



MOSCOW HIGH PRIDE

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www.msd281.org/highschool

Daily Schedule

Time	Monday	Wednesday	Friday
8:15-9:15	7	1	1
9:19-10:19	2	2	2
10:23-11:23	3	7	3
11:27-12:27	4	4	4
12:27-1:02	Lunch	Lunch	Lunch
1:06-2:06	5	5	5
2:10-3:10	6	6	6

Time	Tuesday	Thursday
8:15-9:25	1	1
9:29-10:39	7	2
10:43-11:53	3	3
11:53-12:38	Lunch	Lunch
12:42-1:52	4	7
1:56-3:06	5	6

"B" Schedule

Period 1	8:15-9:05
Period 2	9:09-9:59
Period 3	10:03-10:53
Period 4	10:57-11:47
Lunch	11:47-12:23
Period 7	12:27-1:17
Period 5	1:21-2:11
Period 6	2:15-3:05

MOSCOW HIGH SCHOOL CALENDAR 2011-2012

August 23	Sophomore Registration
August 24	Junior Registration / Senior Registration
August 31	First Day for Students
September 5	Labor Day – No School
September 14	Open House (6:30-8:00pm)
October 5	Curriculum Day – No School
October 6-7	State In-Service Days – No School
October 14	End of First 6 Week Progress Period
November 10-11	Teacher Work Day/Conferences – No School
November 22	End of Second 6 Week Progress Period
November 23	Curriculum Day – No School
November 24-25	Thanksgiving Vacation – No School
Dec. 20 – Jan. 2	Winter Vacation – No School
January 3	Students return to School
January 16	Martin Luther King Jr./Human Rights Day – No School
January 24-26	1 st Semester Finals
January 27	End of Semester, Teacher Work Day – No School
February 17	Curriculum/School Improvement Day – No School
February 20	Presidents' Day – No School
March 2	End of Third Six Week Progress Period
March 12-16	Spring Vacation – No School
April 2	Teacher Workday/Conference Day – No School
April 20	End of Fourth Six Week Progress Period
May 3	School Improvement Day – No School(Snow Makeup)
May 4	School Improvement Day – No School
May 28	Memorial Day – No School
June 4-6	2 nd Semester Finals
June 6	Last Day for Students/PCRHS Graduation
June 7	Student Make-up Day
June 8	Graduation

COLLEGE ENTRANCE EXAMS

ACT

September 10, 2011
October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

SAT

October 1 & 2, 2011
November 5 & 6, 2011
January 28 & 29, 2012
March 10 & 11, 2012
May 5 & 6, 2012
June 2 & 3, 2012

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WELCOME

Welcome to Moscow High School. This agenda has been prepared to help you understand the policies, procedures, and programs at MHS for the 2011-2012 school year.

MISSION STATEMENT - To provide the best education possible to prepare students for the complexities of adult life by creating a community of knowledgeable students who respect themselves and others and who accept responsibility for their actions in the world and community in which they live.

STATEMENT OF BELIEFS

- We believe all people can learn and learning is a life-long process.
- The family, community, and school district share a responsibility for the quality education of our youth
- Students, families, and the schools should have high expectations for student success
- Students need to achieve success in fundamental and advanced literacy.
- Teachers inspire learning and guide students in the acquisition of knowledge, skill, and attitudes.
- Individual strengths should be encouraged and developed.
- Schools prepare students for adult life.

PHILOSOPHY - Education is a community-wide effort that must involve staff, faculty, students, parents, and citizens. Moscow High School endeavors to provide the best education possible to prepare students physically, intellectually, socially, emotionally, and ethically for the complexities of adult life. Recognizing the unique learning style of each student, the school will provide an environment necessary to acquire new knowledge and cultivate a love of lifelong learning. The school will prepare students to analyze and resolve problems encountered in a changing society. Moscow High School strives to create a community of knowledgeable students who respect themselves and others and who accept responsibility for their actions in the school and in the community in which they live. The students and staff at Moscow High School work to foster a safe, supportive learning environment based on the respect of the dignity and worth of every individual. Discrimination of any kind on the basis of gender, race, religion, and sexual orientation will not be tolerated.

ACADEMIC GUIDE - The MHS Academic Guide is designed to provide students with information about the academic program of Moscow High School. The guide contains information about academic policies, courses, course requirements, and special programs. Copies of the guide are available at pre-registration, in the office and on file in the library.

BULLETIN BOARDS - The bulletin boards in the building are for approved materials. If you have an

item that you wish to post, it must be submitted to the principal for approval. Non-school individuals are not permitted to use these bulletin boards unless the material is connected to the educational mission of our school.

CAMPUS SECURITY - Idaho State Code authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds...any person(s)...who loiters in schoolhouses or on school grounds..." Such a violation is a misdemeanor and may result in an arrest.

DAILY BULLETIN - All notices of club meetings, athletic and social events, general information for the day and specific instructions are printed in the bulletin which is distributed daily and read each day at 8:15 A.M. The bulletin is posted on the website and on the bulletin board outside the main office. Students are responsible for making themselves aware of the information in the bulletin.

ELEVATORS/LIFTS - The elevator/lifts are for the use of those who have a physical need, including an injury, which prohibits the use of the stairways. One book carrier may accompany the user. When you have a need for the elevator, report to the main office to receive instructions and access. Abuse of the elevator/lifts will result in no access.

NON-DISCRIMINATION - Decisions by school authorities concerning all regular school and school affiliated activities shall not be based on race, sex, sexual orientation, ethnic origin, religion, creed, economic status, marital status, pregnancy or political beliefs. Moscow High School practices equal opportunity.

VIOLENCE POLICY - VIOLENCE WILL NOT BE TOLERATED IN OUR SCHOOL! Violence is any word, look, act, or gesture that is offensive or hurts a person's body, feelings, or possessions.

VISITORS - The school policy is NO student visitors. The exceptions to this policy are when the visitor is actually participating in the class as a guest speaker or when the principal has approved a special curriculum request. Parents are always welcome. Visitors are required to check in at the office, wear a visitor pass, and expected to leave when their business is completed. Persons who loiter about the school will be treated as trespassers and will be reported to the police. Any suspicious person on or near campus should be reported immediately to the office.

STUDENT RESPONSIBILITIES

Students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as it is in the larger community. There are certain responsibilities required of a student:

1. To be informed of and adhere to reasonable rules and regulations established by the Board of Trustees, school administrators, and teachers. The Academic Guide and this Agenda Book are the major references with which students should be familiar. A continuum of Discipline infractions may carry/roll over from year to year.
2. To respect the rights and individuality of fellow students, teachers, administrators and all other personnel involved in the school community.
3. To refrain from libel, slander, and obscenities in verbal and written expression.
4. To dress and groom one's self in a manner that meets reasonable standards of health, cleanliness and safety. (Refer to Student Dress).
5. To be punctual and present in the regular or assigned school program.
6. To refrain from conduct or behavior that disrupts the educational process.
7. To strive to meet ones potential.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

Students who commit criminal acts or disrupt the educational process are liable to prosecution under the laws of the United States and the State of Idaho and/or disciplinary action by the school. The action taken shall be consistent with the level of the misconduct.

GENERAL STUDENT INFORMATION AND POLICIES

ACADEMIC HONOR CODE: The Moscow High School community holds the pursuit of knowledge in high regard. To support this pursuit, we believe that honesty, respect, responsibility, compassion and courage must be present among students, teachers, administrators, and parents/guardians. This

Academic Honor Code outlines basic requirements and responsibilities, and is to be used to guide conduct in academic performance.

Principles of the Moscow High School Community

COMPASSION (Be **Kind**)

- Show concern and understanding toward needs of others
- Offer appropriate help when needed
- Do your fair share when working as a team

RESPONSIBILITY

(Be **Accountable**)

- Be willing to own what you do and say
- Embrace and advance the common good of our community
- Have the courage to do what is right

HONESTY (Be **Truthful**)

- Tell the truth
- Present your own work only
- Give credit for all sources

RESPECT (Be **Nice**)

- Consider each action as a chance to gain trust
- Create a community that values learning and learners
- Demonstrate self-respect

COURAGE (Be **Brave**)

- Do what is right
- Stand up for your beliefs even when you are afraid
- Face problems and difficulties, work toward solutions

Expectations of the Moscow High School Community

Each **STUDENT** will maintain and support academic integrity at MHS by:

- completing all assigned work, activities, and tests in an honorable way; no cheating, lying, stealing, or plagiarizing.
- understanding the school-wide Academic Honor Code policy and individual teacher assignment guidelines.
- clarifying with the instructor anything that may be unclear about an assignment, with respect to how the Academic Honor Code may apply to it prior to assignment due date.
- reporting any violation of the Academic Honor Code.
- encouraging other students to protect and uphold the integrity of the MHS Honor Code

Each **TEACHER/STAFF MEMBER** will maintain and support academic integrity at MHS by:

- presenting the school-wide Academic Honor Code principles, in some clear written form, to show how they apply to that teacher's class, including guidelines for working on assignments in that class.
- reporting (to an administrator) violations of the Academic Honor Code that are serious enough to have incurred discipline in that teacher's class, and following through on the consequences set by the administration.
- maintaining the integrity of the testing process.
- explaining the use of permissible study aids – including tutors – in coursework.
- encouraging students to protect and uphold the integrity of the Academic Honor Code.

Each **ADMINISTRATOR** will maintain and support academic integrity at MHS by:

- making available a copy of the school's Academic Honor Code to all students, teachers, and parents.
- facilitating ongoing conversations and reflection about the Academic Honor Code.
- administering fair and consistent consequences for offenses of the Academic Honor Code.
- maintaining records of Academic Honor Code offenses.
- encouraging all members of the Moscow High Community to protect and uphold the integrity of the Moscow High diploma.

Each **PARENT/GUARDIAN** will maintain and support academic integrity at MHS by:

- becoming knowledgeable about the school-wide Academic Honor Code and guidelines for individual teachers' classes.
- helping the student understand that the parent values Academic Honor and expects the student to comply with the school's rules of Academic Honor.
- supporting the imposition of consequences if the Academic Honor Code is violated.
- understanding and supporting the value of learning, not just the grade earned.
- encouraging all members of the Moscow High Community to protect and uphold the integrity of the Moscow High School diploma.

Definitions of Offenses

- To cheat:** To violate or to intend to violate the rules deliberately for one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage. With regard to academic performance, conduct that constitutes **cheating** includes, but is not limited to, cases illustrated by the following examples:
 - Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework.
 - Unauthorized use of a cheat sheet, marks/writing on body, teacher textbook, formula, note-card or notes, calculator/computer, cell phone, iPod, Blackberry, language-translation website or device, or any other technology device that would inappropriately enhance one's work.
 - Creating a disadvantage for another student by hoarding or by sabotaging material and/or resources.
 - Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals or other assignments.
 - Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval.
 - Sending or receiving unauthorized information through hand signals or other gestures, talking, text messaging, looking at someone else's test, showing your own test, conveying information electronically including e-mail.
- To lie:** To make a statement one knows (or reasonably should know) is false, with the intent to deceive or with disregard for the truth; to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or understanding. With regard to academic performance, conduct that constitutes **lying** includes, but is not limited to, cases illustrated by the following examples:

- Fabrication of data or information (i.e., making it up).
 - Falsification of data or information (i.e., falsely changing the result).
 - Forgery of signature on documents for school records.
 - Changing a grade or attendance in teacher's records, electronic or otherwise.
 - Making statements that you know or reasonably should know have caused a false impression or understanding to have been created, and failing to correct the false impression or misunderstanding.
3. **To steal:** To get, take, or give another's property or ideas without permission or acknowledgement. With regard to academic performance, conduct that constitutes **stealing** includes, but is not limited to, cases illustrated by the following examples:
- Plagiarism: the copying of language, ideas, thoughts, images, programming or computer code of another without proper acknowledgement/citation.
 - The purchasing and/or using of another's work or thoughts as your own.
4. **Knowingly Present:** To be aware of academic dishonesty by one or more classmates and not taking appropriate action to prevent further incident of academic dishonesty to take place. Failure to do so may result in a violation of the Academic Honor Code.

Consequences for Student Offenses against the Academic Honor Code

Generally, consequences reflect the seriousness of the violation, promote respect for the rules of the School District, protect students and the School District from further violations, demonstrate that justice and integrity matter, and, when appropriate, provide the student with opportunities to prove that he or she sincerely regrets any wrongdoing and is committed to making things right. Consequences shall be determined solely by the appropriate administrator (except for those matters referred to the School Board.)

Academic dishonesty in any form will not be tolerated and will result in the following major disciplinary violation:

- A first offense will result in loss of credit for the assignment, a disciplinary referral, and parent notification.
- A second instance of cheating in the same class will cause the student to be withdrawn from the course with an "F" grade.

The principal or designee will investigate any and all allegations brought forth by students or faculty.

- Because of the possible sensitive nature of the allegations any investigations for violations of the Honor Code shall be conducted to protect the privacy of the complainant and the accused.
- If there is insufficient evidence to support the allegation, no report of the allegation shall be placed in an accused or complaining individual's file.
- If the investigation discloses that the complaining individual knowingly or in a malicious manner falsely accused another of cheating, the complaining individual may be subject to disciplinary action.

IMPORTANT: Violations of the Academic Honor Code could likely have an impact on letters of recommendation, awards and other commendations a student may pursue while enrolled at Moscow High School.

Moscow High thanks the schools whose honor codes we referenced in building this document, especially Boise High School, Radnor and W.T. Woodson High School, from whom we adapted some of the most important concepts that form the basis of the Moscow High School document.

ACCIDENTS, ILLNESS AND MEDICATION - Every accident in school buildings, on school grounds or at school sponsored activities must be reported to the person in charge and to the school office. Students who are injured or become ill during the course of the school day should report this fact to their teachers and **must check out in the office before leaving school**. In compliance with state law, school personnel will not dispense to any student any over-the-counter medication including Tylenol, non-aspirin and cold medications without parental permission.

ACTIVITY CARDS - An activity card is a student's identification as a member of the student body association and may be purchased in the high school office. Cardholders are entitled to free admission to regular season home athletic events, including junior high events. Reduced rates are also available for plays, dances, and concerts. Activity cards are required for students participating in extra-curricular activities.

ASSEMBLIES - Assemblies are part of our total educational program. Students, by law, are under the jurisdiction of the school for the entire school day and therefore are required to attend scheduled assemblies. Students not attending will be deemed truant unless properly excused in advance. Students displaying disruptive/disrespectful behavior at an assembly will be subject to disciplinary consequences.

BREAKFAST AND LUNCH - Breakfast and lunch are available each school day in the multipurpose room/cafeteria. We offer a variety of choices each day. Breakfast is served from 7:00 AM to 8:10 AM and lunch is served during the assigned lunch period. All money for meal purchases should be given to the Student Nutrition Staff in the cafeteria. Each student has a Power School meal account which is used for breakfast, lunch or milk purchases. For your convenience, you can deposit any amount into your account. In the meal line, students access their account using their ASB card, or by saying their last name. Please help us to speed up the meal service by bringing your card. The cashier will tell you when your account is running low of funds or when you are charging. Two meal charges per quarter will be allowed in emergencies, and notes will be sent to parents.

Application forms for the Free and Reduced Meal Program will be sent home with all students or are available in the school office throughout the school year. This confidential program is based on household size and income.

Meal prices are \$1.90 – Breakfast \$2.40 – Lunch \$.35 – Milk

COMMUNICATION DEVICES - (Cellular phones, Ipods, Tablets, MP3s, game players, cameras, recording devices, laptops etc.)

GET PLUGGED-IN TO SCHOOL

As part of Moscow High School's effort to minimize distractions as well as opportunities for academic dishonesty and harassment, students are not to be in possession of these electronic devices during the school day. Their use is permitted both before and after school and during the lunch period. Electronic devices are to be stored in locked student lockers or off campus.

Electronic devices in use or observed outside of permissible times will be confiscated by school employees and forwarded to an administrator to be returned to the parent/guardian. Discipline for the use or possession of these devices outside of approved times includes, but is not limited to: First offense, Warning (parent pick up device); Second offense, One day in-school suspension (parent pick up device); Third offense, Two day out of school suspension (parent pick up device).

School employees will not search or review material on devices except under compelling circumstances or in order to determine ownership in the case of a lost device.

Moscow High School will make reasonable efforts to secure confiscated devices but the school will not be responsible for loss, damage, or theft.

COMPUTER NETWORKS - The Moscow School District provides access to the Internet and the MSD computer network system to promote educational excellence. These electronic tools can enable students and staff to find information and news from educational and research institutions, reference district databases, send and receive e-mail, take part in distance learning activities, consult with experts, and view library holdings.

The district's web site offers information about upcoming school-related events and reference databases to students, staff and community members. (www.msd281.org)

The use of MSD computer networks is a privilege, not a right. Permission from parents or guardians to use the networks is granted upon receipt of a signed Acceptable Use Contract. The district reserves the right to monitor electronic transmissions. School and system administrators may deny, revoke or suspend specific user accounts at any time because of inappropriate use. A complete copy of the District Network Computer Policy is available in the library or the office.

Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, or who knowingly alters, damages, or destroys a computer or system shall be guilty of computer crime. Violations are further defined in Idaho Code 18-2201 and 18-2202.

Each student is responsible for any damage he/she causes to the MSD computers, telecommunications networks and will be assessed any costs incurred in restoring the computer/network to its previous working order.

CONTROLLED SUBSTANCES - Use of (Idaho Code 33-210) Any student who voluntarily discloses using or being under the influence of any controlled substance before he or she is reasonably suspicioned shall be provided anonymity to the extent that disclosure is held confidential on a faculty "need to know" basis, that notification is provided to parents/legal guardian, and that available counseling at the school level is offered.

Once a student is reasonably suspicioned to be in violation regardless of any previous voluntary disclosure, school administrators shall immediately initiate procedures to seek law enforcement evaluation of the student. Such evaluation could result in the transfer of school custodial responsibility to law enforcement officials.

COUNSELING SERVICES - Counselors are available to assist students with academic, vocational and personal concerns. The counseling center is located next to the high school office. Students are urged to make appointments in the counseling office.

Counselor-Student communications and records are privileged and confidential and shall not be disclosed except under the following circumstances:

- Threat of harm to self or others.
- Reported or suspected child abuse/neglect.
- Court order

DANCES - Several school-sponsored dances are held throughout the year. They are scheduled from 9:00 - 12:00 midnight. No entry into a dance is allowed after 10:30 p.m. If a student leaves a dance, no re-entry is allowed. MHS dances are considered extra-curricular and therefore subject to school extra-curricular policies. Attendance is limited to currently enrolled students. Students may bring out of school guests that have been approved by the Administration.

- Out of school guests must have the approval of administration BEFORE the dance. Approval forms are available in the office or when you purchase advance tickets. Deadline for submitting requests for approval is Friday noon.
- Approved guests must be no older than 19 years of age and have appropriate I.D. with them at the time of the dance.
- No admittance after 10:30 p.m.
- MHS dances are "Good Night" dances...once a student leaves the facility; they are not permitted to return.
- All school and district policies, including extra-curricular policies are in effect for dances.
- Dancing must be appropriate and in good taste. Styles of dancing such as moshing, surfing, slam dancing, dirty dancing, or sexually suggestive/explicit sexual conduct will not be allowed. Students dancing inappropriately will be removed by the administration or teacher chaperones and may be suspended from other dances.

DEFIANCE - The refusal of a student to do what is asked of them from any reasonable exercise of authority by any school employee. This includes the following of student handbook rules and classroom rules. Infractions of this nature will be disciplined following the Discipline Procedures outlined in this handbook and may be carried over from year to year.

DRESS CODE - Students' dress and grooming will be such to reflect personal pride and appropriate for school attendance. Clothing should be neat, clean, tasteful and modest. Students should consider the special safety and hygiene requirements of classes such as wood-metal shop, science labs, art and physical education. Shoes or sandals must be worn for safety and health reasons. Clothing which displays inappropriate and/or offensive messages or graphics is unacceptable. "Tube-tops" and "Wife beater" shirts are prohibited.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct/dress is inconsistent with any part of the educational mission of the school district. Prohibited conduct/dress includes the use of obscene, sexual, and/or drug/alcohol/tobacco related messages or graphics.

EMERGENCY DRILLS - Emergency drills are required by law and constitute an important safety precaution. An evacuation plan is posted in each room. Students should study the plan and become familiar with it and are expected to respond immediately to drills in an orderly fashion. Students are

not to go to their lockers or deviate from the evacuation plan. Students not cooperating during an emergency drill will be subject to disciplinary action.

EXTRA-CURRICULAR PRIVILEGES - Privileges of activities participation, positions of honor and representation may be forfeited by a student who fails to comply with expectations of scholarship, attendance, citizenship and conduct. Included in this definition are sport groups, clubs, other activity groups sponsored by MSD # 281, dances, senior trip, class field trips, etc.

LASER POINTERS/PENS - Laser producing devices are not to be in the school except as authorized by a teacher to use in a presentation. Laser pointers/pens will be confiscated and returned to the parent upon parent request.

LIBRARY SERVICES - The library is open for student use from 8:00 AM to 4:00 PM each school day unless announced in the bulletin.

LOCKERS - Students who elect to use a locker will have one assigned and a lock issued to them at no cost. Personal locks are prohibited. All lockers must have locks in use. For reasons of health and safety, students are responsible for the locker assigned to them and sharing of lockers is not permitted. Students who fail to return their lock at the end of the school year will be billed \$5 for its replacement. **MHS Administration reserves the right to inspect lockers at unannounced times.** Money or other valuables should not be kept in lockers. The school is not responsible for theft of any item from a student locker.

MILITARY RECRUITMENT - Section 9528 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 requires school districts to provide the United States Military Recruiting Command with a list which includes the name, address, and telephone number of all high school students registered in the district. **Individual students and/or their parents may request that their names be withheld from this list. To facilitate such requests, we have prepared an "Opt-Out" form for your use. This form may be picked up at the High School office or may be downloaded from our High School's website @ www.ms281.org/highschool/optout.htm.**

PARKING - All parking places at the high school are assigned. No parking is available to students. ALL ILLEGALLY PARKED CARS WILL BE TOWED AND WILL HAVE TO BE RECLAIMED AT THE OWNER'S EXPENSE.

PICTURES - Each student is required to have his/her picture taken for identification purposes. Purchase of photo packets is optional for anyone having his/her picture taken.

PLEDGE OF ALLEGIANCE - State code (IC#-1602) requires all elementary and secondary schools to provide for instruction in the proper use, display, history of, and respect for the American Flag. Such instruction includes the pledge of allegiance. Each school day begins with the offering of the pledge. Students are expected to exhibit the proper conduct, by standing, reciting the pledge or being silent. No student will be compelled to recite the pledge or to sing the national anthem.

PUBLIC DISPLAY OF AFFECTION - Excessive physical contact and public display of affection are not acceptable on school grounds, on school buses, or at school activities. "Excessive" contact will be required to stop and further displays may result in discipline.

RECORDS - As a result of federal legislation guaranteeing an individual's right to privacy, attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations which the school is obliged to follow:

1. Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children. Students under the age of 18 (with parental consent) shall also have access to their records. If a student is eighteen (18) years of age or older, only that student has access to his/her records. Students and parents who wish to review records shall contact the registrar and make an appointment.
2. The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If a student is eighteen (18) years of age or older, only that student may grant such a release.
3. The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.

4. The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

RESEARCH PAPERS - Guidelines for student produced research papers are available from the library and from staff members of the Language Arts and Social Studies departments.

SALES - The only items which may be sold in the school are those which are sponsored by a school organization and are authorized by the school administration. Students may not sell items in the school either for their own benefit or for an out of school organization.

SCHOOL PROPERTY - Students are responsible for the proper care of assigned lockers and of all books, supplies and furniture supplied by the school. Students who deface property or equipment will be required to pay for the damage done or replace the item and will be subject to disciplinary action.

SEARCH AND SEIZURE - a student has a right to privacy. There must be a reasonable suspicion that prohibited articles are contained on school property before a search is undertaken by school administration. In the event of such search and seizure:

1. The search of school property assigned to the student (locker, desk, etc.) shall be undertaken with the student and at least two (2) adult witnesses being present except under extreme circumstances.

- Illegal items and/or other items which present a threat to the health, safety or security of others may be confiscated by school authorities.
- Items which disrupt or interfere with the educational process may be temporarily removed from the student and returned to his/her parent or guardian.

2. In as much as the law assumes no one but the student has access to his locker combination, the student may be held responsible for the contents therein. Therefore, students should not keep anything in their lockers they would not want anyone to find.

SEARCHES OF GENERAL SCHOOL PROPERTY INCLUDING LOCKERS MAY BE CONDUCTED AT ANY TIME.

STUDENT MAIL - Normal procedure of Moscow High School is to refuse to accept letters addressed to students in care of the school. The envelope will be marked "REFUSED" and returned to the post office.

STUDENT PUBLISHED MATERIALS - All student materials, in written or any other media format, will be subject to approval by the Administration before being distributed on school property.

STUDENT STORE "BEAR NECESSITIES" - The student store is managed and operated by the Business Professionals of America Program. In-stock items include school supplies and refreshments. Hours of operation are 7:45 am - 8:10 am and during the lunch period.

STUDENT TELEPHONE - Students may use the office telephone when there is a legitimate need to contact a parent. Calls are limited to TWO minutes or less. Telephones in the classrooms are NOT for student use. Student cell phones are not to be turned on during the school day or on school property with the exception of the lunch period and before/after school.

SUBSTITUTE AND STUDENT TEACHERS - Substitute and student teachers have the same authority as regular teachers. Students are expected to treat substitute and student teachers with the same respect as they would their regular teachers.

TEXTBOOKS - Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student is assessed a fee to cover the damages of loss. Upon receipt of a textbook, the student is responsible for writing his/her name, school year, room number, class period and teacher's name in ink in the inside of the front cover. This information will be used in returning lost books to the owner. Fees for lost or damaged books, including library books should be paid at the end of each semester. Fees will be paid before any records are transferred to another school or a diploma is issued. The office secretary maintains a list of student fines.

TOBACCO, INTOXICANTS AND DRUGS - The use and/or possession of tobacco, intoxicants, drug paraphernalia and illegal drugs is prohibited on school grounds. Students who ignore this regulation are subject to discipline and subject to prosecution under Idaho Code.

WEAPONS AND GUN FREE SCHOOL POLICY - Any student who brings a gun or dangerous weapon to school (including school grounds/property) shall be expelled from school for a

period of not less than one year. The Superintendent may modify the expulsion requirement on a case-by-case basis in accordance with Federal and State statutes and related regulations pertaining to students having disabilities. (Abbreviated from MSD policy 5053.08)

The term **dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length. (Possession of a knife that is less than 2 ½ inches in length will result in a disciplinary consequence other than expulsion.)

Idaho Code 18-3302D states: **Possessing weapons or firearms on school property. – (1) (a)** It shall be 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.

The provisions of this section regarding the possession of a firearm or other deadly or dangerous weapon on school property shall also apply to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

“Possess” means to bring an object, or to cause it to be brought, onto the property of a public or private elementary or secondary school, or onto a vehicle being used for school provided transportation, or to exercise dominion and control over an object located anywhere on such property or vehicle. “Possess” shall also mean to bring an object onto the site of a school sponsored activity, program or event, regardless of location, or to exercise dominion and control over an object located anywhere on such a site.

DISCIPLINE PLAN AND POLICIES

In order to maintain a school atmosphere which is conducive to learning and ensures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the school recognizes the need for a fair and reasonable procedure in order to assure individual rights. The following statements are set forth to accomplish this goal:

1. Faculty and administration shall make every effort informally to resolve student disciplinary problems at the earliest indication that a problem exists.
2. The following actions shall be cause for discipline action and/or a suspension hearing:
 - a. Disruption of the educational process
 - b. Violence or the threat of violence to any person
 - c. Defiance of the reasonable exercise of authority by a school official
 - d. Endangerment of others
 - e. Vandalism and/or theft of property
 - f. Use of tobacco in any form
 - g. The use, being under the influence of, and/or possession of alcohol, drug paraphernalia, illegal drugs in any form by students on school grounds, on the school bus, in the school building or at school functions or activities is in violation of school policy and may be cause for suspension or expulsion (5053.00)
 - h. Possession of a weapon/exploding device
 - i. False reports of explosives, firearms, or other deadly weapons/items for the purpose of disrupting the educational process or with the intent of harassing or intimidating students or staff
 - j. Dishonesty, either verbal or written, to a school staff or attendance office
 - k. Harassment; Sexual or Malicious (based on race, religion, sex, ethnic origin or sexual orientation)
 - l. Intentional Harassment - means a knowing and willful course of conduct directed at a specific student or staff member which seriously alarms, annoys, threatens or intimidates the student / staff member and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress
 - m. Hazing - which means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person? Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects

- such student to other person to extreme mental stress, including deprivation of sleep or rest or extended isolation
- n. Alteration of records / Forgery. A student who falsifies or alters a school record or any communication between home and school shall be guilty of misconduct
 - o. Academic dishonesty/cheating. Cheating is intentional noncompliance with established classroom guidelines for completing assignments and taking tests. Refer to page 5 for a more detailed description of ACADEMIC DISHONESTY
 - p. Misuse or abuse of computers
 - q. Rude, disrespectful or insubordinate behavior towards school staff
 - r. Repeated use of personal communication devices
 - s. Any criminal act as defined by Idaho or local law
3. When any of the above acts are committed or suspected, the student's parents will be notified, if possible, and the student will be given an informal hearing. The hearing may precede or follow the notification of parents.
 4. At the hearing, the reasons for possible suspension will be stated, and the student will be given an opportunity to refute those reasons.
 5. A prohibited act may be determined to have occurred from the examination of facts, information, data, or evidence from any of the following sources:
 - a. Direct observation by an administrator, teacher or district staff member, police or other legal authority.
 - b. Self admission
 - c. Conviction or other determination of guilt within the legal justice system
 - d. Notification of school authorities by student's parent or guardian
 - e. Persuasive and convincing investigatory information obtained from District employees or students who have credible knowledge of alleged misconduct
 6. If it is determined at the hearing that the student committed the prohibited acts, the student may be suspended by the Principal for up to five (5) school days, an additional ten (10) days by Superintendent, and an additional five (5) days by the Board of Trustees pursuant to Idaho Code 33-205. The Board of Trustees shall be notified of all temporary suspensions, the reasons for them, and the results if known
 7. A student who is a habitual truant, or who is incorrigible, or whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, may be expelled by the Board of Trustees in accordance with Idaho Code 33-205, following formal notice and hearing as set forth therein. (See also Policy Range 1200-1224 Dealing with AIDS in the Schools).
 8. Disruptive actions listed above may also be dealt with by loss of extracurricular privileges

DISCIPLINARY CONSEQUENCES - Disciplinary consequences are arranged on a continuum from minor to major depending on the infraction and other factors such as the number of repeated offenses. Infractions may be carried over from year to year. Commonly used consequences include but are not limited to:

- Reprimand and warning
- After/before school detention
 - With teacher, or as assigned by an administrator
- Saturday School detention
 - All day, 8:30 am - 2:30 pm;
 - ½ day, 8:30 am - 11:30 am or 12:00 pm - 2:30 pm.
- Community service time spent at school. (different allotments of time can be assigned)
- In-school suspension from one to five days, 8:15 am - 3:10 pm or ½ days AM or PM.
- Out of school suspension from one to five days and can be extended by the superintendent up to ten days.
- Expulsion. This action is taken by the school board and they have several options including expulsion from either MHS or the Alternative School or both for a specified period of time; usually a semester, year or permanently.
- Disciplinary actions can also include monetary restitution to pay for the cost of replacing/repairing damaged items and also the cost of the personnel required to perform the job. This also includes damaging the MSD telecommunications systems, i.e. the computer network.
- The Disciplinary continuum for any infraction(s) may be carried/rolled over from year to year.
- Failure to attend disciplinary assignments will result in further disciplinary action.

ATTENDANCE POLICY AND PROCEDURES

GENERAL STATEMENT OF ATTENDANCE POLICY: (MSD 5000 range) - All children who are enrolled shall conform to the attendance policies and regulations established by the Board of Trustees. Regular attendance is essential if the student is to make the most of the educational opportunities at Moscow High School.

ANSWERING MACHINE - A telephone answering machine is available for your convenience in making calls to the Moscow High School Attendance Office. After normal hours, on weekends and during vacations, you may call the Attendance Office at 882-9130 and leave a message.

TYPES OF ABSENCES:

- **Excused absence:** An absence that the parent/guardian verifies for a school approved reason. School approved reasons may include illness, medical/dental appointments, court appearances, family trips, athletic and scholastic activities. ALL ABSENCES are recorded as unexcused until the school receives verification from the parent/guardian. Parental permission will not excuse the student from attending school and will not overcome the presumption of truancy. Examples of unexcused absences with parental permission would be a student who remains home to study and misses scheduled classes or a student who sleeps in following a late night extra-curricular activity trip.
- **Continuous attendance:** Students are not to leave a classroom without the consent of the teacher in charge. Students leaving without such consent will be marked "Unexcused" and will be subject to disciplinary action.
- **Truancy:** is an absence without a school approved reason or without an excuse from a parent/guardian for a school approved absence. Arriving to class over ten (10) minutes late is counted as a truancy/present. Discipline for this infraction includes, but is not limited to: #1 Warning, #2 1/2 day in-school suspension, #3 Full day in-school suspension, and #4 2 days of In-school suspension.
- **Pre-arranged absence:** When a student/parent/guardian is aware the student will be absent from one or more classes for three (3) consecutive days, arrangements for assignments, homework exams, etc., should be made in advance. Pre-arranged absence forms are available in the attendance office.
- **Unverified absences: must be cleared within two (2) school days after the student returns to school or they will be converted to unexcused absences. The unexcused absence will be permanently entered on the student's attendance record, not their cumulative file. In addition, a zero for that class period or day will be assigned and homework for the unexcused time will not be given a grade. IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO CLEAR THE ABSENCES. Students leaving school must check out with the attendance office. RETURNING STUDENTS ARE TO CHECK IN WITH THE OFFICE.**

The school's attendance office will notify parents of absences, incidents of truancy and subsequent discipline assigned to the student for truanies.

Extra-curricular activity attendance: A student must attend a minimum of four (4) classes to participate in activities that day.

LOSS OF CREDIT DUE TO ABSENCES: A student that has eight (8) absences with two (2) being unexcused or a total of 5 unexcused absences may lose credit for that class. To prevent a student from unknowingly losing credit because of the eight absences, the attendance office will notify the student and parent/guardians on the fourth (4th) absence during the semester. Any student who loses credit may appeal this decision to the Attendance Committee. Any subsequent appeal past the Committee follows the District's policy of addressing complaints.

DRIVERS' LICENCE SUSPENSION/DROP-OUT RULE: (Idaho Code 49-303A) - When a student fails to meet the enrollment and attendance policy of MHS, the Administration is required to report the student's non-attendance to the Idaho Transportation Department with a request that the student's driving license be suspended (whether or not the student is licensed.) When the ITD suspends driving privileges, it suspends the driver's license and/or privilege from applying for a license, instruction permit, or driver-training permit. For a complete copy of the Code and the procedures contact the high school office.

PRIVATE AUTOMOBILES: If a student uses a private automobile that experiences mechanical failures, adverse weather and road condition, they are responsible for any tardies or truanies that may occur.

TARDIES: Students are expected to be in their assigned room before the tardy bell rings. Tardiness interrupts the educational process of the classroom. Each teacher shall develop his/her own policy for dealing with tardies and will have a copy of their policy on file with the assistant principal. Each tardy shall include a corrective measure which the teacher will enforce. If a student has three (3) tardies in a semester, the teacher shall contact the parent before that class meets again and document that call to the assistant principal. On the fourth and subsequent tardies the student will be referred to the administration who will call and conference with the parents/guardians. The student will incur disciplinary measures as defined in "Disciplinary Consequences" which may include detention or in-school suspension. At any point a student with chronic school-wide tardies is brought to the administration's attention, that student will face other disciplinary measures that could include suspension.

MAKE-UP ASSIGNMENTS/WORK: A student will be given the opportunity to complete work due to excused absences. It is the student's responsibility to make arrangements to make up daily work and tests with the teacher. If the assignments/test is not completed with the time allotted by policy, credit will not be granted.

Students have the number of days missed plus one day to make up work unless other arrangements have been made with the instructor. Long-term assignments (15 school days) are still due on the date originally assigned. Exceptions are by prior approval of the instructor.

Assignments/tests missed while truant will not be allowed to be made up for credit or grades.

Tests/exams will be made up on the day the student returns. Exceptions are by prior approval of the instructor as outlined in their grading policy handout. Efforts will be made to avoid incompletes at the end of a grading period.

REPORT CARDS AND GRADING PROCEDURES

Moscow HS cumulative grading is based on a 4.0 scale; A (4.0), B (3.0-3.99), C (2.0-2.99), D (1.0-1.99), and F (below 1.0). Moscow HS uses computerized report cards. Grade Reports are distributed to students six times a year. Academic Updates will be issued at the end of each 6 week grading period. Mid-semester report cards should be regarded as "progress reports." Credit is awarded only at the end of the semester when a semester grade is given.

Letter grades are used to designate academic grades at Moscow High School. Regular grading in most courses is the standard A, B, C, D, and F, with F being failure. Other letters or combination of letters may be used on a student's report card as follows:

I - INCOMPLETE - All work should be completed by the end of the grading period. To allow students extra time to finish work is unfair to the students who complete their work on time and encourages poor study habits. A reasonable period (one day for each day absent) may be allowed to complete work in case of illness.

NON-GPA GRADES - The letter grade for the Co-op Work Experience Program in Prevocational Occupational Student Training is not calculated in the student's grade point average. Office Aides and Student Aides are graded Pass/Fail.

NC - NO CREDIT - A grade of NC indicates that no credit was awarded. When a student repeats an academic course, the student's transcript shows the last grade and credit earned in that class. When varied skill and/or performance levels can be achieved in the same class--i.e. art, music, physical education, work experience, and special education classes, a student will receive a grade and credit each time class is taken.

POWERSCHOOL – PowerSchool is the web based portal reached by going to the Moscow High School website (<http://msd281.org/highschool>) which creates an avenue for students and parents to check on fines/fees, MHS school bulletin, the academic progress of the student including grade entries for assignments, projects, quizzes / tests, and attendance. A *Username* and *Password* are needed to log in and this information can be attained by contacting the High School Office (882-2591).

ACADEMIC POLICIES

GRADUATION REQUIREMENTS - The requirements for graduation from Moscow High School have been established by the Board of Trustees of Moscow School District No. 281 in conformity with the Idaho State Department of Education guidelines. Students who successfully complete these requirements will be awarded a Moscow High School Diploma.

In accordance with the State Board of Education (SBOE), effective January 1, 2006, all students must achieve a proficient or advanced score on the high school Idaho Standards Achievement Test (ISAT) in Reading, Mathematics, and Language Usage in order to graduate. This requirement is in addition to all existing state and local graduation requirements. The SBOE has also ruled that any student in one of the categories listed below who has not passed all three sections of the ISAT may appeal to the local school board, and at the discretion of the local school board, be provided an opportunity to demonstrate proficiency through an alternate locally established mechanism. All locally established mechanisms must be approved by the district's Board of Trustees, and then sent to the SBOE for review and information. [IDAPA 08.02.03 105.03]

Students who may appeal:

- a student enrolled in a special education program, who has an Individual Education Plan; or
- a student enrolled in a limited English proficiency program for three academic years or less; or
- a student enrolled in the fall semester of the senior year.

Students graduating from Moscow High School in 2012 must earn a minimum of forty seven (47) credits for graduation; those graduating in 2013 must earn a minimum of forty nine (49) credits for graduation; and those graduating in 2014 and beyond must earn a minimum of fifty-one (51) credits for graduation.

The District will allow a maximum of three (3) credits from correspondence courses to be applied toward the completion of graduation requirements. All correspondence credits used in completing ~~ere~~ graduation requirements shall parallel the content of courses outlined in the academic guide. Only those correspondence courses, which are approved in advance by the Superintendent or designee, will be accepted for credit. In unusual or extenuating circumstances, the Superintendent or designee may approve correspondence credits above the minimum, but within State Board of Education requirements.

A. Curriculum Requirements. Thirty (30) credits in specified subjects are required for Moscow High School and Paradise Creek Regional High School graduating seniors. Beginning in 2013 and beyond, thirty-three (33) credits in specified subjects will be required for Moscow High School graduating seniors.

The following requirements must be met for a student to graduate:

1. English requirement – eight (8) credits completed within grades 9-12.
2. Math requirement through Class of 2012–four (4) credits completed within grades 9-12. Transfer students entering Moscow School District after the ninth grade may take an approved replacement course at Moscow High School or Paradise Creek Regional High School. Math requirement beginning the Class of 2013 and beyond – six (6) credits completed within grades 9-12, two (2) credits of the required six (6) credits must be taken in the last year of high school. (4-27-10)
3. Speech/Communication requirement – one (1) credit completed within grades 9-12.
4. Science requirement – four (4) credits, two (2) of which must be lab credits, completed within grades 9-12 through 2012, and six (6) credits, four (4) of which must be lab credits, completed within grades 9-12, beginning with the class of 2013. Transfer students entering Moscow School District after the ninth grade may take an approved replacement course at Moscow High School or Paradise Creek Regional High School.
5. Economics requirement – one (1) credit completed within grades 10-12.
6. Humanities requirement – two (2) credits completed within grades 9-12.
7. Health/Wellness requirement – Moscow High School requires two (2) Wellness credits that include state health requirements, completed within grades 10-12. Transfer students should see the counselor for exceptions.

8. Physical Education requirement – two (2) credits completed within grade 9. Transfer students entering Moscow School District after the ninth grade may take an approved replacement course at Moscow High School. Upon successful application, a ninth grade student may waive one or two physical education credits. (See Board Policy 6100.40 B.)

9. Social Studies requirement –The Moscow High School requirement for 2010, 2011, and 2012 is eight (8) credits composed of two (2) credits of World History, two (2) credits of United States History to 1877, two (2) credits of United States History – Reconstruction to the Present, and two credits (2) of United States Government. The requirement for 2013 and beyond is six (6) credits composed of two (2) credits of World History, two (2) credits of United States History, and two (2) credits of United States Government. Transfer students entering Moscow School District after the ninth grade may take an approved replacement course at Moscow High School. (4-27-10)

B. Electives.

Moscow High School:

Class of 2012 – fifteen (15) credits represent electives chosen by the student.

Class of 2013 – fourteen (14) credits represent electives chosen by the student.

Class of 2014 and beyond – sixteen (16) credits represent electives chosen by the student.

C. College Entrance Examination. For the graduating class of 2013 and beyond, a student must take one (1) of the following college entrance examinations before the end of the student's eleventh (11th) grade year: COMPASS, ACT, or SAT.

D. Senior Project. For the graduating class of 2013 and beyond, a student must complete a one (1) credit senior project that shall include a written component and oral presentation by the end of grade 12. (4-27-10)

CORRESPONDENCE COURSES - Applications for high school correspondence courses offered through an approved and accredited institution providing correspondence studies must bear the signature of the high school principal or designee. In order for a student to participate in the graduation ceremony courses must be completed in time to be graded and included in an official university transcript to be received by the high school registrar no later than **May 1**. For graduation requirements, no more than three (3) credits may be earned through correspondence courses. In unusual or extenuating circumstances, the Superintendent or designee may approve correspondence credits above the minimum, but within State Board of Education requirements. All final grades from correspondence and/or online courses taken through any accredited program (IDLA, BYU, IVA, Kaplan, etc) will be posted to a student's academic transcripts. Students do not have the option of choosing which grades will be posted. The grade percentages will transfer directly to the MHS grading system: 90-100% =A, 80-89.9%=B, 70-79.9%=C, 60-69.9%=D, 0-59.9%=F

COURSE LOAD - Full-time students at Moscow High School must take a minimum of six (6) classes each semester. These courses may be completed at Moscow High School, the University of Idaho or in a work experience setting. School courses will not be rescheduled, time eroded or waived because of a conflict with the time of a university course. Any and all other exceptions to this rule at MHS must be approved by the principal. Full-time students have preference in all courses.

CREDIT BY EXAMINATION

General Assumptions:

The purpose of taking courses is to develop skills, knowledge and competence based on course content and activities. Students vary in their previous knowledge, skills, and competence in subjects and must be allowed to advance as much as possible at their own rate. Students must be given an opportunity to explore areas of interest if they can demonstrate knowledge, skills, and competence in prerequisite or required courses.

Testing out is not allowed in such performance courses as P.E., drama, speech, chorus, art, or lab sciences.

Testing will be provided in early August, early January and late April of each year, as requested by students/parents. Credit by Examination applications must be received by the principal three (3) weeks prior to the beginning of the semester in which the student wants credit applied.

Testing for any course is allowed once. Credit will be granted for a grade of A, B or C. (The NCAA does not recognize credits by examination for the purpose of eligibility.)

Procedures:

1. Student completes the Credit by Examination application available from the school counselor and submits the \$100.00 per course processing fee (with the exception of the reading test) and the application to the principal. The processing fee is non-refundable. State guidelines, course textbooks, and course syllabi will be located in the school library.
2. The Principal sends a copy of the syllabus, the original application and the check to the Curriculum Supervisor. If a test has already been developed, the Curriculum Supervisor will review its contents with the department and ensure that the test still reflects course requirements. If a test has not been developed, the Curriculum Supervisor will work with teachers to develop the test, outline a test procedure which will provide students with an opportunity to demonstrate competence, and identify passing and grade requirements.
3. The Counselor will coordinate the administration and grading of the test. Exams will be given outside of the regular school day.
4. The Counselor and Registrar will be notified in writing of the results of the test. The Counselor will notify the student and parent of the results of the test. The student may opt, with parent's written permission, to take the course in lieu of a C grade earned on the test. If a D or F is earned on the test, the course must be taken to earn credit.
5. The letter grade of A, B, or C assigned by the test results will be posted on the student's transcript with a footnote that such grade and credit was earned by examination.
6. The last grade posted for a course is the grade of record.

EARLY GRADUATION - Students who meet the requirements for graduation as established by the Board of Trustees may leave Moscow High School upon completion of those requirements. Those students who complete requirements early may participate in commencement ceremonies and receive their diplomas at the end of the year in which they complete their work.

A request for early graduation will be initiated by the student through his/her counselor. The student must have completed or be in the process of completing the forty-seven (47) or more credits which are required for a Moscow High School diploma.

The deadline for filing application will be October 15 of the school year in which the applicant wishes to graduate.

Procedures for early graduation are as follows:

1. The student will schedule a conference with a counselor to discuss the feasibility of early graduation.
2. If recommended by the counselor for early graduation, the student and his/her parents will be scheduled for an appointment with the principal to sign the Application for Early Graduation.
3. The Principal will submit the completed application form to the Superintendent of Schools for consideration by the Board of Trustees.

FAILURE TO COMPLETE CREDITS - Students who fail to complete credits by their planned graduation date should see the principal to make arrangements to earn their diploma. This may involve correspondence courses or re-enrollment in the regular program. Each case will be dealt with on an individual basis. A student does not participate in graduation ceremonies unless all requirements have been met.

FOREIGN EXCHANGE PROGRAMS - Core requirement and elective credit may be earned while a student is on an approved foreign exchange program (Board Policy 6115: District Students Studying in Foreign Countries) providing that the student produces documentation that addresses curriculum and accreditation concerns. Students considering an exchange are encouraged to meet with a high school counselor during their ninth grade year to allow earning World History credit during the exchange. At no time will more than fourteen (14) credits be accepted for an academic year.

GRADUATION CEREMONY PARTICIPATION - Participation in the graduation ceremony provided by the Trustees of MSD #281 is a privilege. Graduates' participation is conditional upon their display of good citizenship, responsible behavior, and proper attire to contribute to a dignified ceremony. Those students who choose to participate will be required to sign an agreement of understanding concerning these standards.

Students who have not met graduation requirements by the day of the ceremony will not participate. Students must attend graduation practice to participate in the ceremony.

HONORS - **Students with a grade point average of 3.90 to 4.00 will graduate *Summa Cum Laude* and will be eligible to wear the gold honor cord at commencement ceremonies. Students with a grade point average of 3.70 to 3.89 will graduate *Magna Cum Laude* and**

will be eligible to wear the silver honor cord at commencement ceremonies. Students with a grade point average of 3.40 to 3.69 will graduate *Cum Laude* and will be eligible to wear the bronze honor cord at commencement ceremonies.

NON-TRADITIONAL STUDENT ENROLLMENT PROCEDURES

- The Monday prior to the start of each semester will be reserved for the enrollment of nontraditional students on a space-available basis. A non-traditional student is anyone who is not a full time student.
- If a non-traditional student seeks admission to a course after eight (8) days into a semester, the student will not be awarded credit as per the school's attendance policy.
- While in attendance, the non-traditional student is subject to all district and school rules and regulations the same as a full-time student.

SCHEDULE CHANGES: Schedule changes will be permitted only in the following cases:

- Failure to meet a graduation requirement.
- Misplacement (The student has not had enough preparation for the material.)
- To arrange for a course at the University of Idaho.
- To arrange for a work experience in connection with business - marketing class.

Schedule changes should be completed prior to the beginning of the semester. In view of the fact that this is not always possible, some changes will be allowed after the start of the semester. The following policies will be observed:

- a. Students **will not be permitted to add a class after the first eight (8) days** of the semester.
- b. Students **will not be permitted to drop a class in order to home school during that period after the first eight (8) days** of the semester.
- c. If a student is enrolled in seven (7) classes, the student may drop the seventh (7th) class prior to the seventh (7th) week of the semester.

SENIOR ACTIVITIES - The week before Graduation is commonly referred to as Senior activities week. In order to participate in certain activities (*e.g. Senior Trip, picking up cap & gown, etc.*), the senior student must be passing all classes required for graduation and have completed any correspondence courses necessary for graduation.

UNIVERSITY COURSES - Students may enroll in college courses for high school credit at the University of Idaho while they are enrolled as full-time students at MHS providing:

- (1) they have approval of their parents
- (2) the University accepts them, and
- (3) they sign a release for their grades to be sent to the Moscow High School Registrar.

In order for a college course to meet a high school graduation requirement, the course must meet the minimum requirements as stated in the Secondary Courses of Study (for enrollment for that discipline) and the State of Idaho Curriculum Guide. Before enrolling in a college course, students will provide the school counselors with the necessary information to determine that a course qualifies for the credit the student is seeking. All students must meet the prerequisites of a course before enrollment will be permitted. High school courses will not be rescheduled or waived because of a conflict with a university course. Students enrolled in off-campus college dual enrollment courses are responsible for their own transportation to these sites. Parents/Guardians must give written permission.

ACADEMIC/CITIZENSHIP STANDARDS FOR ACTIVITIES

Privileges of activities participation, position of honor and representation may be forfeited by a student who fails to comply with expectations of scholarship, attendance, citizenship and conduct. (Bd. 5054.00) Definitions:

Curricular Activities: Instructional activities that are integral to the classroom as a part of the curriculum and are a natural extension of classroom activities that result in a course grade or credit. These activities include, but are not limited to drama, band, choir, yearbook, etc....

Co-Curricular Activities: Activities sponsored by the District which are in addition to classroom instruction and have no bearing on a course grade or credit. These activities include, but are not limited to: school clubs, student government, academic competitions, all IHSAA athletics, cheerleading and other organized activities where credit is not involved.

Co-Curricular Academic Probation: A study table and tutorial program to address the academic performance of students who are currently participating in co-curricular activities and who received, at the end of the last grading period, two (2) or more grades below a "C".

The district will comply with all Idaho High School Activities Association (IHSAA) rules regarding eligibility for participation in IHSAA activities. In addition, the IHSAA rules are supplemented by district policy and pertain to student participation in grades 7-12.

To participate in any co-curricular activity, students must have passed at least five (5) classes the previous semester. Credits earned through an accredited institution (correspondence study, alternative school or summer school) may be included in the calculation of the number of courses passed during the prior semester.

Students participating in co-curricular activities who receive two or more grades below a "C" at the six and/or twelve-week progress periods at Moscow High School and the nine-week grading period at Moscow Junior High School will be placed on co-curricular academic probation. Written notice of the co-curricular academic probation and the possible ineligibility to participate in co-curricular activities during the next semester will be provided to the student's parent and coaches/advisors.

Any student on co-curricular academic probation must sign a written contract agreeing to comply with the terms of the probation. Failure to sign the contract and/or comply with its terms may result in academic ineligibility from participation in co-curricular activities during the period of probation.

The activities director and/or school principal will meet with the students on academic probation who are currently involved in co-curricular activities to discuss their grades and what can be done to improve them.

The activities director will encourage and assist students and advisors to arrange study tables and tutorial help for students on activities academic probation.

Activity coaches/advisors will establish their own academic eligibility checks that exceed the frequency of the checks outlined above, and to actively promote academic excellence

Any student who withdraws from a class in which he/she has a grade of "F" or "I", the end result being that the student is no longer passing at least five classes, to gain eligibility for participation in co-curricular activities under dual enrollment, becomes ineligible for the remainder of the school year in which he/she withdraws and the subsequent school year.

Students in grades 10-12 and second semester freshmen who are declared academically ineligible to participate in co-curricular activities governed by the Idaho High School Activities Association may submit appeals to the Executive Director of the Idaho High School Activities Association. The appeal shall be in writing and filed with the Executive Director through the Moscow High School Principal. All other students determined to be ineligible for participation in co-curricular activities may appeal the decision to the Superintendent. If the Superintendent affirms the principal's decision, the student may appeal to the Board of Trustees.

ACTIVITY TRANSPORTATION - All students participating in school-sponsored activities must travel to the event by district provided transportation. With prior written notification signed by an administrator and adviser, students may return from the event with parents or guardians.

ATHLETIC ELIGIBILITY

Verification of athletic eligibility of student athletes is the responsibility of each principal of each school. All participants in contests sponsored by the I.H.S.A.A. must meet the eligibility regulations in each of the following:

- **Physical Exam** - If you are entering the 7th 9th or 11th grade or you are a transfer student or you have not participated in activities before. **NOTE:** The physical examination must not be completed before May 15th to be used for the following year.
- **Age** - A student becomes ineligible for athletic eligibility upon completion of the sport season in which he/she turns twenty years of age. This rule is cannot be appealed.
- **Number of Semesters of Eligibility** - A participant is allowed eight (8) semesters of eligibility.
- **Attendance the Previous Semester** - A student on a school team shall be enrolled in the school sponsoring that team unless it is involved in an approved co-operative school program or is in compliance with I.H.S.A.A. Rule 8-14-16.
- **Foreign Exchange Students** - A foreign exchange student may participate in the host high school athletic program providing the Foreign Exchange Transfer Form has been submitted and filed by principal with I.H.S.A.A. and approved by the Executive Director. The exchange program must be one that is approved by the Council or Standards for International Travel.
- **Non-Student Participant** - A student who participates in organized non-school sports competition after the starting date of a high school season in that sport, except as provided in Rule 12 (Special Events) is ineligible for the school team for the remainder of that sport.
- **Academic** - To be academically eligible for athletics, a student must be enrolled full-time and have passing grades and earn credits in at least five (5) full credit subjects, or the equivalency, in that previous semester or grading period for which credit is granted.
- **Substance Abuse Form** - All participants and their parents or guardians will sign the Substance Abuse Form indicating they have read the form and understand the consequences if the policy is broken.
- **Insurance** - Parents/Guardians will sign off that they do or do not have medical insurance. If they do not have insurance they will purchase medical insurance recommended by the school district.
- **Interim Consent Form** - the form must be completed prior to the first practice.
- **Activities Registration Fee** - the district charges the following fees to play:
 - 7th/8th Grades - \$35 per activity
 - 9th Grade - \$45 per activity
 - Junior Varsity/Varsity - \$60 per activity
- **Athletic Practices** - In order to practice on the first day, students must have ALL of the following forms on file in the training room office.
 - Insurance form
 - Up-to-date physical exam
 - Interim physical/consent form
 - Substance abuse form

NCAA ELIGIBILITY FOR DIVISION I AND II SCHOOLS

Students who hope to participate in college athletics or receive an athletic scholarship should meet with their counselor prior to course selection for the freshman year. Some courses such as English essentials and basic classes, in addition to many correspondence courses (like BYU), will not meet the NCAA Clearinghouse Core Eligibility requirements. See the counselors or visit www.ncaaclearinghouse.net to learn more about Moscow High School's list of approved core courses.

APPEALS & GRIEVANCES

STUDENTS

1. Attendance, Discipline, Dress:

- a. Discuss the matter with the person involved (teacher, coach, attendance committee, etc.)
- b. Contact one of the counselors.
- c. If necessary, a meeting with the assistant principal, counselor, parent, and student will be arranged.
- d. If the matter is not resolved, the principal will become involved and will indicate what further steps may be taken.

2. Evaluation of Student Work (including grades and all classroom situations):

- a. Discuss the matter with the teacher.
- b. Contact one of the counselors.
- c. A meeting with the counselor, teacher, and student will be arranged if needed; parents may be involved.
- d. If the matter is not resolved, a conference will be arranged with the principal. If no settlement is reached, the Principal will indicate what further steps may be taken.

3. Activities

- a. Discuss the situation with the coach/advisor.
- b. Inform the Assistant Principal/Director of Activities.
- c. A meeting with the coach, Activities Director, and student will be arranged if needed; parents will be involved.
- d. If the matter is not resolved, a conference will be arranged with the Principal. If no settlement is reached, the Principal will indicate what further steps may be taken.

PARENTS

1. Evaluation of Student Work (including report card grades) and all classroom situations:

- a. Request a conference with the teacher.
- b. Contact one of the counselors.
- c. A meeting with the counselor, teacher and student will be arranged if needed.
- d. If the problem is not resolved, the Principal will become involved and will indicate further steps.

2. Attendance, Discipline, Dress:

- a. Request a conference with the teacher.
- b. Contact one of the counselors.
- c. A meeting with the assistant principal, parent and student will be arranged if needed.
- d. If the problem is not resolved, the Principal will become involved and will indicate further steps.

3. Concerns about Campus Situations:

Contact high school administrative personnel.

ASB EXECUTIVE COMMITTEE

2011-2012

President Becca Papineau
Vice President Caitlyn Faircloth
Secretary Jordan Eby/Seneca Jensen
Treasurer Shasha Sheng

CLASS OF 2012

President Alexis Humphreys
Sec./Treas. Kayln Lewis

CLASS OF 2013

President Jeremy Williams
Sec./Treas. Kendyl Landeck

CLASS OF 2014

President Wade Beyers
Sec./Treas. Brianna Russell

EXTRA-CURRICULAR ACTIVITIES

Fall Sports: Football, Volleyball, Cross Country,
Soccer, Cheer (Fall/Winter)
Winter Sports: Basketball, Wrestling,
Spring Sports: Baseball, Golf, Softball, Tennis,
Track and Field

SCHOOL CLUBS/ACTIVITIES

Art Club
Yoga Club
Human Rights Club
Environmental Club
Scholastic Tournaments
Future Problem Solvers
International Club
Business Professionals of America
Knowledge Master
Spanish Club
Bear Facts
Student Government
Drama Club
Gay/Straight Alliance
Harmony Club
Key Club
Chess Club
National Honor Society
Buddy Club
Anime Club
Random Acts of Kindness
American Sign Language Club
Electronics Club
Debate

FACULTY AND STAFF

ADMINISTRATION

Bob Celebrezze-Principal
Erik Perryman-Assistant Principal
Allen Green-Assistant Principal/Director of
Student Activities

OFFICE

Trudy Klas-Counseling Secretary
Carla Helbling-Secretary
Donna Kay Fladager-Activities Secretary
Pam Steele-Attendance
Mary Lou Taylor-Registrar
Tom Partington-School Safety Monitor

COUNSELING SERVICES

Bob Allenger-School Psychologist
Diane Potter-Work Based Learning
Coordinator
Char Jakich-10th/12th Grade Counselor

Jackie Bearden-11th Grade Counselor

LIBRARY/MEDIA SERVICES

Doris Wear-Media Aide

ART, MUSIC, FOREIGN LANGUAGE

Linda Mullin-Spanish 2, 3, AP Spanish
Dina Espy-Spanish 1
Lee Anne Eareckson-French1,2,AP French,
World Cultures
Tom Garrett-Band, Academic Strategies
Joel Pals-Choir, Academic Strategies
Amy McMurtry-Drawing, Painting, Sculpture,
Color Theory

LANGUAGE ARTS

Jennifer Garcia-Acc. Eng 11, English 10
Mike Hightower- World Lit, AP English Lit,
Debate
Evan Hecker-Eng 11, Eng Ess 11
Susan Hodgin-Eng 10, Acc Eng 10, Publications
Cheryl Tousley-Eng Ess 10,Eng Ess 12,
Speech, Performing Arts

MATH

Pat Blount-Applied Algebra
Tom Brandt-Adv Algebra, Stats
Danika Whittaker-Applied Alg, Geometry,
Applied Math II
Blanch McKennon-Adv Algebra, Calculus,
Trigonometry
Dean Walker-Trigonometry, Geometry

PHYSICAL EDUCATION

Lance Abendroth-Weight Training, Team
Sports, Wellness
Robin Barnes-Wellness, Outdoor Ed

SCIENCE

Pat Blount-Physics, Math Based Physics,
Conceptual Physics
Lee Anne Eareckson-Acc Biology
Mark Quinn-Biology, Acc Biology, Advanced
Environmental Science
Mark Shipley-Biology, Chemistry,
Physiology/Anatomy
Maryann Thornton-Chemistry, Honors
Chemistry

SOCIAL STUDIES

Casey Clark-US History, AP US History
Sam Hoogsteen-US History, History of Rock &
Roll
Kristine Petterson-US History, Sociology,
Government

Julie Stafford-Economics, Psychology, Career
Exp., Intro Career Pathways

Mike Wear-Government, Crime & Justice

SPECIAL EDUCATION

Cory Singleton-Special Ed. Teacher
Patricia Jessup-Special Ed. Teacher
Mary Kay Merten-Special Ed. Teacher
Gretchen Wissner-Gifted and Talented
Dalene Banks-Special Education Aide
Jeanette Humphreys-Special Ed. Aide
Rhonda Brooks-Special Education Aide
Tricia Schmidt-Special Education Aide
Heather Stevenson-Special Ed. Aide
Zach Sapp-Special Education Aide
Lynn Weaver-Special Education Aide
Nancy Zabriskie-Special Education Aide

PROFESSIONAL TECHNICAL EDUCATION

Zach Russell-Drafting, Metals, Construction,
Woods
Jason Huff-Bus. Tech, Desktop Pub,.., Bus
Computing, Accounting, Economics
Julie Stafford-Career Pathways, Work Exp.

CUSTODIAL

Don Belchoff-Head Custodian

FOOD SERVICES

Colleen Kellas-Cook
Lisa Geidl-Assistant Cook