



Joint School District No. 2

West Ada School District
1303 E. Central Drive
Meridian, Idaho 83642

ELEMENTARY STUDENT-PARENT HANDBOOK 2018-2019

All of the information in this handbook is important. Several articles require your particular attention. Please read the handbook via the internet, click on the Parents section of the menu then click on Handbooks. If you do not have Internet access, a copy of the handbook may be obtained from the school.

Absence Hotline

For your child's safety, please call your school office by 9:30 a.m.
If he/she is unable to attend school.

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**PARENT VERIFICATION FORM
PARENT / STUDENT ACKNOWLEDGEMENTS**



Student Name (first and last, printed) _____

Teacher _____

Grade _____

PART A: RECEIPT OF STUDENT- PARENT HANDBOOK

I have received or have been informed where to obtain a copy of the Student-Parent Handbook and accept the responsibility to review and discuss it with my parent/guardian or child. The handbook is available online at www.westada.org under the Student tab. If you do not have Internet access, you may request a copy of the handbook by calling the front office of your elementary school.

Student Signature _____ Date _____

Parent Signature _____ Relationship _____

PART B: ACKNOWLEDGEMENT OF DIGITAL CITIZENSHIP EXPECTATIONS

I have read and understand the Digital Citizenship expectations outlined on page 39 of the handbook and agree to comply with the expectations that are outlined. I understand that misuse of technology may result in discipline and/or financial consequences. Misuse of technology may result in privileges being revoked.

Student Signature _____ Date _____

Parent Signature _____ Date _____

PART C: OPTION FOR LIMITED INTERNET ACCESS

Each Joint School District No. 2 student will be assigned a computer network login that will provide the student with access to district approved software and curriculum. The student and his/her parent(s) should read and discuss the district policies regarding computer network and Internet use. While Joint School District No. 2 makes every possible effort to limit improper use and used proxy/filtering software to shield users from access to inappropriate materials, it is not possible to absolutely prevent such access. All Network/Internet users are expected to use all network resources for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes or objectives of Joint School District No. 2.

Parents, please select one of the following.

	I request that my child be given access to the full network and Internet resources that are filtered by the district
	I request that my child be given access to <i>only</i> district curriculum, programs, and software that is accessed through his/her school network login. I understand that also means my child will NOT have access to the library catalogs, online research database resources and online intervention or enrichment curriculum.

Parent Signature _____ Date _____

**Note: If no selection is marked, students will be given access to the full filtered internet and network resources.*

Please return this form to your school no later than the first Friday in September 2018



CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

Dear Parents/Guardians of school-aged children under the age of 13,

As technology becomes an integral part of education, students are using digital resources on a daily basis. Safety and proper usage of the chosen technology is a vital part of implementation. The Children's Online Privacy Protection Act (COPPA) is a law designed to ensure the online privacy and safety of personal information of children younger than age 13. If your student is under age 13, you can review COPPA at (<http://www.ftc.gov/ogc/coppa1.htm>). All websites, programs, and applications that currently utilize personal identifiable information are listed on the district and individual school websites under the "Parents and Students" web link. If you are unable to access this information, a hard-copy will be provided at your request. Throughout the West Ada School District, we use this information for instructional purposes only. Please be aware that your student's teacher may or may not be using all websites, programs, and applications listed. The list will be updated on district and school websites as it relates to current educational practices. It is important that you read over the information provided.

By signing below, I confirm reading or understand the Children's Online Privacy Protection Act (COPPA). I give permission for the West Ada School District, as well as the school my student(s) attends, to share the personal information of my child needed to utilize the websites, programs, and applications listed on the district or school websites. I understand that this information will be utilized for instructional purposes only. I understand that I may check the district or school website for an updated list of websites, programs, and applications used in the school or district throughout the year.

Once signed, please return this form to your school's main office.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____



NOTIFICATION OF ABSENCE

Student: _____ Grade: _____

The above-named student will need to be absent from school on the following dates:

From _____ to _____. The reason for the absence is _____

-

.

I understand that it is my responsibility to make arrangements for assignments with the teacher prior to or before returning from the absence. However, all written work assigned during this absence will be gathered during the absence and provided to the student upon his/her return to school. Work must be returned within the same number of days as the absence. I understand that it will not be the responsibility of the teacher that these assignments are done or to re-teach lessons. I understand that absence from school will affect my child's progress.

Parent signature

Date

Teacher's signature

Principal's signature

*Signatures indicate receipt of notification, not approval or agreement with absence

VOLUNTEER REGISTRATION

Whatever your talents and/or interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website (www.westada.org). Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at school and may need to fill out a volunteer registration form (below). The District Volunteer Guidelines outline responsibilities/expectations of volunteers.

Name: _____

Address: _____

Phone: _____

In case of emergency please notify:

I have accessed and read the Volunteer Handbook and I am willing to follow the procedures outlined. If I am a volunteer for overnight excursions, I understand that I will need to be fingerprinted as per Idaho Code 33-130.

Signature

Date



DISTRICT PUBLICATION AND NEWS MEDIA OPT-OUT

If you would prefer that your child not be shown in promotional materials, please fill out the following form and turn it into your school office prior to the start of the second week of school

Joint School District No. 2 policy allows the release of the names and images of its students to promote school district programs and events. Examples would include local television stories on school events, videos, social media, and print materials produced by district staff, and photographs in local print publications. In order to ensure that such videos or publications are appropriate, approval of district and school-level administration is required prior to the program or publication being produced. If you would prefer that your child not be shown in promotional materials, please fill out the following form and turn it into your school office prior to the start of the second week of school. This form will be kept on file to ensure that your child is not included in any promotional materials produced at his or her school. If you have more than one child at your elementary, middle, or high school, please include each of the students' names below. If you have children at more than one school, please turn in one form per school.

Parent/Legal Guardian Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____

Parent signature _____ Date _____

For further information about the Family Education Records Act and school district policy regarding release of information, please refer to school district policy 504.6 on the school district's web site at www.westada.org.

WELCOME TO WEST ADA SCHOOL DISTRICT

Dear Parents,

This year will bring new and exciting learning experiences for your child. Joint School District No. 2 offers a comprehensive curriculum and assessment program. With your support and our team of outstanding educators, your child will increase his/her problem-solving skills and abilities that will begin his/her process of lifelong learning.

We need your encouragement and support to assist your child in attending school regularly and being on time. Helping your child to be responsible in returning schoolwork will lead him/her in the right step for a successful and rewarding school year. Your encouragement and praise will give your child the confidence to make wise educational peer choices.

We are confident in the professional abilities and commitment of our teachers to create a successful learning experience for your child. We have a wonderful support staff of secretaries, custodians, bus drivers, cooks, librarians and teaching assistants to contribute to your child's successful school year. Your school has an outstanding principal that is dedicated to your child's success in school.

If concerns should arise, please contact your child's teacher first. Your school principal is also ready to assist if necessary. Your child's successful educational experience is our business.

Sincerely,

Geoff Stands
North Region Director

Dr. Mandy White
South Region Director

David Moser
Central Region Director

ELEMENTARY SCHOOLS

Barbara Morgan STEM Academy

1825 Chateau Dr.
Meridian, ID 83646
855-4430
Principal: Ryan Wilhite

Cecil D. Andrus

6100 Park Meadow Dr.
Boise, ID 83713
855-4430
Principal: Buffy Roberts

Chaparral

1155 N. Deer Creek Ln.
Meridian, ID 83642
350-4180
Principal: Doni Davis

Chief Joseph School of the Arts

1100 E. Chateau
Meridian, ID 83646
350-4200
Principal: Gretchen Hart

Christine Donnell School of the Arts

7075 S. Five Mille
Boise, ID 83709
355-4335
Principal: Joni Leipf

Desert Sage

9325 W. Mossywood St.
Boise, ID 83709
350-4020
Principal: Lisa Hahle

Discovery

2100 E. Leighfield Dr.
Meridian, ID 83646
855-4090
Principal: Rhonda McDonough

Eagle Elementary School of the Arts

475 N. Eagle Rd.
Eagle, ID 83616
855-4365
Principal: Cindy Marshall

Eagle Hills

650 Ranch Drive
Eagle, ID 83616
855-4365
Principal: Jason Leforgee

Eliza Hart Spalding STEM Academy

12311 W. Braddock Dr.
Boise, ID 83709
321-2150
Principal: Jamie Dobson

Frontier

11851 Musket Dr.
Boise, ID 83713
350-4190
Principal: Katie Rutan

Galileo STEM Academy

4735 W. Saguaro Dr.
Eagle, ID 83616
350-4105
Principal: Rob Lamb

McMillan Elementary

10901 McMillan
Boise, ID 83713
855-4475
Principal: Kris McGrath

Hillsdale

5225 South Stockenham Way
Meridian, ID 83642
350-4443
Principal: Khristie Bair

Hunter

2051 W. McMillan Rd.
Meridian, ID 83642
855-4285
Principal: Julie Prince

Joplin

12081 West DeMeyer St.
Boise, ID 83713
855-4345
Principal: Brandon Gallagher

Lake Hazel

11711 Lake Hazel Rd.
Boise, ID 83709
350-4075
Principal: Jennifer Logan

Mary McPherson

1050 E. Amity Road
Meridian, ID 83642
855-4300
Principal: Shannon Murdoch

Meridian

1035 NW 1st Street
Meridian, ID 83642
855-4335
Principal: Marcus Myers

Paramount

550 W. Producer Drive
Meridian, ID 83646
350-4120
Principal: Debbie Gourley

Pepper Ridge

2252 S. Sumpter Way
Boise, ID 83709
855-4130
Principal: Matt Mura

Peregrine

1860 Waltman Street
Meridian, ID 83642
350-4285
Principal: John Labbe

Pioneer School of the Arts*

13255 W. McMillan Road
Boise, ID 83713
855-4100
Principal: David Jakious

Ponderosa

2950 N. Naomi
Meridian, ID 83646
855-4040
Principal: Kathy Crowley

Prospect

4300 N. Red Horse Way
Meridian, ID 83646
350-4000
Principal: Michelle Storey

River Valley

2900 E. River Valley St.
Meridian, ID 83646
884-1741
Principal: John Ursillo

Seven Oaks

1441 S. Seven Oaks Way
Eagle, ID 83616
350-4095
Principal: Lillian Stewart-Folkner

Siena

2870 East Rome Dr.
Meridian, ID 83642
350-4370
Principal: Kacey Schneidt

Silver Sage

7700 Snohomish
Boise, ID 83709
855-4485
Principal: Amy Senethavilay

Star

700 North Star Road
Star, ID 83669
855-4110
Principal: Carla Karnes

Summerwind STEM Academy

3675 Jullion Way
Boise, ID 83704
375-0210
Principal: Joe Palaia

Ustick

435 Ustick Road
Boise, ID 83713
855-4120
Principal: Jason Newell

Willow Creek

6195 N. Long Lake
Meridian, ID 83646
350-4410
Principal: Jared Christensen

Transportation

50 N. Ward Avenue
Meridian, ID 83642
229-8500

BOARD OF DIRECTORS

Ed Klopfenstein, Zone 1
Juan "Mike" Vuittonet, Zone 2
Steve Smylie, Zone 3
Dr. Philip Neuhoff, Zone 4
Rene Ozuna, Zone 5

RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

- Assume responsibility for instructional leadership
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession
- Provide assistance to students in learning appropriate school behavior
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems
- Encourage parent communication with the school, including Power School reports and participation in parent- teacher conferences
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc)
- Supervise all affairs regarding school management, operations, and activities
- Serve as liaison between students, parents, teachers, and the West Ada Board of Trustees

RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. For your student's success, you are encouraged to (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student
- Encourage their student's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school
- Keep informed of school policies and academic requirements of school programs
- Support their student in pertinent school-related activities/organizations
- Be sure their student is appropriately dressed at school and school-related activities
- Discuss report cards and school assignments with their student
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see Parent Verification Form in handbook)
- Promote high expectations for your student's behavior, school achievement, and homework
- Establish and maintain open lines of communication between home, school and teachers
- Participate in school activities including parent-teacher conferences

RESPONSIBILITIES OF STUDENTS

Student responsibilities to achieve a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attend all classes, daily and on time
- Be prepared for each class with appropriate materials and assignments
- Be properly attired
- Exhibit respect toward others
- Conduct themselves in a responsible manner
- Pay required fees and fines
- Refrain from violations of the code of student conduct
- Obey all school personnel, school rules, safety rules at school-related activities and on the bus
- Seek changes in school policies and regulations in an orderly and responsible manner through appropriate channels
- Cooperate with staff in investigation of disciplinary cases and volunteering information when the student has knowledge

- relating to an offense
- Convey information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports)

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation
- Teach to the standards of performance required by the district
- Teach the district curriculum
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession
- Use discipline management techniques developed in the school discipline management plan
- Promote good student discipline by modeling regular attendance and punctuality
- Comply with district and school policies, rules and regulations, and directives
- Maintain an orderly classroom atmosphere conducive to learning
- Establish rapport and open lines of communication with parents, students, and other staff members
- Encourage students to strive toward self-discipline
- Participate in meaningful parent-teacher conferences

ATTENDANCE

Idaho Law requires mandatory attendance up to sixteen years of age. State law also requires each school district to establish an attendance policy. Attendance is an indicator of success in school and is necessary for maximum student learning, so the Joint School District No. 2 establishes the following policy for elementary schools.

- Increase the likelihood of student academic success
- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental involvement in student attendance
- Prepare students for attendance expectations in their future careers

All students are expected to be in class on time every school day. Joint School District No. 2 defines elementary school attendance as missing not more than four (4) days per semester. Elementary school students who do not meet the attendance standard may be assigned other consequences. School staff enforces daily attendance and initiate measures to correct attendance problems, which may include, but are not limited to any of the following.

- Conference with student
- Phone or letter contact with parent or guardian
- Makeup requirements
- Counseling contract
- Attendance contract
- Referral to other governmental agencies
- Court referrals

To ensure the safety of all students, parents are obligated to contact the school regarding each day or portion thereof that a child misses. Upon failure of contact by the parent/guardian, the school will make a reasonable attempt to contact them. The elementary school instructional day consists of 5 hours 35 minutes (the school day at some schools may be less due to shuttles between schools) and students are expected to attend the full day.

Tardies/Early Checkouts

Kindergarten – Students arriving to class after the tardy bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for more than 2.5 hours, will be marked tardy. This means a student missing less than 30 minutes of the school day will be tardy.

Tuition Kindergarten and Grades 1-5 – Students arriving to class after the tardy bell, leaving for a period of time during the day, or leaving prior to the end of the school day, but in attendance for more than 4.0 hours will be marked tardy.

Absences

Student absences will be marked under two general categories, absent for a half day or absent for a full day. The calculation of average daily attendance (ADA) as defined by Idaho Statue (Idaho Code 33-1002/33-1003A and IDAPA 08.02.01) is as follows:

Full Day

Kindergarten – A full day consists of at least 2.5 hours of instruction per day.

Tuition Kindergarten and Grades 1-5 - A full day consists of at least 4 hours of instruction per day.

Half Day

Kindergarten – A period of instruction less than 2.5 hours will be recorded as an absence.

Tuition Kindergarten and Grades 1-5 – A half day consists of at least 2.5 hours, but less than 4 hours per day.

ELEMENTARY ATTENDANCE CODES

- Activity (ACT): An absence for a school sponsored program or activity
- Bereavement (BR): Up to five (5) days for a member of the immediate family, i.e. father, mother, brother, sister, grandparents.
- Extraordinary (EXT): Administrative discretion, i.e. unforeseen emergencies, court dates, education travel, etc (does not count against attendance standard but will count against perfect attendance).
- Illness (ILL): Student is absent as verified by parent/guardian phone call (counts against attendance standard).
- Illness Waiver (WAI): Confirmed with documentation from medical personnel (does not count against attendance standard but will count against perfect attendance).
- Parent call (PRC): Student is absent as verified by parent/guardian phone call (counts against attendance standard).
- Truant (TR): Student is absent without permission of parent/guardian or school officials (counts against attendance standard). Persistent/habitual truancy may result in suspension/expulsion from school.
- Unverified (A): No information regarding absence – an unverified absence will convert to truancy unless verbal communication is received from a parent/guardian within 48 hours (counts against attendance standard).
- Verified (VER): Phone call initiated by the school to confirm the absence (counts against attendance standard).

EXTRAORDINARY ABSENCES

Extraordinary absences require prior notification from a parent or guardian, except in the cases of illness, accident, or bereavement. The student will be expected to complete assigned work within a time period agreeable to the teacher(s) of the missed class(es). The following criteria are used to determine extraordinary absences:

1. **National or International Activities:** Events organized for the purpose of continuing competition or as an extension of an approved school program/contest, or special activities such as Olympic qualifying

- meets.
2. **Court Appearance:** Verified by official documentation
 3. **Professional Appointments:** Confirmed with documentation from professional personnel such as medical doctors, optometrists, dentists, orthodontists, psychiatrists, counselors, or attorneys, etc.

Extended Family Educational Trip: In the instance that an extended family educational trip occurs while school is in session, the parent/guardian and student requesting this exception must meet the following:

- a) Submit a letter to the principal at least two (2) weeks prior to the trip;
- b) Have passing grades in all classes;
- c) Not exceed four (4) absences in the current semester prior to this request;
- d) Not have any truancies or school suspensions;
- e) Request work from teachers and agree to turn in all pre-arranged work on or before the first day back to class;
- f) Call the attendance office prior to the dates of absence;
- g) Submit a one (1) page project paper for each class with information that substantiates the educational purpose of the trip as it relates to each specific class missed. The papers are due to the principal, assistant principal, or designee upon return to school.

Religious Observances: Verified by parent/guardian, church official, or document Schools shall establish clear procedures to implement this policy, including, but not limited to:

- Regular and accurate recording of attendance
- Parental access to current attendance records
- Clear communication of school hours
- Advance notice of attendance requirements
- Provide written notification to parents when the unverified absences change to truancy or when a habitual truancy notice will be sent to the Board of Trustees for action.

EXCESSIVE ABSENCES

If a student is absent for fifteen (15) consecutive school days, whether or not the absences are verified the student will be dis-enrolled from school. At the time the student returns to school, the student may be re-enrolled. Students served by homebound tutors or absent due to illness documented by licensed medical personnel will not be included in this procedure.

EXCESSIVE TARDIES

"Excessive" tardies is defined as more than five (5) tardies per semester.

ATTENDANCE AWARDS

At the end of each school year, Joint School District No. 2 elementary schools issue attendance certificates in recognition of those students who have maintained regular exemplary attendance throughout the school year.

1. Perfect Attendance – No absences (no more than two (2) tardies) regardless of the reason.
2. Faithful Attendance – No more than one (1) day absence (no more than two (2) tardies) regardless of the reason

MAKE UP WORK

If a student is to be out of school for an extended absence of fifteen (15) days or less, it is his/her responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided

to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated. In all absentee cases, class assignments must be completed within the number of days equal to the number of days of absence to receive credit.

HABITUAL TRUANCY

Any child at the elementary school level who accrues fifteen (15) absences and/or truanancies may be referred to the prosecuting attorney pursuant to Idaho Code 33-206 which states, in part, "a habitual truant is any public school pupil who, in the judgment of the board of trustees repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202, Idaho Code, and the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance."

Principals/assistant principals, as the authorized representative of the board of trustees, will submit documentation of the excessive absences/truanancies to the prosecuting attorney in the county of the student's residence.

TRUANCY

Truancy occurs when a student intentionally removes himself/herself from school either before arriving or after having arrived at school without previous knowledge and consent of parents or school officials. A written record of a student's truanancies shall be kept with or in the student's cumulative record folder and shall be forwarded to the receiving school.

REPORTING ABSENCES

When your child is unable to attend, please contact the school office by 9:30 a.m. and let them know. For the safety of your child, reasonable attempts will be made to call you at your home or work if you have not phoned by 9:30 a.m.

GENERAL INFORMATION

ACADEMIC OR BEHAVIOR CONCERNS

When academic or behavioral concerns become apparent to either parent or teacher, the district has a problem-solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the concern persists or significantly impacts the child's learning, the parent or teacher may refer the student to a building problem solving team to review the concern and interventions previously tried. This team may then develop an additional intervention plan and timeline. If the concern persists even after additional interventions, the child may be referred to a building level multidisciplinary team for further assessments.

ANIMALS ON SCHOOL CAMPUS

1. Animals (including insects) are not allowed on campus except with prior administrative approval.
2. Animals are allowed on campus when they are required for a unit of instruction from the Joint School District No. 2 adopted curriculum. The animals may remain on campus only as long as required by the unit of instruction that is being taught. Animals are not allowed to attend afterschool activities unless approved by administration, meet the requirements of Idaho Code 56-704A, or are needed by an individual with a disability (i.e. guide dog).
3. For rules regarding Service Animals see Policy 1003.50 or refer to the Service Animals section of this handbook.

ANNOUNCEMENTS AND OTHER COMMUNICATION

Announcements are made regularly. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

BACKPACKS/BAGS

Students are allowed to carry backpacks/bags, to and from school. Students must place these items in their locker or designated area before the start of the school day. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Personal hygiene items may be retrieved as needed.

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to fifteen (15) minutes before school and must exit school grounds no later than fifteen (15) minutes after the final bell. School personnel are not available for supervision outside of those times. For those students attending day care, if not picked up within this time (15) minute frame parents will be notified.

BUSES

Transportation to and from school is provided to students living more than a mile and one-half from school. Most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class (see Cascade Student Transportation or telephone 208 229-8500).

CAMPUS SAFETY

Joint School District No. 2 takes the safety of our students very seriously. Annually, we review our crisis policies and plans so that we can be prepared during a crisis. Fire drills, earthquake drills and lockdown drills for intruder situations are conducted on a regular basis at all schools. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or intruder. Each school is required to develop a Campus Crisis Plan. The Campus Crisis Plan is intended to be used during the first ten (10) to fifteen (15) minutes of any crisis. After that time "outside" emergency services provided, (i.e., police, fire) will have an effect on the actions we take. Each school's Campus Crisis Plan will be offered to the local emergency service providers as well as on file at our District Office. If you have any questions or concerns about the Emergency Response Guide or your school's Campus Crisis Plan, please contact your school office. Ensuring a safe environment takes training, practice, and cooperation from everyone. We encourage your comments about our schools, their individual plan and your observations, which might help, prevent a potential crisis. Schools continue to be a very safe place for students and with your help we can make them even safer!

CHILD ONLINE PRIVACY PROTECTION ACT (COPPA):

(If your student is under age 13) I have reviewed the Child Online Privacy Protection Act (<http://www.ftc.gov/oqc/coppa1.htm>) and have completed the form in the front of the handbook regarding personal information and District educational approved software and Internet websites.

CLASS SIZE

The Board of Trustees of Joint School District No. 2 recognizes the importance of a low teacher/student ratio and strives to decrease class size where appropriate when funding and facilities permit. It is important to provide a learning environment that is positive and productive for every child in the classroom. This can best be achieved if class enrollments are maintained at manageable levels. The standard used to determine maximum enrollment in regular

classrooms is as follows:

Kindergarten, Grades 1, 2	25
Grade 3	26
Grades 4, 5	32

If the maximum enrollment is exceeded, additional teaching assistance will be provided as per master contract.

CLOSED CAMPUS

All district elementary schools have been designated as closed campus schools. Once students are on campus, they are required to have permission from parents or guardian to leave the campus. Leaving campus without permission constitutes truancy.

CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL

Please keep the school informed of your correct home address, phone numbers for home, business and your emergency person, and e-mail address. Updating this information will ensure that we will be able to contact you in an emergency.

COMPLAINT PROCEDURES

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an administrator may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district Policy 204.30, and can be obtained at the building or district office. A request to appear before the Board of Trustees may be made in accordance with this policy.

DELIVERIES

Flowers/plants, balloons, food, or other gift deliveries to students will not be accepted due to student allergies, storage, and/or disruption to the school day.

DISCRIMINATION

Joint School District No. 2 does not discriminate on the basis of race, color, national origin, religion, sex, disability, gender identity, sexual orientation, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations. Students are required to report to the school principal or designee, discrimination of which the student becomes aware. Parents/guardians-please encourage your child to report discrimination to his/her teacher or principal. Please do not hesitate to call the principal if you have any concerns.

EDUCATION RECORDS

Upon request, education records are available for examination by parents/guardians and students over 18 years of age (see Appendix C). The use of a student's legal name is required for all education records contained in the permanent file and in PowerSchool.

ENTRANCE ENROLLMENT REQUIREMENTS

A record of immunizations, a copy of the birth certificate and proof of residence are required of all students at registration prior to a student starting school.

Kindergarten (See Idaho Code 33-201) Students must be five (5) years of age on or before September 1 of the current year.

First Grade Students must be six (6) years of age on or before September 1 of the current year. If a child has attended kindergarten in another state for a full 450 hours of instruction, they may enroll in first grade without meeting the age requirement.

Exception for Children of Active Military: In compliance with the Interstate Compact or Education Opportunity for Military Children, the receiving state shall allow a student to continue his/her enrollment at the grade level from the sending state and promote the student that satisfactorily completed the prerequisite grade level in the sending state, regardless of age. A student that is transferring after the school year starts shall enter on his/her validated level from the accredited sending school state. The parent must provide official military orders showing that the military member was assigned to the state in which the child was previously enrolled and attended that school. If a military child was residing with a legal guardian and not the military member during the previous enrollment they will have a copy of the family care plan, or proof of guardianship, as specified in the Interstate Compact, or any information for the receiving district eligibility under the compact

FIELD TRIP RELEASE

Upon request, students may be released to the parent at the end of a field trip. The parent or guardian needs to check the student out by signing the student check out sheet that is in the possession of a teacher or administrator at the field trip.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander/ or threaten the rights of others.

GRADE REDUCTIONS FOR DISCIPLINARY REASONS

Courts have generally disfavored the practice of reducing grades or denying academic credit based on nonacademic credit misconduct or reasons. Courts have considered grade reductions an unwarranted "double punishment" and an improper technique whereby an educational institution makes a "clear misrepresentation of the student's scholastic achievement". Every effort should be made not to coningle academics with discipline.

GRADING SCALE

Basic: Student does not yet demonstrate competency on the grade level achievement target.

Strategic: Student demonstrates inconsistent competency on the grade level achievement target.

Proficient: Student demonstrated competency on the grade level achievement target

Advanced: Student demonstrates consistent competency on related achievement targets above their grade level.

ILLNESS OR MINOR INJURY

If students become ill or injured at school, they should go to the nurse's office. A pass from the teacher is required, except in an emergency. Students will not be permitted to leave school without permission from the parent or specified emergency contact person and are signed out at the school office. Parents are requested to keep daytime phone and emergency contact information current. Being in the nurse's office longer than 30 minutes may count as a class absence. Any student needing to go home may not use their cell phone to call parents. The school phone must be used in the front office or the nurse's office. Joint School District No. 2 **does not** provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians (*See Insurance*).

IMMUNIZATION POLICY

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY Immunization Requirement by Age with Doses of Vaccines Required

Section 39-4801, Idaho Code: Idaho Department of Health and Welfare Rules, IDAPA 16, Title 02, Chapter 15
"Immunization Requirements for Idaho School Children."

Children born after September 1, 2005 must have a minimum of:

- 5 DTaP (diphtheria, tetanus, pertussis)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)

Students born after September 1, 1999 and through September 1, 2005 must have a minimum of:

- 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- 3 Polio
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B

7th-12th Grade Immunization Requirements

Additionally, students admitted to 7th through 12th grade must meet the following additional immunizations to the school entry requirements:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 1 Meningococcal

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation or immunization at entry or re-entry. Exemption from this law is allowed for medical, religious/other reasons. Any student claiming an exemption should have an Idaho Exemption form on file at school. Exemption forms are available from the school nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

INCLEMENT WEATHER/SCHOOL CLOSURE

During inclement weather or a red air alert, students are allowed to enter the building immediately upon arrival to school. Students will also be kept inside during outside activity time if the weather or facility condition necessitates. Please be sure that your child is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the local radio TV stations, as well as the district webpage.

Elementary sites will monitor the weather conditions and if the temperature drops to 20 degrees or lower including wind chill, students will remain indoors during the recess periods and prior to school starting.

INSURANCE FOR STUDENTS

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses

when students are injured at school. Each school will provide parents and students with the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will, at a minimum, take the following steps:

1. Obtain a written or verbal (when age or developmentally appropriate) statement from the complainant regarding the allegations;
2. Obtain a written or verbal (when age or developmentally appropriate) statement from the accused;
3. Obtain a written or verbal (when age or developmentally appropriate) statement from witnesses, if any.

LITTERING

Students are expected to act responsibly at all times. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined for littering.

LOST AND FOUND

Students are responsible for all personal items brought to school. Joint School District No. 2 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. For lost items, check at the main office. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. Items left in the lost and found may be donated to charitable organizations. Donation schedules will be determined by the school.

LUNCH/BREAKFAST PROGRAM

Well balanced breakfast and lunch meals are served fresh daily in your school's cafeteria. All meals meet the USDA guidelines for nutritional analysis and portions are set according to grade level. Two (2) entrees are offered daily on the lunch menu along with fruits and vegetables. Each student must choose 3 of the 5 components offered (meat/meat alternate, grain, vegetables, fruit, milk) and one of those choices must be a full serving of a fruit or vegetable. Menus, meal prices and allergy information are available on the district website.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at www.westada.org, clicking the Parent tab, then School Nutrition. Applications are evaluated according to income and family size.

MyPaymentsPlus (www.mypaymentsplus.com) is an online service that provides patrons the convenience and information to manage meal accounts. The system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost/forgotten lunch money, and ensures that students will receive a nutritious meal. Funds deposited through My Payments Plus are usually available for student use within minutes of the transaction.

The Joint School District No. 2 Nutrition Program utilizes a computerized accounting system. Each student will be set up with an account that may be accessed using his/her student identification number. The best time to place money in student accounts would be before school or through the online service. For your convenience, you may deposit any amount of money in your student's account – please make checks payable to <Name of School> Nutrition Program. Charges may be made only in emergency situations - all charges need to be paid the following day. Parents/guardians or other guests are always welcome to join students for breakfast and lunch - please notify the kitchen in advance so

that the proper number of meals may be prepared. Please contact the School Nutrition Cashier at your school with any questions regarding meal accounts.

MEDIA RELEASE

The school or school district periodically uses images and names of students in various media (printed, photographic, social media, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing (see the District Publication and News Media Opt-Out form and can be found on-line).

MEDICATION AT SCHOOL

Students who need to take prescription or other medication during the school day must bring it to the nurse's office in a properly labeled prescription bottle or original container. A **medication consent form must be completed** by the parent and on file with the nurse for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student may require **emergency medication** for potential life-threatening conditions, parents must provide the medication to schools. Emergency medications may be kept in the nurse's office and/or carried by a student for self-administration. Students who need to carry emergency medication to treat asthma or severe allergies may do so according to district policy and procedures. All medications, including emergency, require consent forms yearly. Please contact the school nurse. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the Alcohol, Tobacco, and Drug Policy.

MODIFIED CALENDAR SCHOOLS

Joint School District No. 2 operates four modified calendar elementary schools. Chaparral, Pioneer School of the Arts, Seven Oaks and Spalding STEM Academy operate on a modified calendar (Pioneer and Spalding are schools of choice - please see the district web page for enrollment information). Students in a modified calendar school attend the same number of total days as those students in a traditional calendar school. All families within Joint School District No. 2 boundaries have the option of enrolling at the modified school assigned to their zone. Transportation may be available if you attend the modified calendar school designated for your zone and you live more than 1.5 miles away from the school.

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS

Parent/Teacher conferences are scheduled in the fall (see the current school calendar). However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

PROGRESS REPORTS

Parents/guardians may access student grades through PowerSchool - please contact the school registrar for login/password information. If Internet access is unavailable, parents/guardians may request and pick up a progress report from the school.

RECONSIDERATION OF LEARNING RESOURCES

A parent has the right to request an alternative supplemental learning resource for his/her own child. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children (see policy 602.22).

REPORT CARDS

Report cards are to be accessed by parents through PowerSchool. These reports show academic and learner behavior grades, absences and tardies, as well as information on student attitudes and work habits. Utilizing PowerSchool, parents will have real time access to student progress and performance. Contact your school for your child's PowerSchool user identification and password. Courts have generally disfavored the practice of reducing grades or denying academic credit based on nonacademic misconduct or reasons

RELEASE OF STUDENTS DURING THE DAY

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they MUST have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for further information.

RELEASE OF STUDENTS AFTER SCHOOL

A change in the regular routine of how a child gets home after school requires a written note from parent/guardian.

REPORTING THREATS

The Joint School District No. 2 takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff, or the proper law enforcement agency for investigation and follow-up. Students that create or communicate in any manner unconfirmed, rumored, or false information concerning a threat being made against either an individual or the school populations may receive appropriate discipline up to and including a recommendation for expulsion. If after school hours, or on a weekend, contact local law enforcement.

RESTRICTED AREAS

Each school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas may be subject to disciplinary action.

SAFETY DRILLS

Fire drills are held monthly. Lockdown drills are held biannually. Earthquake drills are held annually. Additional safety drills (evacuation, lockdown, etc...) may be held throughout the year.

SCHOOL OF CHOICE INFORMATION

New applications must be submitted by the date listed on the website and those received later will be marked late. Information and applications are found on the Joint School District No. 2 website (www.westada.org) as are parent directions for the application process. If you do not have access to the web, contact your local school. Please be aware and indicate to the school if you accept or reject placement. Parents may apply for more than one (1) school of choice, but can only be drawn for one school. If a family chooses to apply for more than one school of choice, the first school that draws their name in the lottery is the one from which they will receive a placement.

SERVICE ANIMALS GUIDE DOGS & MINIATURE HORSES Policy 1003.5

Idaho Code 56-704A allows any person who is specially trained or socializing a dog/miniature horse for the purpose of being a service animal shall have the right to be accompanied by the animal in school. The person accompanying the animal in training shall carry and upon request display an identification card issued by a recognized school for assistance service animals or by an organization which serves disabled persons. The person shall be fully liable for any damages done to the premises or facilities by the animal. (See Policy 1003.5 Service Animals)

STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS

In an effort to provide the best education possible, principals consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the building principal. Forms may be made available for parental input for class placement and must be submitted in writing to the building principal.

SURVEILLANCE CAMERAS

Some Joint School District No. 2 schools have surveillance cameras on campus and on many school buses. Surveillance video is the sole property of the West Ada School District.

TESTING

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Joint School District No. 2 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in state and local assessments.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Texts that are lost, stolen or show excessive wear or damage are charged to the student. Students may pay fines for missing or damaged books.

TOYS AND VALUABLES

Students are not to bring toys or other valuables to school except for educationally related activities approved by the teacher. Medically prescribed devices or assisted learning devices needed to meet 504 and/or IEP requirements will be allowed.

TRANSPORTATION

Transportation to and from school is provided to students living more than a mile and one-half (1.5) from school. Students should be at the bus stop ready to load a minimum of five minutes before the scheduled pick-up time. Drivers can make the stop up to 5 minutes before or after the scheduled bus arrival time. At the end of the day, most buses leave the school within 6-7 minutes after the final bell. Students need to be sure to go directly to the bus after their last class (see Cascade Student Transportation or telephone 208-229-8500). A bus will not be sent back for students who simply run late. Transportation rules and citations apply to home-to-school, shuttle, and field trip/extracurricular transportation services.

BUS CONDUCT RULES: (Note: The bus driver may make additional rules as necessary to maintain the safety of the bus.)

- Remain seated, facing forward in your assigned seat. Keep your hands and feet to yourself at all times. Aisles must be kept clear at all times.
- Talk quietly. Silence is required at all railroad crossings. Yelling and loud noise will not be permitted.
- Eating, chewing gum, drinking and littering are prohibited on the bus.
- Swearing and use of inappropriate language and/ or gestures is prohibited. The driver is to be shown courtesy and cooperation at all times.
- Keep all body parts inside the bus. Throwing, shooting, and/or spitting of any object on, from or at the bus are prohibited.
- Do not play or tamper with the bus or bus equipment (including seats). The emergency doors and window are to be used only in an emergency.
- No hitting, "horseplay," or fighting. Students are not allowed to encourage others to fight, or to continue or incite a fight by teasing, threats, or harassment.
- Possession, distribution or use of illegal drugs, tobacco, and alcohol is strictly prohibited.
- Inappropriate use of electronic devices that create a disruption on the bus is prohibited. This includes cell phones, games, headphones etcetera. Use of any type of camera to take photos of students is also prohibited.

BUS USE RULES:

- It is the student's responsibility to know and obey the bus rules as posted on every school district bus and outlined in the Student Handbook.
- Orderly behavior is expected on the bus and at the bus stop. Use only the bus stop and bus assigned to you.
- A note signed by a parent or guardian is required in order to ride any other bus or to utilize any stop other than your own.
- Be on time at the bus stop five (5) minutes before the scheduled bus arrival time). The bus driver cannot wait for tardy passengers.
- If you must cross the street, wait for the driver's signal and only cross in front of the bus where the driver can see you clearly.
- No hazardous materials, objects, or live animals of any kind are permitted on the bus. Large objects must be able to be held securely on the passenger's lap. **Skateboards, scooters and roller blades are not allowed on the bus (unless they are completely contained within a zippered bag).**

CITATION PROCESS:

First Citation Point (Tier One)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least three (3) attempts the citation is given to school Administrators to issue.
- The student will be allowed to ride the bus when the signed citation is returned to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

Second Citation Point (Tier One Level Two)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least three (3) attempts the citation is given to school Administrators to issue.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Up to three (3) days suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The student is allowed to ride the bus after meeting with a Student Management Coordinator or supervisor,

- serving the suspension, and returning the signed citation to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

Third Citation Point (Tier Two)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least three (3) attempts the citation is given to school Administrators to issue.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Up to five (5) days suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The student is allowed to ride the bus after meeting with a Student Management Coordinator or supervisor, serving the suspension, and returning the signed citation to the bus driver.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

Fourth Citation Point (Tier Three)

- The driver addresses the behavior with the student.
- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary in order to regain bus-riding privileges.
- If the Student Management Coordinator cannot reach the parent or guardian within 48 hours, or after at least three (3) attempts the citation is given to school Administrators to issue.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- Suspension from riding bus or other appropriate discipline may be assigned at the discretion of a Student Management Coordinator or supervisor.
- The Student Management Coordinator or supervisor may recommend a suspension period not to exceed the rest of the school year unless the violation occurs within the last twenty (20) school days
- of the year.
- If the parent/guardian wishes to appeal the decision of a Student Management Coordinator or supervisor, they may do so to the Transportation Discipline Committee. Decisions of the Transportation Discipline Committee are final.
- Behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.
- A copy of the citation will be forwarded to the school to be entered by a school administrator into PowerSchool.

Citation Points:

The number of citation points accumulated by the student during the school year will determine the resulting consequences of the citation given as follows:

Example 1: Student has one (1) minor rule violation and receives a one-point citation. Student then has a serious violation resulting in a two-point citation being issued. The two (2) points added to the one (1) point previous citation equals a three (3) point accumulation of points and the three- point citation procedures would be followed for the second citation.

Example 2: Student accumulates two (2) points from a previous citation and subsequently receives another serious rule violation citation for an additional two (2) points. The point accumulation determines that the student is at four (4) points.

Severity Clause:

A student can be temporarily suspended from bus riding privileges by a Student Management Coordinator or

supervisor for behavior endangering the safety of the bus and/or its occupants. The Student Management Coordinator or supervisor has the authority to request a four (4) point citation, regardless of where a student is in the citation process, depending on the severity of the specific incident.

Appeal Process:

If the parent/guardian appeals the decision of Student Management Coordinator or supervisor, within five (5) days of suspension of bus riding privileges, the District's Transportation Hearing Committee made up of one (1) Student Management Coordinator or supervisor, two (2) administrators/counselors, who shall be the hearing panel, the superintendent or his/her designee, who shall act as the hearing officer, and a recorder shall schedule an informal hearing to determine to revoke or reinstate riding privileges. The student and parent/guardian shall be notified of such hearing and may appear and show causes why the pupil should not have bus riding privileges revoked.

ITEMS INAPPROPRIATE FOR THE SCHOOL BUS:

Items may include but are not limited to:

- Perfume sprays, deodorant and/or any item that could cause an allergic reaction.
- Skateboards, scooters, and rollerblades (unless they are completely contained within a zippered bag).

PROHIBITED OBJECTS ON SCHOOL BUS:

- Weapons, Laser Pens, Drugs & Alcohol, Cigarettes or other Tobacco products, E or Vapor Cigarettes, Flammable Objects, Explosive Devices, Hoverboards, and Animals

STUDENT CONDUCT ON THE BUS:

Students are expected to conduct themselves in an orderly manner while waiting for or riding the bus. Appropriate student behavior is essential for a safe and positive environment while transporting students and therefore, it is important not to distract the bus driver. The driver has the same responsibility and authority as the teacher does in the classroom. It is the responsibility of every student to know and obey the bus rules as posted on all school district buses and as outlined in this handbook. Misbehavior on the bus can deprive a student of the privilege to ride. Every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges.

ZERO TOLERANCE OFFENSES

Students in violation of any zero-tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester, the student may be expelled for the first semester of the next school year (policy 502.11).

Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds

Zero tolerance violations are MAJOR violations and include:

- Weapons: Possession, use, threat, or attempt to use any object as a weapon. (Weapons include but is not limited to: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals).
- Bomb threat: Placing or detonation of a bomb, calls or written threats of bombs, and fake bombs.
- Arson: Any open flame on the bus. Burning or attempting to burn the bus/bus equipment, self, or anyone else

The Cascade Student Transportation Department number is 208-229-8500. The Transportation discipline policy can be found on our website at www.westada.org under policy 702.57.

TRESPASSING/LOITERING

Idaho State Code Section 33-512 (11) 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 of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor." This policy includes students who have been suspended or expelled from school. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities. Students not involved in school activities are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes.

VISITORS

Parents, are encouraged to visit school. All visitors are required to check in at the office and secure a visitor's pass/badge. If a parent desires to attend any part of the school day that includes attending classes with their child, a twenty-four (24) hour notification is required and all necessary paperwork must be completed and submitted to building administration. The parent classroom observation form is located in the main office and may be required prior to the visit. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures. Exceptions to this would be secondary students involved in the tutoring program.

For your own safety and the safety of our students, please follow these guidelines when visiting the school grounds:

- Do not join in the student's activities
- Every attempt needs to be made to limit interactions with other students
- School ground supervisors may accompany any adult who is given a visitor pass
- Please report any concerns to school personnel rather than handling the matter yourself
- In the event of an emergency or safety drill, follow the direction of school personnel
- Please be respectful of other students' privacy when posting pictures, videos, etc. to social media

VOLUNTEERS

Whatever your talents, and/or your interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website. Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at the school and on an annual basis must complete the volunteer registration form. The district Volunteer Guidelines outlines responsibilities/expectations of volunteers.

STUDENT CONDUCT

Appropriate behavior is essential in the establishment of a positive learning environment for students. All schools establish written school rules and procedures regarding the maintenance of orderly student conduct. The procedures are communicated to parents and students on an annual basis.

Teachers and support staff members are primarily responsible for the maintenance of proper student behavior. Every reasonable effort is made to solve discipline problems before they are referred to the principal. Early communication with parents is expected.

When a student is referred, the principal makes a decision as to the appropriate action to be taken. Options include, but are not limited to, conferencing with the student and parents, developing a behavior plan, in-school suspension, out of school suspension, referral to the School Resource Officer or expulsion. An informal hearing, with a building administrator, will be afforded parents before suspending a student, according to Idaho Code. This may take place by a telephone or school conference.

AGGRESSION

Aggression is intentionally harming another person.

Idaho Code defines "**harassment, intimidation or bullying**" as any intentional gesture, or any intentional written, verbal or physical act or threat by a student that: (a) a reasonable person under the circumstances should know will have the effect of:

- (i) Harming a student; or
- (ii) Damaging a student's property; or
- (iii) Placing a student in reasonable fear of harm to his or her person; or
- (iv) Placing a student in reasonable fear of damage to his or her property; or

(b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

Peer Conflict	Bullying	Harassment
<ul style="list-style-type: none"> • One time or isolated event • Balance of power exists between students • <u>Not</u> a group picking on one student • Students are willing to work out conflict with assistance OR leave each other alone... 	<ul style="list-style-type: none"> • Carried out repeatedly over time • Imbalance of power • Intentional, planned harm doing • Often unprovoked • Aggression can be carried by a single individual or a group. • Can be physical, verbal, relational, or electronic (cyberbullying) 	<ul style="list-style-type: none"> • Aggressive behavior focused on a student's <u>race, national origin, religion, color, disability, or sex.</u> • Behavior is <u>severe, persistent or pervasive</u> enough to interfere with a student's ability to participate in or benefit from school.

I will not:

- Read another student's private communications without permission.
- Use improper language or pictures.
- Use communication tools to spread lies about others.
- Pretend to be someone else online.
- Give out my full name, password, address or any other personal information to someone I don't know.
- Give out the full names and addresses of others.
- Send e-mail to anyone who asks me not to.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the District network to use at school, unless I have received permission.
- Try to get access to or make technology or the network do things not approved by my school and the District.
- Seek out or share passwords of others.
- When using the district internet which includes but is not limited to the internal network, the guest network, the wired or wireless, I agree I will not take any action to, install software, run software, or go to a website that allows me to bypass the district filter. If I find other staff or students are using a method that bypasses the filter I will report my findings to district administration.

BULLYING - POLICY 502.9

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

Definition

1. **Bullying** means any intentional gesture or any intentional written, verbal or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:
 - a. Harming a student; or
 - b. Damaging a student's property; or
 - c. Placing a student in reasonable fear of harm to his or her person; or
 - d. Placing a student in reasonable fear of damage to his or her property; or
 - e. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or
 - f. Unreasonably interferes with an individual's educational performance; or
 - g. Otherwise adversely affects an individual's educational opportunities.

2. **Cyberbullying** is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:
 - a. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
 - b. **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
 - c. **Phone call bullying via mobile phone** uses silent calls or abusive messages.
 - d. **E-mail bullying** uses e-mail to send bullying or threatening messages
 - e. **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
 - f. **Bullying through instant messaging (IM)** is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
 - g. **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites

Prohibited Behavior

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
4. Bullying also includes any act of retaliation taken against:
 - a. Any person bringing a complaint of bullying
 - b. Any person assisting another person in bringing a complaint of bullying, or
 - c. Any person participating in an investigation of an act of bullying.

Students in Joint School District No. 2 are expected to:

- Treat each other with respect
- Refuse to bully anyone
- Refuse to watch, laugh or join in when someone is being bullied
- Report bullying to an adult

Parents/guardians - please encourage your child to report bullying to his/her teacher, counselor, or principal. Please do not hesitate to call the principal if you have any concerns.

BEHAVIOR EXPECTATIONS

For optimal learning to take place, the following are behavioral expectations:

- Students should enter the room in an orderly manner and be in their assigned seats, quiet and ready to work.
- Students are responsible to bring supplies, pencils, assignments, papers, and equipment to each of their classes.
- Students are to show courtesy and respect for other students, staff and the resource officer.
- Students are not to mark on, or deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, or other school property.
- Students must get a signed pass from the teacher before leaving a classroom class period.
- Students are to be dismissed by the teacher in an orderly manner when the bell rings.
- Students are to be attentive, attempt assignments, and work without disturbing other students.
- Students are to follow class standards and rules as determined by each teacher with regard to sharpening pencils, getting drinks or water, collection and distribution of papers, books, etc.
- Students or parents are financially responsible for damaged or lost school materials and equipment.
- Students are not to use profanity on campus

HARASSMENT AND/OR INTIMIDATION - POLICY 502.7

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Students attending district schools are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
- Prohibited from sexually harassing other students; and
- Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school sponsored events, conduct during transportation to and from school and school sponsored events, and to conduct off the district's premises that have an adverse effect upon a student's educational environment. Parents/guardians – please encourage your child to report instances of harassment to his/her teacher or principal. Please do not hesitate to call the principal if you have concerns.

CHEATING

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator.

COMPUTER/NETWORK USE AND CONDUCT

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in Joint School District No. 2. The student and his/her parent(s) should read and discuss the district policies concerning computer use.

Unless a parent has signed a district "Internet Opt-In " form, all students will be given access to the Internet. In many

cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. Joint School District No. 2 will make prudent efforts to limit improper use.

Students will be assigned a network login. With this access comes responsibility. Student logins on the school's network system(s) are considered a privilege, not a right. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school-related files to their home directories on the network, or other drives only as specified by their teachers or designated technology staff. A student who gains access to inappropriate material on the Internet is expected to discontinue the access as quickly as possible and to report the incident to a staff member.

Students will not install or download games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems. Hacking (attempting, without authorization, to access or alter Internet, network or local hard drive functionality, configuration, data or software) is forbidden. This includes, but is not limited to, the creation or transmission of computer viruses, WORMs or any programs/files that would disrupt the use or functionality of the computers or network. Any attempt to harm or destroy functionality of computer-related equipment or data will be considered vandalism (see Idaho State Code 18-2202).

Students are expected to follow the guidelines and policies expressed in the handbook and the district's NETWORK, COMPUTER AND ELECTRONIC INFORMATION SYSTEMS policy 1001.30. If the guidelines and/or policies are violated, administrator will determine consequences based on the severity of the incident. This may include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to Joint School District No. 2 policy (1001.30) and Idaho State Code (sections 18- 2201 and 18-2202).

DETENTION

Detention is an assigned time students are required to attend during non-instructional times, before/after school, or on Saturday for disciplinary or academic reasons. Students who do not report to detention on time may be assigned to additional consequences.

DISCIPLINARY OFFENSES – MINOR

Minor disciplinary offenses are those incidents that disrupt normal school functioning but are not regarded as major offenses. See Discipline Step Procedure regarding consequences for multiple minor offenses.

DISCIPLINARY OFFENSES – MAJOR

Major disciplinary offenses are those incidents that disrupt normal school functioning and may result in suspension, recommendation for expulsion, and/or referral to the School Resource Officer when applicable.

Examples of major disciplinary offenses may include but are not limited to:

- **Alcohol/Drug/Tobacco** – Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia, includes e-cigarettes and vapor devices. The use/abuse, possession, selling, furnishing of any prescription/non-prescription drug or any materials that give the appearance or alcohol, tobacco, or other controlled substances.
- **Arson** – Any open flame and/or the malicious burning of or attempt to burn any person, self, or property on school grounds or during school activities.
- **Bullying** – Repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students (Policy 502.9).
- **Cheating** – Second offense (Policy 502.11)

- **Criminal activity**- Any illegal activity, occurring on school district property, other than minor traffic infractions, occurring during school hours, or non-school hours, or at a school sponsored event will be considered a major disciplinary offense
- **Fighting – Includes physical abuse**
- **False Alarms** – Fire alarms or 911 calls. If costs occur, restitution may be required.
- **Forgery/Misrepresent** – Creation or use
- **Gambling**
- **Gang/Group Affiliated Attire/Symbols/Tattoos**
- **Harassment** – (Policy 502.7)
- **Inappropriate Behavior**
- **Incorrigibility** – Repeated unmanageable/disruptive behavior
- **Insubordination**– Failure to cooperate, being dishonest, or willfully defying the authority of school personnel). Insubordination during emergency situations or emergency drills may be disciplined at the highest level
- **Mood Alternating Substances** – see Alcohol, Drug, and Tobacco Policy 502.50
- **Objectionable Literary/Pictorial Materials** – Includes but is not limited to, possession, creation, or distribution of pornographic material or inappropriate images.
- **Peer Conflict – Includes verbal abuse**
- **Violent Incident With/Without Injury**
- **Safety** – May include, but is not limited to, possession, use or distribution of any item considered unsafe for school (i.e. matches, lighter, etc).
- **Stealing/Theft** – Stealing, attempting to steal or possession of stolen property, whether school property or private property
- **Threats** – Written or verbal threats of physical harm or retaliation
- **Truancy** – Regular or habitual truancy
- **Vandalism**
- **Zero Tolerance** – Policy 502.2

DISCIPLINE STEP PROCEDURE

The following is the procedure for offenses that disrupt normal school functioning but are not regarded as major offenses. **Major offenses may result in a suspension and/or recommendation for expulsion at any time, depending on the severity.**

Tier One:

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)

Tier Two:

Step 3:

- Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by the Principal or certified designee. An informal hearing will be afforded parents/guardian before suspending, according to Idaho Code 33-205. This may take place by a telephone or school conference.
- Continued referrals may result in progression to Tier Three

Tier Three:

- When the student does not respond to interventions, alternative placement or recommendation for expulsion will be considered. A discipline log will be maintained by each principal. Out-of-school suspensions will be reported to the appropriate regional director.

DRESS CODE

The purpose of dress regulations is to help each student set a standard for his personal appearance that is appropriate within the accepted standards of Joint School District No. 2 elementary schools. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school.

The Board of Trustees recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The Board of Trustees will not interfere with the right of students and parents to make decisions regarding appearance, except when choices affect the educational program of the schools. Any apparel which draws undue - attention to a student tends to detract from the educational process and is therefore inappropriate. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness – a degree of modesty is expected.

The Board of Trustees authorizes school regulations which prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student him/herself or to others in the school;
- materially interferes with schoolwork, creates disorder, or disrupts the educational program;
- causes excessive wear or damage to school property;
- prevents the student from achieving his own educational objectives because of blocked vision or restricted movement;
- has been identified as gang related or may contribute to the intimidation of others

Any article of clothing, jewelry, or make-up which draws undue attention, is unsafe, or is disruptive to the educational process will be considered inappropriate. Examples include, but are not limited to:

- Clothing that is sheer and/or does not cover the stomach, back, chest/cleavage, or undergarments.
- Tank tops with spaghetti straps, tube tops, off- the- shoulder- shirts
- Spiked clothing, belts or jewelry
- Chains connecting the wallet to a belt loop or worn anywhere on the person
- Hats, hoods, bandanas, or other head covering
- Clothing, jewelry, or tattoos advertising or depicting weapons, alcohol, tobacco, drugs, gang affiliation, or sexual innuendoes
- Hanging Belts
- Sunglasses

In addition:

- Footwear must be worn at all times
- Participation in certain classes may require specific clothing and footwear for safety purposes.
- Athletic/Activity uniforms worn during the school day must adhere to the dress code policy

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Violations of the dress code will lead to disciplinary action.

DUE PROCESS FOR STUDENTS

In the event a student is accused of violating a policy, regulation or rule established by the School District, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction, if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed and a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request, a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents/guardian will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent/guardian of the student will be notified and an informal hearing with the student, the parents/guardian, and school personnel will be held within three (3) school days. The results of this informal hearing may be given, in writing, to the parents/guardian within seven (7) calendar days after the informal hearing.
4. In the event the informal hearing with the parent/guardian does not resolve the problem to the satisfaction of both parties, the parent/guardian may, with seven calendar days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within five (5) school days. The principal must give his/her decision, in writing, to the parents/guardian within seven (7) calendar days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within seven calendar days of receipt of the decision, appeal to the Regional Director. The director will schedule an informal hearing within five school days. The director must consult with the assistant superintendent and give his/her decision, in writing, to the parents/guardian within ten calendar days after the informal hearing. The decision of the Regional Director is final. Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

Definition of terms use above in Due Process for Students:

- *Immediately* means at the time the alleged infraction occurs
- *As soon as possible* means as soon after the alleged infraction that all parties are available to meet

ELECTRONIC DEVICE USE

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. Use of electronic devices in the classroom is at the discretion of the teacher and/or building administrator. Use of electronic devices outside of the classroom is at the discretion of the building principal. These devices include, but are not limited to: hand held calculators, digital devices of all types, cell phones, music playing devices, one-to-one computing devices, cameras, Gizmos/Smartwatches, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials (i.e. pornography). Parents or students who bring any electronic device to school or to a school activity do so at their own risk - Joint School District No.2 and its schools assume no liability for damage, theft, etc. Recording or taking pictures is prohibited on district property (including buses) unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration.

E-MAIL

PURPOSE:

To provide an effective means of communication between the schools, students and faculty for educational purposes.

POLICY:

Joint School District No. 2 provides student e-mail services for all enrolled students, (currently high and middle school students) Joint School District No. 2 e-mail is the official means of electronic communication with students. Important school related information will be sent to individual e-mail accounts. Students are responsible for regularly reading e-mail messages.

Although Joint School District No. 2 does not regularly monitor student e-mail, we reserve the right to review e-mail for appropriate usage and behavior and to intercept, store, archive, or delete any e-mails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.

Joint School District No. 2 reserves the right to deny e-mail service to any student at any time. E-mail correspondence is not a secure confidential means of communication and at no time may a student send confidential information via e-mail. In the use of the e-mail services, a student's behavior and actions must comply with the *Network, Computer, Electronic Information Systems and Intent Usage Policy Code No. 1001.30*.

The district does not archive student e-mails. E-mail will be purged every 90 days.

Any opinions expressed in the e-mail message you have received are those of the individual and not necessarily of Joint School District No. 2. The e-mail message, and any files attached with it, should be regarded as confidential information. If you receive an e-mail not intended for you, delete it. Do not forward any e-mail not intended for you. You should not reveal personal information about others and be cautious when revealing personal information about yourself (age, gender, phone number, address, etc.).

Joint School District No. 2 scans all inbound and outbound e-mails, plus any attachments, for viruses but does NOT guarantee messages to be virus-free. The onus is on the recipient to ensure e-mails are virus-free. Joint School District No. 2 accepts no responsibility for any damage caused by receiving e-mails.

CLOUD-BASED ACCOUNT AND SOCIAL MEDIA

Students using social media or cloud-based accounts (such as Google or Microsoft 365) for school purposes will be expected to behave appropriately and comply with the *Network, Computer, Electronic Information Systems and Intent Usage Policy Code No. 1001.30*.

EXPULSION

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester, or, if a minimum of 20 days remains in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion. Students that are expelled must return to their home school either in-district or out-of-district at the completion of the expulsion period.

Idaho Code 33-205 states: *The board of trustees may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, 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, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.*

FIGHTING

No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating or encouraging others to fight. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences.

GANG/GROUP AFFILIATION

The Board of Trustees desires to keep district schools and students free from the threats of harmful influence of any groups or gangs that advocate drug use or disruptive behavior.

The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, which denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, the violations of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on wearing/display of a gang-related item, the district may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. This policy shall be applied at the principal's discretion as the need for it arises at individual school sites. The school district acknowledges that not all potential gang indicators imply actual membership in a gang, however, these indicators may compromise a student's safety and are therefore prohibited.

ITEMS INAPPROPRIATE FOR SCHOOL

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

- Sunflower seeds, gum, toothpicks, rubber bands, squirt guns, facsimile weapons etc. - these items are not permitted because of the problems caused by misuse.
- Riding skateboards, hoverboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Trading cards, toys or other items of value
- Animals, unless brought with administrative approval
- Large chains
- Safety pins
- Laser pens, shock pens
- While on school campus, students may not sell items as part of a fund-raising project *for another school or organization* other than those supported by a school-wide effort.

KNOWINGLY PRESENT

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in any Joint School District No. 2 violation.

RECORDING DEVICES

When using the district internet which includes but is not limited to the internal network, the guest network, the wired or wireless, I agree I will not take any action to, install software, run software, or go to a website that allows me to bypass the district filter. If I find other staff or students are using a method that bypasses the filter I will report my findings to district administration.

RETALIATION

Any person found to have retaliated against another individual for reporting an incident in good faith may be subject to disciplinary action up to and including expulsion.

REPORTING PROCEDURES

Any students, and/or parents of a student who believe the student is being bullied/harassed, should immediately report the situation to school personnel.

SAFE AND APPROPRIATE TOUCH GUIDELINES

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving, or bumping into each other. Dependent of severity, Safe and Appropriate Touch policy violations may be minor or major violations of the school discipline policy.

SAFE SCHOOL PROGRAM

Safe School is part of the behavior support program and may be used as a prevention or consequence for any student involved in a minor or major disciplinary offense. Major disciplinary offenses may incur loss of eligibility for extracurricular activities during the suspension day(s).

SEARCHES

Philosophy

The Joint School District No. 2 recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism, or may be harmful to him or herself or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

Authorized Personnel

Searches of a student or a student's personal belongings shall be conducted by an administrator.

Dogs

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds:

1. The administrator shall be present
2. Students shall not be in the immediate vicinity of the dogs while they are searching.

Personal Searches

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the pat-down search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

Reasonable Suspicion

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O. (1985)* allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

Suspicionless Searches

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. **All vehicles on school property are subject to general inspection (suspicionless searches).**

SEIZURE OF ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security may be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

SEIZURE OF OTHER ITEMS

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member to be determined by the principal. Such items may be returned to the student by the staff member or through the administration.

SUSPENSION

Any student involved in a major disciplinary offense may incur a one (1) to five (5) day suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended may not be at school or on school grounds for the duration of their suspension. A parent conference may be required for the student to be reinstated. Students will be allowed to make-up any missed work due to a suspension.

STUDENT RESPONSIBLE TECHNOLOGY USE GUIDELINES FOR ACCESS AND DIGITAL COMMUNICATION

Joint School District No. 2 offers students access to computers and the Internet to support the District vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Our district policies regarding technology are: Policy 1001_30 and the Student Handbook. Listed below are guidelines that outline responsible use.

I will:

Keep private information private. (My password and identity are mine and not to be shared.)
Treat others with respect, both online and offline.
Report anyone who tries to use technology or the Internet to hurt or harass me to a teacher or other adult. Have appropriate conversations in all my interactions with others
Tell adults when someone makes me uncomfortable. Strive to be a responsible digital citizen.
Encourage others to be good digital citizens. Use technology for school-related purposes.
Credit my sources when I am using other people's information, images or other material. Respect the work of other students and not try to copy, damage, or delete their work. Follow District policies, rules, and regulations.
Take care of District technology equipment.

I will not:

Read another student's private communications without permission.
Use improper language or pictures.
Use communication tools to spread lies about others. Pretend to be someone else online.
Give out my full name, password, address or any other personal information to someone I don't know. Give out the full names and addresses of others.

Send e-mail to anyone who asks me not to.
Look for, read, view, or copy inappropriate pictures or information.
Load my own software on the District network to use at school, unless I have received permission.
Try to get access to or make technology or the network do things not approved by my school and the District. Seek out or share passwords of others.

I understand:

That sometimes my computer work may be lost, and I should be careful to back up important work.
That some things I read on the Internet may not be true.
That the computers and network belong to the District and that using them is a privilege, not a right. That the computers, network and printers may not work every day.
That it is my responsibility to make sure that any devices I use on the District network are approved.
That the things that I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
That it is my responsibility to read and abide by the terms and conditions of Board Policy.

Consequences for misuse

I might not be allowed to use the computers or the District network if I break these rules.
I may be suspended or expelled from school if I act irresponsibly.

VERBAL OR WRITTEN THREATS

Students are forbidden to use verbal or written threats of any physical danger to another student. Threats will be investigated by school personnel. Students who threaten physical danger to another may be suspended.

ZERO TOLERANCE OFFENSES

Students in violation of any zero-tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester, the student may be expelled for the first semester of the next school year (policy 502.11). Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. Zero tolerance offenses include: alcohol/controlled substance, e- cigarettes, vape devices, arson, explosive devices, verbal and/or written threats, weapons (includes but is not limited to: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals).

SUPPORT SERVICES

COUNSELORS

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the school counseling department include individual student planning, individual and group counseling, consultation with staff members and parents, community referrals, and classroom guidance presentations.

- Counselors maintain confidentiality except in the following situations:
- Disclosure of abuse, abandonment or neglect
- Disclosure about intent to harm self or others
- To comply with a court order or subpoena

- Disclosure of the commission of a crime.
- Counselors may be contacted in the office between classes, before or after school, or at lunchtime.

MEDIA CENTER

The library media center is open throughout the school day, from before school until after school. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

NURSE/SCHOOL HEALTH PROGRAM

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in schools. Responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings. Parents are requested to notify the school nurse of any student illness or medical problems that could affect their student's well-being or academic success.

Allergies

Parents please notify the school nurse if your child has a severe allergy (environmental/food) to determine if a health plan is needed.

Emergency Care

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, parents will be contacted concerning the decision to call 911. The student's family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene.

Joint School District No. 2 does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian. (See Insurance)

Health and Wellness

The West Ada Board of Trustees recognizes that childhood wellness is essential for academic success. Research indicates that becoming physically active and maintaining an exercise program and access to nutritious foods reduces the risk of obesity and other associated diseases. As a school district we are striving to offer a balance of healthy treats at our school celebrations. (See Policy 504.7)

Illness or Minor Injury

If your child is ill, please do not send them to school. We ask that you notify the school if your child has been diagnosed with a contagious illness. Children should be fever free (without a fever reducing medication) and not vomiting within 24 hours before returning to school.

If a student becomes ill or injured at school, they should go to the nurse's office. A pass from the teacher is required, except in an emergency. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission, and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

If your child has a minor injury, the school nurse or designee will administer basic first aid. If the injury is serious, every effort will be made to notify the parent immediately. Parents are requested to keep current daytime phone and emergency contact information with the school office.

Children will not be kept in from recess for minor illnesses. If it is necessary for your child for medical reasons to remain indoors while at school, please contact the school nurse.

SCHOOL PSYCHOLOGIST

School psychologists help students and families in crisis, evaluate students with academic and/or emotional difficulties, and consult with teachers and principals.

STUDENTS WITH DISABILITIES/SECTION 504 – REFER TO APPENDIX B

APPENDIX

APPENDIX A

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Joint School District No. 2 website at www.westada.org. If you do not have access to the Internet, a copy of the policy will be provided to you by your school upon request.

ALCOHOL/DRUG/TOBACCO (Policy 502.5)
ATTENDANCE (Policy 501.3)
BULLYING (Policy 502.9)
COMPUTER AND ELECTRONIC INFORMATION SYSTEMS (Policy 1001.3)
DISCIPLINE POLICY (Policy 502.11)
DUAL ENROLLMENT (Policy 501.92)
HARASSMENT (Policy 502.7)
STUDENT TRANSFERS (Policy 501.9)
TRANSPORTATION DISCIPLINE (Policy 702.57) WEAPONS
(Policy 502.11)

APPENDIX B

Parent and Student Rights under Section 504

This is a notice of you and your child's rights under Section 504, and the rights you have if you disagree with the school district's decisions. [34 CFR 104.32]

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.
Title 34, part 104 of the Code of Federal Regulations (CFR)

YOUR CHILD'S EDUCATION [34 CFR 104.33, 34 CFR 104.34]

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

YOUR CHILD'S EDUCATIONAL RECORDS (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong,

misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.

- A response to your reasonable requests for explanations and interpretations of your child's education records.

THE SECTION 504 PROCESS [34 CFR 104.35, 104.36]

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504.

You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing. You may also be represented by an attorney, if you wish to hire one. Hearing requests and other concerns can be made to the West Ada Section 504 Compliance Officer, Ramona Lee. Phone: 855-4500. Mailing address: 1303 E. Central Drive, Meridian, ID 83642.

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600/TDD: 206-607-1647 Website: www.ed.gov/OCR

*(29 U.S.C. 706(7) & 794; 34 C.F.R. Part 104, 20 U.S.C. & 12370(34 C.F.R. part 99)

APPENDIX C

EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other

information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U. S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. ...whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.