

CITATION PROCESS:

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. While school bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, it is the student's responsibility to know and obey the bus rules. Every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges including home to school, field trips, extracurriculars, etc. Students/families are liable to pay for damage resulting from vandalism. Behaviors observed through the school bus camera system may be investigated and students cited as though they were reported directly by a bus driver. A copy of each bus citation issued will be forwarded to the student's school administration

Prior to First Citation Point

- Driver conferences with student, assesses the seat assignment of the student, reassigns a new seat to the student, and documents student behavior.
- If an Infraction Report (written warning) is issued, it must be signed by a parent or guardian and returned to the driver. Parent contact should be made by a Student Management Coordinator to address inappropriate student behavior for Infraction Reports.

1 Point Citation

- The Student Management Coordinator issues a citation, contacts parents, and determines appropriate intervention strategies.
- The student will be allowed to ride the bus when the signed citation is returned to the bus driver. Beyond the first citation point, the student will be allowed to ride the bus once the consequences have been served; a conference with a Student Management Coordinator has taken place; and the signed citation has been returned.

2 Point Citation or Accumulation

- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary to regain bus-riding privileges.
- 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.

3 Point Citation or Accumulation

- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary to regain bus-riding privileges.
- 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.

4 Point Citation or Accumulation

- The Student Management Coordinator calls parent or guardian and informs them of the citation, type of infraction, and the actions necessary to regain bus-riding privileges.
- The parent/guardian and student meet with a Student Management Coordinator or supervisor.
- A suspension of a minimum of five (5) school days from bus riding privileges will be imposed.
- The Student Management Coordinator may recommend a suspension period not to exceed the rest of the school year. 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.

Accumulation of 5+ Points

A Student Management Coordinator will enforce a suspension period not to exceed the rest of the school year except that 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.

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 the West Ada Transportation Liaison for behavior endangering the safety of the bus and/or its occupants. A severity clause suspension will be equivalent to a 4-point citation.

Due Process for Students:

In the event a student is accused of violating a school bus policy, regulation, or rule, the student has the following due process rights. Student Management Coordinators shall inform all parties of their due process rights as outlined below whenever issuing a citation.

1. The student or parent/guardian who has been notified of, or received, a citation may request an informal meeting by either notifying the Student Management Coordinator or their building administrator. The meeting may include the student, parent/guardian, Student Management Coordinator, and a school counselor or administrator. The informal meeting will be scheduled within three (3) school days of the request. The

Transportation Liaison shall suspend the citation process until the informal meeting occurs unless such suspension would unreasonably endanger the health or safety of other students or transportation personnel.

2. In the event the informal hearing does not resolve the problem to the satisfaction of all parties, the parent/guardian may, within seven (7) school days of the informal meeting, appeal the decision to the Transportation Liaison

a. Upon notification of the appeal, the Transportation Liaison shall immediately suspend the citation process while the appeal process takes place. Bus riding privileges shall be reinstated during the appeal process unless such reinstatement, in the opinion of the Transportation Liaison, unreasonably endangers the health or safety of other students or transportation personnel.

b. The Transportation Liaison shall form a temporary Transportation Hearing Committee consisting of:
Transportation Student Management Coordinator or their supervisor
West Ada administrators/counselors
The superintendent or designee who shall act as a hearing officer
An individual acting as a recorder

The committee shall not have prior knowledge of the incident being appealed unless media publicity or other events have made such requirement impossible.

The committee hearing will be scheduled within five (5) school days from the receipt of the appeal.

The student or parent/guardian shall be notified of the committee hearing and may appear and advocate for reinstatement.

The decision of the committee is final and shall be in effect as soon as reasonable possible.

Minutes may be taken at all meetings/hearings by an electronic recording device. Students and parents/guardians have the right to have legal counsel present.

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

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.



West Ada School District

**PARENT AND STUDENT ONE-TO-ONE DEVICE
HANDBOOK**

WEST ADA ONE-TO-ONE PROGRAM OVERVIEW

The focus of the One-to-One Program in the West Ada School District is to provide modern tools and resources for the development of responsible, productive students, students who are capable of adapting to a changing, diverse world. The goal is to empower our students to maximize their full potential and prepare them for life-long learning. The purpose of the One-to-One Device is for students to have an educational tool which encourages engagement, innovation, collaboration, reading, critical thinking, research skills, and the ethical use of information. The immersion of technology into the learning environment does not diminish the vital role of the teacher. Effective teaching strategies blended with technology supports all students with engaging personalized learning.

COMPONENTS OF THE ONE-TO-ONE PROGRAM

To ensure equitable access to district curriculum and online learning opportunities, West Ada School District will issue a one-to-one mobile device, device charger and case to all students. The same device will be provided to students in a school or grade level to help ensure online safety (web filtering/anti-virus), provide access to instructional materials, and simplify technical support while maximizing instructional time. Students are expected to utilize their district issued device for classroom instruction, and to bring their device to school every day charged and in working order.

Devices Issued to Early Elementary Students

- Grades K-1, classroom sets of iPads with cases will be issued and assigned to students.
- Grade 2, classroom sets of iPads with cases or **laptops and cases (based upon school preference)** will be issued and assigned to students.
- In the event of a remote learning declaration, West Ada elementary schools will communicate with parents on a device pickup/distribution plan to enable students to use these devices at home.

Devices Issued to Intermediate Elementary and Secondary Students

- Grades 3-12 laptops, device chargers, cases, and optional stylus will be issued to all students.
- Devices checked out to students in these grade levels will remain assigned to them throughout the term of their elementary, middle, and high school enrollment.
- Students in these grade levels are expected to take their device home each day to ensure they are fully charged and ready for use.

All Grades

- Any student who needs assistance with home internet access may request a district issued access point (hotspot).
- The West Ada School District will offer optional device insurance to cover accidental damage to district devices.

Microsoft 365

West Ada staff and students primarily use the cloud-based Microsoft 365 suite of tools that include: **Word, PowerPoint, Excel, Outlook, Teams, OneNote, SharePoint, and OneDrive.** **OneDrive** provides cloud-based file storage and Microsoft **OneNote** is used by many teachers as the class/course digital notebook. **OneNote** "Class Notebook" provides a read-only content library, a shared collaboration space, and a personal section for each student to create content in. The use of Microsoft **Teams** as a learning platform has become an integral tool to help staff and students stay organized, have conversations, submit assignments, and collaborate using all Microsoft tools in one place. Microsoft 365 allows students and teachers to collaborate in a safe and secure environment from anywhere at any time.

Antivirus & Web Filtering

To keep students safe, the district deploys multiple scanning and filtering solutions on district devices and district provided internet access points. These solutions are designed to prevent students from accessing inappropriate or harmful sites. These solutions are also designed to prevent viruses and malware on devices, helping to protect personally identifiable information.

Online Curriculum Resources

The district has adopted numerous curriculum and learning resources with online components for student use. In addition, school libraries and teachers may provide access to approved supplementary online resources for student use. (See [District Policy 602.1](#))

USING YOUR DEVICE

Devices are intended for educational use, such as accessing school messages, announcements, calendars, schedules, completing schoolwork, and submitting assignments. Families who have sufficient technology resources at home, may opt out of taking district devices home by contacting your school's administration. Please understand that due to licensing agreements some Technology program and resources cannot be installed on personal devices and technical support for personal device is limited to best effort based upon time and resources available.

District Policies and Program Guidelines

One-to-One devices are school property and all users are required to follow West Ada School District Policy, West Ada School District Student Handbooks, all guidelines published on the "West Ada One-To-One" web site, and relevant school/classroom rules. Relevant district policies can be found here:

- 502.81: Student Technology and Internet Acceptable Use
- 502.82: Student Data Privacy and Security
- 605: Instructional Technology
- West Ada Student Handbooks

Privacy

Applications and services offered through the district's Microsoft 365 domain, including e-mail, are not to be considered private. Any messages sent or received, and any files created or saved through the system are available for review. For example, this content may be viewed by School/District administration during an investigation, or by West Ada School District's Technology Department during the review of a possible policy violation.

Students should not have any expectation of privacy concerning their use of district devices, including but not limited to websites, apps/applications, e-mail content, and browser history.

District Technology and Account Usage

Use of any district technology or district provided accounts, including Microsoft 365, for harassment, bullying, or any inappropriate use is not allowed and may result in potential disciplinary actions up to and including, loss of privileges, suspension or expulsion, and notification of law enforcement when appropriate.

Saving Documents

Students are expected to save work in designated cloud storage locations (OneDrive), school/teacher designated locations available through Microsoft 365 accounts or other applications that are authorized by West Ada School District. Any work saved directly on the device will **NOT** be backed up during the device troubleshooting or re-imaging. It is the student's responsibility to ensure work is not lost due to device failure or accidental deletion.

Student E-Mail

Students are assigned a district e-mail account through the district's Microsoft 365 domain. This account should only be used for school related activities. The district may restrict e-mail communication, allowing only student-to-staff messaging to occur. This restriction is set based upon the student's grade level and will be determined by the West Ada School District. No other e-mail account should be used for school-related activities or for communicating with teachers and district staff. Student e-mail accounts and account content are the property of West Ada School District. Use of these accounts must be in compliance with district policy and are subject to search at any time.

Screensavers and Background Photos

If the West Ada School District device policies permit, students may change background photos and screen savers.

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may result in disciplinary actions ([Policy 502.81](#)).

Sound, Music, Games, and Programs

Applications and digital content to support classroom learning will be provided by the district. Students will not be allowed to add or install their own applications on school devices. Educational activities and storage use will take priority over personal use. The district reserves the right to clear the device of all personal sound, music, games, or programs as needed for educational activities and storage.

Photos and Videos Taken with the Device

Students may not take photos or videos of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or sharing with another person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and videos taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study.

Video Conferencing

Any inappropriate use of video conferencing services may result in disciplinary action. All video messaging or video conferencing activities are to be in support of a student's education. Students are obligated to following these guidelines and meet all online meeting expectations designated by teachers. Good video messaging practices include:

- Start video messaging/conference calls with video off and your microphone muted.
- When possible blur your background or set a background effect.
- Ensure you are in a quiet area that is free from disrupting background noises and activities.
- Do not allow other people to be seen in the background (District staff may request a parent to verify that they are present and authorize video use).

Off-Campus Internet Access

Students may connect to other secure wireless networks through their device settings when not at school. When district devices are used at home or at any other location and are connected to the internet, the District's Internet Filter will restrict access to content to the same levels as those in West Ada schools.

DEVICE CHECK-OUT AND CHECK-IN

Device Check-Out

In grades K-2, iPads (with case, device charger and cable) will be initially assigned to classrooms and made available for check-out by students for at home use as necessary.

In grades 3-12, student laptops (with case, device charger, and optional stylus) will be individually distributed at the beginning of the school year and to new students as they enroll.

Device Check-In

School devices, device chargers, and any optional accessories such as charging cables and carrying cases must be returned during designated check-in/renewal times. Devices will be examined periodically during the school year to ensure they are functioning properly and being maintained by the students.

Students who transfer to another school, withdraw, are suspended or expelled, or terminate enrollment in the West Ada School District for any other reason during the school year, must return their school device and accessories on or before the date of withdrawal. Students are responsible for any missing or damaged items.

Device Return Policy

School devices, device chargers, and any optional accessories must be returned to the designated school location. Students who withdraw, complete graduation coursework early, or terminate enrollment at West Ada School District for any other reason must return their student laptop and accessories on the date of termination.

Students who fail to return a device including accessories at the specified check-in time or upon termination of enrollment, may be subject to fines (replacement cost of the laptop and/or accessories), criminal prosecution and/or civil liability. Failure to return the district laptop may result in a theft report being filed with the local police department.

TAKING CARE OF YOUR DISTRICT DEVICE

Food and Drinks

At no time should there be any type of beverage or food within two feet of the device.

Carrying Your Device

One-to-One devices should be stored in the district issued case when not in use. The case protects the laptop and provides protection when carrying and storing. The laptop should be carried by the case handles, case shoulder strap or by placing the district issued case in the student backpack.

Device Personalization

Students may personalize/customize their **LAPTOP CASE** by placing stickers, patches, writing or attach luggage tags.

Students **MAY NOT** personalize the **One-to-One DEVICES** in any way. Students should not:

- Place stickers, write on, inscribe, or scratch the device.
- Remove or cover district or manufacturer labels and stickers.
- Place inappropriate images depicting the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on their device case.

Screen Care

Clean the screen only with a soft dry cloth or anti-static cloth. Laptop screens can be damaged if subjected to rough treatment. The touch screens are particularly sensitive to damage from excessive pressure. Students should not do any of the following:

- lean on top of the laptop when it is opened or closed.
- place objects on the keyboard.
- place anything in the case that could apply pressure to the screen.
- bump or drop the laptop against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

Storing Your Device

Students are responsible for their district device both in and out of school, including during extracurricular activities. Costs associated with a lost, stolen, or damaged device also apply to extracurricular activities. When students are not using their device, it should be stored in the district provided case and kept with the student, or in their locker (if available). Nothing should be stacked on the device when stored at home, in a locker or bag/backpack. Devices that are left in school lockers or PE lockers overnight remain the responsibility of the student. Devices should not be stored in a vehicle parked at school or at home. Students should be prepared to store their device in a location where it can be ideally be plugged into a surge protector to charge and be ready for use every day.

Traveling with Your Device

Students should logout or lock the device before traveling anywhere, including between home and school. The device should never be left unattended in a vehicle. If unavoidable, it is recommended to lock the device in the trunk before reaching your destination.

If a student is ever in a situation where someone threatens them for their device, the student should give the device to them and tell a district staff member and/or guardian as soon as possible.

Graduation and Graduation Requirements

Graduation Requirements - General

To earn a diploma through Virtual High School, incoming students must meet the following requirements that meet Idaho state graduation requirements.

Diploma Types

VSH offers the regular high school diploma as outlined by the State of Idaho, Board of Education.

Subject	Regular Diploma minimum # credits
English	8
Speech	1
Math*	6
Science (<i>all must be lab based</i>)**	6
Eastern Geographical Perspectives	1
US History	4
American Government	2
Economics	1
Health Education	1
Humanities	2
Electives	12
PE	2
Minimum credits to graduate	46
<i>Additional criteria</i>	N/A

* Including courses that meet Algebra I and Geometry standards. 2 credits must be taken in last year of high school.

** Lab-based science courses include but are not limited to: Biology, Chemistry and Physics

In addition to these credit requirements, students are required to:

- Take a Civics Exam in conjunction with the US Government completion
- Take an approved College Readiness Exam (*the school recommends students take the SAT during their junior year which is provided free of cost by the State of Idaho*)
- Complete the Senior Project

Transfer Credits

VSH will accept transfer credits from any accredited institution. VSH reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

Diploma Authorization

Students who graduate from VSH will earn a diploma from Virtual High School.

Record Keeping

Attendance Tracking

VSH is most concerned with student progress made toward graduation requirements. We recognize that many of our students have work and family responsibilities that make “traditional” school attendance difficult to comply with, and that is why they choose to attend our school.

However, attendance must be tracked for State and Federal reporting. State and federal reporting is based on tracking a combination of seat time and progress in courses. To promote accurate reporting and in order to complete courses with a passing grade in the term, students should keep on track with lesson completion so that they do not become so far behind that it is impossible to pass the course by the end of the term.

All teachers at VSH use a weekly pacing guide of assignments, and full-time students are usually enrolled in 3 courses each quarter. Lesson completion is the same as attendance when you're at an online school, and students not engaging in their classes is the primary cause of failure.

Therefore, it is the procedure at VSH to track lesson completion for every student each week, and to count students as absent if they do not meet their minimum lesson completion. Attendance will be taken through PowerSchool. If absences become excessive and lack of work completion is observed, VSH will contact parents to discuss options.