

**ONEIDA
HIGH SCHOOL**

2015-2016

“A Wise Alternative”

**Student
Handbook**

300 West 450 North
Malad, Idaho 83252
208.766.2255

On behalf of the superintendent and faculty of Oneida High School, we want to welcome you to school. We are looking forward to a successful year.

After considerable research, observation, and evaluation, we have determined that a ‘block’ system would best meet the needs of at-risk students at Oneida High School. Each block is a three-week period in which students study only one subject. This allows the student to focus on the required course in depth and without interruption. Teachers are better able to individualize instruction, and student loads are reduced.

Block scheduling allows for a variety of innovative lessons. Students also have the time to comprehend the concepts being taught. Research has shown that the more time a student spends on a subject, the greater understanding. Another advantage of the block program is that teachers and students have more time to get to know one another and this results in better communication with stronger rapport.

Students, you are our focus. The faculty wants to do everything we can to provide a positive learning environment and to help you reach your goals. We encourage you to do all you can to get the most out of your education. It is up to you!

Parents, we encourage your involvement in the school. You are an important link in the educational process. If we all work together, we can provide a quality education to the students of Oneida High School. You always have an open invitation to the school. Please feel free to stop by and see our teachers. Call us if you have any questions or concerns. **Students succeed when they have the support of the home, the school, and the community.**

The **Student Handbook** is divided into six (6) sections: 1) Enrollment Requirements, 2) Credit Requirements and Schedule, 3) Attendance Policies & Procedures, 4) Discipline Policies & Procedures, 5) Activities & Services, 6) School Forms.

The Administrative Assistant and/or Principal will review the Student Handbook with the parent and student upon enrollment acceptance. Teachers will also go over the handbook during the first week of school. Please refer to the **Student Handbook** when you have questions. Please contact the school if you need additional information.

Sincerely,

Terri Sorensen
Principal

SECTION 1: ENROLLMENT REQUIREMENTS

Perspective students must be freshman age and under 21 to be considered for enrollment. Each student must fill out a "Request for Enrollment" application and meet the following eligibility requirements pertaining to alternative schools (Section 33-1002:33-10020; 33-1 002F, Idaho Code). Along with an application, students need to bring their previous school withdrawal papers, a copy of their current transcript, birth certificate, immunization record, attendance record, discipline record, legal guardianship papers, if not living with parents, and a referral form. After a review of the application by the administration, students will be notified of their enrollment status. Former Oneida High School students who have been dropped twice during a school year must meet with the faculty and principal to request re-enrollment.

THE APPLICANT MUST MEET **THREE** OF THE FOLLOWING:

- Repeated a grade
- Absenteeism greater than 10%
- GPA less than 1.5
- Failed a basic skill subject
- Behind two or more semester credits

OR THE APPLICANT MUST MEET **ONE** OF THE FOLLOWING:

- Substance abuse behavior problem
- Pregnant or a parent
- Previous dropout
- Emancipated student - 18 years of age not living with parent/guardian (This status must be confirmed to faculty prior to enrollment)
- Has serious personal, emotional, or medical problems
- Upon recommendation of the school district as determined by locally developed criteria for disruptive student behavior
- Court or agency referral
- Administrative referral - A recommendation by a counselor or principal of the high school from which student is transferring or from which last attended

Students will be admitted on a probationary status with conditions for remaining at the school determined by the administration.

ONEIDA HIGH SCHOOL WAITING LIST

A student may be placed on the school waiting list due to an excess of student enrollment, disciplinary action, taking a block off, or other related circumstances. A parent/guardian will be notified when a student has this status.

POLICY STATEMENT

Oneida High School does not discriminate on the basis of race, color, religion, sex or national origin.

ONEIDA HIGH SCHOOL MISSION STATEMENT

Oneida High School will provide a supportive, safe learning environment where each student is encouraged and given the opportunity to obtain a high school diploma, resulting in academic achievement, responsible citizenship, and personal accountability.

ONEIDA HIGH SCHOOL BELIEF STATEMENTS

The students and staff at Oneida High School affirm the following beliefs about student learning and learning opportunities:

1. We believe Oneida High School provides a safe learning environment that creates the opportunity for academic success.
2. We believe in maintaining classrooms based on positive discipline procedures that foster learning.
3. We believe in providing a structured educational environment that promotes self-worth, accountability, educational success, and positive citizenship.
4. We believe that there must be informative communication and respect between faculty, parents, and students.
5. We believe that the base curriculum should be aligned with state standards.
6. We believe in maintaining a licensed faculty and competent staff that display professional behaviors that facilitate student success.
7. We believe in incorporating the use of current technology in our curriculum, maintaining and obtaining up-to-date technological equipment.
8. We believe in developing the students understanding and acceptance of the principles and values of responsible citizenship.

ONEIDA HIGH SCHOOL EXIT OUTCOMES

It is our goal that Oneida High School students will possess the following exit outcomes upon graduation:

1. Demonstrate responsible attitudes for themselves and towards others.
2. Demonstrate pride in their education and themselves.
3. Demonstrate critical thinking skills combined with the ability to apply practical learning skills.
4. Demonstrate the ability to make choices conducive to achieving their goals.
5. Demonstrate the ability to accept and respect the rights, beliefs, and ideas of others.
6. Demonstrate responsible citizenship through participating in their political, civil, and civic responsibilities.
7. Demonstrate the academic ability to pursue a post-secondary education.

SECTION 2: CREDIT REQUIREMENTS AND SCHEDULE

A student needs forty-six (46) credits to graduate from Oneida High School. With approval from the Principal, a student may take a correspondence course to help meet graduation requirements.

A student enrolling at Oneida High School from another district may transfer approved credits. Along with a “Request for Enrollment” application, transfer students need to bring their previous school withdrawal papers, a copy of their current transcript, birth certificate, immunization record, attendance record, discipline record, and a referral form. Failure to produce all of these forms will result in denial of enrollment, delay of enrollment and or possible placement on the school’s waiting list.

Home school, charter school, and unaccredited school credits are accepted only on approval from the administration.

1. Curriculum

- A. Oneida High School offers varied classes during the school year. One class is taught each block and some classes are only available once during the school year.
- B. All teachers will incorporate reading, writing, math, and spelling into each course curriculum.
- C. As part of our school curriculum, forty-five (45) minutes of class time are spent reading a book. Students are given the opportunity to read aloud, thus enhancing their reading proficiency. Students may then write a reflection to help increase their spelling and grammatical skills. For every six blocks of reading a student will receive one (1) elective credit per semester.

2. Credit requirements

- A. A minimum of seventy (70) hours of classroom instruction per course is required to receive one (1) credit.
- B. A student must earn a 70% or better per course to receive one (1) credit.
- C. A “no credit” will be given if a student does not earn 70% or better for a course.
- D. Summer School classes may be held in Oneida School District for students to earn missed credits. Class availability will be based on student need.
- E. A student may earn up to four (4) credits by participating in the Work Study

program. One (1) credit will be given for every one-hundred twenty (120) hours worked. Only one credit will be awarded per semester. A student must be approved prior to collecting hours for credit. Applications for this program are available through the administrative assistant.

SCHOOL HOURS

School begins at 7:45 am and concludes at 2:15 p.m. and is held Monday through Thursday. This includes a twenty (20) minute lunch break and two five (5) minute breaks. When the school is involved in a field trip or other activity, starting and ending times will remain the same unless otherwise notified.

Parents must notify the school if their son/daughter is absent. If a student is on juvenile probation, Oneida High School has an obligation to report the absence to Juvenile Services.

EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in their district high school extra-curricular activities may do so upon meeting these requirements: 1) Earn five (5) credits in the semester previous to sport, 2) No incomplete or "F" grades in previous semester or while participating in sport, 3) Must maintain a 2.0 during sport, 4) Must fulfill all other policies of the district, relating to sports participation including drug testing, etc.

**Oneida High School Class Schedule
2015-2016
August 24 to May 26**

Block	Subject	Session Date	Days in Block	Instructional Time
Block 1	English	8/24/15 to 9/10/15	12 days	7:45 am – 2:15 pm
Block 2	Environmental Science	9/14/15 to 10/1/15	12 days	7:45 am – 2:15 pm
Block 3	English	10/5/15 to 10/22/15	12 days	7:45 am – 2:15 pm
Block 4	Senior Project/Speech	10/26/15 to 11/12/15	12 days	7:45 am – 2:15 pm
Block 5	Integrated Math	11/16/15 to 12/10/15	12 days	7:45 am – 2:15 pm
Block 6	Geography	12/14/15 to 1/14/16	12 days	7:45 am – 2:15 pm
Block 7	English	1/15/16 to 2/4/16	12 days	7:45 am – 2:15 pm
Block 8	Biology	2/8/16 to 2/25/16	12 days	7:45 am – 2:15 pm
Block 9	Government	2/29/16 to 3/17/16	12 days	7:45 am – 2:15 pm
Block 10	English	3/21/16 to 4/14/16	12 days	7:45 am – 2:15 pm
Block 11	Integrated Math	4/18/16 to 5/5/16	12 days	7:45 am – 2:15 pm
Block 12	Health	5/9/16 to 5/26/16	12 days	7:45 am – 2:15 pm

Mrs. Smith, our high school counselor, will be at the alternative school on Thursday mornings each week and available at other times as needed.

Additional course offerings are available during summer school and on-line to meet student needs.

SECTION 3: ATTENDANCE POLICIES AND PROCEDURES

Alternative school studies show clearly that attendance issues are the major cause of student failure. Due to the short period of time available for a student to attend each block full time, attendance is a must! Frequent absences and or tardies detract from regular classroom learning experiences and disrupt the continuity of the educational process. This is particularly true in a block system. Students and parents must recognize the importance of attendance and punctuality at Oneida High School. In order to maximize educational benefits and to meet state requirements, students must conform to a strict attendance policy.

A student has a responsibility to:

1. Attend school every day except in cases of illness or emergency
2. Learn behaviors that will be needed in adulthood, such as responsibility, accountability, and punctuality
3. Make school a priority
4. Learn to recognize the connection between attendance and learning

ATTENDANCE POLICIES AND PROCEDURES

1. Attendance policies and procedures
 - A. The first day of each block is a student orientation day. Each student will be required to attend or be dropped from the block, unless the absence is approved in advance by the staff. No credit for the course will be given. Doctor, dentist and other such appointments will not be excused.
 - B. The final day of the block is a test day. Each student is required to attend or be dropped from the block, unless the absence is approved in advance by the staff. No credit will be given if the student is not in compliance.
 - C. Only one (1) absence, for any reason, is allowed each block. This includes medical, legal and or any other reason. All time missed must be made-up under the direction of a teacher. Missed time must be made up before the end of the block to receive credit for the course. More than one absence during the block will automatically result in suspension for the remainder of the block, and no credit will be given.
 - D. Parents must notify the school if their son/daughter is absent. If a student is on juvenile probation, Oneida High School has an obligation to report the absence to Juvenile Services.

- E. Parents will be notified by a letter if their son/daughter is absent, has two (2) tardies, or suspended from a block.
- F. A student issued a citation or a court ordered subpoena will be excused for the amount of time missed. Written proof from court personnel must be given to the school to validate absence. Actual court time and a reasonable amount of travel to and from court appointments will be allowed. Students must make up time missed.
- G. A student will be allowed to attend a funeral for an immediate family member or others upon staff approval. This is not counted as an absence, but the student will have to make up missed time.
- H. A student under the age of 16 will be referred to a truancy officer for non-attendance. (33-202 Idaho Compulsory Attendance Code)
- I. A student who is suspended or fails to attend school may have his/her driver's license suspended. (49-303A, Idaho Code)
- J. A student who is dropped for attendance must petition for re-entry.
- K. All attendance policies and procedures will be enforced on Oneida High School field trips.

2. Tardies

- A. Only two (2) tardies of fifteen (15) minutes or less are allowed per block.
- B. A student who is tardy must sign in with the administrative assistant before going to class.
- C. A student who comes to school after the fifteen (15) minute tardy limit is considered absent. Attending the day will allow the student to stay current in class. Any time missed must be made up after school under the direction of a teacher. Missed time must be made up before the end of the block to receive credit for the course.
- D. If a student is tardy a third time, he/she will be given an absence for the day. The student will have to make up a minimum of one (1) hour, or all time missed, in order to receive credit. If the student already has an absence during the block, he/she will be dropped from the block and receive no credit for the course.

3. Closed campus

- A. A student is not allowed to leave the building, for whatever reason, without permission. A student who is checking out must have teacher permission and parent/guardian approval before signing out.
- B. A student who needs to go to his/her car must be accompanied by a faculty member.
- C. Doctor or dentist appointments should be scheduled for after school.
- D. If a student becomes sick or needs to leave during school hours, he/she must sign out upon departure from Oneida High School. Parent approval is also needed to leave school.
- E. A student who is on juvenile probation must receive approval from their probation officer before leaving the school.
- F. Due to a closed campus, students need to bring a lunch or purchase a school meal. Regular price for lunch is \$1.95.

4. Make-up time

- A. All time missed for an absence must be made-up under the teacher's direction to receive credit for the course.

5. Block policies and procedures

- A. A student must petition the principal and receive approval before being granted a leave of absence from a block.
- B. A student may not miss more than two (2) blocks during the year for personal or academic reasons unless pre-approved by the principal.
- C. A student who drops a block after it has started will not receive credit for the course. The student must petition for re-entry.
- D. A student who does not successfully complete a block will be given no credit for the course. He/she will not automatically have a place in the following block. The principal will determine each individual situation based on openings and other academic reasons. The student may be placed on an enrollment waiting list.

- E. A student who does not academically complete a current block will be put on probationary status for the following block or the next block the student is enrolled.
- F. Two (2) “no credit” blocks can render a student ineligible to re-enroll. The student and parent/guardian may request a meeting with the principal and superintendent for re-enrollment consideration.
- G. A student must have three (3) successful blocks at Oneida High School, and a teacher recommendation, to re-apply at Malad High School or other area schools.

6. Petitioning for re-entry

- A. A student who has been suspended from a block will need to call the administrative assistant to set up an appointment for re-entry. Students are to arrange the date and time for their petition. Appointments will be held after 1:30 p.m. on specified days and on Fridays at the end of a block.
- B. A student must have a meeting with the principal to be considered for re-enrollment. Parents may be asked to attend based on teacher recommendation.
- C. A student will be expected to tell why he/she is petitioning for re-entry and what the student will do to ensure success at Oneida High School.

7. Waiting list

- A. A student may be placed on the school waiting list due to an excess of student enrollment, disciplinary action, taking a block off, or other related circumstances. A parent/guardian will be notified when a student has this status.

SECTION 4: DISCIPLINE POLICIES AND PROCEDURES

It is not the intent of the School Board of District #351 or the administration of Oneida High School to proscribe every possible action that would be detrimental to the operation of the school. The following however, highlights key areas. Other disciplinary related issues will be dealt with as they surface and will be addressed with similar intensity as those listed.

1. Due process and procedures

- A. Upon infraction, a student will confer with the administration for corrective instruction. Consequences for infraction may result in immediate dismissal for the day or remainder of the block. The parent/guardian of a student will be notified immediately if student is dismissed.
- B. If a student is on juvenile probation, juvenile services will be notified immediately if a student is dismissed. If a parent is unable to be reached, and the student is under the age of sixteen or on probation, juvenile services will pick up the student from school.
- C. A dismissed/suspended student who is waiting for transportation off campus needs to wait in the office until the ride arrives.
- D. A student who is causing a disturbance, after being dismissed, will be asked to leave the building. If necessary, law enforcement will be called.
- E. A parent/guardian of a suspended student may meet with the faculty after 1:30 p.m. to discuss situation of student.
- F. A suspended student must schedule a meeting to petition for re-entry. Meetings are usually scheduled for the last Friday of the block.
- G. A student may not be re-admitted following a second suspension without approval from the superintendent.

2. Possession of unacceptable items

- A. No drugs, alcohol, weapons, pornographic magazines, or other unacceptable materials are allowed at school. A student in possession of such will be immediately dismissed and referred to law enforcement. Students and vehicles may be randomly searched at any time.

3. Tobacco products

- A. A student, parent, or visitor is not allowed to use any tobacco product on school property. This includes the school building and parking lot. Law enforcement will be called to cite violators. A student in violation of this policy will be dismissed immediately from school. This policy applies to any school function or field trip.
- B. Possession of tobacco by a minor is illegal. Law enforcement will be called to cite violators. A student in violation of this policy will be immediately dismissed from school and must petition for re-entry.

4. Appearance

- A. Clothing, hairstyles, and jewelry must meet acceptable standards set by the faculty. A student's dress must model that which will give access to professional employment, community service, and advanced educational achievements.
- B. A student found in violation of an appearance code may be asked to change clothes or wear clothing provided by the school. A warning will be given to a student for the first infraction. A second infraction will result in dismissal.
- C. No halter tops, tank tops, spaghetti straps, sleeveless shirts, pajama pants, holes/tears in clothing, see-through clothing, bare midriffs, or belly shirts are allowed. If a student is in violation of this policy, the student will be asked to go home and change, or put on clothing provided by the school. Any time missed will have to be made up.
- D. Skirts or shorts must be mid-thigh or longer.
- E. Drug, alcohol, inappropriate language, tobacco logos and/or drug paraphernalia are not allowed on any clothing. T-shirts that are suggestive, degrading, or that promote illegal activities are not to be worn at school. If a student is in violation of this policy, the student will be asked to go home and change, or put on clothing provided by the school.
- F. Bizarre and/or multi-colored hairstyles are not acceptable. A student will be dismissed from school and asked to correct the hairstyle before readmittance to school.
- G. Tongue rings, tacks/plugs, nose rings, visible body piercing and other extreme

body jewelry are not allowed. A student found in violation of this policy will be dismissed immediately.

- H. If multiple, large, or symbolic earrings and bracelets are found to be disruptive to the educational process, some or all of the items will be asked to be removed.
- I. No chains or other gang-related attire may be worn at school.
- J. Pants are to be worn at the waist. Baggy pants must have a belt and underclothing should not be seen.
- K. Shoes must be worn at all times during school.
- L. Hats are not allowed to be worn inside the building.
- M. A student may be sent home for appearance code violation to make appropriate changes. Any missed class time will need to be made up as prescribed in the attendance policy, or the student will be counted absent for the day.

The faculty will determine acceptable appearance standards. Non-conformance to any of these standards is grounds for dismissal from Oneida High School.

5. School environment

- A. Swearing and abusive, inappropriate language are not allowed. Violation of this policy may result in administrative action, and no credit will be given for the block. If a student is dismissed for this offense, he/she must make an appointment to petition for re-entry.
- B. Verbal, sexual, or psychological abuse will not be allowed. A student will be removed immediately for any of these offenses.
- C. Fighting is not allowed. Any type of violence or rowdy, physical conduct on school property will result in immediate dismissal.
- D. A student may not sleep in class. A student will be dismissed for the remainder of the day if found in violation of this policy.
- E. A student, who needs to go to his/her car, must be accompanied by a faculty member.
- F. Inappropriate computer use will result in a warning and loss of computer privileges, which could result in the failure of the course.

- G. Cell phone use is not allowed during class time. All cell phones will be checked in with the teacher and only used with the permission of the teacher. All other electronic devices are prohibited except with teacher or administrator approval.

6. Visitors on campus

- A. Visitors must check in at the office upon arrival on school grounds.
- B. Visitors other than parents/guardians, permitted family members, or employers are not allowed on school property. Violators may be arrested for trespassing.
- C. Oneida High School students may not visit any other school campus during school hours without prior approval from that school's administration.

7. Student performance

- A. A student must consistently keep his/her grade level at 70% or above. Failure to maintain this level will result in the student being placed on academic probation, or being dropped from the block. A dropped student must petition for re-entry.
- B. If a student has a final grade below 70%, the student will receive "no credit" for the block and be placed on academic probation for the next block in which the student is enrolled. The student must complete this block and receive credit for the course or be suspended for the next block and receive "no credit" for the course.
- C. A teacher may require a student to do homework if it will help the student bring up their grade. Homework requirements will be set by the teacher.
- D. A student who is dropped for academic failure will be required to petition for re-entry.

8. Violation of discipline policies

- A. A violation of any discipline policy may result in temporary or permanent dismissal from Oneida High School.
- B. A student and a parent/guardian will be notified by a faculty member if he/she has been dismissed. Juvenile probation will also be notified when applicable.

SECTION 5: ACTIVITIES AND SERVICES

SCHOOL FIELD TRIPS: Oneida High School students participate in field trips to enrich their learning experiences. These are mandatory parts of our school curriculum. One field trip is scheduled per block. All students must have parental permission before participating in these special activities. A signed permission slip is required from each student in order to go on the field trip. A student who does not bring a signed permission slip will not be allowed to participate and will be counted absent for the day. All attendance policies and procedures will be enforced concerning field trips. **Emancipated students may sign their own forms.

**An emancipated student is 18 years or older who does not live with a parent or guardian. This status must be confirmed by the faculty prior to receiving permission to sign for self.

When the school is involved in a field trip or other activity, starting and ending times will remain the same unless otherwise notified.

GUEST SPEAKERS: As part of our commitment to provide students with diverse learning opportunities, we will have guest speakers at school from time to time. Topics may include scholarship information, career opportunities, military programs, college entrance assistance, drug/alcohol programs, and other various subjects.

STUDENT INJURIES: Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. Oneida School District #351 does not provide medical insurance for students injured at school. This is the responsibility of the parents or legal guardians.

An independent insurance company does make student medical insurance available to families for their individual purchase. Brochures are handed out at the beginning of the school year or upon enrollment.

SECTION 6: SCHOOL FORMS

**(The attached forms need to be signed
and returned to the school.)**

Oneida High School Acceptance of Enrollment Agreement

I hereby agree to attend classes at Oneida High School as scheduled in pursuing a high school diploma. I will conform to ALL school rules and regulations and will follow attendance policies and procedures. I understand the importance of attending school regularly in order to obtain the necessary credits available. I understand credit will be denied if stipulated requirements are not met, including attendance regulations.

Signature of Applicant

Date

A parent/guardian signature is required for applicants over the age of 18 and living with parent or guardian.

We/I understand that my son/daughter will attend Oneida High School. He/she must conform to ALL school policies and procedures, including attendance guidelines. We/I agree to work with the school faculty in helping my son/daughter earn credits and receive a high school diploma.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

We have read, understand, and agree to abide by ALL the policies and procedures included in the *Oneida High School Student Handbook*.

Signature of Enrolled Student

Date

Signature of Parent/Guardian

Date

Oneida High School Substitute Teacher Compliance Agreement

Oneida High School is a great place to attend and earn a diploma. We want our school to earn a good reputation with the community and neighboring schools.

When a member of our faculty must be absent, we need to bring in substitute help. We are all responsible for the image we project to the public. When these substitutes leave our campus, they take with them into the community, an impression of our school. We need to do all we can to preserve our reputation and standing in the community. In order to maintain our positive image, we need your cooperation.

Each substitute teacher visiting our campus will be treated as a guest! They need to be given the same respect that faculty members receive. They need to be spoken to in a respectful manner and be treated with dignity. They will be given the authority to deal with classroom procedures. All efforts will be made to cooperate fully with them while they are here. These substitutes are aware of Oneida High School policies and procedures. These policies and procedures will be enforced.

A student will be suspended for failure to comply with this request.

We have read and understand the above policies
and agree to abide by them.

Signature of Enrolled Student

Date

Signature of Parent/Guardian

Date

**A parent/guardian signature is required for applicants over
the age of 18 and living with parent or guardian.**