible for activity participation (IHSAA Rule 8).

## Attendance

The rules on absences will be enforced by the coach/advisor in which the student participates and will apply to all participation in grades 6-12.

### Participants must attend school

1. Students who do not come to school, at the start of the school day, following participation in an extracurricular activity without a valid excuse will miss their next scheduled extracurricular activity.
2. Students who are truant from school shall not participate in extracurricular activities until their detention has been served.
3. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the Principal in cases such as a trip bus leaving immediately after school dismissal.

## Practice Day

Students must have a valid excuse for any absence and can only miss 3 of the 7 class periods in order to participate in practice.

## Activity Day

Students must attend school all day

If a student has a doctor’s appointment on an activity day, they must present a doctor’s note to the school office and they can only miss 3 of the 7 class periods. Any other excused absences will be at the discretion of the administration.

Parents or guardians will be notified at the time any disciplinary action is taken.

## Included Activities

Activities programs are considered to be:

- Athletic programs



- Student body, class, and club officers
- Member of any ASB recognized clubs/organizations

## Travel

It is the policy of Highland School District that all students participating in an activity must ride on district-provided transportation both to and from the activity, unless a student is released directly to his/her parent or guardian. Parents may release their child to another adult by providing a note/email stating who will be responsible for their child's transportation home from the activity. This note/email must be given to the coach/advisor, administration and the office, one day prior to the day of travel. The identified person is responsible for checking the student out with the coach/advisor at the event prior to the student being taken. Each student will remain with the group and under the supervision of the coach/advisor when attending away contests. Each student, while traveling to and from contests, will obey all school bus regulations. Coach/advisors will dictate attire to be worn by participants in out-of-school activities.

## Activities

Highland has a long and distinguished tradition of participation in activities. All students are encouraged to participate according to their interests and abilities.

## Activity Cards

All students participating in extracurricular activities must purchase an activity card.

## Sportsmanship

Coaches, students and fans representing the Highland School District are expected to exemplify the highest standards of good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the sport or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, unsportsmanlike-like conduct, or profanity related to activities may result in dismissal from participation in the activity and/or school. Such action will be the decision of the coach/advisor, the principal, and the athletic director.

## Eligibility

A student must meet all IHSAA requirements and receive a 2.0 GPA from the previous semester. If a student passes the required number of classes, but does not have a minimum 2.0 GPA, he/she will be placed on an Academic Improvement Plan (AIP).

A student on an AIP may have no D's or F's in any class, and must maintain a 2.0 GPA in the current grading period. If grades fall below 2.0 or if the student has a F they are ineligible to participate or travel to games until the next grade check. If the student stays below 2.0 or has an F for two consecutive weeks they may not participate for a minimum of 2 weeks or until the grade returns to a C, whichever is longer

Highland School District requires that **all extracurricular participants** – athletics or any school activity – must meet all academic and non-academic criteria as dictated by the IHSAA and outlined in this policy. All participants are expected to maintain "C" or better grades in ALL of their classes.

Grade checks will be conducted each Monday (or first day of the school week) by the Secondary Principal. If a student drops below the minimum eligibility requirements ("C" or 2.0) he/she will have (1) one week to improve grades to reach the minimum eligibility requirements.

If the student does not improve grades to reach the minimum eligibility requirements at the next grade check (start of week 2), he/she will become ineligible to participate in any contest or activity until the next grade check, students will not become eligible mid-week. If grades do not improve the student will remain ineligible. After four (4) consecutive weeks of failing to improve grades to minimum eligibility, students will not be allowed to practice and are expected to work on improving grades. Students can resume practice when grade checks indicate they are once again eligible to participate. Coaches will be notified.

Ineligible status will carry over to the next sports season, next semester and/or the next school year.

To be eligible for extracurricular activities, students must pass at least five out of seven classes. Students taking fewer than seven classes may only fail one class and still remain eligible. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place. (IHSAA Rule 8)

Students must also be on target to graduate. The term "On Target" means: a student, not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of their senior graduation year in order to be eligible for activity participation (IHSAA Rule 8)

## **Lewis County, Nezperce, Culdesac and Highland Extracurricular Activity Code**

### **I GENERAL**

- A. The purpose of extracurricular activity programs is to promote skill development, teach teamwork and good citizenship and provide worthwhile activities for the students outside class time. The rules included herein exist to further these goals.
- B. Participation in extracurricular activities is a privilege, not a right. Students may lose this privilege through violation of the rules and or misconduct not detailed in this code.
- C. Students, on school sponsored trips represent the school and the co-op and must demonstrate excellent conduct at all times.
- D. Students and their parents/guardians must read and sign this code and the Participant Code of Conduct. Students will turn in their signed Activity Code to their coach and it shall remain in effect until their participation in the final extracurricular activity of the school year. The signed document will be kept on file. Students will not be allowed to either practice for, or participate in, any extracurricular Activity until his or her signed Activity Code is submitted.
- E. Coaches and advisors may implement additional, reasonable rules for their activities, in addition to the rules listed below. These rules shall be presented prior to the first activity. This must also be signed by the students and their parents/guardians and kept on file.
- F. Violations of this code will affect the student's participation in all extracurricular activities. Consequences which cannot be implemented during the current school year shall be completed the following school year.
- ~~A. Violations of the training rules shall either be self-reported by the participant or be described in a "bona-fide" complaint.~~

~~1. Self-report shall be made by the participant, to the Principal, prior to any "bona-fide" complaint being presented.~~

~~2. A "bona-fide" complaint is defined as one in which a party is willing to name names, indicate places and testify to the violation. It shall be in writing and signed by the party making the complaint. Photograph(s), if provided, must include a written and signed statement from the photographer verifying the details of the photograph(s). "Bona-fide" complaints will be immediately accepted. Parent(s) or guardian(s) will be notified and asked to come to school. A meeting will take place with the Principal, named participant and their parents/ guardians. The participant may acknowledge or deny the complaint. If the participant denies the complaint and the person making the complaint wished to have it investigated, it will be turned over to local law enforcement.~~

~~B. Consequences to rules violations, described with the rules listed herein, shall commence on the day the Principal(s) give written notice to the student and parents/guardians of the violation.~~

~~1. Other than on Fridays when students are not at school, participants who self-report on weekends, holidays or vacation days will have consequences that commence on the first school day after the self-report. On Fridays of four-day weeks, investigations may be held where students may be questioned and parent conferences may occur to verify the validity of a signed written accusation against a student, or for a student who wishes to self-report his/her involvement in violating a rule. This allows, the student to begin his/her suspension from activities on that Friday and not have to wait until the following Monday or subsequent school day for the suspension to begin.~~

~~2. Participants who acknowledge a "bona-fide" complaint shall have consequences that commence the school day they acknowledge the complaint.~~

C. The student is not eligible for any program's extracurricular post-season awards if he/she is suspended for more than 50% of the activity. Nor is the student eligible for a Varsity letter if the minimum requirement, according to the handbook, is not met.

D. Definitions

~~1. "Days" for the consequences described in the rules, shall mean calendar days between the first day of school and the last day of school. It shall also include any day during summer vacation that has an extra-curricular activity or practice.~~

1. "School day" shall mean day in which students have contact with a teacher.

2. "Valid Excuse" shall mean written permission signed by a parent/ guardian and approved by the Principal or their designee.

3. "Activity/ Extracurricular Activity" shall mean competition, meeting, bowl or regular scheduled extracurricular event. It does not mean practice.

## II TRAINING RULES

### A. All participants must obey civil laws.

1. A participant citation/arrest/conviction for behavior that is detailed in another rule of this code shall be given the same consequences as described in that rule.
2. A participant who is cited/arrested/convicted for behavior that is not detailed in this code, may be temporarily or permanently suspended from participation in extracurricular activities. Consequences for this violation will be as recommended by the Principal, in compliance with district policy.
3. ~~Consequences for civil law violations shall commence on the school day the participant acknowledges the violation. If the participant pleads not guilty to the civil law violation, there shall be no action until the judicial proceedings are completed. If found not guilty the issue will be closed. If found guilty, consequences shall commence on the next school day AND any post season award or letter earned during the proceedings shall be invalidated~~

~~B. Participants shall not possess or consume drugs, tobacco/e-cigarettes, or alcohol. OR be in the location where minors possess or are using these products.~~

1. ~~If a participant is suspected of using or possession drugs, tobacco/e-cigarettes or alcohol at a school sponsored event, law enforcement will be contacted. If the participant is issued a citation or arrested, at that time, the participant's parents/guardians will be required to transport the student home from the event. The following consequences will also be enforced:~~

~~a. Suspension from extracurricular activities for 84 days.~~

~~b. Not eligible for any extracurricular post season awards or letters  
\_\_\_\_\_ earned during the 84 days.~~

2. ~~If a student uses or possesses drugs, tobacco/e-cigarettes, or alcohol, not at a school sponsored event the following consequences shall be enforced:~~

~~a. First Violation – Self Report Only – Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.~~

~~b. First Violation – Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.~~

~~c. Second Violation – Suspension from extracurricular activities for 56 days and must miss a minimum of 6 activities. Student must undergo appropriate counseling, at~~

~~the parents'/guardians expense, before they can be reinstated as a participant in any extracurricular activity.~~

~~d. Third Violation – Suspension from extracurricular activities for 1 calendar year. Student must undergo appropriate counseling, at the parents'/ guardians expense, before they can be reinstated as a participant in any extracurricular activity.~~

~~3. If a student is at a location where drugs, tobacco/e-cigarettes or alcohol are present or being consumed by minors, and cannot show, once the behavior was recognized, the student immediately left the location, the following consequences shall be enforced:~~

~~a. First Violation – Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.~~

~~b. Subsequent Violations – Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.~~

### **B. Student Rules:**

1. **Training rules** are in effect and will be enforced from the first day of the season. In the event an infraction occurs when a suspension could not be completed in that school year, the suspension from activities would continue into the next school year. Student must attend all practices and home contests while suspended. Failure to do so will result in continued suspension. An athlete shall be suspended for the following reasons:

- a. Use, under the influence or possession of alcohol;
- b. Use, under the influence or possession of illegal drugs;
- c. Misuses or abuses of prescribed drugs or over-the-counter substances;
- d. Theft or possession of stolen property;
- e. Use of tobacco products;
- f. Actions of a misdemeanor or felony level.

2. **First violation** - The participant shall be suspended for a minimum of 50% of the regular season scheduled contests. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student.

- a. For a controlled substance violation, the participant must also attend a controlled substance education program approved by the school district before he/she is eligible for reinstatement. The cost of the program will be borne by the participant and/or his/her parents.
- b. Failure to complete the program will result in continued suspension from activities.
- c. The athlete is required to continue to positively participate in practices and to attend home events. If the athlete's attitude during participation is deemed to have a negative impact on the team, the coach, in consultation with the principal and athletic director, may remove the athlete from the team. In this case, the remaining suspension will be served during the athletes next sports season. He/she is not allowed to travel with the team.

- d. No letter is awarded for participants who violate the student training rules code.
  - e. Any athlete who is ineligible at the conclusion of the regular season (1 or more competition suspensions remaining) will be ineligible for postseason play. Missed postseason competitions do not count towards fulfilling the suspension requirement and the athlete must serve the remainder of the suspension during her/his next sports season.
  - f. If the first violation occurs at a school sponsored event, the second violation consequence will be used.
3. **Second violation** – A participant who commits a second violation shall be suspended from all participation in extra-curricular activities for one calendar year from the date it is determined a second violation occurred. If the violation is of a controlled substance nature, second time offenders are required to complete a controlled substance education program approved by the school district before he/she is eligible for reinstatement. The cost of the program will be borne by the participant and/or his/her parents.
  4. **Disciplinary Situations** - Suspension from activities for a period of time (1 to 3 contests) to be determined by the coach, athletic director, and principal shall result from:
    - a. Fighting;
    - b. Insubordination to a staff member;
    - c. Obscene gestures or swearing directed at a staff member, team member, fan, official, or opposing team member;
    - d. Other disciplinary situations which may arise.
  5. **Uniforms/Equipment** - Items issued to student athletes are their responsibility. These items must be returned in good condition or replaced.
  6. **Additional Coaches Rules:**
    - a. Additional rules – Coaches may establish additional rules for participants (schedules, curfews, etc.) as approved by the athletic director and principal. If established, these rules must be furnished prior to the season to participants and their parent/guardian.
    - b. All rules shall be on file at the building administrator’s office prior to the beginning of the season, and approved by the athletic director and principal.
    - c. Holiday practices – No activities or practices shall be held on: Thanksgiving Day, Christmas Day, New Year’s Day, or Sundays (this includes open gym). Practice during Christmas and Spring breaks are at the discretion of the coach.
  7. **Awards and Letters:** Each participant will receive a certificate of participation when he or she has met the requirements and has participated for the entire season.
    - a. Students may receive a varsity letter when he/she meets the requirements outlined below.

#### **Qualifications to Receive a Letter**

- a. Complete the entire sports season from the day you start your first practice through the completion of the last contest of that sport season.

- b. Be a participant in good standing throughout the entire season.
- c. Be a member of the team for all practices unless the coach gives prior approval for an absence (for example: sickness or injury).
- d. Play in at least 75% of varsity games or
- e. Play in all junior varsity games, at least 25% of varsity games, and be on the roster for the district tournament.
- f. Fulfill any other requirements listed by the coach of that sport-coaches' discretion.

Letters will only be issued at the Varsity level

## **ACADEMIC RULES**

### **Academic Eligibility**

For students to be eligible for participation in extracurricular activities, they must meet all requirements as outlined in IHSAA Rule 8 – Individual Eligibility and any other school district eligibility requirements.

### **IHSAA Requirements**

IHSAA Rule 8-1: To be academically eligible, a student must be enrolled full-time in his/her school and on target to graduate based on State Board of Education graduation requirements.

**Highland High School and Junior High School** offer seven classes for credit every semester. A student must be enrolled in five classes for credit during the semester that they are participating in to be considered full-time.

IHSAA Rule 8-1: A student must receive passing grades and earned credits in the required number of courses during the previous reporting period.

- a. A student's transcript from the previous semester must show that a student passed five classes.
- b. Early Release does not count toward the number of classes required to determine full-time status and number of classes required for credit.
- c. Classes with an (I) indicating incomplete on a transcript will not count toward the number required for credit. **Students not meeting all IHSAA requirements are ineligible for the entire semester.**

### **Concussion Guidelines**

Many students at Highland Joint School District No. 305 participate in extra-curricular activities whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.



This policy only applies to organized athletic league or sport in which any District student participates as an athlete. For the purposes of this policy, athlete means an individual who is enrolled as a student in Highland Joint School District and who is a participant in any junior high school, or high school recognized extracurricular activity.

### **Pre-Season Education**

The Administration and coaches will work to ensure that athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and have had the opportunity to review, and have reviewed, such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

### **Protocol on Suspected Concussion**

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily

- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not return to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician, physician's assistant, an advanced practice nurse or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician. **Once athletes are cleared to participate, coaches must follow IHSAA Gradual Return to Play Protocol.**

### **Athletic and Sportsmanship Philosophy**

The interscholastic athletic program is an integral part of the total education and growth experience at Highland School District. It provides an environment where the student may develop and refine athletic skills, test those skills through suitable competition and develop leadership and sportsmanship. Our athletic philosophy is designed to support and affirm the mission and belief statement of Highland School District.

Participation in athletics is a privilege; athletes are expected to exhibit the highest level of conduct on and off the field. Sportsmanship is a number one priority of Highland School District. Students, parents, spectators, athletes, and coaches are expected to conduct themselves in a positive manner, displaying good sportsmanship at all times at all athletic events. Students, parents, spectators, athletes, and coaches should treat opponents, game officials, and visiting spectators with respect. While winning and losing are components of interscholastic sports, competition and participation are emphasized at Highland and are the means by which students are guided to integrate the values of respect for one's body, sportsmanship, loyalty, cooperation, respect for others, and fitness into their lives.

### **Sportsmanship Rules:**

#### **Rules and Guidelines from the IHSAA Sportsmanship Manual**

1. **Face Painting**- Full face painting is not permitted. Partial face painting is permitted such as small markings on the cheeks, nose, or forehead.
2. **Posters/Banners/Signs**- All signs must show only positive support. Those which direct negative comments towards opponents or are unsportsmanlike or vulgar are not permitted.
3. **Artificial Noisemakers**- Artificial noisemakers shall not be used. Exception: Cheerleaders (only) may use megaphones at football games. Artificial noisemakers are items such as (but not limited to) megaphones, air horns, bells, whistles, clickers.
4. **Balloons**- Balloons and balls are not permitted
5. **Attire**- Bare chests are not permitted. Shirts must be worn.
6. **Inappropriate Behaviors**- The following are not permitted:
  - a. Throwing objects onto the playing area before, during, or after a contest.
  - b. Entering the playing area before, during, or after a contest.
  - c. Verbal harassment or derogatory remarks directed toward an opponent or official.

#### **When to Cheer and Applaud:**

1. As your team comes onto the playing floor/field.
2. As your team is introduced.

3. When a player (yours or opponent) makes an exceptionally fine play.
4. When a substitution is made on your team. Cheer both the outgoing player and incoming player.
5. As encouragement and tribute to an injured player of either team.
6. When an opponent who has played spectacularly leaves the game.
7. As encouragement to own team whether on offense or defense.

### **When Not to Cheer:**

1. When an opposing player makes a mistake or the opposing team is being penalized.
2. When an opposing player is injured
3. If the opposing rooting section has already started a cheer or the opposing school band is playing.
4. As announcements are being made over the public address system.

### **Inappropriate Crowd Behavior:**

1. Displaying banners/posters that are directed toward opponents are negative, vulgar or display poor sportsmanship.
2. Throwing objects onto the playing area; creating distractions during introductions of opponents or during free throws.
3. Derogatory/harassing remarks that are directed towards an opponent or official. Such language includes taunting, baiting, trash talking, booing, chanting phrases such as "Air Ball" or "You! You! You!"
4. Pep bands playing during live ball situations (NFHS rule) or when opposing band is already playing. Bands and cheerleaders should coordinate their efforts.

### **Player Responsibilities:**

1. Accept and take seriously your responsibility as a player and role model and also recognize your privilege of representing your school and community. Practice good sportsmanship at all times- on or off the playing field or court.
2. Cooperate with your coaches and follow school and team rules of conduct as outlines in your student and athletic handbooks.
3. Shake hands with opponents and express your best wishes for success.
4. Exhibit a positive and enthusiastic attitude about the contest.

### **Fan Responsibilities:**

1. Serve as a support group for interscholastic activities.
2. Strive to boost school spirit, promote good sportsmanship and develop positive crowd involvement
3. Assist in the administration of the athletic contest.

### **Coaches Responsibilities:**

1. Demonstrate good sportsmanship and ethical behavior at all times.

2. Encourage respect for all activities and their values.
3. Help promote sportsmanlike crowd behavior during contests.
4. Refrain from using any profanity or abusive actions or making negative remarks.
5. Have and show respect for the opponents.
6. Display modesty in victory and graciousness in defeat.
7. Be responsible for the conduct of his/her players
8. Educate the student-athletes as to the rules and regulations of the game.
9. Establish sound training rules and expect players to follow them.
10. Develop leadership, initiative and good judgment among players.
11. Inform team of their responsibilities as contained in this document.

**\*\*\* Any individual violating the above Rules and Guidelines may be subject to removal from the event**

## AUTHORIZATION TO RETURN TO PLAY OR PARTICIPATE IN STUDENT SPORTS

Student-Athlete's Name: \_\_\_\_\_

Date of Suspected Concussion: \_\_\_\_\_ Place: \_\_\_\_\_

Activity: \_\_\_\_\_

Referred By: \_\_\_\_\_ Title: \_\_\_\_\_

Signs/Symptoms Observed or Experienced by Athlete After Injury Occurred: \_\_\_\_\_

- Appeared Dazed, Stunned or Disoriented
- Forgot Plays or Demonstrates Short-Term Memory Difficulties (e.g. is unsure of the game, score or opponent)
- Exhibited Difficulties with Balance or Coordination
- Answered Questions Slowly or Inaccurately
- Lost Consciousness How long: \_\_\_\_\_
- Demonstrated Behavior or Personality Changes/Overly Emotional
- Was Unable to Recall Events Prior To or After the Hit
- Had Headache
- Was Nauseous or Vomiting
- Complained of Blurry Vision
- Had Difficulty Remembering
- Complained of Being Sensitive to Bright Lights/Loud Noises

*In accordance with Idaho Law, Highland High School has a strict concussion management policy. If during any practice or game situation, an athlete sustains a concussion or exhibits the signs, symptoms or behaviors consistent with the injury; he/she must be immediately removed from all athletic participation. That athlete may only return to physical activity if/when he/she is evaluated by a licensed health care provider trained in the evaluation and management of sports concussion and receives written clearance to return to play. By signing this form, I acknowledge that I have thoroughly evaluated this athlete for concussion and have decided that the athlete is symptom free and it is safe for him/her to return to physical activity:*

- Cleared to Return to Play – No RESTRICTIONS
- Cleared to Return to Play – WITH THE FOLLOWING RESTRICTIONS
- Must follow 5-Day Stepwise Return to Play Protocol
- Provide Academic Accommodations/Support

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Physician/Physician Assistant/Nurse Practitioner/Certified Athletic Trainer/Sport-Certified Physical Therapist*

Print Name: \_\_\_\_\_

student before trying-out or practicing in any sport. The physical may not be taken before May 1. Students must have a physical in grades 6, 9, and 11. It is recommended that jr. high students get yearly physicals due to the changes in their physical development.

On or prior to the first day of practice, coaches will ensure all participants have returned their required paperwork. **Student are not to try out or practice until all forms have been signed and turned in.** Every student has the right to try-out after they have all their forms filled out and turned in. After all forms for every player have been collected, coaches will turn them into the athletic director to be kept on file in the athletic office along with a checklist form with all player's name and grade filled in.

Student with a current physical dated on or after May 1st will still need to fill out a Concussion Acknowledgment and a Consent Form. Please make sure the student and parents have signed all forms.

**It is the responsibility of the head coach to make sure every player has an Athletic Physical, Concussion Acknowledgment and Consent form on file in the athletic office.**

Winter and spring sports: The athletic director will send out a list of all players that do not have an Athletic Physical, Concussion Acknowledgment and Consent form on file in the athletic office.

### **Concussion Authorization to Return to Play**

Any player that is removed from a practice or a game because they have a concussion or might have a concussion may not return to practice or a game until they get a Concussion Release Form filled out and returned to the head coach and athletic director.

### **10 Day Practice Rule**

IHSAA Rule 8-12-2: A student must have ten days of practice prior to the day of the first contest. A player cannot start counting days of practice until the coach has their Athletic Physical, Concussion Acknowledgment and Consent forms in hand or on file in the athletic office. You can only count 1 practice a day and cannot practice on Sunday.

### **Practice Start Time**

Coaches will not pull student athletic out of class for practice. Coaches can start practice as soon as school is out for the day 3:38.

### **School Closure Practices and Games**

Weather-related closures of school also cancel district activities automatically for that particular day. This applies to all groups scheduled to use school facilities on that day. **An exception to this rule concerns state activities sponsored by the Idaho High School Activities Association.**

### **Scheduling use of Building and Grounds**

All school facilities must be scheduled before using for all practice, camps games or any event. Gyms and outside fields have been reserved for practice from:

1. 6am to 8am on days that we are in school.
2. 4pm to 9pm on days that we are in school.
3. All athletic facilities from 6am to 2pm on Friday and Saturdays and days that we are not in school for team practices during the school year.

The school buildings and fields should not to be used on Sundays.

Coaches should schedule the building and grounds for all summer events and activities with the athletic director.

### **Supervision and Securing the Building**

Student athlete using the building, weight room or grounds, must have a coach, teacher supervising.

Coaches are responsible to keep an eye on the bathrooms and any younger children who may be in attendance while the building is being used for special events.

Clean up the building and school grounds after all practices and special events. Please put all your equipment away after practices and games. All of our athletic facilities are used by other groups.

Secure all doors and turn off all lights when leaving the buildings.

All non-school athletic groups or clubs using any of the school's fields or facilities need to schedule them with the athletic director or school secretary. There may be a cleaning and usage fee. They must sign a building use agreement.

Anyone using the buildings or grounds without scheduling them will be asked to leave.

### **Health Insurance**

Every head coach is responsible to make sure that every student and their parent has the opportunity to get health insurance for the student athlete if they don't already have it. Health insurance is not required by highly recommended. Health insurance information can be obtained at the office.

Emergency Care Permit is a document that parents fill out and sign. That player's parents fill out and sign. It allows the coach/medical staff to provide first aid and to take the player into the hospital to get medical treatment if a player that gets hurt while participating in a school activity if parents can't be contacted.

### **Parent Meeting**

It is mandatory to hold a parent meeting with players and their parents before the first practice. It is best to hold them in advance to ensure all students have completed paperwork on the first day of practice. See "Parent Meeting Checklist" Form. Return a copy of your season hand book with all team rules to the athletic director.

### **Team Rules**

Highland School District coaches will set team and training rules, as long as they do not conflict with school policy. Coaches will set team rules on: Expectations for practice, games and team meetings; practicing and playing games on non-school club teams; practicing on out of season school teams; posting inappropriate comments and pictures on social media; minimum standards of behavior on and off campus; injured players expectations; and consequences for not following team rules. Be very specific! Coaches are responsible for teaching more than just athletics such as, responsibility, honesty, discipline, commitment, and working with others in a team setting (Character).



## Academic Eligibility

For students to be eligible for participation in extracurricular activities, they must meet all requirements as outlined in IHSAA Rule 8 – Individual Eligibility and any other school district eligibility requirements.

## IHSAA Requirements

IHSAA Rule 8-1: To be academically eligible, a student must be enrolled full-time in his/her school and on target to graduate based on State Board of Education graduation requirements.

**Highland High School and Junior High School** offer seven classes for credit every semester. A student must be enrolled in five classes for credit during the semester that they are participating in to be considered full-time.

IHSAA Rule 8-1: A student must receive passing grades and earned credits in the required number of courses during the previous reporting period.

- a. A student's transcript from the previous semester must show that a student passed five classes.
- b. Early Release does not count toward the number of classes required to determine full-time status and number of classes required for credit.
- c. Classes with an (I) indicating incomplete on a transcript will not count toward the number of required for credit. **Students not meeting all IHSAA requirements are ineligible for the entire semester.**

## Highland School District Requirements

A student must meet all IHSAA requirements and receive a 2.0 GPA from the previous semester. If a student passes the required number of classes, but does not have a minimum 2.0 GPA, he/she will be placed on an Academic Improvement Plan (AIP).

A student on an AIP may have no D's or F's in any class, and must maintain a 2.0 GPA in the current grading period. If grades fall below 2.0 or if the student has a F they are ineligible to participate or travel to games until the next grade check. If the student stays below 2.0 or has an F for two consecutive weeks they may not participate for a minimum of 2 weeks or until the grade returns to a C, whichever is longer

Highland School District requires that all extracurricular participants – athletics or any after school activity – must meet all academic and non-academic criteria as dictated by the IHSAA and outlined in this policy. All participants are expected to maintain "C" or better grades in ALL of their classes.

Grade checks will be conducted each Monday (or first day of the school week) by the Secondary Principal. If a student drops below the minimum eligibility requirements ("C" or 2.0) he/she will have (1) one week to improve grades to reach the minimum eligibility requirements.

If the student does not improve grades to reach the minimum eligibility requirements at the next grade check (start of week 2), he/she will become ineligible to participate in any contest or activity until the next grade check, students will not become eligible mid-week. If grades do not improve the student will remain ineligible. After four (4) consecutive weeks of failing to improve grades to minimum eligibility, students will not be allowed to practice and are expected to work on improving

grades. Students can resume practice when grade checks indicate they are once again eligible to participate. Coaches will be notified.

Ineligible status will carry over to the next sports season, next semester and/or the next school year.

To be eligible for extracurricular activities, students must pass at least five out of seven classes. Students taking fewer than seven classes may only fail one class and still remain eligible. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place. (IHSAA Rule 8)

Students must also be on target to graduate. The term "On Target" means: a student, not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of their senior graduation year in order to be eligible for activity participation (IHSAA Rule 8)

### **Bus Regulations**

Students riding the bus to and from school, and while on school activities are expected to follow all rules and guidelines as set forth by the School District Director of Transportation and the bus driver. Students who exhibit inappropriate behavior while riding the bus may lose the privilege to use school district and transportation. All participating students and coaches are required to ride the school-provided transportation to and from activities. An exception will be:

1. If after an activity the parent/guardian speaks to the advisor or coach, face to face, and complete the check-out form at the event, the student will then be released to the student/guardian to ride home.
2. If the parent/guardian makes previous arrangements in writing with the principal, coach, and Athletic Director, PRIOR to the activity, participants can ride home with a person identified by the parent/guardian. That person must check the student out with the coach.

### **Alcohol/Tobacco/Illegal Drugs**

The use, sale, distribution, or possession of, and/or being under the influence of alcohol beverages, tobacco, e-cigarettes, or illegal drugs, is illegal and violates school policy. Disciplinary action will be followed as set forth by the school board policy that is found on the school district web site and in the student handbook.

### **Fees Activity Card**

Students who participate in extracurricular activities **must** purchase an activity card prior to the first scheduled event. Coaches should provide the athletic director with a list of participants, including managers and they will verify fees have been paid. Please let the AD know if there are participants who are unable to pay their fees.

K-8 \$10.00

9-12 \$20.00

### **Pre & Post Season Regulations**

Refer to the IHSAA Rules and Regulations Manual under Rule 17.

## **No Contact Period**

From August 1st until the first day of the IHSAA Fall sport practice date, coaches are to have zero contact with players. No weight training or conditioning. Zero contact with all student athletes in any sport. After the fall sport season starts, all other coaches are under IHSAA rule 17. There is a 3 day no contact period during Christmas Holliday.

## **Summer Activities and Camps**

Students and teams may participate in summer activities from the last IHSAA spring sport state championship until August 1st provided the following conditions are met: Participation is strictly voluntary and is open to all high school students.

All summer time use of school facilities **must be scheduled** with the athletic director before using the building or facilities. You will be responsible to pick up the trash in all the bathrooms, halls, gyms, commons, and trash cans on the inside and outside of the building.

All Highland School District Camps grades K-12 must have signed consent forms for every participant for liability reasons.

## **Scheduling Guidelines**

Most of the athletic schedules are done by the athletic director. If you would like to see a change in your schedule for next year, inform the athletic director and they will try to accommodate your wishes. Cross Country, Track, and Wrestling head coaches are responsible to do their own schedules due to the nature of the sport.

All schedules must comply with the Highland School District guidelines and the IHSAA guidelines. All IHSAA guidelines are found in the IHSAA Rules and Regulations manual.

## **IHSAA Coaching Cards**

All high school coaches that get payed a coaching stipend from the school district will receive an IHSAA coaching card payed by the high school athletic account. Head coaches may pay for cards for volunteer coaches from their sport fund.

For volunteer coaches to qualify for an IHSAA coaching card, they are required to: 1. Be fingerprinted through the district. 1. Meet all coaching certification requirements. 2. Attend a majority of the practices. 3. Attend a majority of the games. 4. Head coach agrees to pay for the coaching card.

*IHSAA activity cards are issued to superintendents, school trustees, principals, athletic directors and coaches of athletics and activities. The above individuals must be working directly with IHSAA sanctioned programs involving students in grades 9-12. Misuse of cards: Use of the card is a privilege of the assignee. If at any time a local, district or state contest manager or their designee deems the privilege has been abused, the card may be confiscated. A confiscated card may be reissued by board action and the condition that the card holder be assessed a \$100 reinstatement fee. Misuse of issuing cards: Member schools issuing cards to nonqualified personnel may lose the privilege to purchase activity cards for one calendar year. The IHSAA reserves the right to revoke any card for improper use.*

Supporting personnel who are not coaching kids every day do not qualify for a coaching card. This includes stat personnel, ball boys, line judges, boosters, chain crew, announcers, scorekeepers, and others. All coaches picking up coaching cards at the beginning of the school year must complete all coaching certification requirements and sign for the card in person.

## Coaching Certification

Coaching Certification requirement and information can be found at the end of the Athletic Handbook.

All head coaches must be certified to teach in the schools of Idaho or have completed the NFHS "Fundamentals of Coaching" course to be a head coach. Must be completed before the first day of practice. Assistant and volunteer coaches do not have to meet this requirement.

All head coaches, assistant coaches and volunteer coaches must have a current certificate on file in the ADs office on the following courses.

Must be completed before the first day of practice.

-St. Luke's Concussion Course

-NFHS Sudden Cardiac Arrest Course

-NFHS Student Mental Health and Suicide Prevention

These courses must be renewed by all coaches/volunteers on school years that start with an even number. All new coaches must be complete these coursed prior to coaching.

All coaches must be fingerprinted and have a background check done, this includes volunteers. This only needs to be done once. All coaches must follow all IHSAA rules and guidelines. All other patrons should not be working with players in practice or games for liability and safety reasons. All head coaches are responsible to make sure that anyone working with our student athletes meet all of the coaching requirement for liability reasons. **The names of all coaches, including volunteers, must be provided to the athletic director prior to the beginning of the season. All coaching certification requirements must be done by every coach before the first day of practice or before working with students.**

## Equipment

The school will purchase equipment for every sport base on requests made by coaches at the end of each school year, and identified as a need in the inventory.

Pick up all equipment after every practice and game and make sure they are in working order and stored in its proper place.

All uniforms and equipment must be turned in from the previous sport or students will not be allowed to play in a contest in the next sports' season. The student will be charged the cost of replacing the uniform/equipment if it is not returned.

The head coach is responsible to collect all equipment and turn in a list of players who have not turned in their equipment to the athletic director.

## **Fundraisers**

Coaches and advisors will follow all school district policies on fundraising projects. The building principal must approve all fundraisers beforehand. All money raised must be turned into the school. The money will go into the appropriate sports account for use in your program.

## **Facility Set-Up**

Head coaches are responsible to make sure all facilities are set up for home contests. Maintenance/custodial staff will be available for assistance. Each coach is responsible to find their own stat person, a score bookkeeper, chain crew, and lines people. The athletic director will be responsible for getting officials, ticket takers, score clock keeper, announcer, and rosters.

## **Spring Gym Schedule**

Baseball, softball, and track will need to schedule if they wish to use the gym. Do not use any kind of a hard ball in the gym including golf balls, softballs or baseballs for throwing, hitting or anything else. Only use the soft foam balls. If identified expectations are not met use of the gym may be denied.

## **Head Coach's Evaluation**

At the end of every sport season all head coaches will meet with the athletic director to go over a formal evaluation. Coaches will need to bring with them the documents requested by the AD.

**Coaching checks will be paid once the coach has completed their evaluation.**

We encourage all head coaches to evaluate all assistant and volunteer coaches at the end of the season.

## **Hotel Rooms for State Tournaments**

Hotel reservations for state tournaments will be made by the athletic director unless previous arrangements have been made. If you have any special requests, please let them know. We only take to state the number of students allowed to dress for events. Stat and film personal that have been with the team all year may also go. The school will get rooms for all paid and volunteer coaches. All other reservations must be made by direct billing.

## **Maintenance Request**

If you need work done on any of the facilities fill out a work order request and turn it into building principal.

## **Reporting Scores**

Head coaches are responsible to report their scores to MaxPrep, and the Whitepine League.

## **Overnight Trips**

The head coach needs to turn in an itinerary for all overnight trips to the athletic director with a contact number before departing.

## **Purchase Order and Athletic Accounts**

### **Purchasing Requirements:**

1. All supplies, equipment, uniforms, tournament fees for Highland High School athletic programs, must be purchased through the high school accounts.
2. DO NOT PURCHASE ANYTHING WITHOUT A PRE-APPROVED PURCHASE ORDER.
3. All student fees must be paid directly to Highland High School and paid at the high school office. Coaches will not collect fees or receive money from students for equipment, uniforms or services rendered, etc. for Highland sports or activities.
4. Coaches and students will not be reimbursed for supplies, equipment, uniforms or tournament fees, etc.

### **Purchase Order Procedure**

Step 1: The coach must check to see if there is enough money to cover the purchase order in the account from which the request is being made. Funds must be in the account before the Purchase Order will be approved.

Step 2: Fill out all Purchase Order information accurately including name, addresses, phone numbers, quantities, items, and prices. Make sure that you also include the number and name of the account that the Purchase Order is requesting that money be withdrawn from.

Step 3: After the Purchase Order is filled out accurately, the coach must sign the PO.

Step 4: After the Purchase Order is filled out accurately, take it to the athletic director for approval and signature.

Step 5: Return the Purchase Order to the Office.

### **Rosters**

Rosters and programs are copied by Highland School. We only handout rosters and programs at high school events that patrons pay admission. All head coaches are responsible to turn in a roster with player's names and numbers to the AD by the end of the second week of practice. Coaches need to notify AD of changes.

### **Release Time and Game Start Time**

The number one goal is to keep student athletes in class as much as possible on school days. All home athletic events will not start before 4:00pm on school days. Exception is outdoor athletic events where daylight hours are an issue and when we have to play back-to-back games such as baseball and softball.

Release time for home athletic events are as follows on school days: Departure time and class dismissal time are listed on the athletic schedules. Basketball: 30 minutes before game start time.

### **Substitute Teachers for Coaches**

If you have a road event that will require you to need a substitute, you will need find a substitute for your class, fill out a sub request form, and get it approved by the building principal.

## **Team Pictures**

Arrangements will be made for team pictures to be taken. If you need pictures taken at a certain time you will be responsible for contacting the photographer and scheduling the pictures.

## **Uniforms**

Coaches are responsible for the distribution and collection of team uniforms. In order to keep uniforms looking nice and ensure they are taken care of coaches may choose to wash uniforms after each use. Coaches should provide expectations for care of uniforms. If a uniform is lost/stolen the student is responsible for paying for its replacement.

Team uniforms will be replaced on a regular rotation schedule, as funds allow, to ensure students are provided with quality gear. If teams want to replace their uniforms early they may have a fundraiser to pay for uniforms, which will remain with the school. The uniform replacement schedule will remain the same and new uniforms will be purchase on the same schedule. The schedule will be provided to the coaches. All uniform money will run through the sports accounts.

Junior high teams will either use older high school uniforms or be provided with reversible shirts and sold color shorts.

## **Volunteer Coaches**

All volunteer coaches will meet and follow all IHSAA rules and certification and all school district requirements and policies. They will work under the direction of the head coach. All programs are allowed to have 1 volunteer coach. The athletic director must be notified if a volunteer will be assisting the program.

## **Varsity Lettering Criteria**

- \* Complete the entire season from the day you start until the end of the last contest
- \* Be participant in good standing throughout the entire season
- \* Attend all practices unless prior approval is received from coach
- \* Play in at least 75% of varsity games or play in all JV games and at least 25% of varsity games and be on the roster for district tournament
- \* Fulfill all other requirements listed by the coach of that sport – coach's discretion
- \* Letters will only be issued at the Varsity level

Head coaches are responsible for contacting the office to ensure the awards are available. If they need special certificate or medals they are responsible for obtaining them. All coaches should provide some type of sportsmanship award. Head coaches are responsible for getting their varsity letter certificates, chenille patches, pins and bars to students that meet the varsity lettering criteria in their sport.

## **Emergency Action Plan (EAP) For Athletics**

All Highland High School head coaches, assistant coaches and volunteer coaches need to have basic First Aid, CPR and Concussion training as required by the Idaho High School Activities Association under rule 3-2.

Highland coaches will provide basic First Aid to all student athletes that are in need of basic First Aid. If at any time a student needs more than basic First Aid the coaches will call the students' parents and or EMT's for assistance based on the situation.

Highland High School only recognizes coaches, athletic trainers from other districts, EMTs, and certified medical professionals on site to help in the care and treatment of our student athletes. Any other medical decisions will be made by the student's parents. Coaches are responsible for students that are under their care. Patrons that are not cleared or recognized by Highland High School are not to be working with students.

### **Accident Report**

If any student gets hurt during any school event, in practice, or at a game, the coach will fill out an accident report form and turn it into the office.

### **Medical Supplies**

Medical supplies will be made available for all sports. You will need to notify the athletic director of the items you need and they may be provided. If you need anything special talk to the athletic director. Students are not to be using medical supplies without permission of the coach.

### **Tryouts**

All Highland full-time students, homeschool students living in the Highland School District, online school students living in the Highland School District, and students living in districts where there is a co-op agreement, are eligible to try out for all school athletics provide they meet all Highland and IHSAA requirements. (<https://idhsaa.org/rules>)

Potential transfer students or move-in students who did not have the chance to tryout initially may request a tryout provided the following requirements are met:

1. Have just moved into the district or have had an open enrollment approved.
2. Have registered to take classes at Highland High School.
3. All paperwork has been filed with the IHSAA. Students who file transfer papers and start practice would be ineligible to return and participate at the former school in Idaho.

Students will not be allowed to try out, practice or start counting practices until all 3 requirements have been met.

## **Lewis County, Nezperce, Culdesac and Highland**

### **Extracurricular Activity Code**

#### **I GENERAL**

- A. The purpose of extracurricular activity programs is to promotes skill development, teach teamwork and good citizenship and provide worthwhile activities for the students



outside class time. The rules included herein exist to further these goals.

- B. Participation in extracurricular activities is a privilege, not a right. Students may lose this privilege through violation of the rules and or misconduct not detailed in this code.
- C. Students, on school sponsored trips represent the school and the co-op and must demonstrate excellent conduct at all times.
- D. Students and their parents/guardians must read and sign this code and the Participant Code of Conduct. Students will turn in their signed Activity Code to their coach and it shall remain in effect until their participation in the final extracurricular activity of the school year. The signed document will be kept on file. Students will not be allowed to either practice for, or participate in, any extracurricular Activity until his or her signed Activity Code is submitted.
- E. Coaches and advisors may implement additional, reasonable rules for their activities, in addition to the rules listed below. These rules shall be presented prior to the first activity. This must also be signed by the students and their parents/guardians and kept on file.
- F. Violations of this code will affect the student's participation in all extracurricular activities. Consequences which cannot be implemented during the current school year shall be completed the following school year.
- ~~G. Violations of the training rules shall either be self-reported by the participant or be described in a "bona fide" complaint.
  - ~~1. Self-report shall be made by the participant, to the Principal, prior to any "bona fide" complaint being presented.~~
  - ~~2. A "bona fide" complaint is defined as one in which a party is willing to name names, indicate places and testify to the violation. It shall be in writing and signed by the party making the complaint. Photograph(s), if provided, must include a written and signed statement from the photographer verifying the details of the photograph(s). "Bona fide" complaints will be immediately accepted. Parent(s) or guardian(s) will be notified and asked to come to school. A meeting will take place with the Principal, named participant and their parents/ guardians. The participant may acknowledge or deny the complaint. If the participant denies the complaint and the person making the complaint wished to have it investigated, it will be turned over to local law enforcement.~~~~
- ~~H. Consequences to rules violations, described with the rules listed herein, shall commence on the day the Principal(s) give written notice to the student and~~

~~parents/guardians of the violation.~~

- ~~1. Other than on Fridays when students are not at school, participants who self-report on weekends, holidays or vacation days will have consequences that commence on the first school day after the self-report. On Fridays of four-day weeks, investigations may be held where students may be questioned and parent conferences may occur to verify the validity of a signed written accusation against a student, or for a student who wishes to self-report his/her involvement in violating a rule. This allows the student to begin his/her suspension from activities on that Friday and not have to wait until the following Monday or subsequent school day for the suspension to begin.~~
- ~~2. Participants who acknowledge a "bona fide" complaint shall have consequences that commence the school day they acknowledge the complaint.~~

I. The student is not eligible for any program's extracurricular post-season awards if he/she is suspended for more than 50% of the activity. Nor is the student eligible for a Varsity letter if the minimum requirement, according to the handbook, is not met.

J. Definitions

- ~~1. "Days" for the consequences described in the rules, shall mean calendar days between the first day of school and the last day of school. It shall also include any day during summer vacation that has an extra-curricular activity or practice.~~
2. "School day" shall mean day in which students have contact with a teacher.
3. "Valid Excuse" shall mean written permission signed by a parent/ guardian and approved by the Principal or their designee.
4. "Activity/ Extracurricular Activity" shall mean competition, meeting, bowl or regular scheduled extracurricular event. It does not mean practice.

## II TRAINING RULES

A. All participants must obey civil laws.

1. A participant citation/arrest/ conviction for behavior that is detailed in another rule of this code shall be given the same consequences as described in that rule.
2. A participant who is cited/arrested/convicted for behavior that is not detailed in this code, may be temporarily or permanently suspended from participation in extracurricular activities. Consequences for this violation will be as

recommended by the Principal, in compliance with district policy.

~~3. Consequences for civil law violations shall commence on the school day the participant acknowledges the violation. If the participant pleads not guilty to the civil law violation, there shall be no action until the judicial proceedings are completed. If found not guilty the issue will be closed. If found guilty, consequences shall commence on the next school day AND any post-season award or letter earned during the proceedings shall be invalidated~~

~~B. Participants shall not possess or consume drugs, tobacco/e-cigarettes, or alcohol. OR be in the location where minors possess or are using these products.~~

~~1. If a participant is suspected of using or possession drugs, tobacco/e-cigarettes or alcohol at a school sponsored event, law enforcement will be contacted. If the participant is issued a citation or arrested, at that time, the participant's parents/ guardians will be required to transport the student home from the event. The following consequences will also be enforced.~~

~~a. Suspension from extracurricular activities for 84 days.~~

~~b. Not eligible for any extracurricular post season awards or letters earned during the 84 days.~~

~~2. If a student uses or possesses drugs, tobacco/e-cigarettes, or alcohol, not at a school sponsored event the following consequences shall be enforced.~~

~~a. First Violation—Self Report Only—Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.~~

~~b. First Violation—Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.~~

~~c. Second Violation—Suspension from extracurricular activities for 56 days and must miss a minimum of 6 activities. Student must undergo appropriate counseling, at the parents'/guardians expense, before they can be reinstated as a participant in any extracurricular activity.~~

~~d. Third Violation—Suspension from extracurricular activities for 1 calendar year. Student must undergo appropriate counseling, at the parents'/guardians expense, before they can be reinstated as a participant in any extracurricular activity.~~

~~3. If a student is at a location where drugs, tobacco/e-cigarettes or alcohol are present or being consumed by minors, and cannot show, once the behavior~~

~~was recognized, the student immediately left the location, the following consequences shall be enforced.~~

- ~~a. First Violation—Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.~~
- ~~b. Subsequent Violations—Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.~~

#### B. Student Rules:

1. Training rules are in effect and will be enforced from the first day of the season. In the event an infraction occurs when a suspension could not be completed in that school year, the suspension from activities would continue into the next school year. Student must attend all practices and home contests while suspended. Failure to do so will result in continued suspension. An athlete shall be suspended for the following reasons:
  - a. Use, under the influence or possession of alcohol;
  - b. Use, under the influence or possession of illegal drugs;
  - c. Misuses or abuses of prescribed drugs or over-the-counter substances;
  - d. Theft or possession of stolen property;
  - e. Use of tobacco products;
  - f. Actions of a misdemeanor or felony level.
2. **First violation-** The participant shall be suspended for 50% of the regular season scheduled contests. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student.
  - a. For a controlled substance violation, the participant must also attend a controlled substance education program approved by the school district before he/she is eligible for reinstatement. The cost of the program will be borne by the participant and/or his/her parents.
  - b. Failure to complete the program will result in continued suspension from activities.
  - c. The athlete is required to continue to positively participate in practices and to attend home events. If the athlete's attitude during participation is deemed to have a negative impact on the team, the coach, in consultation with the principal and athletic director, may remove the athlete from the team. In this case, the

- remaining suspension will be served during the athletes next sports season. He/she is not allowed to travel with the team.
- d. No letter is awarded for participants who violate the student training rules code.
  - e. Any athlete who is ineligible at the conclusion of the regular season (1 or more competition suspensions remaining) will be ineligible for postseason play. Missed postseason competitions do not count towards fulfilling the suspension requirement and the athlete must serve the remainder of the suspension during her/his next sports season.
  - f. If the first violation occurs at a school sponsored event, the second violation consequence will be used.
3. **Second violation** – A participant who commits a second violation shall be suspended from all participation in extra-curricular activities for one calendar year from the date it is determined a second violation occurred. If the violation is of a controlled substance nature, second time offenders are required to complete a controlled substance education program approved by the school district before he/she is eligible for reinstatement. The cost of the program will be borne by the participant and/or his/her parents.
4. **Disciplinary Situations:** Suspension from activities for a period of time (1 to 3 contests) to be determined by the coach, athletic director and principal shall result from:
- a. Fighting;
  - b. Insubordination to a staff member;
  - c. Obscene gestures or swearing directed at a staff member;
  - d. Other disciplinary situations which may arise.
5. **Uniforms/Equipment:** Items issued to student athletes are their responsibility. These items must be returned in good condition or replaced.
6. **Additional Coaches Rules:**
- a. Additional rules – Coaches may establish additional rules for participants (schedules, curfews, no earrings for males, no fingernail polish for volleyball players) as approved by the athletic director and principal. If established, these rules must be furnished prior to the season to participants and their parent/guardian.

- b. All rules shall be on file at the building administrator's office prior to the beginning of the season, and approved by the athletic director and principal.
  - c. Holiday practices – No activities or practices shall be held on: Thanksgiving Day, Christmas Day, New Year's Day, or Sundays (this includes open gym). Practice during Christmas and Spring breaks are at the discretion of the coach.
7. **Awards and Letters:** Each participant will receive a certificate of participation when he or she has met the requirements and has participated for the entire season.
- a. Students may receive a varsity letter for Football, Volleyball, Basketball, Baseball, Softball, when he/she has played in over 75% of varsity games.
  - b. Cross Country and Track, and may receive letters if he/she attends all meets or scheduled activities, unless excused by the coach for a valid reason.

#### **Qualifications to Receive a Letter**

- a. Complete the entire sports season from the day you start your first practice through the completion of the last contest of that sport season.
- b. Be a participant in good standing throughout the entire season.
- c. Be a member of the team for all practices unless the coach gives prior approval for an absence (for example: sickness or injury).
- d. Play in at least 75% of varsity games or
- e. Play in all junior varsity games, at least 25% of varsity games, and be on the roster for the district tournament.
- f. Fulfill any other requirements listed by the coach of that sport-coaches' discretion.

Letters will only be issued at the Varsity level

### **III. ACADEMIC RULES**

#### **Academic Eligibility**

For students to be eligible for participation in extracurricular activities, they must meet all requirements as outlined in IHSAA Rule 8 – Individual Eligibility and any other school district eligibility requirements.

## **IHSAA Requirements**

IHSAA Rule 8-1: To be academically eligible, a student must be enrolled full-time in his/her school and on target to graduate based on State Board of Education graduation requirements.

**Highland High School and Junior High School** offer seven classes for credit every semester. A student must be enrolled in five classes for credit during the semester that they are participating in to be considered full-time.

IHSAA Rule 8-1: A student must receive passing grades and earned credits in the required number of courses during the previous reporting period.

- a. A student's transcript from the previous semester must show that a student passed five classes.
- b. Early Release does not count toward the number of classes required to determine full-time status and number of classes required for credit.
- c. Classes with an (I) indicating incomplete on a transcript will not count toward the number of required for credit. **Students not meeting all IHSAA requirements are ineligible for the entire semester.**

## NOTICE OF FEE INCREASE

Highland School District #305 has proposed to increase the following fees that exceed one hundred five percent (105%) of the fees charged last year. The following table is an estimate of what these changes may mean to a school participant:

Athletic Gate Price – Adult	Was \$6.00	Proposed	\$7.00
Athletic Gate Price – Seniors	Was \$5.00	Proposed	\$6.00
Athletic Gate Price – Student with card	Was \$4.00	Proposed	\$5.00

All citizens are invited to attend a public meeting on the increased fees at the regular board meeting on August 11, 2025 at 7:00 a.m. in the school library at 112 Boulevard Ave, Craigmont.

Lewis County Herald - Please publish in the editions of July 24<sup>th</sup> and July 31<sup>st</sup>, 2025.



# Highland School District No. 305

112 Boulevard Ave - PO Box 130

Craigmont, Idaho 83523-0130

Phone 208-924-5211 FAX 208-924-5614

## Superintendent Update

July 10, 2025

**Tana Kellogg**  
Superintendent  
Athletic Director

**Becky Finnell**  
K-12 Principal

**Nathan Weeks**  
Business Manager

**Shannan Randall**  
Office Manager  
Registrar

- Meetings  
Title IX  
NFHS
- I am just working on finalizing some items for next year. Administrative, but very time consuming.
- The power pole was replaced behind the gym on Monday and the power was out the entire day. We all did what we could here. I ended up going home for part of the day so I could complete work on the computer. It's easy to forget how much we depend on technology until we don't have it.
- We met with our construction team on Wednesday for a site visit. More members of the team were here to look at what we have in place and what they feel we will need going forward. The plans will be shared in August, and the ground breaking should happen the first part of September.
- We have had a couple of people send emails about the English position. We believe we will be receiving applications this week.
- I did hear from U of I. Their person is on vacation, but will get back to me when they return.
- We will be providing CPR training for our staff on July 22 from 8-12. For most of our staff this will be a renewal of their current CPR certification.
- Summer maintenance continues. Most things are going smoothly. We are having some issues with the water for the football field. We will be watering it during the day to ensure things are working properly. Hopefully we will receive some parts within the next week and then we will be able to run it during cooler hours.

Going forward

Working on board policies  
Reviewing student data

If you have any questions, please feel free to contact me.

\*Just a reminder – if you aren't going to be able to attend a meeting please email or text Nathan [nweeks@sd305.org](mailto:nweeks@sd305.org) so he knows who to expect.

Thank you.