

2025-26 STUDENT & PARENT HANDBOOK

Timberline School

22869 Highway 11

Weippe, ID 83553

(208) 435-4411

timberlineschools.org



**GENERAL INFORMATION**

**Preface**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

**Mission Statement**

“Preparing Students For Excellence in Academics and Distinguished Citizenship”

**Vision Statement**

“All Timberline Students will acquire the essential knowledge, skills, and drive to achieve their personal vision of success.”

**We Believe**

* All students can become contributing members of their local and global communities.
* Each student brings individual worth to the school community.
* All students can learn and achieve at high levels.
* Perseverance can overcome failure and lead to success.
* All students deserve a safe environment conducive to learning.
* Citizenship, service, and character matter.

**Timberline Schools Student Management Policy**

The teachers and staff at Timberline High School believe that students have the right to a safe, pleasant environment in which to learn. It is important that students conduct themselves in a manner that will maintain such a climate that everyone is given the greatest opportunity to achieve and succeed. When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day.

In the classrooms, hallways, or on the court or field, students make behavioral choices every day. At Timberline Schools, the teachers and staff believe that people move toward personal maturity as they make good behavioral choices and take responsibility for their actions. Behavioral choices that are mature and responsible deserve acknowledgment. Recognition of appropriate student behavior is important and may include:

1. Nomination/Selection as Student of the Month
2. Positive recognition: including positive principal referrals, assemblies, releases, breaks, pep assemblies, etc.
3. Eligibility for special prizes, outings, or field trips
4. Positive notes/phone calls, acknowledgment to Parents/Guardians
5. Academic and special behavior awards

**Student Rights and Responsibilities** *(see Board Policy 3200)*

Timberline Students have…

1. The right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others
2. The right to attend free public schools, the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights
5. The right to assemble informally, the responsibility not to disrupt the orderly operation of the educational process, nor to infringe upon the rights of others
6. The right to privacy, which includes privacy in respect to the students’ education records
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

**GENERAL EXPECTATIONS**

The following rules of general student conduct are expected of all.

**General**

1. The Student Handbook is in effect whenever you are under the sponsorship of TS, including lunch and any school activity (even off campus).
2. Students are expected to act in a respectful, responsible & safe manner at all times. The student handbook is not intended to cover every possible behavior situation. The building administrator or designee will be responsible for enforcing student discipline as he/she deems necessary to maintain the safe and orderly operations of Timberline Schools.

**Halls**

1. Walk at all times, passing others quietly and safely.
2. Follow school rules of respect and safety.

**Closed Campus**

1. Timberline School is a closed campus. Once a student is signed out, they are unable to return to campus. Exceptions to this may include: Doctor’s appointments and bereavement.

**Classrooms**

1. Be in your seat by the time class begins.
2. Be orderly even if the teacher is temporarily out of the room.
3. Be prepared to begin the lesson at once without borrowing pencils, books, paper, etc. Bring your charged Chromebook to class with you.
4. Do not leave the room without the teacher’s permission.
5. Wait to leave class until the teacher dismisses you.
6. Personal property of any kind that disrupts school or class may be taken by the teacher and turned over to the office for parent notification.
7. Follow classroom rules determined by the teacher
8. Maintain academic ethics and honesty.

**Personal Communication Devices** *(Board Policy 3265)*

1. No personal communication devices shall be allowed to be used in classrooms, bathrooms, or locker rooms. Timberline Schools has adequate technology for all students for educational purposes. Devices may be used before school, during passing periods, during lunch, and after school. All devices must be used in accordance with school rules and state and federal law.
2. Disciplinary Actions for Violations:

* First Offense: The device will be immediately confiscated by the instructor and returned to the student at the end of the class or school day.
* Second Offense: The student's parents or guardians will be required to pick up the confiscated phone from the school office.
* Third Offense: The student may lose cell phone privileges at school as determined by the administrator.

**Transportation & Bus Conduct** *(Board Policy 8140)*

The state regulations governing students while riding school buses are posted on each school bus. The school bus is considered an extension of school and all school rules apply to students riding on buses. Any violation of these rules may cause loss of bus privileges. The following additional rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver.
2. Students will use the emergency door only in case of an emergency.
3. Students will be on time for the bus, both morning and evening. “On time” means being at the bus stop five minutes before the scheduled pick-up time.
4. Students will not bring animals, except approved assistance guide animals on the bus.
5. Students will remain seated while the bus is in motion.
6. Students may be assigned seats by the bus driver.
7. When necessary to cross the road, students will establish eye contact with the driver and cross in front of the bus as instructed by the bus driver.
8. Students will not extend their hands, arms or heads through bus windows.
9. Students must have written permission from an administrator to get off at a stop that is not their regular stop.
10. Students will not open or close windows without permission of the driver.
11. Students will keep the bus clean and must refrain from damaging it.

**ATTENDANCE**

**90% Attendance** *(Board Policy 3050)*

All students must be in attendance in each classroom 90% of the time when that class is in session. This allows for a maximum of 8 days missed per semester.

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

1. Those that occur due to **school-sponsored activities,** since these are considered an equivalent educational experience.
2. **Bereavement** in the immediate family (grandmother, grandfather, father, mother, sister, brother).
3. **Subpoenas** to appear in court or court-ordered, out-of-District placements for special services; and
4. Illness or hospitalization verified by a **doctor’s statement**.

*\*\*Even though an absence may be excused by a parent, unless a doctor’s note is provided, or one of the situations described applies, the absence will still count toward the 90% attendance policy. Family trips, days missed for minor colds or a stomach bug, advanced excused absences, vacations, appointments, hunting, etc. are NOT exempt from the 90% attendance policy even if the absences are excused by a parent. In order to allow your child enough absences to cover the typical childhood illnesses, please plan vacations and appointments outside of school days if possible.\*\**

**Notification To School**

Parents or guardians should call the school as early as possible on the day of their child's absence/tardy or, if possible, in advance. If parents call before the school office is open, they may leave a message on the voicemail system. For the safety of your child, the school office personnel will contact you at your home or work if you have not phoned in by 8:30 am. Parents without a telephone shall send a note indicating the reason for absence to school with the student on the next day of attendance (the first day the student returns to school). If no contact is made, the absence shall be marked as unexcused. Only valid parent excuses, as determined by the Principal, shall be marked as excused. Notes or calls from students shall not be accepted as adequate notification.

**Illness**

If a student becomes ill during the day, their parent/guardian (or an individual authorized by them in writing) will be notified and may come to the school and check out the student.

**Check-In /Check-Out Procedure**

Parents/guardians (or an individual authorized by them in writing) shall come to school to sign the check-in/check-out register or call the school and give permission before a student shall be permitted to enter school late or leave school early.

**Appointments**

Although parents should make every effort to schedule appointments outside school hours, students will be granted an excused absence for appointments with doctors and dentists. A doctor’s statement noting the time/date of the office visit must be submitted upon the student’s return to school.

**Procedure for Excessive Absences/Truancy**

After Day 5 of absences other than items 1-4 listed above will result in a letter sent to the parents/guardian of the student, indicating that after 8 days the student will be in jeopardy of losing credit or repeating the course or grade.

After Day 7, the parent/guardian of the student will receive a phone call indicating there is one day remaining prior to the student being in jeopardy of losing credit or repeating the course or grade.

After Day 9, Parents/guardians of students will be notified by the district that students will be denied credit or repeating a course or grade if they do not complete the pathway assigned to them by the Attendance Committee. A meeting will be scheduled for parents, students, and the Attendance Committee to discuss and review potential pathways for student credit/course/grade recovery. This may include referral to the local court authorities (as deemed by the attendance committee). Lack of attendance at this meeting may result in loss of credit. Students who do not complete their pathway may not receive credit or advance in grade and may be subject to further disciplinary action.

90% Attendance Appeal Process

If a student has lost credit due to excessive absences and the parent(s)/guardian feels there is an extenuating circumstance, he or she may appeal to the attendance committee.

In reviewing written documentation during the appeal hearing, the attendance committee will consider the following:

1. Attendance for the preceding semester and/or year;
2. Current grade(s) in classes that are at-risk of credit loss, as well as other grades.
3. Make-up work completed and the student's attitude toward school; and
4. Extenuating circumstances. The Board’s decision and acceptance or rejection of extenuating circumstances may be appealed to the Board within ten working days after the attendance committee informs the parent/guardian of the decision.

The Board’s decision and acceptance or rejection of extenuating circumstances is final.

**Suspension of Driver’s License**

Students who fail to meet the requirements of school attendance may have their driving privileges suspended. Idaho Code 49-303A (subsection (3) (a)) states the following: “A public school principal, or the principal’s designee, or the designee of the governing body of a private school shall provide written notification to a minor and the minor’s parent, guardian or custodian of the school district’s or private school’s intent to request that the department suspend the minor’s driving privileges with the requirement of subsection (1) of this section.”All students are expected to attend each class on his/her daily schedule from bell to bell. If found skipping an officially scheduled class, the student will be considered truant and face disciplinary action.

**Absence from school on the day of a game or an extracurricular activity, unless otherwise specifically excused prior to that day by the athletic director or principal, will result in ineligibility for that activity or game.** *Refer to the athletic/activity code for additional information.*

**Make up all work**:

Make up work needs to be on time as required by the teacher. Students generally have one day per day (excused absence or special circumstances) to complete and turn in work for full credit. Other arrangements may be made by individual teachers on an individual basis. Regular make-up work is allowed for absences. A student usually has one complete school day to hand in make-up work for each day of absence; however, pre-assigned assignments and known tests are to be turned in and completed when the student returns. It is expected that the student or parents will make arrangements for homework to be sent home for extended absences. It is the student's responsibility to make up for missed work. If a student is absent for any reason, he/she must check with each teacher to get their missed work. Identical assignments should be given whenever possible to students who are absent from class.

**BEHAVIOR**

**Behavior and Conduct**

Students are responsible for conducting themselves respectfully, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state law. Timberline Schools has one general rule of behavior; that its members conduct themselves as good citizens. The characteristics of good school citizenship are: regard for the rights of others; attendance and punctuality; care for the grounds, buildings and fixtures of the school; and respect for those in authority. The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

**Possible Disciplinary Actions:**

* **Warning** - Students are instructed on the rule that was broken, discuss the appropriate behavior or expectation, and review possible action if the activity continues.
* **ISS (In School Suspension**) - The student with ISS is assigned to the office for the day and all privileges (sports, dances, field trips, etc.) are lost for 4 school days starting on the day of the offense.
* **OSS (Out of School Suspension) –** Suspension is served at home for a period of time depending on the severity of the offense. All privileges are lost for 8 days starting on the day of the offense.
* **Student Hearing (Expulsion) –** In extreme cases of continued problems or possible expulsion, it may be necessary to call for a hearing. If expelled, the student is no longer allowed to attend school or school related functions in School District #171.

### Restorative & Preventive Measures

When appropriate, students may also participate in:

* Apology letters or restitution
* Service to School
* Counseling referrals
* Re-entry meetings or check-ins with staff
* Social skills or behavior support plans

**Level 1: Minor Infractions** *Handled by the classroom teacher or other school staff* Examples:

* Off-task behavior
* Tardiness
* Minor disruption
* Cell phone use without permission
* Dress code violation

Possible Consequences:

* Verbal redirection or warning
* Loss of minor privileges
* Seat change
* Parent/guardian contact
* Classroom behavior reflection form

**Level 2: Repeated Minor or Moderate Infractions** *Handled by administration*

Examples:

* Defiance or disrespect
* Repeated minor offenses
* Public displays of affection
* Misuse of technology
* Minor academic dishonesty (cheating, plagiarism)
* Skipping class

Possible Consequences:

* Office referral
* Parent/guardian conference
* Behavior contract or plan
* Temporary loss of privileges (e.g., phone use, assemblies)

**Level 3: Serious Infractions** *Handled by administration with possible law enforcement or district-level involvement*

Examples:

* Repeat Level 2 Behaviors
* Major insubordination
* Profanity directed at staff
* Bullying, harassment, or hazing
* Possession of tobacco/vapes
* Theft or vandalism

Possible Consequences:

* In-School Suspension
* Restitution for damage or loss
* Loss of extracurricular eligibility
* Law enforcement contact if applicable

**Level 4: Major Violations***Serious safety violations or criminal behavior, handled by administration and law enforcement*

Examples:

* Possession of drugs, alcohol, or weapons
* Fighting/physical aggression
* Vandalism/theft
* Repeated harassment or intimidation
* Inappropriate physical contact
* Repeated technology violations
* Arson or bomb threats

**Possible Consequences:**

* Out of School Suspension
* Recommendation for expulsion
* Law enforcement investigation
* District-level review hearing

**Office Referrals**

These discipline procedures will be used for classroom-level discipline where student behavior warrants removal from the classroom. This system is not intended for major offenses such as fights, drugs, alcohol, etc. Classroom teachers will enter referrals into Skyward’s discipline log and will contact parents/guardians regarding the incident. Referrals will accumulate by class period. The consequences will progress as students are referred to the office during the same class period. Referrals will reset each semester.

**Referral 1**- Teacher removes the student from class, notifies the office, contacts the parent, and enters the discipline record. The student will remain in the office for the duration of the class period. The student will complete a behavior reflection form prior to moving to the next class.

**Referral 2**- Teacher removes student from class, notifies the office, contacts the parent, and enters the discipline record. The student will remain in the office for the duration of the class period. The student will receive counseling prior to returning to class. The student will complete a behavior reflection form prior to moving to the next class.

**Referral 3**- Teacher removes student from class, notifies the office, contacts the parent, and enters the discipline record. The student will meet with the principal and serve an ISS for their 3rd office referral. The student will complete a behavior reflection form prior to moving to the next class.

**For each referral beyond # 3, students will automatically serve a day of in-school suspension.**

**Habitual office referral offenses may lead to additional disciplinary actions, including out-of-school suspension or recommendation for expulsion.**

**Due process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district’s disciplinary options include using one or more discipline management technique as mentioned above. Disciplinary measures are applied depending on the nature of the offense and the age and past pattern of behavior of an offending student. In addition, when a student commits a drug, alcohol, tobacco, weapon or criminal act, he/she will also be referred to law enforcement.

**Site Level Appeal**

The parents of a student have the right to appeal any decision made in regards to discipline. Upon contact by a representative of Timberline, the parent may request an appeal hearing. The review team will then meet with the parent and student, and make a recommendation to the principal. The principal will make the final decision regarding the disciplinary action.

**District Level Appeal**

After the final review by the site, the parent has the right to contact the district office and request a due process conference with the superintendent or designee. At this meeting, a determination will be made whether the discipline procedures have been properly administered.

**Searches**

District officials may search the student, his/her personal property, and any district property such as lockers, at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations, school rules, or the Student Code of Conduct. District officials may also search when they have reasonable information that emergency/dangerous/illegal circumstances exist. Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction.

Lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure the maintenance of proper sanitation, to check mechanical conditions, and safety and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district or others. Police dogs will be used to periodically search lockers and classrooms for illegal substances. The student may, but does not have to be present during the inspection or search.

Items found that are violations of law, policy, regulation, school rules, or the Student Code of Conduct will be seized and full disciplinary measures will be taken. Stolen or illegal items will be reported to the police. The police will have separate consequences from the school.

**Police Investigations**

Timberline Schools works in cooperation with a Student Resource Officer, Clearwater County Sheriff’s Office, and the Idaho State Police. Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents do not have to be present for police to question a student.

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

**Displays of Affection**

Holding hands and walking arm in arm (linked) are the only acceptable displays of affection at school or school-sponsored events. Conduct that is unacceptable and too intimate for school such as: hugging, hands on hips or waist, arms around waist, kissing, sitting on laps, and fondling are not appropriate at school. Students found to be in violation of these guidelines will be asked to conform immediately and/or they will be referred for disciplinary action.

**Clothing Policy**

In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process and in a way that protects the rights of others. This clothing policy is in effect during the hours of 7:30 am – 3:36 pm or whenever on a school-sanctioned trip or event. Students will correct clothing violations with appropriate clothes or the violation and subsequent refusal to correct will result in ISS or OSS.

This specifically includes the following:

1. No bare midriffs, open backs, low-cut tops or anything that shows cleavage or underwear/bra. Strapless or off-the-shoulder shirts are not permitted.
2. Clothing worn under“see-through tops” must follow the above criteria.
3. Students may not wear shirts with excessively large arm holes exposing the torso.
4. Shoes must be worn at all times. Sandals are permitted; house-shoes /slippers are not.
5. No clothing advertising/symbolizing/insinuating alcohol, tobacco, drugs, violence, or sexual or discriminatory messages. This includes shirts referring to any individual’s appearance.
6. Shirts must be worn at all times.
7. Dresses, skirts, shorts and clothing with slits, must be mid-thigh.
8. No boxer shorts may be worn on the outside of clothing.
9. Clothing must fit appropriately. Clothing that is too tight or too baggy is not appropriate for school. Clothing that is too torn or otherwise damaged is not appropriate for school.
10. No holes that expose skin or underwear in pants/shorts are allowed above mid thigh unless appropriate undergarments are worn underneath. (Underwear is not an appropriate undergarment).
11. Sport uniforms that do not conform to the clothing policy, may not be worn during school hours.
12. Hats, hoods, or any other headgear are not to be worn anywhere in the school building(s) from 7:50-3:36.
13. No blankets will be allowed in classrooms.

Students found to be in violation of these guidelines will be asked to conform immediately or they will be referred for disciplinary action.

**EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities can have a positive effect on the development of constructive attitudes and competitiveness for future citizenship. It is in these organizations that students have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules, respect for others, respect for one’s own health and physical well-being, group pride, teamwork, self-discipline, and the value of sacrifice for organizations and others. In view of the above statement, Joint School District #171 will enforce the following policies and procedures relative to standards for participation in extracurricular activities throughout the calendar year of school. These activities will include, but are not limited to, the following: interscholastic athletics, activities, National Honor Society, student council, publications, school-sponsored clubs, and any other school-sponsored activity that is not required for a grade in a class.

Student clubs, activity organizations, academic groups and athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a violation is also a violation of the Student Handbook, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

**Requirements for Extracurricular Participation** *(Board Policies 3400, 3340)*

The School District believes that the extracurricular programs provided in the schools of JSD 171 are an important part of the educational process and that these activities encourage and support the academic programs. Each athlete must meet the eligibility requirements in order to participate. Students must be enrolled in a minimum of four classes. Grades must be passing and are checked by the athletic director each Monday. Anyone deemed ineligible must be cleared by their teacher and the AD before being permitted to play and travel to games. Athletes must also agree to the stipulations of the athletic/activity code to participate.

High school athletes will be required to participate in random drug testing during the season.

**Fees**

The following fees will be charged to Timberline students who wish to participate in extracurricular activities:

ASB Card fee $25.00

Pay To Play $35.00 per sport grades 6-8

$50.00 per sport grades 9-12

**Materials**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including: (Club dues; Security deposits; Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student; Personal PE & athletic equipment; Voluntary purchases of pictures, Publications, Class ring, Graduation announcements, etc.; Student accident insurance & insurance on school-owned equipment; Lock or locker deposits; Field trips considered optional to the district’s regular school program; Admission fees for certain extracurricular activities; Participation fees or “pay to participate” for involvement in activities.)

The District may withhold the grade reports, diploma, and records of any student who owes a debt for unpaid school fees, fines, and charges. The district may pursue the matter through a private collection agency or other method available to the district. All such materials shall be released upon payment of money owed.

**Student Government**

The key organization of the school is Timberline Associated Student Body (ASB). It sponsors many school activities. The governing body of the association is the Student Council. Any student wishing to run for office must have at least a 3.0 GPA. (See ASB constitution)

All students must purchase a card and become a member of the Associated Student Body Association in order to participate in school activities (i.e., sports). Purchase of an ASB card allows the student free admission to home athletic events.

**Field trips**

Limited field trips may be scheduled for educational or extracurricular purposes. All students are considered to be “in school'' while participating and are subject to the school’s student conduct rules, applicable Board Policy, and such other rules as may be deemed appropriate by the field trip supervisor.

In order to attend extracurricular field trips, students must be behaviorally and academically eligible, as well as not miss more than 8 days of school per semester. Behavior eligibility is determined by the principal/teacher.

**GRADING**

**Grading System**

A = 90- 100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%

Incomplete grades will be issued only due to extraordinary circumstances, which will be reviewed by the principal. This work must be made up within two (2) weeks or the incomplete will automatically turn into the earned grade unless other arrangements have been made with the teacher.

**Report Cards and Parent Teacher Conferences**

Progress reports will be sent home at the 5-week mark of the quarter, and report cards will be sent home at the district-established end of each grading quarter. Parent-teacher conferences are scheduled the first and third nine-week grading periods. Report cards can be picked up by parents in the office and teachers will be available for conferences on conference days scheduled.

**Middle School Credits (Grades 7-8)**

The Idaho State Department of Education requires credits at the middle school level in order “to ensure all students are prepared to be successful in high school and to increase academic engagement and student accountability for middle school students.” Within the guidelines set by the State, the District has implemented the following credit system. In order to progress to the next grade level, students who are enrolled in grades 7 and 8 are required to:

1. Earn 80% of the possible credits each school year,
2. Earn a passing grade for at least one (1) semester in each of the classes attempted, and
3. Attend school faithfully with no more than 8 unexcused absences per semester.

Students who are not successful in meeting the criteria listed above will be required to make up credits through an alternative route as determined by the credit committee. The credit committee consists of two certified staff members and the building administrator. Students who fail to satisfy the alternate route requirement will not qualify for promotion to the next grade.

**Grade classification**

After the ninth grade, students are classified by grade level according to the number of credits earned toward graduation.

UNITS OF CREDIT EARNED GRADE PLACEMENT

12 10th Sophomore)

24 11th (Junior)

36 12th (Senior)

**Graduation**

Students who have not met the requirements for a high school diploma will not be permitted to take part in the district’s graduation exercises.

**Graduation requirements**

Students are required to have a total of 46 credits. They will need a total of 6 credits of Math, including Algebra and Geometry Standards. Additionally, students must have 3 years or 6 semesters of science.

**THS GRADUATION REQUIREMENTS**

| **CLASSES** | **CREDITS** |
| --- | --- |
| **ENGLISH** | 8 |
| **SPEECH** | 1 |
| **MATH** | 6  Algebra, Geometry Standards Required |
| **U.S. HISTORY** | 2 |
| **SCIENCE** | 6 |
| **AMERICAN GOVERNMENT** | 2 |
| **ECONOMICS** | 1 |
| **HUMANITIES** | 2 |
| **HEALTH** | 1 |
| **DIGITAL LITERACY** | 1 |
| **ELECTIVES** | 16 |
| **Senior Project** | Yes |
| **TOTAL REQUIRED FOR GRADUATION** | **46** |

**Honor Classes**

At least one dual credit (HS/College) is required in order to be considered for the Valedictorian and Salutatorian honors.

**Honor roll**

The Honor Roll will be published each grading period. The divisions are: Highest Honor, 4.0: High Honor, 3.7 to 3.99: Honor Roll, 3.0 to 3.69. A student must be enrolled in five graded classes to be eligible for the Honor Roll.

**Homework**

Homework is an extension of instructional time and is intended to provide students meaningful feedback as they practice, reinforce, and apply specific learning outcomes. The amount assigned will vary depending upon the course taken and the grade level of the student. Homework assignments promote self-directed learning and a sense of personal responsibility. Students are required to make up all the work on time as required by the teacher.

**Scheduling**

Scheduling for classes will be done each spring. Students should make every effort to plan ahead for classes to be taken the following school year. Help from counselors, teachers, and parents should be sought. Schedule changes will not be permitted after the first week of school, unless there are extenuating circumstances.

**Course Selection and Registration**

Course selection must be approved by the counselor and/or building principal. Courses will first be assigned to students based on graduation requirements. Senior students will be allowed to leave campus early if their graduation requirements are fulfilled, or if they are enrolled in the final courses to fulfill graduation requirements. Students who are allowed early release may not remain on campus unless assigned the supervision of a Timberline teacher.

**Idaho Digital Learning Academy (IDLA) Courses**

IDLA is used to enhance course offerings at Timberline and support students who are in need of remediation. IDLA courses must be approved by the school counselor and/or principal. IDLA courses are typically paid for from State Fast Forward funds. Students who fail an IDLA course will be responsible for paying for the next IDLA course before fast forward funds may be utilized. Students who enroll in IDLA during the school year will be assigned a Timberline Teacher for supervision during the period they are taking IDLA. Students may not take an IDLA course during the school year when the same course is offered by a Timberline Teacher unless the course is necessary for an early-completer student.

**HEALTH SERVICES**

The Clearwater County Health Department is, at times, available to administer immunizations, assist in clinics, distribute health materials, and to meet with discussion groups.

**Accidents**

All injuries that are witnessed by a staff member must be reported to the office immediately. The office staff will aid the student and complete an accident report. The office staff will contact a parent. If a staff member is not present, students are obligated to report any injury to the office immediately.

**Medicine at school**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary. Requests shall be made in writing and all district forms need to be filled out by the parent if they wish the school to administer any medication. All medication to be administered by the school must be kept in its original container. Students are not allowed to self-administer any medication except medicine for asthma, diabetes, or epi pens. Students may keep the medicine in the front office, which will be dispensed according to parent paperwork. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district. Contact the front office for additional information and forms.

**Sick Room**

Students who come to the office ill will have their parents notified. The use of the sick room during the day will affect a student’s attendance status. Short term visits (when a child does not go home) to the sick room are considered unexcused class absences and work must be made up when a student leaves the sick room. Example: If a student has a test in the 3rd hour and gets ill, missing the test, then recovers in the 5th hour that students must take the test that same day or the teacher may adjust the student’s grade on the test.

**PROCEDURES**

**School Closures**

On the occasion that school should be closed for the day, the following radio stations will be notified:

KLER 95.3 FM 1300 AM

Facebook and Instagram will be utilized to post messages

Skyward will send an email and/or notifications to those that have the app

**Hallway & Work Passes**

Students must have teacher permission anytime they are out of class for any reason. Only one student is allowed out of class at a time. In order to work in another location, students must have work passes signed by both affected teachers. Students must sign out and get permission from the office when leaving the building for any reason. This includes trips to the parking lot.

**Gym & Weight Room Use**

Students are not to be involved in any type of activity in the gymnasium or weight room unless there is faculty/coach permission and supervision. Students must be supervised by a coach in order to use the weight room. Students using the gym must remove their shoes or change into gym shoes.

**Student Complaints**

If you would like to report an abuse or if you have a complaint about a school employee, coach, or other student, please report it to the office. Talk to the Counselor or Principal and document what happened (date, place, persons and what happened or what was said). The counselor and administration will investigate all complaints and work to improve the situation in accordance with Board Policy.

**Textbook Issue Procedure**

Textbooks will be provided free to all students. If books are damaged, marked in any way, or lost, the student will be expected to pay for the repair or replacement cost of the book.

**Chromebook Issue Procedure**

Each student in grades 6-12 will be assigned a Chromebook and be responsible for using it in accordance with the district technology agreement, school rules, and State law. Each student should maintain their Chromebook free of damage and will be responsible for paying repair/replacement charges when damages occur. Students are responsible for charging their device in their locker and bringing it to class ready for use. Each student shall notify the office immediately when damages occur.

**Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver’s license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state. The district assumes no responsibility or liability for loss or damage to vehicles or bicycles. Students will park in the designated parking lot when applicable and may be asked to move their vehicle if necessary. Off-road vehicles are not permitted to be driven on school property.

Students who drive to school are expected to obey the following regulations:

* All pedestrians always have the right of way. Cars must stop for all pedestrians.
* Travel at 5 MPH speed limits and obey all traffic laws.
* All student vehicles must park in designated areas.
* Keys must be removed from ignitions.
* Students are allowed to drive vehicles only before school and after school. Vehicles are not to be driven during classroom hours unless the student has signed out of school.
* Students are not to use cars for errands during school time unless given special permission from the administration.
* Students who drive or park inappropriately may lose their privilege to drive or park on school grounds.

**Fund raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. The principal must approve of any fundraising events at least 10 days prior to the event.

All funds raised or collected by or for school-approved student groups will be received, deposited, and accounted for in accordance with Idaho law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in the administration of student activity funds.

**Dances at Timberline Schools**

All school events - banquets, parties, positive recognition activities, and dances are under the supervision of the student council or authorized student group and are responsible to the sponsoring adult. The sponsoring organizations are responsible for all arrangements, including finances, entertainment, refreshments, decorations, chaperones, and clean-up. These organizations may also set a dress code for such dances (i.e. "formal", "semi-formal", etc.)

The following rules govern school dances and parties.:

* Dances are held on Thursday, Friday, or Saturday nights.
* The faculty class advisors and parents must chaperone each event.
* Students leaving the building will not be allowed to re-enter the dance.
* All school-sponsored dances and parties are closed to all individuals except Timberline students. Guests may be invited for special dances, subject to prior approval by the principal. Such approval can be obtained only by filling out a dance guest pass form (available at the office) and submitting it in a timely fashion. Timberline Schools will not allow guests who are dropouts or beyond high school age.
* Under no circumstances will junior high school students be allowed to attend high school dances. High school students will not be allowed to attend junior high dances.
* Home-schooled students who wish to attend school dances must have paid ASB fees and live inside the district boundaries
* Outside organizations must submit an activity request and building use request at least two weeks prior to the event.
* Except on special occasions, all parties and dances will end by 11:00 p.m. for high school students and 9:00 p.m. for junior high students.
* Students must be behaviorally eligible in order to attend the dance.

**Distribution of Materials**

All aspects of school-sponsored publications, including newspapers and/or yearbooks are completely under the supervision of the teacher and principal. Students are required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age-appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district. Teachers must first approve signs, banners, or posters that a student wishes to display. Signs, banners, or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. All locker signs must be school spirit-related – no exceptions.

**Flag Salute**

Students will be provided an opportunity to salute the United States flag daily by reciting *The Pledge of Allegiance.*

**Library Use**

Timberline School Library is open every school day from 7:30 a.m. to 3:36 p.m. Most materials are checked out for approximately two (2) weeks. Library rules are posted in the library. The media center is part of a library network. We can borrow material from other sources - State Libraries, other school libraries, college libraries and public libraries. BE SURE TO ASK THE LIBRARIAN FOR ASSISTANCE if you can't find something. Students should check out AR reading books before school, during lunch and during Language Arts class.

**Lockers**

Student lockers are the property of the school district and may be opened and searched at any time by the administrator or by staff members designated by the administrator. Such a search does not require prior student notification or parent notification. Private locks are not authorized and will be cut off. School locks are available at the office.

Money and other valuables should not be brought to school nor kept in lockers, locker rooms, or dressing areas. If the item cannot be kept safely on your person, consult the office.

**Lost and Found**

A lost and found site is maintained in front of the school cafeteria. If you find an article, it should be placed in this box. Items like jewelry, eyeglasses, etc., should be given to the front desk. Students who have lost items should check the lost and found station and notify the office if the item is not there.

**Lunches: Free and Reduced Prices**

The district participates in the National School Lunch and School Breakfast Program. Free and reduced-price lunch is available to those students that qualify based upon the family income level. Free and reduced price meal application forms will be sent to the family of each child enrolled in the district's school at the beginning of the school year. Extra forms will be kept in the cafeteria and will be available to anyone upon request. Schools strive to maintain confidentiality of all free/reduced students. The completed application may be returned to the front desk in person or by mail. The district will determine the eligibility of the child to receive free or reduced-priced meals, based on the information given in the application. Appeals can be made in accordance with district policy.

**Drills and Other Emergency Simulations**

Fire drills and/or earthquake drills will be held monthly. In case of a fire drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school. WALK, DO NOT RUN. Other safety drills such as lockdowns and reverse evacuation drills will also be practiced.

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment, AEDs or creating false alarms will be suspended, the police will be contacted, fines assessed, and the student may be expelled from school.

**Assemblies**

Students are expected to be attentive, quiet, and polite upon entering the assembly area. A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district’s Student Code of Conduct during an assembly shall be subject to disciplinary action. All students are required to attend assemblies unless permission to be absent is obtained from a teacher or the office prior to the assembly. If a student is absent without permission from an assembly that student will be considered truant from their original class.