



**Joint School District No. 2**  
West Ada School District  
1303 E. Central Drive Meridian, Idaho 83642

# **MIDDLE SCHOOL**

## **STUDENT- PARENT HANDBOOK**

### **2019-2020**

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. This handbook in no way implies any contract with any employee of the West Ada School District.

### **Absence Notification**

For your child's safety, please call or email your school office by 10:00 a.m.  
If he/she is unable to attend school.

Student Name (first and last, printed) \_\_\_\_\_

Student Number \_\_\_\_\_

Grade Level \_\_\_\_\_

**PART A: RECEIPT OF STUDENT- PARENT HANDBOOK and MIDDLE SCHOOL CREDITS POLICY**

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](http://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 middle school.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PART B: ACKNOWLEDGEMENT OF DIGITAL CITIZENSHIP EXPECTATIONS**

I have read and understand the Digital Citizenship expectations outlined on the next page and agree to comply with the expectations that are outlined. I understand that computer usage may be monitored, including student email accounts. Any misuse of technology may result in discipline, financial consequences, and 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:

<input type="checkbox"/>	I request that my child be given access to the full network and Internet resources that are filtered by the district
<input type="checkbox"/>	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 <b>NOT</b> have access to the library catalogs, online research database resources and online intervention or enrichment curriculum. Contact a building administrator for more information.

**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 no later than the first Friday in September 2019**

# DIGITAL CITIZENSHIP

***Students should use all forms of technology in a respectful and responsible manner and at the teacher's discretion.***

## **Respectful and Responsible means:**

- ✧ Recording or taking pictures is prohibited on district property (including buses) unless approved by building administration.
- ✧ Use of any device with photo/video capabilities is banned in areas of assumed privacy (locker room/restroom).
- ✧ Never use another student's device without consent.
- ✧ Devices may only be used with teacher permission in class.
- ✧ Cell phones should be silenced and put away from 8:00-3:10
- ✧ Individuals should immediately report any form of cyberbullying or inappropriate technology use.
- ✧ Headphones should not be in use during class without teacher permission.
- ✧ Personal electronic devices including cell phones/headphones will not be allowed in the Safe School classroom or time out rooms.

## **School Computer/Device Usage:**

- ✧ School computers/devices must be used with a level of care and for only the intended purposes.
- ✧ Students must check the computer/device prior to use to ensure it is in good repair. Any damage should be immediately reported to the teacher.
- ✧ Computers/Devices must not be tampered with in any way to intentionally cause damage.
- ✧ Student storage space in the district network is for school work only. Any inappropriate use of storage space is subject to the policies outlined in the Parent/Student handbook.
- ✧ Computer usage may be monitored, including student email accounts. Any misuse of technology may result in discipline, financial consequences, and privileges being revoked.

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# INTRODUCTION

## WELCOME PARENTS AND STUDENTS!

This handbook is presented to familiarize you with Middle School rules and policies as well as provide you with general information. You are encouraged to read this handbook so that you will know the rules and policies and become involved in your school. Each student is expected to respect the rights and privileges of other students, school staff including administration, school resource officer, security officer, teachers, and district staff. Students shall exercise their rights responsibly and in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school.

## MIDDLE SCHOOL PHILOSOPHY

The West Ada School District subscribes to a philosophy that the unique needs of students in grades 6 through 8 can best be met in a middle school setting that provides a student-centered program and recognizes that the students of this age are undergoing greater physiological, psychological and social re-orientation than at any other period in their lives. The overall purpose of the middle school should be to meet the educational, developmental, and social needs that emerge in this transitional period. The middle school program should provide a supportive and flexible environment, so students will have opportunities to develop basic skills and explore a variety of learning experiences while making the transition from elementary to high school.

### In keeping with this philosophy, the middle school will establish and provide:

- a core curriculum of language arts, math, science and social studies
- exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities
- an extensive advisory and counseling program
- a supportive environment for the physical and social development of every student
- a gradual transition in programs from the self-contained classroom of grade five to the departmentalized structure of the high school
- a positive climate that fosters self-esteem, self-discipline, and student responsibility
- knowledgeable educators who are committed to the middle school design
- an ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent
- close contact and communication between parents and school

It is believed that these goals will be reached when responsibility is assumed by the student, the parent, and the teacher. The student will attend school regularly, maintain a positive attitude, and make an effort to achieve these goals. Parents will be supportive of the school system and encourage the student in his/her learning. The teacher will strive for an optimum, professional approach to meet the individual needs of each student. When these responsibilities are met, maximum learning will be achieved.

## WEST ADA SCHOOL DISTRICT MIDDLE SCHOOLS

Crossroads Middle	Eagle Middle	Galileo STEM Academy	Heritage Middle	Idaho Fine Arts Academy	Lake Hazel Middle
Karen Harr, Principal	Matt Genetti, Principal	Rob Lamb, Principal	Susan McInerney, Principal	Chris Housel, Principal	Scot Montoya, Principal
650 N Nola	1000 W Floating Feather Rd	4735 W. Saguaro Dr.	4990 N Meridian Rd	3467 W. Flint Dr.	11625 LaGrange
Meridian, ID 83642	Eagle, ID 83616	Eagle, ID 83616	Meridian, ID 83646	Eagle, ID 83616	Boise, ID 83709
208-855-4275	208-350-4255	208-350-4105	208-350-4130	208-350-4220	208-855-4375
<a href="http://www.westada.org/cms">www.westada.org/cms</a>	<a href="http://www.westada.org/ems">www.westada.org/ems</a>	<a href="http://www.westada.org/galileo">www.westada.org/galileo</a>	<a href="http://www.westada.org/hms">www.westada.org/hms</a>	<a href="http://www.westada.org/ifaa">www.westada.org/ifaa</a>	<a href="http://www.westada.org/lhms">www.westada.org/lhms</a>
Lewis and Clark Middle	Lowell Scott Middle	Meridian Middle	Pathways Middle	Sawtooth Middle	Star Middle
Kelly Davies, Principal	Jolene Bernal, Principal	Lisa Austin, Principal	Eric Eschen, Principal	Kevin Leishman, Principal	Tyler Pence, Principal
4141 E Pine St	13600 W McMillan Rd	1507 W 8 <sup>th</sup> St	1855 E Heritage Park Ln.	3730 N Linder Rd	2211 N. Pollard Lane
Meridian, ID 83642	Boise, ID 83713	Meridian, ID 83642	Meridian, ID 83646	Meridian, ID 83646	Star, ID 83669
208-350-4270	208-350-4060	208-855-4225	208-350-4040	208-855-4200	208-350-4458
<a href="http://www.westada.org/lcms">www.westada.org/lcms</a>	<a href="http://www.westada.org/lsms">www.westada.org/lsms</a>	<a href="http://www.westada.org/mms">www.westada.org/mms</a>	<a href="http://www.westada.org/pms">www.westada.org/pms</a>	<a href="http://www.westada.org/sms">www.westada.org/sms</a>	<a href="http://www.westada.org/StarMS">www.westada.org/StarMS</a>
<b>Victory Middle</b>					
Will Schumaker, Principal					
920 W. Kodiak Drive					
Meridian, ID 83642					
208-350-4443					
<a href="http://www.westada.org/vms">www.westada.org/vms</a>					

## 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 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 (Receipt of Student-Parent Handbook form);
- 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):*

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Wear appropriate clothing;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fines;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying 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.

# ACTIVITIES and ATHLETICS

This section of the handbook provides the information necessary to take advantage of our varied activities. Activities include clubs, dances, student government, athletics, music, special days and weeks, assemblies, and rallies. These activities are a privilege and intended for our students and patrons only. The student body and teachers of West Ada School District Middle Schools take pride in our activities and athletic programs where excellence and participation are stressed. We invite students to become a part of this program.

## ACTIVITY CARDS

Students may purchase activity cards during August registration or throughout the year in the main office. All student body officers, class representatives, cheerleaders, and members of any athletic team must purchase an activity card. In some cases, students with activity cards may receive discounts on yearbooks, club-sponsored activities, dances, and middle school and high school sporting events.

## ATHLETIC PARTICIPATION FEE

In order for a student to participate in competitive athletics in the West Ada School District, a fee is required. A student will only be required to pay a fee for two (2) sports in one school calendar year - participation in additional sports does not require a participation fee. Collected fees are part of the district budget and used to assist in paying coaches' salaries.

## ELIGIBILITY

A student is entitled to athletic eligibility, providing all other academic eligibility requirements are met, for six consecutive semesters after the student first enrolls in the sixth grade. The semesters of eligibility continue to be spent even though a student might not participate every semester.

An appeal committee consisting of the Districts Activities Director and the Regional Director from the student's school will review any appeals. There are two appealable factors.

1. Health related issues that caused significant time away from school.
2. Extenuating circumstances that school administration, as part of the MDT team, recognizes as being necessary and is supported by data.

The decision of the appeal panel is final and cannot be appealed to the Superintendent or school board.

Students participating in school activities/athletics must maintain passing grades in each of their classes to be eligible to participate in games/matches/meets/activities. Grade checks will be requested weekly by the coaches/advisors. Grade checks will begin within two weeks after the activity start date. Students must be in attendance at school for the entire day in order to participate in the extracurricular activities after school or in the evening of that same day. Exceptions include court appearance, bereavement, medical or appointments, etc. Students who are suspended, including in-school suspension for a major discipline offense are not allowed to practice or participate in school activities.

The following guidelines will be followed for each student that is involved in a school activity and is failing a class:

1. From the date of notification by the classroom teacher, the student has one week to raise the failing grade to a "D" or show significant improvement on an academic plan.
2. If the grade is not raised to a "D" or the student does not show significant improvement on an academic plan, the student will not be eligible to participate in the upcoming week's games/matches/meets/activities. The student will be required to practice and attend all contests/activities as a part of the team but will not participate in the event.

## REQUIREMENTS FOR PARTICIPATION

No student will be issued a uniform or be allowed to practice until they have returned the signed Requirements for Participation Form to their coach.

## SPORTS

The following is a list of sports offered: \*

**6th Grade:** Cross Country, Tennis, Track, Wrestling

**7th & 8th Grades:** Cross Country, Volleyball, Tennis, Basketball, Football, Track, Wrestling

\* See August Registration information for timelines on each grade/sport.

\* Exceptions at Galileo & IFAA; refer to their guidelines.

Parents are reminded to make arrangements to pick up students no later than 30 minutes after practices or games. **(Students staying on campus after this time may lose privileges to attend other school activities.)**



## **SPECTATOR CODE OF ETHICS**

- Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
- Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
- Enthusiastic and wholesome cheering is encouraged.
- Booing and other disrespectful gestures, activities, or remarks should be avoided at all times.
- Bells, whistles, or noisemakers of any kind are not acceptable at athletic activities and/or spectator events.
- Spectators that abuse the privilege of attending an event may be asked to exit the premises and may be denied attendance at future events.

## **STUDENT CODE OF ETHICS**

The Code of Ethics applies to all students at the middle school level who represent the school in a co-curricular program. The code requires students to make a commitment regarding grades and citizenship, avoidance of the use of drugs, alcohol, or tobacco, and care of school uniforms and equipment. It also calls for good sportsmanship and conduct becoming of a school representative while at an event. Violations of the code may result in a loss of playing privileges. The commitment applies throughout a specific sport's season.

## **STUDENT GOVERNMENT**

The student government, or student council, consists of elected officers that may differ in each middle school. Generally, there will be a president, vice-president, treasurer, secretary, and class representatives. The student council meets regularly, at which time business is transacted and student body activities are discussed. To become a candidate for office, a student must file an appropriate petition and satisfy the academic and citizenship requirements. A plurality of votes cast is necessary for election. Once elected, student body officers must maintain academic and citizenship requirements.

### **Why Participate in Student Government and Activities?**

Involvement in student government and activities provides an opportunity for personal growth by:

1. Developing new friendships
2. Making school interesting
3. Providing something worthwhile to do in leisure time
4. Helping students to be more tolerant of opinions and wishes of others
5. Teaching students how to win and lose in a sportsman-like manner
6. Giving students a voice in school affairs
7. Helping students accept criticism from others
8. Developing poise and social skills
9. Creating greater interest in regular school activities
10. Increasing self-confidence
11. Providing an opportunity to learn the proper channels to follow in order to change rules

## **STUDENT PARTICIPATION CODE OF CONDUCT FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

### **Academic and Attendance Requirements to Participate**

The minimum requirements needed to participate in extracurricular and/or co-curricular activities will comply with the rules of the Idaho High School Activities Association governing academic eligibility. Students must be in attendance at school the entire school day in order to participate in extracurricular activities after school or in the evening of that same day. Exceptions include situations beyond the control of the student such as court appearance, bereavement, medical or dental appointments.

### **Activity Suspension for Extracurricular or Co-Curricular Activities**

The district believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location. At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

### **Activity Suspension as a Result of a School Suspension:**

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (may not include an in-school suspension) from school for any reason. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension. This type of activity suspension cannot be appealed.

**Activity Suspension for Repeated Minor Infractions or a Major Infraction during an Activity:**

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the principal or designee. The student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process of this document.

**Activity Suspension for Criminal Conduct or Drug/Alcohol Use in Any Location during the Scholastic Year:**

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the principal or designee that he/she has violated criminal law (other than infractions or minor traffic violations); or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year. Students may be suspended from any form of extracurricular or co-curricular practices for up to seven (7) calendar days, and games or performances for twenty-one (21) calendar days for a first offense. In the case of a subsequent offense, the student may be suspended from any form of extracurricular or co-curricular activity for the remainder of the school year. Students involved will be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency. A student and his/her parent/guardian may request an appeal only in those instances where an activity suspension exceeds nine (9) calendar days. Student participants involved with drug use are subject to the provisions of the Drug & Alcohol Policy #502.50.

**Appeal Process**

A student and their parent/guardian may appeal an activity suspension that exceeds nine (9) school days and is not related to a school suspension. The decision of an appeal panel consisting of school officials is final. The decision cannot be appealed to the Superintendent or Board of Trustees. A student is not allowed to participate during the appeal process.

**Code of Conduct**

West Ada School District is dedicated to offering an outstanding activities program to the young men and women of this district. It is the district's belief that there should be a proper balance between the academic and activity programs offered in the district. A properly balanced and well-supervised activities program will provide social, emotional, and physical opportunities for those wishing to participate. This district will take the responsibility for providing a program that represents the interests of the majority of its students. Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. Participation in extracurricular and co-curricular activities is a privilege, not a right. I.C. § 33-512(12). As representatives of their school and district, students participating in such activities are expected to meet high standards of behavior. West Ada School District will adhere to all rules and regulations of the Idaho High School Activities Association.

**Definition of Extracurricular and Co-Curricular Activities:**

Extracurricular activities are district and/or school authorized activities, which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities.

Co-Curricular activities are district and/or school authorized activities held in conjunction with an accredited class but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band or choir.

**Infractions Which Occur During Out-of-School Trips:**

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will pay any expenses incurred for the return of the student.

**Informal Hearing Process**

Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing regarding the reasons for the activity suspension. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

**General Definitions:**

Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

Emergency Activity Suspension is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

Event is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. "Event" is also defined as any band or choir performance(s).

Informal Hearing is considered a meeting between a school official and a student/parent.

Minor Infraction shall mean a minor deviation from acceptable behavior or stated student expectations that occur while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

Major Infraction shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

On any school premises or at any school sponsored activity, regardless of location includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school-sponsored activity. "On any school premises or at any school sponsored activity, regardless of location" also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Scholastic Year is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

## ATTENDANCE

### ATTENDANCE PROCEDURE

Idaho law requires any person under sixteen years of age be enrolled in school. State law also requires each school district to establish an attendance policy. The Middle School Attendance Policy can be found in Appendix E of this handbook.

1. When a student is absent from school a parent or guardian should call or email the school by 10:00 a.m. that day with the following information:
  - a) parent or guardian's name
  - b) student's name
  - c) reason for absence
  - d) estimated date of return
2. If no call has been made the student must provide the main office with a note from a parent or guardian stating the reason and dates of the absence. **After 48 hours, unverified absences will be noted as a truancy.**
3. Students who arrive at school after the first tardy bell should report to the main office to sign in.
4. Students are allowed six (6) absences per class period during the semester. Students who receive seven (7) absences in any class will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from a parent/guardian within 48 hours of the absence to prevent truancy.
5. The following absences count against a student's total of six (6) absences: Illness (Ill), Out of School Suspension (OSS), Parent Call (PRC), Truancy (TR), Unverified (A), Verified (VER)

### 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.

### MAKE-UP WORK

After an absence, it is the student's responsibility to communicate with the teacher for make-up work. The student must complete and turn in work within a reasonable time in accordance with the teacher's late work policy.

### TARDIES

Students are considered tardy if not in their assigned classrooms when the tardy bell rings. Students are informed of all tardies which includes documentation in PowerSchool. Tardies accrue on a semester basis. The tardy policy incorporates the following:

First Tardy	--	Teacher informs student and documented in PowerSchool
Second Tardy	--	Teacher informs student and documented in PowerSchool
Third Tardy	--	Student assigned to designated detention and parent notified by school
Additional Tardies	--	Administrative Discretion

**Parents please note: Only students riding school provided transportation shall be eligible for excused tardies. All other tardies and late arrivals (except from medical appointments) are considered unexcused.**

## **TRUANCY**

Truancy is defined as a student being absent without approval of his/her parents, guardian, or school officials. Truancy occurs when:

1. an unauthorized phone call is made;
2. an unauthorized note is sent to school;
3. the parent refuses to excuse an absence;
4. the student leaves school without permission to leave;
5. the student is in the building, but is out of class without permission.

Full-day truanancies or single-period cuts will result in a parent contact or conference. Students declared truant may be assigned to Saturday School, the Safe School suspension room, or after school detention to make up the time they have missed. A third truancy may result in suspension.

# **GENERAL POLICIES AND PROCEDURES**

## **ANIMALS ON CAMPUS**

1. Animals (including insects) are not allowed on campus except with prior administrative approval.
2. Animals are allowed in the classrooms when they are required for a unit of instruction from the West Ada School District adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught. Animals are not allowed to attend after school 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.
4. Therapy and emotional support animals are not considered service animals.

## **ANNOUNCEMENTS AND OTHER COMMUNICATION**

Announcements are made daily. 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.

## **CAMPUS SAFETY**

West Ada School District takes the safety of our students seriously. Schools annually review building crisis policies and plans in order to be prepared during a crisis. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or an intruder. An individualized Campus Crisis Plan will be used during the initial stages of any crisis until emergency service providers respond. Each school's Campus Crisis Plan will be offered to 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.

## **CLOSED CAMPUS**

All district middle 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.

## **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 assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal 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.

## **DANCES**

Admittance to all school dances may require an admission fee and presentation of the Student Activity/Identification Card. Dances are for the sponsoring school's students only and are held periodically throughout the school year. If administration deem dance conduct to be inappropriate, suggestive or unsafe the student(s) may be removed from the dance. Students must arrange for transportation home if they stay for the dance and are not permitted to leave until the dance is over or their parents pick them up. Parents are reminded that students should be picked up within 15 minutes after the dance ends. **(Students staying on campus after this time may lose privileges to attend other school activities.)**

## **DELIVERIES**

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

## **DISCRIMINATION**

West Ada School District 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.

## **ENROLLMENT REQUIREMENTS**

A record of immunizations, a copy of the certified birth certificate and proof of residence are required of all new students at registration.

## **EXCEPTION FOR CHILDREN OF ACTIVE MILITARY**

In compliance with the **Interstate Compact on Education Opportunity for Military Children**, the receiving state shall allow a student to continue their 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 their 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 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 to establish eligibility under the compact.

## **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 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. Issuing a loss of credit or concurrent credit for a class is at the discretion of the administration.

## **GRADING SCALE**

West Ada School District Middle Schools adhere to the following grading scale:

90-100 .....	A	60-69 .....	D
80-89 .....	B	00-59 .....	F
70-79 .....	C		

One (1) credit is earned for an A, B, C, or D in designated 7<sup>th</sup> and 8<sup>th</sup> grade classes. No credit is given for F, NC, or INC.

## CONVERTING PROFICIENCY SCALE SCORES TO LETTER GRADES—SECONDARY SCHOOLS

### Conversion Scale When Using +/- Letter Grades

3.75 - 4.00 = A+	2.84 – 2.99 = B+	2.34 – 2.49 = C+	1.76 – 1.99 = D+	Below 1.0 = F
3.26 – 3.74 = A	2.67 – 2.83 = B	2.17 – 2.33 = C	1.26 – 1.75 = D	
3.00 – 3.25 = A-	2.50 – 2.66 = B-	2.00 – 2.16 = C-	1.00 – 1.25 = D-	

### Simplified Conversion Scale When Using Whole Letter Grades

3.00 – 4.00 = A
2.50 – 2.99 = B
2.00 – 2.49 = C
1.00 – 1.99 = D
Below 1.0 = F

### Conversion Scale - Proficiency to Letter Grade, Percentages and Points

#### PowerTeacher Gradebook Walk Across

Scale Score	Grade	Percentage	*Points out of 10	*Points out of 100	*Points out of 50
4	A	100%	10	100	50
3.5	A	95%	9.5	95	47.5
3.0	A	90%	9	90	45
2.5	B	80%	8	80	40
2.0	C	70%	7	70	35
1.5	D	65%	6.5	65	32.5
1.0	D	60%	6	60	30
Below 1.0	F	50%	5	50	25

**\*Note: Not all standards are created equally. The PLC should determine points or the weight for each standard/assessment.**

## HOMEWORK GUIDELINES

The West Ada School District Homework Guidelines were created during the 2018-2019 school year with input from administrators, teachers, parents, and students. West Ada District Administration summarized the research on homework best practices and developed the first rough draft of the guidelines. These first guidelines were then reviewed by all administrators and other district teams as well as the district teacher ambassadors. The West Ada Education Association then surveyed all teachers. Each time feedback was received, the original guidelines were edited considering the input from the various stakeholders. The purposes of the guidelines are to guide teachers in their lesson planning as they consider when to give homework, when to grade homework, how much home work to assign and to develop as much consistency as possible across West Ada schools. The summary statements of researched best practices below, were vetted and edited for final publication by a committee of volunteer parents, teachers, and administrators.

### Definitions

**Homework** – Student work that is assigned during class time and completed outside of class or specifically designated to be completed outside of class. Teacher discretion is used to determine if the student work is graded. If the work is not graded, it is considered practice.

**Practice** – Student work that is assigned during class or outside of class for the specific purpose of solidifying or extending the concepts that are being explicitly taught in class. Practice is always “risk free” and should never be graded.

**Classwork** – Student work specifically designed to be done in class. Grading is at the teacher’s discretion.

**Scoring** – Evaluating student work solely for feedback but not included in the student’s grade.

### Guidelines

- Homework should have a clear purpose, be aligned with the student’s level, and correlate with the Idaho State Standards.
- Homework should either utilize information and concepts that are highly familiar to students or be used to explain understandings and possibly enable students to “go deeper” in their learning.
- Homework resources should be clear and locatable for student access. The location of the resources should be explicitly taught and known by students. Student internet access or access to appropriate devices (computers, laptops, etc..) at home should be considered.

- Homework revised and completed to mastery at a student's particular learning level is most impactful. Homework assigned, scored, and feedback given from teacher to student (what should be improved) and student to teacher (what is not understood) has a large effect size ( $d = 0.83$ ). Homework collected, and feedback given from teacher to student has an effect size of ( $d = 0.78$ ). Homework that is graded for completion has little effect ( $d = 0.28$ ) on student learning.
- Homework or practice work is valid when completed at home or at school.
- Clearly defined guidelines should be consistent to ensure understanding by students and parents. District guidelines should become more specific at the building level, and again at the classroom level.
- Homework or practice assignments should take into consideration the recommended total daily homework amounts. The values indicate the range of minutes from multiple studies and are total maximum homework/practice amounts per day summed across all subject areas.
 

Grades K-3 = 10 to 30 minutes maximum	Grades 4-5 = 30 to 90 minutes maximum
Grades 6-8 = 50 to 120 minutes maximum	Grades 9-12 = 60 to 120 minutes maximum

## HONOR ROLL

The Honor Roll is a means of giving special recognition to distinguished middle school students. In keeping with our philosophy, the requirements will reflect not only the student's achievement, but effort and citizenship as well. Achievement criteria are as follows:

- |                   |                  |
|-------------------|------------------|
| 1. Highest Honors | 4.00 GPA*        |
| 2. High Honors    | 3.99 - 3.76 GPA* |
| 3. Honors         | 3.75 - 3.50 GPA* |
- \* Grade Points Average A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00

## HIGH SCHOOL GRADUATION REQUIREMENTS – MIDDLE SCHOOL

A student will have met the high school content and credit area requirement for any required high school course if:

- The student completes such course with a grade of C or higher before entering grade nine (9);
- The course meets the same content standards that are required in high school; and
- The course is taught by a properly certificated teacher who meets the federal definition of highly qualified for the course being taught.

The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript. Courses taken in middle school appearing in the student's high school transcript, pursuant to this subsection, shall count for the purpose of high school graduation. However, the student must complete the required number of credits in all high school core subjects (IDAPA 08.02.03).

Middle school students enrolled in Honors HS Math I and Spanish I/II will have grades/credits included on the high school transcript. The grades will be used for GPA calculation.

## IDENTIFICATION CARDS/ACTIVITY CARDS

Students may purchase activity cards during August registration or throughout the year in the main office. All student body officers, class representatives, cheerleaders, and members of any athletic team must purchase an activity card. Students should have an Activity/Identification card in their possession at all times and the card will be shown to any school personnel upon request. Those students who do not purchase an activity card will be issued an Identification Card. There will be no fee charged to the student for the first ID card. ID cards may not be used to obtain free or reduced admission to any school function. Individual schools may require all students to display and wear ID cards throughout the school day. Activity/Identification cards may be used to check out material(s) from the media center. Students with activity cards receive discounts on yearbooks, club-sponsored activities, dances, and middle school and high school sporting events.

## ILLNESS or MINOR INJURY

If students become ill or injured at school, they should go to the nurses' 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 must be signed out at the school office. Parents are requested to keep daytime phone and emergency contact information current. Any student needing to go home may not use their cell phone to call parents. Students should report to the nurse's office to call home for the illness. The school phone must be used in the front office or the nurse's office. The West Ada School District **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

Idaho State Law (39-4801) requires students enrolling in all Idaho schools to provide proof of the following immunizations based on date of birth:

## MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

Immunization Requirement by Age with Doses of Vaccines Required

Children born on or before September 1, 1999 must have a minimum of:

- (4) Diphtheria, Tetanus, Pertussis (DTaP)
- (1) Measles, Mumps, and Rubella (MMR)
- (3) Polio
- (3) Hepatitis B

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

- (5) Diphtheria, Tetanus, Pertussis (DTaP)
- (2) Measles, Mumps, and Rubella (MMR)
- (3) Polio
- (3) Hepatitis B

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

- (5) Diphtheria, Tetanus, Pertussis (DTaP)
- (2) Measles, Mumps, and Rubella (MMR)
- (4) Polio
- (3) Hepatitis B
- (2) Varicella (Chickenpox)
- (2) Hepatitis A

### **7th GRADE IMMUNIZATION REQUIREMENTS**

Children admitted to 7<sup>th</sup>-12<sup>th</sup> grade should meet the following minimum immunization requirements in addition to school entry requirements:

- (1) Tetanus, Diphtheria, Pertussis (Tdap)
- (1) Meningococcal

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or reentry. Exemption from this law is allowed for medical, and religious/other reasons. Any student claiming an exemption must 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 times if the weather or facility condition necessitates. Please be sure that your student 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 sent from the district's mass communication tool via text or emailed messages and will be announced by the local radio and TV stations as well as the district website.

### **INSURANCE**

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. Parents/Guardians need to be prepared for possible medical expenses that may arise should your child be 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. 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 or fined.

### **LOCKERS**

Lockers are assigned to students for convenience and protection of personal/school property. The school does not relinquish control of lockers at any time. Students are responsible for all items placed in lockers and will be responsible for any damage - lockers are expected to be locked at all times as the school will not be held responsible for lost or stolen items. Changes in locker assignments must be approved by



administration. If a lock or locker does not function correctly, a report should be made to the office. Students are not to share lockers unless directed by administration. Inappropriate pictures or posters are not permitted in lockers. No drugs (prescription/non-prescription) including aspirin, cold medicines, etc., are allowed in lockers - these should be checked in with the nurse. School property, such as lockers, are jointly held by the school and the student. Students have no expectation of privacy in such locations.

## LOST AND FOUND

Students are responsible for all personal items brought to school. West Ada School District 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 schedule will be determined by the school).

## LUNCH/BREAKFAST PROGRAM

A well-balanced breakfast and lunch is prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed, and portions are set according to grade level. Menus are prepared by a Registered Dietician and are healthy and nutritious following the USDA guidelines. Peanut products are served in the cafeteria. Students may choose 3 of the many items offered and one must be a fruit or vegetable.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at [www.westada.org](http://www.westada.org). School Nutrition Services can be found by clicking on lunch menus. Applications for free and reduced priced meals may be found on the free and reduced page to complete online or by asking the school office for a paper copy. Applications are evaluated according to USDA guidelines on income and family size.

MyPaymentPlus ([www.mypaymentsplus.com](http://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 MyPaymentsPlus are usually available for student use within minutes of the transaction.

The West Ada School District 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 the 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 using the District Publication and News Media Opt-Out form.

## 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 for asthma or severe allergies may do so according to district policy and procedures. Emergency medications may be kept in the nurse's office and/or carried by the student for self-administration. All medications, including emergency, require consent forms yearly. Please contact the school nurse. Any abuse of medication policy or school procedures may lead to an investigation based upon the Alcohol, Drug and Tobacco policy.

## PARENT-TEACHER CONFERENCES

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the teacher.

## **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).

## **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 other information.

## **REPORT CARDS**

Parents/guardians may access final semester 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 report card from the school. The final semester grade report shows academic grades, teacher comments, absences, and tardies.

## **REPORTING THREATS**

West Ada School District 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, other member of the school staff, or proper law enforcement agency for investigation and follow-up. Students who create or communicate in any manner unconfirmed, rumored, or false information concerning a threat being made against either an individual or the school population may receive appropriate discipline up to and including a recommendation for expulsion. If after school hours or on a weekend, please 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 may be held annually. Additional safety drills may be held throughout the year.

## **SCHEDULES**

Students select classes for the up-coming school year during spring pre-registration. It is important that students and parents select classes carefully during this time. Once student schedules are set, class changes will not be made except under extraordinary circumstances. If a schedule change is desired, an appointment should be made with the counselor/administrator and may include the teacher of the class that is requested to be dropped.

## **SCHOOL OF CHOICE INFORMATION**

New applications must be submitted by the last school date listed on the website and those received later will be marked late. Information and applications are found on the West Ada School District website ([www.westada.org](http://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 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**

West Ada School District acknowledges its responsibility to make reasonable accommodations to permit persons with disabilities to be accompanied by a service animal in all areas where the public is normally allowed to go, including in its school buildings, classrooms, and at school functions. "Service animal" means any dog or, in specific circumstance, a miniature horse that is individually trained to do work or perform tasks for an individual with a disability including a physical, sensory, psychiatric, intellectual or other mental disability. No other species of animal, whether wild or domestic, will be permitted as a service animal. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals for the purposes of this definition. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. (See Policy 1003.5 Service Animals and Idaho Code 56-701A.)

## **SURVEILLANCE CAMERAS**

Some West Ada School District schools have surveillance cameras on campus and on many school buses. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses. Surveillance video is the sole property of the district.

## **TESTING**

It is very important for your child to be in attendance for testing. Accurate assessment of student achievement is essential in ensuring academic growth for all students. West Ada School District 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 pupil. Students must pay fines for missing or damaged books.

## **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 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.

## **UNAUTHORIZED SCHOOL BUS ENTRY**

Idaho Code 18-1522 states: (1) A person shall be guilty of a misdemeanor if that person: (a) Enters a school bus with intent to commit a crime; (b) Enters a school bus and disrupts or interferes with the driver; or (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver. (2) School districts shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

## **VISITORS**

Parents are encouraged to visit school. 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 for approval. The parent classroom observation form is located in the main office. All visitors are required to check in at the office and secure a visitor's pass/badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures.

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
- In the event of an emergency or safety drill, follow the direction of school personnel

## **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.

## **WITHDRAWAL FROM SCHOOL**

If it is necessary for the student to withdraw from school, the student must have parental permission. The student should obtain an official withdrawal form from the counseling office. The form and textbooks must be presented to each of his/her teachers. The student must secure all signatures required on the form and turn the form in at the counseling office. The withdrawing student must return all school books and library books, ID cards, and make sure all fines are paid. When slip has been completed, return it to the office for final checkout. Withdrawing students must not interrupt classes. Students who withdraw from school are not to loiter in halls or on school grounds at any time and may be cited for trespassing. When a student withdraws from school, then wishes to return to school at a later time, the student and parent may be required to meet with an administrator. Transfer records for students going to other schools will be mailed upon request of that school.

# STUDENT CONDUCT

West Ada School District middle schools pride themselves on the conduct of their students. A well-disciplined, neat, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities. In this section of the handbook you will find discussion on the rights and responsibilities of a middle school student. If questions concerning these areas arise, contact the school administration for clarification.

## AGGRESSION

1. 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

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

## BULLYING

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. (see Policy 502.9 - Bullying)

### 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) **Email bullying** uses email 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:

- 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.
- Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
- 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.
- 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 West Ada School District 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.

### **HARASSMENT AND/OR INTIMIDATION**

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. (see Policy 502.7 – Student Harassment)

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 has 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 any concerns.

### **ASSEMBLIES**

Assemblies and rallies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn appropriate audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

### **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 for bringing the required books, supplies, pencils, assignment papers, and equipment to each of their classes.
- Students are to show courtesy and respect for other students and staff.

- 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 during 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 of water, collection and distribution of papers, books, etc.
- Students or parents are financially responsible for damaged or lost school materials and equipment.
- The following are not allowed:
  - bringing or eating any type of food in class
  - throwing or shooting any object such as paper, rubber bands, etc.
  - interrupting teachers or students
  - fighting or horseplay
  - plagiarism and copyright violation
  - throwing/kicking snow or ice (**snow and ice stays on the ground**)
  - profanity

## **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 West Ada School District. The student and his/her parent(s) should read and discuss the district policies concerning computer use (see Policy 1001.3).

Unless a parent has signed a district "Option for Limited Internet Access" form (see appendix), 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. West Ada School District 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 1001.3. If the guidelines and/or policies are violated, administrators 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 West Ada School District Policy 1001.30 and Idaho State Code (sections 18-2201 and 18-2202).

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

## **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 a suspension, recommendation for expulsion, and/or referral to the Student Resource Officer (SRO) when applicable. This includes any Zero-Tolerance offense listed in Policy 502.20. The following are examples of major disciplinary offenses:

- **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 of alcohol, tobacco, or other controlled substances.
- **Arson** – Any open flame and/or the malicious burning of or attempt to burn self, any person 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 (see Policy 502.9).
- **Cheating – Second offense (502.11)**
- **Criminal Activity** – Any illegal activity occurring on school district property, other than traffic infractions, occurring during school hours, or non-school hours, or at a school sponsored event will be considered a major disciplinary offense
- **False Alarms** – (i.e., fire alarms, 911 calls) If costs occur, restitution may be required.
- **Fighting**- Includes physical abuse
- **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 or school personnel. Insubordination during emergency situations or emergency drills may be disciplined at the highest level.
- **Mood Altering Substances** – See Alcohol/Drug/Tobacco Policy 502.50
- **No Touch** – See Bullying Policy 502.90 - Prohibited Behavior
- **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
- **Safety** – May include, but not limited to, possession, use, distribution of any item considered unsafe for school. (i.e. matches, lighters, 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
- **Violent Incident With or Without Physical Injury**
- **Vandalism**
- **Zero Tolerance** – Policy 502.11

## 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 and include parent notification of consequences 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.

## DRESS CODE

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of West Ada School District Middle 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 a student's mode of dress and grooming is a manifestation of his/her 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 that 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 that prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement
- Any attire that 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:

- Any article of clothing, jewelry, or tattoos advertising or depicting alcohol, tobacco, drugs, gang affiliation, depicts violence, or inappropriate sexual innuendoes
  - Clothing that is sheer or does not cover the stomach, back, chest/cleavage, or undergarments.
  - Tank tops, spaghetti straps, tube tops, off-the-shoulder shirts – shoulders must be covered
  - Chains connecting the wallet to a belt loop or worn anywhere on the person
  - Spiked clothing, belts or jewelry
  - Any attire shorter than mid-thigh length - any attire with holes/tears/frays above mid-thigh
  - Pajamas or boxer shorts worn as outerwear
  - Hats, hoods, bandanas, or other head coverings
- 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



**District Guidelines for PE Clothing Requirements:** Students will need to wear attire that will allow them to safely and appropriately participate in physical activity while following dress code guidelines. Clothing such as shorts, T-shirts, sweats, and athletic style footwear is needed in order for students to participate to the fullest and safest extent possible. Schools should not require specific styles or colors of clothing. If a school or PE department would like to sell a specific uniform they are welcome to do so. However, the amount charged to students must be the actual cost of the uniform and students should not be encouraged to purchase a uniform.

**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:

- 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; 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.
- 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 will be notified after the hearing by school personnel.
- 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 of the student will be notified and an informal hearing with the student, the parents, and school personnel will be held within three school days. The results of this informal hearing may be given, in writing, to the parents/guardian within seven calendar days after the informal hearing.
- In the event the informal hearing with the parent 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 the decision to the building principal. The building principal will schedule an informal hearing within five school days. The principal must give his/her decision, in writing, to the parents within ten days after the informal hearing.
- In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent 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 within ten 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: *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. These devices include, but are not limited to, digital devices of all types, cell phones, music playing devices, cameras, 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). Use of electronic devices in the classroom is at the discretion of the teacher. Use of electronic devices outside of the classroom is at the discretion of the building principal. Parents or students who bring any electronic device to school or to a school activity do so at their own risk - West Ada School District 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 – STUDENT**

### **PURPOSE:**

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

### **POLICY:**

West Ada School District provides student email services for all enrolled students. West Ada School District email is the official means of electronic communication with students. Important school related information will be sent to individual email accounts. Students are responsible for regularly reading email messages.

Although West Ada School District does not regularly monitor student email, we reserve the right to review email for appropriate usage and behavior and to intercept, store, archive, or delete any emails for security/audit purposes and, where necessary, instigate appropriate

proceedings against the parties involved.

West Ada School District reserves the right to deny email service to any student at any time. Email correspondence is not a secure confidential means of communication and at no time may a student send confidential information via email. In the use of the email 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 emails. Email will be purged every 90 days.

Any opinions expressed in the email message you have received are those of the individual and not necessarily of West Ada School District. The email message, and any files attached with it, should be regarded as confidential information. If you receive an email not intended for you, delete it. Do not forward any email 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.).

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

#### **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 to the District Attendance and Discipline Committee for consideration to expel 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 who 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, etc. - these items are not permitted because of the problems caused by misuse.
- Riding skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Hover boards are not allowed on campus
- 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.
- Latex balloons

## **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 West Ada School District violation.

## **NO TOUCH**

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.

## **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.

## **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.

## **SEARCHES**

### **Philosophy**

West Ada School District 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 or his/her designee.

### **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. 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 to five day suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended out of school will not be allowed 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.

## **TECHNOLOGY USE GUIDELINES**

Student Responsible Technology Use Guidelines for Access and Digital Communication

The West Ada School District 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.
- 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.

### **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.

## 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 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*

Example 1: 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 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.

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.

### **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, Hover boards, 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, bows and arrows, 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](http://www.westada.org) under Policy 702.57.

# 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 high school counseling department included: 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, neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; or disclosure of the commission of a crime. Counselors may be contacted in the office between classes, before or after school, or at lunchtime. If a counselor is not available, a "request to visit" message may be left with the counseling secretary.

## 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.

### 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. **West Ada School District 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 health room. 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.

## PSYCHOLOGISTS

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

## SCHOOL RESOURCE OFFICER PROGRAM

This program is administered on a cooperative basis between the school district and the police/sheriff's office, with an emphasis placed on helping students with problems at home or at school. In some cases, diversion programs are offered for first-time offenders as an alternate to court. This may involve an informal probation for the child in lieu of criminal prosecution. Because of prolonged and frequent contacts, the SRO can effectively counsel and, in some cases, release many first offenders. Serious or repeat offenders, however, are often referred to juvenile court where they are assigned professional court counselors. For further information, see District Policy 502.6.

## 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 West Ada School District website at [www.westada.org](http://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)  
BULLYING (Policy 502.9)  
COMPUTER /ELECTRONIC INFORMATION SYSTEMS (Policy 1001.3)  
DISCIPLINE (POLICY 502.11)  
DUAL ENROLLMENT (Policy 501.92)

HARASSMENT (Policy 502.7)  
MIDDLE SCHOOL CREDITS (Policy 603.30)  
STUDENT TRANSFERS (Policy 501.9)  
TRANSPORTATION DISCIPLINE (Policy 702.57)  
WEAPONS (Policy 502.11)

## APPENDIX B

### STUDENTS WITH DISABILITIES

#### 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](http://www.ed.gov/OCR)

## **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 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.

## APPENDIX D

### SECONDARY ATTENDANCE

Idaho law requires compulsory school attendance for children between the ages of seven (7) and sixteen (16) years of age. State law also requires each school district to establish attendance policies. Regular and consistent attendance is an indicator of success in school and is necessary for maximum student learning and success. (see Policy 201.10) West Ada School District attendance policies are established to achieve the following:

- Increase the likelihood of academic success for all students
- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental/guardian involvement in student attendance
- Prepare students for career attendance expectations

It is the responsibility of the parent(s)/guardian(s) to aid school officials in enforcing West Ada School District attendance policies.

Administrators will make decisions in keeping with the overall intent of this policy. All absences from class shall be counted unless the student physically remains within an accountable school setting such as with a counselor, nurse, administrator, etc. Each school shall keep accurate attendance records.

Incentives for student attendance are encouraged and expected. Incentives and additional intervention plans may be determined at each building or classroom site, as approved by the administrator.

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 penalties
- Parent contact in the event of excessive absences
- Provide written notification to parents in the instances of unverified absences changing to truancy and/or notification that a habitual truancy notice will be sent to the prosecuting attorney for action

### HIGH SCHOOL ATTENDANCE REQUIREMENT

West Ada School District high school students must attend three (3) periods during a regular school day to be considered a full time student. With approval of the superintendent or designee, a student may be released for the following and still be considered full time:

1. One (1) period for religious instruction or other approved program in grades 9-11
2. Seniors may be eligible for one release period per day. For seniors to be eligible for release periods, they must have completed a minimum of forty (40) credits by the end of the eleventh grade, successfully completed all ninth (9<sup>th</sup>) through eleventh (11<sup>th</sup>) grade required credits, and scored proficient or advanced on all portions of the Idaho Standards Achievement Test (ISAT).

The attendance standard for high school students is as follows:

Students are allowed three (3) absences per class period during the semester. Students who receive four (4) absences in any class will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from a parent/guardian within 48 hours of the absence to prevent truancy.

Students enrolled in any two credit (double block) class are allowed six (6) absences per two credit (double block) class during the semester. Attendance is taken twice each day during the two credit (double block) class. Students who receive seven (7) absences in a two credit (double block) class will lose both credits unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from a parent/guardian within 48 hours of the absence to prevent truancy.

#### **Excessive tardiness may result in administrative discipline and loss of credit.**

A high school student who is absent during any part of the day of an evening performance or function may not participate in that performance or function unless deemed an extraordinary absence. A student suspended in school for more than one period or out of school on the day of an activity will not be allowed to participate in that activity, game, or practice.

## MIDDLE SCHOOL ATTENDANCE REQUIREMENT

The attendance standard for middle school students is as follows:

Students are allowed six (6) absences per class period during the semester. Students who receive seven (7) absences in any class will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from a parent/guardian within 48 hours of the absence to prevent truancy.

Students attending one of the alternative middle schools are allowed three (3) absences per class period during the semester. Students who receive four (4) absences in any class at one of the alternative middle schools will lose credit unless cleared by the attendance office as extraordinary within five (5) days of the absence. Verbal communication must come from a parent/guardian within 48 hours of the absence to prevent truancy.

School staff enforces daily attendance and initiates measures to correct attendance problems. Excessive tardiness may result in administrative discipline, as determined by building administration.

Middle school students must be in attendance at school the entire school day in order to participate in extracurricular activities after school or in the evening of that same day. Exceptions include situations beyond the control of the student such as court appearance, bereavement, medical/dental appointments, etc. Students, who are suspended, including in-school suspension for a major discipline offense, are not allowed to practice or participate in school activities.

## SECONDARY 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 licensed 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 a 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 counselors, attorneys, etc.
4. **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 of request to an assistant principal at least two (2) weeks prior to the trip;
  - b) have passing grades in all classes;
  - c) not exceed six (6) absences in a traditional schedule or four (4) absences in a block schedule prior to this request;
  - d) not have any truantries 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-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.
5. **Religious Observances:** Verified by parent/guardian, church official, or document.

## 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.

### **APPEAL PROCEDURE**

In the event that a parent chooses to appeal the decision of the principal or designee, it must be made no less than ten (10) working days after the decision of the principal is rendered. The regional director will receive the appeal and respond within five (5) working days. This decision of the director is final.

### **HABITUAL TRUANCY**

Any child who accrues ten (10) absences and/or trancies 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/truancies to the prosecuting attorney in the county of the student's residence.

**APPENDIX F**

**West Ada School District  
Student Activities Drug & Alcohol Policy Violation  
(Grades 6 - 12)**

**Student Name** \_\_\_\_\_

**School** \_\_\_\_\_

**Date of Violation:** #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Citation Issued/Documentation**

**Received For:**       **Distribution/Sale**       **Use**       **Possession**

**Consequences:**

**First Violation:**

From the date of school notification, the student will be ineligible for participation in all extra-curricular activities, for a period of twenty-one (21) days. After the first seven (7) days, the student will be allowed to practice, but not participate in the activity itself. The student and parents need to agree to complete the following, set up by the Drug Prevention Counselor:

- a. Drug/Alcohol Assessment - must follow the recommendations thereof.
- b. Insight class - eight (8) sessions scheduled during the school day.
- c. Parent Information class - parents and student attend three (3) consecutive evening sessions together.

**--OR--**

If parents/student choose not to complete the above within a 60-day time period, an additional twenty-one (21) days without practice or participation will be imposed.

**Second Violation during the current school year:**

**The student will not be allowed to participate in activities or practice for the remainder of the school year.**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**APPENDIX G**

**DISTRICT PUBLICATION AND NEWS MEDIA OPT-OUT**

West Ada School District 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](http://www.westada.org)

**APPENDIX H**

**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: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_