

# RIVER CITY MIDDLE SCHOOL

Mike Yovetich, Principal  
Randy Allen, Assistant Principal/Activities Director  
Grades 6-8

1505 W. Fir Street  
Post Office Box 40  
Post Falls, Idaho 83854

Telephone: (208) 457-0933  
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## This School Agenda Belongs To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Advisory Teacher \_\_\_\_\_

**Students will be responsible for this planner. If lost, the replacement fee is \$4.00**

### STATEMENT OF NONDISCRIMINATION

The Post Falls School District #273 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title I Office and/or Section 504 Coordinator.

## WELCOME TO RIVER CITY MIDDLE SCHOOL

This school is called a middle school because it provides an education designed for youngsters who have completed an elementary program and are preparing for high school. You will have an opportunity to explore many new activities and educational experiences as well as improving your basic academic skills. Some of the classes will be on an individual basis while others will emphasize group learning. As with most of life, you will find that your personal growth will depend on the amount of effort extended.

The purpose of this booklet is to provide you and your parents information concerning the opportunities of the middle school. The school staff and the parents are partners in helping you to learn and grow personally during your three years as a middle school Titan. This booklet contains summary information that will be of use to you throughout the year; you will be asked to refer to it regularly. If you have questions that this booklet does not answer, do not hesitate to seek help from one of your teachers, the principals, or counselors. More complete information on rules and policies are set forth in the River City Middle School Policy Manual; a copy of this manual is kept in the principal's office for your review.

The faculty wishes to take this opportunity to welcome back the "old" students and to extend a friendly welcome to the new students. We hope that you will find the years spent in this school pleasant and profitable, and we especially want to wish you a successful school year. Welcome aboard. We are pleased to have you as a member on the school team.

### RIVER CITY MIDDLE SCHOOL STAFF Certified Staff

Randy Allen.....	Assistant Principal
Janelle Baker.....	Math
Jamie Benner.....	Young Living
Jon Coffin.....	Social Studies, Technology, & Journalism
Tim Devine.....	6 <sup>th</sup> Grade
Jack Foster.....	Phys Ed
Brad Harmon.....	Science, U.S. History
Kevin Hauck.....	6 <sup>th</sup> Grade
Nancy Hicks.....	Art, Drama, Reading
Carol Jackson.....	Band
Ben Johnson.....	8 <sup>th</sup> Science
Nancy Jones.....	7 <sup>th</sup> Social Studies & English
Teresa Kaiser.....	7 <sup>th</sup> Science
Charlie Kies.....	Technology Education (Shop)
John Kracht.....	Choir
Katherine Kosareff.....	8 <sup>th</sup> English
Gene Kuhn.....	Visual Arts (Art)
Dave Kuntz.....	7 <sup>th</sup> Resource English
Frank Lauro.....	Basic Math, Pre-Algebra

Amy Lynn.....	7 <sup>th</sup> English, Social Studies
Cheri Mitton.....	7 <sup>th</sup> & 8 <sup>th</sup> English
Dianne Murray.....	Counselor
Donna Nagrone.....	6 <sup>th</sup> Grade
Dee Pottenger.....	7 <sup>th</sup> & 8 <sup>th</sup> Math
Troy Pottenger.....	Health & Phys Ed
Donna Shove.....	6 <sup>th</sup> Grade
Susan Sloyka.....	Remedial & Title Reading
Dennis Smith.....	Algebra and 8 <sup>th</sup> Science
Deborah Tierney-Ray.....	6 <sup>th</sup> Grade
Carol Treat.....	8 <sup>th</sup> Resource, Psychologist
Josh Wolcott.....	English, U.S. History, Phys Ed
Jim Wyatt.....	Phys. Ed
Mike Yovetich.....	Principal

### Support Staff

Gary Hays.....	Supervision Custodian
Joni Hirst.....	Assistant Secretary
Wendy Jones.....	Library
Jody Kienke.....	Secretary
Nancy Platt/Susan Thomas.....	School Nurse

### District Personnel (773-1658)

Jerry Keane.....	Superintendent
Becky Ford.....	Assistant Superintendent
Sid Armstrong.....	Business Manager
Rob Zook.....	Transportation Supervisor(773-4217)

### DAILY SCHEDULE

**School Begins at 7:50 a.m. and dismisses at 2:30 p.m.**

Students should not arrive at school prior to 7:20 a.m. when the doors are open for student entry.

### 2006-2007 RIVER CITY MIDDLE SCHOOL

#### CALENDAR

Sept. 5.....	First day of School
Oct. 6.....	Statewide In-service Day (No School K-12)
Nov. 3.....	End of Quarter (No School 6-12)
Nov. 8.....	Work Day (No School K)
Nov.14.....	Middle School Evening Conference
Nov. 15.....	Work Day (No School K-5)
Nov. 16.....	Secondary Evening Conferences (6-12)
Nov. 16-17.....	Parent Conferences (K-5)
Nov. 17.....	Teacher Work Day (6-12)
Nov. 22.....	In-Service Day (No School K-12)
Nov.23-24.....	Thanksgiving Break (No School K-12)
Dec. 21 – Jan. 2.....	Winter Break (No School K-12)
Jan. 15.....	Martin Luther King Jr. Day (No School K-12)
Jan. 26.....	End of 2 <sup>nd</sup> Quarter (No School K-12)
Feb.19.....	Presidents Day ( No Sschool K-12)
Mar. 7.....	In-Service Day (No School 6-12)
Mar.28-29.....	Parent Conferences (No School K-5)
Mar. 26-29.....	Middle School Evening Conference
Mar.29.....	Secondary Work Day (No School 6-8)
Mar. 30.....	End of 3 <sup>rd</sup> Quarter (No School K-12)
April 2-6.....	Spring Break (No School K-12)
April 30.....	In-Service Day (K-12)
May 28.....	Memorial Day (No School K-12)
June 7.....	Last Day of School
June 8.....	Teacher Work Day

## SCHOOL SPIRIT

The public is quick to judge a school by its school spirit. Remember that the school belongs to you. Take pride in your membership. Let's show the River City spirit by:

1. Endeavoring in action and work to promote good feeling among fellow students.
2. Being friendly, cooperative, and loyal to all school activities.
3. Maintaining good conduct at all times.
4. Supporting your teams in a sportsmanlike manner.
5. Participating in school activities.

## STUDENT SUCCESS PLAN

1. Show respect to all people at all times.
2. Follow a staff member's directions the first time given.
3. Come prepared for class by having your assignments completed and bring all required materials.
4. Receive permission to touch/use other people's possessions.
5. Use area equipment as they are designed or intended to be used.
7. Be in the correct place at the correct time.

## INSURANCE

Insurance forms will be provided each student the first week of school. Parents may purchase coverage for an accident during school time which will also cover the student for any school sport. Full time coverage is also available.

## LOCKERS AND LOCKS

All students will be provided lockers that lock. The school retains control over lockers, as well as desks, and reserves the right to inspect the same without prior notice or consent. It is the responsibility of the student to keep the locker clean and locked. Once you have been assigned a locker, you are not to change at any time during the school year without permission from the principal.

## ABSENCES

A note from a parent or guardian or notification by phone to the attendance secretary is required for each absence. The note must contain the student's name, dates of absence, reason for absence, and the parent's signature. The note needs to be presented to the office prior to reporting to class on the student's first returning day. Failure to bring such a note by the start of the third

day after the absence will result in the absence being classified as unexcused. Students will be allowed one day per day of absence to complete any work missed.

## TARDINESS

Tardiness is a part of attendance. A student will be considered tardy if he/she is not in his/her seat with required materials when class is scheduled to begin. Upon the third tardy to a specific teacher's class, the student will be required to make up 20 minutes of detention with the teacher in whose class he/she was tardy; this will be completed the day after the infraction. If the situation becomes chronic, the student will be referred to one of the school administrators.

## LATE ARRIVALS TO SCHOOL

If a 7<sup>th</sup> or 8<sup>th</sup> grade student arrives at school after classes have begun, she or he should report directly to class. 6<sup>th</sup> grade students will report directly to the office for an admit slip. All students returning during the day should report directly to the office. Students should always report directly to class in the case of a tardy between periods.

## ILLNESS AT SCHOOL

If a student becomes ill during school, he/she should check with the office immediately. Students will be allowed to go home only if parents are contacted and agree. A sick room is available.

## MEDICATIONS

All medications (over the counter or prescription) must be kept in the office with a written note from the parent, guardian, or physician indicating who is to receive the medication, appropriate dosage, and frequency. All students will take any medication under direct supervision of an office staff member. The office will not issue or administer aspirin, Tylenol, or ibuprofen

## APPOINTMENTS DURING SCHOOL

If a student has a doctor, dental, or similar type of appointment scheduled during school, he or she must report to the office before leaving with a note from the parent stating the type and time of the appointment.

## VISITORS

Any visitor to the school or school grounds must report to the office; visitor's passes will be issued when appropriate. All visitors are expected to leave promptly when their business is completed. **Student age visitors or students from other schools will not be allowed.**

## TRANSFERS OR WITHDRAWALS

If you plan to withdraw or transfer to another school, notify the office in advance with a written note from your parents. Obtain a final check out sheet on your last day and present it to each of your teachers who will record the appropriate information and sign it. Return this form to the office for final check out.

## HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass.

## HALLWAYS AND LAWNS

There should be no running, loud talking or boisterous behavior in the halls. While in the halls and outside, students should be particularly quiet in the areas near classrooms.

All litter should be placed in the proper receptacles. Garbage cans will be provided in the main areas. Four-minute passing periods are allowed between each class. Students are expected to use the bathroom, get a drink of water, or go to their lockers during these breaks. **A reminder to students that all food is to be consumed in the cafeteria (during lunch).**

## STUDENT CONDUCT

Students have the responsibility for behaving in a manner that permits uninterrupted learning to take place and to remain drug and alcohol free. Disruptive conduct which interferes with the educational process or the order of instructional effectiveness of the school is prohibited. Some examples of prohibited conduct are fighting; harassment; theft; profane, obscene, indecent, offensive, or libelous language or acts; \*using, \*consuming, \*possessing, \*delivering, \*advertising, or \*selling alcoholic beverages, \*illegal drugs, or \*tobacco, \*possessing, \*carrying, \*storing, or \*using a weapon; \*criminal damage to property; engaging in inappropriate, overt displays of affection, or sexually oriented actions (this means no physical contact); or engaging in illegal behavior. \*These offenses are automatically referred to the legal authorities for processing.

**Weapons Policy:** Students who, without authorization, bring guns, knives, or objects constructed as weapons on school provided transportation, or to school-sponsored activities will be subject to expulsion. (District Policy 504.13, IC 18-330D, Gun Free Schools Act, 1994)

**Written and/or verbal threats of bodily harm to students or staff will be taken very seriously.** Any student making a threat regardless of intent, whether

jokingly or not, **may be** subject to a minimum of 3 days suspension. Depending on the severity of the incident, further disciplinary action may be taken which includes, but is not limited to:

Parent Conference	Counseling
Further Suspension	Expulsion
Notification of Law Enforcement: Citation & Charges	

## DISCIPLINARY ACTION

A student violating the policies and rules of the school include, but is not limited to, detention, in-house suspension, out of school suspension and/or expulsion. A student who violates drug, alcohol, and weapons policies or whose conduct is continuously disruptive of the school environment or to the instructional effectiveness of the school or whose presence in a public school is detrimental to the health and safety of other students may be expelled from school and/or subjected to other disciplinary action. \*Please refer to the River City Middle School Discipline Policy insert(separate) that will be kept within this organizer.

## SCHOOL DRESS

Students shall adhere to personal cleanliness, neatness, dress, and appearance that are not detrimental to health, welfare, or safety of the student or others, and is not detrimental to the good order or instructional effectiveness of the school. Some examples of inappropriate dress are mesh or see through shirts, tank tops, tube tops, sleeveless tops with less than a 2-inch shoulder width, bare or exposed chest or midriff or other portions of the torso, short shorts, pajamas, bare feet, hats or any head covering (bandanas, scarves, etc.) inside the building, decal, slogans, signs, insignia or writings that are obscene, profane, offensive, indecent, libelous, harassing, or refer to illegal acts, sexually oriented acts, or are otherwise detrimental to the good order and instructional effectiveness of the school.

## PERSONAL PROPERTY

Students are not to bring pagers, radios, tape recorders, compact disc players, scooters, skateboards, and roller blades to school and should not bring cameras, expensive jewelry, watches, or large sums of money. Cell phones are to be used before and after school and during lunch. No cell phones will be allowed in the classroom. Any such items brought are at the risk of the student; the school will not be responsible for lost, stolen, or damaged items.

## GRADING SYSTEM

Letter grades are used with the following meanings; "A" excellent. "B" above average, "C" average, "D" below average, and "F" failing. Plus and minus marks are used at the option of teachers. An incomplete mark (Inc) is given when extended absence makes evaluation impossible. Teachers are to give the students a reasonable time, but not more than two weeks, to make up all incomplete work. If work is still incomplete, the grade is changed to "F".

## GUIDANCE & COUNSELING SERVICES

You and your parents are encouraged to seek the services of the school counselor at the River City Middle School during school hours. You may talk with the counselor confidentially and privately about educational, vocational, or social-personal matters.

## COURSE OFFERINGS

### Required Classes

Grade 6	Grade 7	Grade 8
English	English	English
Science	Science	Science
Math	Math	Math
Social Studies	Social Studies	U. S. History
P.E. and Band or Choir	PE &	PE & Health
Art (Visual Studies)	Keyboarding	

### Elective Classes for Grades 7&8

Art (Visual Studies)	Band
Industrial Technology (Shop)	Technology
Journalism/Productions	Video Productions
Young Living	Choir
Drama	
Teacher Aide	

## STUDENT SCHEDULES

Student schedule changes will only be honored within the first week of the first semester and only when it is in the student's best interest and does not cause the overloading of a class.

## REPORT CARDS

Report cards with individual subject grades will be mailed home the week following the end of each nine week period.

## STUDENT HONOR ROLL

Students who earn a 3.00 or "B" average will be placed on the Honor Roll. A grade point average of 3.50 or higher will give them a place on the High Honor Roll.

## MIDTERM PROGRESS REPORTS

Midterm notices are sent out by the fifth week of each grading period. This gives a student four weeks to improve grades before report cards are issued.

## TELEPHONE

Students will not be allowed to use the office telephone unless it is an emergency. There is a student phone at the office window that is available for routine student use only between classes, at break, and after school.

## SCHOOL DANCES

River City Middle School will not have more than four school dances. Sponsoring organizations must follow these rules:

\*A maximum length of 2 hours with ending time not later than 7:00 p.m.

\*Only River City Middle School students will be admitted.

## INTERSCHOLASTIC ACTIVITIES

Participation and good sportsmanship are the basic goals of the interscholastic program. One regulation requires medical coverage and examination prior to participation in athletics. Building regulations require an adequate level of academic achievement and school citizenship to participate in student body activities. Students failing to meet these building regulations are placed on athletic/activity probation for one week; students on probation may continue to practice with the team at this time. Students on interscholastic probation whose weekly grade check shows them not passing a subject (class) are ineligible to participate in interscholastic activities until the weekly grade check shows them passing the subject (class) and they are required to attend the after school homework program for 30 minutes. Students on suspension cannot participate in interscholastic student body activities. To participate in athletics, a student must be present in class on the day of the activity or the day before if the activity is on Saturday.

## PARTICIPATION FEE

It is the philosophy of Post Falls School District and River City Middle School to keep students as involved as possible in school activities. This includes "no cut" athletic teams.

With rising costs in transportation and energy, it will be necessary to place a participation fee for students who wish to participate on athletic teams for the 2006-07 school year. For each sport a student turns out for, \$15.00 will be charged for that participation. A cap of \$30 will be in place, so if a student turns out for more than 2 sports, no extra fee will be assessed beyond the \$30.

## STUDENT ACTIVITY CARDS

Student activity cards may be purchased from the office at the beginning of the school year. Any student participating in an extra-curricular activity must have a valid student activity card. The cost of the card is \$10.00; this can mean a real savings to the student. The activity card admits the student to all open activities during the school year. The following activities are covered by the activity card at a free or reduced rate:

\*All Middle School Athletic Events (Free except tournaments)

\*High School athletic events -\$2:00

\*ASB dances (discounted)

Funds from these cards are dispersed to student activities. All accounts are reported monthly and audited annually.

## STUDENT ACTIVITIES

Students who participate in school activity programs must purchase a student activity pass and sign an agreement to abide by the school's activity code.

Activities include:

Student Council 6,7, 8    Cheerleaders 7, 8  
Dance Team 7, 8        Video Productions 7,8  
Forestry Club 6, 7, 8    IDFY 6, 7, 8  
School Year Book 7, 8

**Athletics:** 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Cross Country:  
7<sup>th</sup> & 8<sup>th</sup> Girls Volleyball; 6<sup>TH</sup>, 7<sup>th</sup> & 8<sup>th</sup>  
Boys wrestling; 7<sup>th</sup> & 8<sup>th</sup> Boys and  
Girls Basketball; 7<sup>th</sup> & 8<sup>th</sup> Boys and  
Girls Track. 6<sup>th</sup> Grade long distance only.

## FIRE AND EMERGENCY DRILL

Fire and emergency drills will be held at unannounced times during the school year. You will be instructed early in the year on procedures to follow in the event of a fire or an emergency situation. Maps depicting fire exits will be posted in each room.

## LUNCHES

Food and drinks are not to be taken out of the cafeteria. Classroom behavior is expected while using the cafeteria.

## BUS CONDUCT

District buses are provided for transportation to and from school and for activities. Students are reminded that riding the bus is a privilege that could be lost. School bus infractions are handled by the transportation department

General Rules:

1. Stay in assigned seats (if applicable)
2. Keep hands, feet, books, and objects to yourself.

3. No swearing, rude gestures, cruel teasing, put downs, or harassment.
4. Keep voices low.
5. Follow the driver's directions.
6. Students are to line up in the bus area.
7. Bus students are to use the west commons area exit .

## RIVER CITY MIDDLE SCHOOL ATTENDANCE AND DISCIPLINE POLICY

### Cooperation of Parents, Students and School

**Authorities** Under Idaho Law, the basic responsibility for the school attendance of students rests with the parents/guardians of the students. The parents/Guardians are required to make certain their student (child) abides by the attendance regulations of the school and state.

### ABSENCES AND EXCUSES

In accordance with District Policy, a student must be in attendance 90% of the school year (9 days absence per semester). Violation of this rule will cause the student's attendance record to be reviewed by the Attendance committee.

### Excused Absences

Illness, doctor/dentist appointments that cannot be scheduled after hours, death in the immediate family, serious family emergency and other activities approved by the parent and principal on an individual basis. All count toward the 9-day total.

Make-up privileges for class work missed are allowed.

### Pre-arranged Parent Approved Absences

Family trips, hunting, conventions and the like which are approved by the parents. All count toward the 9 day total.

### Suspension

Students will be given the privilege to make up any missed assignments.

## EXPECTED BEHAVIOR

### Hallway Behavior

1. Be to class on time.
2. Stay to the right side of the hallway.
3. Please do not loiter or block traffic.
4. Talk quietly, especially when classes are in session.
5. Carry a hall pass during class time.
6. Running, yelling, and rough-housing will not be allowed.
7. Take pride in your school; do not litter halls or write on walls or lockers.
8. No holding hands or other signs of physical affection.

### **Assembly Behavior**

1. Enter with a “reasonable” voice level.
2. Pay attention (quietly) when the program begins.
3. Sit in assigned areas with your class and teacher.
4. Show proper manners and respect by clapping and acting appropriately.

### **Office Behavior**

1. Be polite and wait your turn.
2. Carry a pass when you go to the office during class time.
3. The office phone is not available for student use unless there is an emergency.

### **Lunchtime Behavior**

1. Students are required to talk quietly and no yelling is permitted.
2. Students are not allowed to run, push or cut in line.
3. Students are expected to help keep the commons clean and throw away their litter in the trash receptacle.
4. No physical contact games since they may result in injury.
5. Students are required to stay in the designated outside area once you leave the cafeteria.

## **8<sup>TH</sup> GRADE CRUISE ELIGIBILITY**

A student is considered ineligible if in the second semester they have an out of school suspension, two separate incidents of in school suspension, and /or failing two classes.

## **FORMS OF DISCIPLINE USED AT RIVER CITY MIDDLE SCHOOL**

### **Teacher initiated Action:**

Discipline initiated by a teacher is to be assigned and monitored by the assigning teacher.

### **Restitution:**

Damaged or stolen items are to be replaced or repaired.

### **Confiscation:**

Items inappropriate for school, i.e. cigarettes, skateboards, lighters, matches, radios, tape players, cap pistols, knives, noise makers, chewing tobacco, drug paraphernalia, etc., will be taken away. Confiscated items may be returned by the principal after conference with student or parent. Some items will not be returned, i.e. cigarettes, firecrackers, drug paraphernalia, illegal items, etc. or in cases of repeated offenses.

### **Suspension:**

Suspension (in house and out of school) will be administered by the principal or assistant principal. The student will be sent home for a maximum of five days; the district administrator(s) and school board may grant and impose additional days of suspension. Parents will be contacted prior to dismissal, if possible, or a letter

will be sent home. Students on suspension. Parents will be contacted prior to dismissal, if possible, or a letter will be sent home. Students on suspension will be given an opportunity to make up their work (in-house suspension work must be completed before leaving the program; out of school suspension work must be completed within designated days upon returning).

### **Isolated Classroom Environment:**

Isolated classroom environment is administered by the principal or assistant principal. The student is kept in a room apart from other students. Parents are contacted by the principal or the assistant principal.

### **Administrative Detention:**

This detention is assigned only by an administrator as a lower, sequential discipline step that allows for an alternative other than a suspension. The detention starts immediately at 2:35 p.m. of the assigned day and is dismissed at 3:10 p.m. Guidelines for this 35 minute detention is simple and to the point: have work to study and complete, stay on task, and no eating or visiting.

### **Expulsion:**

Dismissals from school for definite periods of time will require school board action.

## **CORRECTIVE ACTION**

### **Purpose:**

To allow students to make decisions about their behavior in light of the consequences and to protect the rights of everyone.

### **Method:**

A series of increasingly serious corrective measures will be taken in response to increasingly serious disciplinary problems.

### **Application:**

On the school grounds during and immediately before and after school hours; on the school grounds at any other time when the school is being used by a school function or group; off the school grounds when the student is in route between school on lawful school days when deemed necessary by school official; on the school bus when the student is being transported to or from school or any school activity, or when a student is in route to or waiting for the bus.

### **Corrective Action Procedure:**

Problems that cannot be handled by the classroom teacher should be referred to the principal or assistant principal for entry into corrective action at the appropriate step. Every effort will be made to keep parents informed when a student enters the corrective action procedure.

### **Step 1: Disciplinary Action**

Disciplinary action may be administered by a principal or assistant principal or other persons designated by the principal.

Disciplinary action includes: Counseling, Parent Conferences, Home visitation, Special services evaluation, Referral to other agencies, Work detail, Detention, Isolated classroom experience, Administrative detention.

### **Step 2: Suspension**

Suspension refers to the denial of attendance to school or participation in other school activities for a stated period of time. It may also include a denial of admission to or entry upon the property of the school district.

A suspension is for a period of up to 5 days. The district administrator(s) and school board may grant and impose additional days of suspension.

Conditions of a suspension are: Prior to a suspension an informal conference will be conducted with the student. Parents/Guardians will be notified by phone .

Any student suspended has the opportunity to make up assignments for credit.

### **Step 3: Emergency Removal**

A student may be removed immediately from a class, or activity by a certified teacher, an administrator, or persons designated by the administrator and sent to the

principal or a designated school authority. The teacher or administrator must have good and sufficient reason to believe that the student's presence poses an immediate and continuing threat or that a substantial disruption of the educational process is posed. This removal can continue until the danger or threat ceases; or the principal imposes disciplinary action, emergency suspension, or recommends expulsion.

### **Step 4: Expulsion**

Expulsion means a denial of attendance to school or any other activity conducted by or in behalf of a school district for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented or controlled by a school district. All expulsions are subject to the following conditions and limitations:

The nature and circumstances of the violation must warrant expulsion. Prior to a proposed expulsion, written notice shall be delivered in person or by letter to the student if of legal age, or his/her parents or guardians giving them the opportunity for a hearing for the purpose or resolving any grievance prior to expulsion.

The expulsion must be brought to the attention of appropriate local and state authorities when the expulsion involves other sections of Idaho Law.

The Board of Trustees is solely responsible for this Action.