

# West Jefferson School District Policy Manual

## Chapter 5 - STUDENT PERSONNEL

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#### SERIES 500

#### STUDENT PERSONNEL

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## **500 STUDENT PERSONNEL**

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### **500.1 STATEMENT OF GUIDING PRINCIPLES**

The Board intends to protect the rights of each student and promote the welfare of all students simultaneously.

Policies in this series are enacted to aid in providing quality experiences for students in all activities related to the educational program. It is the purpose of the Board to provide opportunities for all students to become useful and productive citizens.

It should be understood that these policies shall not be confined to the school day or the period of time that school is in session, but rather to that period of time when the child is on school property, at a school function, at another school representing his/her school as a participant or a spectator during an extra-curricular activity, or within the confines of a school bus being

operated by this school district. These policies may be interpreted to include any action of a student that will cast a distasteful attitude toward his/her school because of their actions.

Policy History:

Adopted on: September 19, 1985

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## **501 STUDENT ATTENDANCE/TARDY POLICY**

School attendance is mandatory on the part of all students under the age of sixteen. Every child is entitled to an educational opportunity commensurate with his needs and capacity to learn. It is the obligation of parents to see that these opportunities are realized by seeing that their children attend school regularly.

School attendance shall be required for any person under the age of eighteen years to acquire or keep a driver's license. Attendance includes high school completion before age 18, private school that satisfies relevant attendance requirements, enrollment in the general educational development program (GED), home education programs, accredited colleges or universities, job training programs, or other educational programs approved by the Board of Trustees. A hardship waiver as well as the right to a hearing before the public school principal for the purpose of reviewing the pending suspension of a driver's license or permit due to attendance issues is available to the student. (Legal Reference: Idaho Code 49-303A)

### Secondary Attendance Policy

#### 1. Credit

1.1. To receive credit for any subject, students in grades 9-12 may not be absent from any class more than five (5) days each Trimester.

1.2. Students who are absent in excess of 5 days in any class must petition the attendance review board to receive credit. The student will be required to make up hour for hour for absences after five up to seven absences. Make up seat time will be required unless an appeal is approved by administration. If student does not make up time, the student will lose credit without being able to petition. When a student misses more than 5 and has made up the time they may petition for credit. Through the petitioning process the student may be given full credit, credit may be taken away, or the administration may place the student on an attendance contract for the following trimester that will allow credit to be given if contract is fulfilled. If contract is not fulfilled, student will lose credit in previous and current trimester classes where contract was broken. Credit will be lost if parents/guardians and student refuse to sign attendance contract. The Board of Trustees will be final appeal for credit.

#### 2. Communication

2.1. Parents may be contacted when students are absent. Written communication with the parent(s) will be made after a student has missed 3 days in any class during a Trimester. A second notice will be sent after 5 days. Communication will be provided as needed thereafter.

The intent of these notices is to keep parents informed of their child's absences and to work in close harmony with parents to improve school attendance.

### 3. Review Board

3.1. A review board shall review the circumstances that would result in a student's loss of credit. The review board may recommend denying or reinstating the student's credit. If a decision to deny credit is recommended, the student's case may be appealed to the Superintendent and Board of Trustees for final action.

3.2. The attendance review board will consist of the Principal, Assistant Principal and the School Attendance Secretary.

### 4. Truancies

4.1. A truancy is defined as follows:

4.1.1. The student is not on the school grounds and does not have parental or school permission for the absence.

4.1.2. The student leaves the school grounds without prior approval by the parent or guardian, given by phone or written note to the office and without checking out through the office.

4.1.3. The student is in the school building or on school grounds but is not in attendance at a regularly scheduled class without permission of the teacher or the school officials. Parental permission is not valid when a student misses a class and remains on school grounds. It is mandatory to receive permission from the teacher of the class or other appropriate school official.

4.2. Consequences:

4.2.1. First Truancy: Notify parent of the truancy. Discuss absence and policy with student and parents. Consequences may include, but are not limited to, In School Suspension, Out of School Suspension, community service, or other. No make-up privileges will be allowed for the class or classes missed.

4.2.2. Second Truancy: Notify parent of the truancy and conduct a meeting between administration, student, and parents. The student will receive a consequence which may include In School Suspension, Out of School Suspension, or community service. No make-up privileges will be allowed for the class or classes missed.

4.2.3. Third Truancy: Notify parent of the truancy. The student will receive a more severe consequence which will include, but is not limited to Out of School Suspension. Consequences may also include community service, or other. No make-up privileges will be allowed for the class or classes missed. A meeting will be held with parents, school, and district administration.

4.2.4. Consequences of further Truancies may include, but are not limited to, suspension, community service, or expulsion. The parent will be notified in each case.

### 5. Students on school grounds when scheduled to be off campus

5.1. Students may not be on school grounds when scheduled to be off campus unless prior approval is granted by school officials.

### 6. Tardies

6.1. Tardies will be handled at the classroom and building level.

6.2. Students tardy in the morning after the start of regular classes will bring a note explaining the reason for being late and check in at the office.

6.3. Students entering the classroom after the period begins will be counted tardy by the teacher. Each teacher will keep a record of tardies.

6.4. The teacher in each class will develop a tardy policy as part of his or her classroom discipline. This will include expectations, and consequences for each tardy.

## Elementary Attendance Policy

### 1. Attendance

1.1. Students in grades 1-8 may not be absent from any class more than Seven (7) each Trimester or 21 days in a year. Students who have excessive absences may be retained in their current grade for another year.

### 2. Communication

2.1. Parents may be contacted when students are absent. Written communication with the parent(s) will be made after a student has missed 3 days in any class during a Trimester. A second notice will be sent after 5 days. Communication will be provided as needed thereafter. The intent of these notices is to keep parents informed of their child's absences and to work in close harmony with parents to improve school attendance.

### 3. Truancies

3.1. A truancy is defined as follows:

3.1.1. The student is not on the school grounds and does not have parental or school permission for the absence.

3.1.2. The student leaves the school grounds without prior approval by the parent or guardian, given by phone or written note to the office and without checking out through the office.

3.1.3. The student is in the school building or on school grounds but is not in attendance at a regularly scheduled class without permission of the teacher or the school officials. Parental permission is not valid when a student misses a class and remains on school grounds. It is mandatory to receive permission from the teacher of the class or other appropriate school official.

3.2. Consequences:

3.2.1. First Truancy: Notify parent of the truancy. Discuss absence and policy with student and parents. Consequences may include, but are not limited to, In School Suspension, Out of School Suspension, community service, or other.

3.2.2. Second Truancy: Notify parent of the truancy and conduct a meeting between administration, student, and parents. The student will receive a consequence which may include In School Suspension, Out of School Suspension, or community service.

3.2.3. Third Truancy: Notify parent of the truancy. The student will receive a more severe consequence which will include, but is not limited to Out of School Suspension. Consequences may also include community service, or other. No make-up privileges will be allowed for the class or classes missed. A meeting will be held with parents, school, and district administration.

3.2.4. Consequences of further Truancies may include, but are not limited to, suspension, community service, or expulsion. The parent will be notified in each case.

#### 4. Tardies

4.1. Tardies will be handled at the classroom and building level.

4.2. Students entering the classroom after the second bell will be counted tardy.

4.3. Students entering the classroom after 11:30 will be considered absent 1/2 day.

4.4. Students leaving the classroom before 11:30 will be considered absent 1/2 day.

4.5. Teachers will be responsible for keeping a record of the attendance and tardiness for the students.

The principal will conference with students tardy to school more than three (3) times per grading period and a call made or letter sent to parents.

#### Policy History:

Adopted on:

Revised on: August 12, 2004

Revised on: September 18<sup>th</sup>, 2014

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## **501.1 Student Attendance/Tardy Policy**

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### **501.2 ATTENDANCE REQUIREMENT-EDUCATION DAY**

Students of grades 11 and 12, who have maintained satisfactory attendance (4 days or less absent) for the previous semester, may be excused two days each year for an educational activity. These days could be accumulative to be used during the 12th grade for exploring vocational and educational programs. Parental supervision is necessary for these days and arrangements must be approved in advance by the parents and school principal.

#### Policy History:

Adopted on:

Revised on: July 10, 2003

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### **501.2A Attendance - Extracurricular Participation**

1. Participation in extracurricular programs is a privilege rather than a right. Students are encouraged to attend school whenever school is in session. A student shall be in

attendance and fully participate in his/her scheduled classes in order to take part in any extracurricular activity occurring on that school day. An exception is when the student must see a licensed medical professional in order to verify that he/she is medically cleared to participate. All other exceptions must be cleared with the superintendent prior to the absence.

2. A student who has excessive school absences (absences which deny credit in a class) will become ineligible for the balance of the trimester.

Policy History:

Adopted on: December 14, 1996

Revised on: November 17, 2011

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## **501.3 ENTRANCE, PLACEMENT AND TRANSFER**

Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set forth above, shall be allowed to enter the first grade.

Initial Enrollment

Immunization records (or an appropriate waiver) and birth certificate (subject to provisions of McKinney Homeless Assistance Act) are required for admission to the District.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he must provide within thirty (30) days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested thirty (days), the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling student, to comply with the documentation requirements of this section after a lawful request ... shall constitute a misdemeanor.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

### Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

### Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal. Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).

An appropriate evaluation of student performance leading toward credit issuance.

Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Legal Reference: Art. IX 9, Idaho Constitution-Compulsory Attendance at School

I.C. 18-4511	School duties-Records of Missing Child- Identification Upon Enrollment-Transfer of Student Records
I.C. 33-201	School age
I.C. 33-209	Transfer of Student Records - Duties
I.C. 39-4801	Immunization required
I.C. 39-4802	Exemptions



Policy History  
Adopted on: December 6, 2006  
Revised on:

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## **501.3A IDAHO'S DUAL ENROLLMENT STATUTE**

### General:

The Board of Trustees, after review of communications of explanation from the State Superintendent of Public Instruction, the State Department of Education and the Deputy Attorney General assigned thereto and other affected parties and advisors, has promulgated the following policies to attempt to comply with and to assist in the administration an implementation of the provisions of Idaho Code, #33-203, (Dual Enrollment Statutes) consistent with other state statutes, this School Board's policies and State Board of Education Rules and Regulations. Because of the complex nature of this statute and the vague and ambiguous language contained therein, it is contemplated that these policies may have to be amended from time to time as experience dictates.

### Definitions:

"Dual Enrollment" - A nonpublic student residing within the boundaries of the District who is legitimately enrolled in a private, parochial, or home school or at a post secondary institution who has not graduated from high school who is also dual enrolled in this District's schools by meeting the criteria outlined herein.

"Nonpublic Student" - Any student who receives educational instruction outside a public school classroom and such instruction can include, but is not limited to, a private school or a home school.

"Primary Education Provider" - That person or entity providing the majority of the nonpublic student's educational instruction outside the public school Programs or Activities.

"Program and Activity" - The term "program and activity" as used in I.C. #33-203 shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

### Optional:

Program or activity shall not include testing, health, or other similar type services nor does it include incidental activities such as school dances or field trips not directly related to an academic class for which the student is properly enrolled.

### Enrollment:

Any nonpublic student wishing to enroll in a school in this District must provide evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or suitable waiver) and must comply with the registration procedures required by the District, which includes providing complete records of the student's academic history.

#### Registration and Procedures:

Before entering a program or activity a nonpublic student must complete registration and gain admission to a school in this District. Registration shall include in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement for the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic activity.

#### Transportation:

Nonpublic student, upon admission to a school in this District, may ride a school bus on regularly scheduled routes (including activity bus routes) and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to especially accommodate a nonpublic student. If a nonpublic student attends only part time, the District may furnish transportation at the regularly scheduled time closest to the time period of which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if there is no available space, if the furnishing of transportation would cause a deviation or alteration of the regularly established bus routes or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

#### Interim Periods:

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the school premises other than when the program or activity for which the student is enrolled is taking place. The District shall not be responsible for the care or supervision of the student in any form for periods before, in between or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

#### Extracurricular Nonacademic Activities:

Any nonpublic student involved in an extracurricular activity shall be subject to all the same eligibility standards as a regular full time student. The parents or guardian of a nonpublic student are responsible for obtaining third party\* Testing for their child at their expense in accordance with I.C. #33-203 and State Board of Education rules. Test results from the Idaho Standards Achievement Test (ISAT) must be provided to the school principal as a condition of enrollment. The student must achieve a minimum composite score of the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in non-academic programs. Test results from a given year shall be used to determine academic eligibility for the following year and are only valid for a period of twelve (12) months from the date the test results are released. "Third party" requirement is optional. As an alternative to providing test results, until January 31, 1996 a nonpublic student who has not taken the Iowa Test of Basic Skills, may provide an affidavit to the principal of the public school that said student is attending. Said affidavit shall be signed by the student's Primary Education Provider indicating that the provided believes that student would have received a test score that would meet the standard required by law if said test had been administered.

#### Optional:

On the date of any extracurricular activity, the nonpublic student participating in such event must attend five (5) full classes on the day of the activity, such classes or permissible school activity may be either the ones for which the student is enrolled in this District and in a nonpublic educational setting. In the latter case, the nonpublic student's Primary Education Provider shall vouch for student's attendance in the form and manner acceptable to this District's school administration.

#### Class Size/Disenrollment:

Pursuant to I.C. 33-203 (1), if enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to the student who is enrolled full time in the public school. If a class or program is full and includes a nonpublic student when a regular full time student transfers into school during the semester, the District's normal enrollment procedure shall remain the same and the nonpublic student may not be disenrolled to provide space for the full time student. Regular full time students will be given priority for enrollment at the start of each semester.

#### School Rules, Regulations and Policies:

A nonpublic student shall be subject to all the same policies, regulations and school rules as any regularly enrolled student during the times that the nonpublic student is present at school. Such policies, regulations and rules will include but not be limited to those relating to attendance, grades, prerequisites, classroom conduct and discipline.

#### Prerequisites:

A nonpublic student must meet all prerequisites for enrollment for a program or activity which is required of public school students.

#### Mixed Curriculum:

If a nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated. Such request shall be made in writing particularizing the subject matter presentment, which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the nonpublic student. It shall be the nonpublic student's responsibility to contact the District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation need be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

#### Graduation:

A nonpublic student must meet all grade and other graduation requirements of the District in order to graduate and obtain a diploma from the schools in this District.

#### IDEA/ADA/Section 504 Students:

Parents who wish nonpublic students to be enrolled in special programs must comply with the requirements of the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities

Act (ADA) or section 504 of the Rehabilitation Act of 1973 [Section 504]. If a request for referral is made by said parents and if the evaluation of the student by the multidisciplinary or child study team determines that special services are appropriate for the student, then such programs will be provided when possible. Until such determination is made, such special education services or accommodations will not be provided.

Policy History:

Adopted on: October 12, 1995

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## **501.4 SCHOOL ATTENDANCE AREA**

School attendance areas will be established by the Board. Any student desiring to attend in a different school than that established for his residence must have approval by the Principals involved and the Superintendent with full knowledge of all related parties.

Policy History:

Adopted on: September 19, 1985

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## **501.5 NON-RESIDENT ENROLLMENT**

The Board of Trustees of West Jefferson School District #253, in conformance with Idaho Code 33-1402 and 33-1404, hereby adopt written policy guidelines governing the admission of nonresident students by the District.

Idaho Code 33-1402 established the Enrollment Options Program which provides, in summary, that whenever the parent or guardian of any student determines that it is in the best interest of the pupil to attend a school within another district, or to attend another school within the student's home district, such student may be transferred to and attend the selected school, subject to certain conditions set forth therein, and conditions set forth in Idaho Code 33-1404;

Pursuant to Idaho Code 33-1402, the pupil's parent or guardian must apply annually for admission to a school within another district, or to another school within the home district, on a form provided by the District. Such application, must be submitted to the receiving school district by February 1 for enrollment during the following school year;

Idaho Code 33-1402 further provides that by resolution of the Board of Trustees, any district may opt not to receive pupils under the Enrollment Options Program.

Idaho Code 33-1404 provides that a school district shall receive and admit students, where payment of the student's tuition is to be paid by the home district, or waived by the receiving district, except when any such transfer would work a hardship on the receiving district.

The Board of Trustees believes that it has a responsibility to deliver the District's educational program to the existing resident students of the District before accepting nonresident students, when the admission of the latter would detract from the quality of the educational program offered to resident students and constitute a hardship; Any of the following conditions, as determined by the Board at the Board's sole discretion, may constitute a "hardship" and form the basis for denial of admission of a non-resident student:

1. Where the admission of a non-resident student would increase enrollment thereby placing a strain upon the District and hindering the delivery of an appropriate educational program to existing students in the District;
2. Where, in the discretion of the Board, the admission of a non-resident student would cause overcapacity of any program, class, grade level, student-teacher ratio or school building;
3. Where the student has a record of any of the following:
  - a. Habitual truancy
  - b. Incurigibility
  - c. Conduct found to be disruptive of school discipline or of the instructional effectiveness of any district in which the student has been, or is, enrolled
  - d. The student's presence is detrimental to the health and safety of other pupils; or
  - e. The student has been expelled from another school district in this state or any other state.
4. Where the student, in the past, has been enrolled in the District thereafter leaving the District to attend school in another District and where the relationship between student and/or the parents or guardian of said student and the District (including the Districts' Administration and/or teachers(s) has been (and/or continues to be) difficult and less than satisfactory;
5. Where a non-resident student applies for admission after the cut-off date established by the Board for consideration of admission of non-resident students (i.e. February 1 proceeding the school year for which attendance is being requested);
6. Where the student's home district fails to agree to pay for the non-resident student's tuition established by the State Department of Education;
7. Where the parent or guardian of non-resident student applicant fails to agree (in writing) to pay for the non-resident student's tuition established by the State Department of Education.
8. Where the parent or guardian of a non-resident student applicant fails to agree (in writing) to be responsible for transportation of the non-resident applicant to and from school or to an appropriate bus stop;
9. Any other reason, as determined by the Board, to constitute a hardship on the District, subject to the exceptions set forth herein below.

In consideration of a non-resident student application, the Board may not consider the following factors nor use as a basis for acceptance or rejection of said non-resident student's application for admission, the following factors:

1. The student's previous academic record and/or achievements;
2. The student's athletic or other extra-curricular ability;
3. The student's handicapping conditions;
4. The student's proficiency in the English language.

In accordance with Idaho Code 33-1404, non-resident students who are placed by court order under the provisions of the Idaho Youth Rehabilitation or Child Protective Acts and reside in licensed group homes, agencies or institutions located within the District shall be admitted as students of this District, subject to the Board's prescribing of nondiscriminatory preconditions or standards for admission on a case-by-case basis where necessary to protect the health, safety and welfare of its existing students and/or to protect its educational processes;

All nonresident student applications for enrollment in this District should be received by the District no later than February 1, proceeding the school year for which attendance is being requested. Nonresident student applications submitted after February 1st of each year will be considered by the Board on a case-by-case basis.

The Board of Trustees will not admit nonresident students applying where tuition would be paid by their home district as described in Idaho Code 33-1404, or other non-resident applicants, if the admittance of said non-resident applicant would, in the determination of the Board, constitute a hardship under any of the conditions set forth herein above;

The foregoing provisions shall not apply to children of full-time school district employees.

The parent or guardian of a non-resident student enrolled through this policy will be responsible for transporting the pupil to and from school or to an appropriate bus stop within the District.

The estimate of pupils is the sole responsibility of the District Administration and the final basis for setting capacities.

Legal Reference: Idaho Code: 33-1402, 33-1404

Policy History:

Adopted on: October 12, 2000

Revised on: May 8, 2003

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## **501.6 Homeless Student Enrollment**

In compliance with the federal McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, as amended by the No Child Left Behind Act, and Section 33-1404, Idaho Code, the following procedures are established to promptly resolve disputes regarding the educational placement of students experiencing homelessness. A student is considered homeless under the McKinney-

Vento Homeless Assistance Act if the student lacks a fixed, regular, and adequate nighttime residence.

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent/guardian or unaccompanied youth. To the extent feasible, the student shall be immediately enrolled or continue enrollment in the school of origin, defined as:

- The school last attended by the student when permanently housed; or
- The last school in which the child was enrolled.

If there is a dispute regarding the educational placement of a homeless student, or if a school or school district denies a child, youth, or unaccompanied youth homeless status, then a written notice of explanation of such decision shall be promptly provided to the parent/guardian of the child, or to the youth, if unaccompanied by a parent/guardian. Such notice shall be in language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.

In addition, the school district shall promptly refer the parent/guardian or unaccompanied youth to the homeless liaison (defined as the building principal), who shall carry out the dispute resolution process within ten (10) business days. The parent/guardian shall be referred to the homeless liaison who shall advise the parent/guardian of the child's rights, assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process.

During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.

If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the school district shall promptly seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution.

Policy History

Adopted on January 13, 2011

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## **502 BEHAVIOR AND DISCIPLINE**

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### **502.1 MAINTENANCE OF ORDERLY CONDUCT**

The Districts, through their agents, officers, and employees must regulate the conduct of pupils if an orderly process of education is to be achieved.

Each student shall be expected to conduct him/herself in an orderly manner and to comply with reasonable requests of the district's agents, officers, and employees.

Idaho Code 33-1224 establishes the teacher's right to control students as follows: Powers and Duties of Teacher. -- in the absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the board of trustees in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees.

Typical instances of unacceptable conduct at school or school functions include:

- a) Use of foul or obscene language or gestures.
- b) Visible and/or vocal disrespect for those in authority.
- c) Theft.
- d) Un-sportsmanlike conduct at school and during school activities.
- e) Cheating.
- f) Intimidation, coercion, or disrespect for fellow students.
- g) Fighting.
- h) Drinking.
- i) Smoking or chewing tobacco.
- j) Use of or being under the influence of drugs.
- k) Willful destruction of school property.
- l) Gambling.
- m) Possession of, or distribution of obscene literature.
- n) Rioting.
- o) Forceful or passive occupation of school property in violation of directions otherwise given by constituted authority.
- p) Violation of laws and ordinances on the premises.
- q) Any act which, in the judgment of the Principal, is detrimental to the health, welfare, safety, educational environment or morals of those attending schools in this District.

Legal Reference:

Section 33-205 33-205 33-1224 Idaho Code

Policy History:

Adopted on: September 19, 1985

Revised on: June 25, 2003

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## **502.2 STUDENT DRESS**



The Board of Trustees of West Jefferson School District #253 recognizes the individual right of students to choose their style of dress. The Board also recognizes that the majority of this district's students have elected to wear appropriate clothing and observe good grooming habits.

Since it is the duty of the Board to provide a safe environment and an educational atmosphere conducive to learning, clothing should always be clean, mended, and suitable to body size and in good taste. Clothing and grooming habits that are disruptive or have detrimental effect on the educational process are prohibited.

In order to create workable and enforceable standards for student dress, the following are considered to have a detrimental effect on the educational process and would be unacceptable:

#### Clothing:

1. Clothing that is associated with or promotes gangs, violence, or anti-social behavior either by color, design, insignia or writing.
2. Clothing which degrades gender, religion, culture or ethnic values.
3. Scant or revealing attire that exposes midriffs, bareback, or underwear.  
Examples include: Fishnet shirts, lace or other see through shirts without undershirt. Open-sided shirts, tank tops, or spaghetti straps. Shirts must have sleeves.
4. Shorts, dresses and skirts cannot be any higher than 3 inches above the top of the knee including slits.

#### Accessories:

1. Hats, head covers, and sun glasses are not to be worn during class time except for designated activities or for approved medical reasons or religious observances.
2. Hair or articles of attire which obstruct vision or recognition are prohibited.
3. Accessories that could inflict bodily harm to self or others are prohibited.
4. Tattoos, patches, jewelry or other accessories monogrammed with figures, pictures, sayings, or symbols that are obscene, degrading, have sexual implications, or have drug, alcohol, tobacco, or gang themes.

#### Statement of General Exceptions:

Exceptions to the dress code may be made for special days or special events. These days are announced in advance. Medical exceptions can be made with a doctor's statement.

#### Implementation and Administration of Policy:

The dress code will be implemented under the direction of the building administrator and monitored by ALL school district employees. The administration will require any student violating this policy to make the appropriate change. Administration may use reasonable

judgment for attire issues not included in the policy. Repeated failure to follow this policy may result in further discipline. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences.

Policy History:

Adopted on: February 8, 2001

Revised on: August 20<sup>th</sup>, 2015

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## **502.3 STUDENT SUPERVISION**

Students are not to be in the building prior to 15 minutes before school starts or 10 minutes after school is out. Students who have reason to be in the building before or after this time must have a faculty member present with them for supervision.

Policy History:

Adopted on: September 19, 1985

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## **502.4 EXTRA CLASS ACTIVITIES**

It is recommended that students who have missed an excessive number of days not be excused from school the remaining part of that semester to participate in extra class activities. Those same students who are participating in class connected activities should not be excused if substitutes are available to take their place.

It is recommended that no activity group, football, debate, choir, etc. miss more than 3 days of school because of that activity, unless they have 6th District recognition and should attend Regional and/or State meets. This must meet the requirements of the 90% RULE.

Policy History:

Adopted on: September 19, 1985

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## **502.5 MAKE-UP WORK**

Students who are absent from school must be given make-up privileges for lessons and assignments missed while they are absent. These assignments need to be completed as soon as possible, but the teacher must give at least the number of days absent in turning in the material. Tests, research papers, projects and major assignments previously announced by the teacher will

be expected on regular due dates or upon returning to school, if absent on due date. Make-up for missed tests will be administered before or after school as arranged by the student with teacher.

Policy History:

Adopted on: August 21, 1986

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## **502.6 PARTICIPATION IN EXTRA CLASS ACTIVITIES**

Extra class activities and student government offices help make up the total educational program and students are encouraged to participate. However, students are expected to discipline their conduct, at school and in the community, so that as participants they represent their school as citizens in good standing.

Undesirable conduct which would place a student in poor standing includes: smoking, drinking, or under the influence of alcoholic beverages, or use of drugs. Any unacceptable conduct as listed in policy #502.1 could make a student ineligible.

Policy History:

Adopted on: September 19, 1986

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## **502.7 ALCOHOL, TOBACCO, ILLEGAL DRUGS**

Philosophy: West Jefferson School District recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement with drugs, tobacco, and alcohol may cause problems in their daily lives. We also recognize that in many instances a student's involvement can lead to the illnesses of chemical dependency and alcoholism. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student.

West Jefferson School District believes that, along with the parents and the community, the school has a role to play in helping students understand the health risks and total dangers of alcohol, tobacco and drug use. We will cooperate by acting as a resource to students, parents, and teachers. Our intent is to act as an educator, identifier, referring agent and to promote the safety, health, and well-being of our students.

**Policy:** It is district policy to eliminate the presence of controlled substances, alcohol, tobacco, and drug paraphernalia from the public schools buildings and grounds. Students and patrons attending school or school related functions within the District shall not possess, sell, buy or distribute tobacco products, controlled substances, alcohol, or drug paraphernalia on school premises, in school buses, school vehicles, or during school-sponsored extracurricular activities. Violations of this policy shall constitute grounds (1) for student discipline as authorized by State Law and/or Board Policy and (2) denial of patron access to all school premises or to school-

sponsored extracurricular activities. Patrons failing to comply with this policy shall be referred to law enforcement agencies for trespassing. The administration is charged with informing students and the general public of this policy through appropriate signage, website announcement, and related forms of communication.

**Definitions:**

ADA-Americans with Disabilities Act, of 1990, as amended, 42 USCS, 12101 et seq.

Administrative Staff-Superintendent (s), Assistant Superintendent (s), Principal (s), Assistant Principal (s), Clerk, Treasurer, Business Manager, Head Teachers and other persons charged with general administration with the District.

Alcohol-Any alcoholic liquor, beer, wine, spirits, or other regulated beverages as defined by Title 23, Idaho Code.

Controlled Substances-Any controlled substance including marijuana, common narcotic drugs, opiates, or opium poppies, as defined by the Uniform Controlled Substances Act found at Idaho Code 37-2701, S.T.U.V.

Distribution/Sale - To share, dispense, deliver, possess and or sell alcohol, controlled substances, or tobacco products to other students or persons on or near district property during school hours or at a school sponsored event.

District - West Jefferson # 253, Jefferson County, as approved by the State Board of Education.

District Authorities - The Administrative Staff of the District and any other District employees charged with the responsibility for enforcement of District policies or supervision of students.

District Policy - Policies of the District promulgated by the Board of Trustees for governance of the District.

Drug-Free School Act - Safe and Drug-Free Schools and Communities Act of 1994, 20 USCS, 7101 et seq.

Drug Paraphernalia - All equipment, products and materials as defined in the Uniform Controlled Substances Act found at Idaho Code 37-2701 (n).

Extracurricular Activities - All functions, meetings, trips, activities of any nature sponsored by the District other than normal classroom curriculum.

Federal Law - The Statutes of the United States, rules and regulations promulgated under those statutes and decisions from courts of applicable and competent jurisdiction.

IDEA - Individuals with Disabilities Education Act, 20 USCS, 1400 et seq.

Law Enforcement Authority - Any sworn peace officer of the State of Idaho, Jefferson County, or other state or local enforcement agency.

Possession - To have controlled substances, drug paraphernalia, alcohol, tobacco on your person or within an area of your control including but not limited to car, locker, books, and clothes on or near district property any time during school hours or at a school sponsored activity.

Reasonable Suspicion - Means an act of judgment by a school employee or independent contractor of any educational institution which leads to a reasonable and prudent belief that a student is a violation of school board policy regarding alcohol or controlled substance use, or the "use" or "under the influence" provisions of section 37-2732C, Idaho Code. Said judgment shall be based on training in recognizing the signs and symptoms of alcohol and controlled substance use.

School Premises - All I) school houses, school yards, administrative buildings, play field and any other parcels of real property and improvements thereon owned, leased or under the control of the District, and motor vehicles or buses owned or operated by the District ii) or privately owned

motor vehicles operated by a District officer or employee while acting within the course and scope of their duty as an officer or employee of the District.

Section 504 - 504 of the Rehabilitation Act of 1973 as amended, 29 USCS, 701 et seq.

State Law - The laws of the State of Idaho as enacted by the Legislature and the Decisions of the Supreme Court of the State of Idaho.

Student - Students enrolled in the District including those enrolled part-time under the District's dual enrollment policies or practices, but not inclusive of students enrolled in schools chartered by the District.

Tobacco Products – For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, chewing tobacco, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Use - Whenever a student has consumed, taken, or is under the influence of alcohol, tobacco, or controlled substances on or in school premises at any time during school hours or at a school sponsored activity.

Enforcement:

Student Searches - Searches of students or their personal property are authorized under circumstances where the District is presented with information which gives rise to a reasonable suspicion the student is in possession of a controlled substance, alcohol, or tobacco product or has violated or intends to violate District policy or State Law or Federal Law. The extent of the search must be reasonably related in scope to the circumstances which justified the initial inference that a violation of policy or the law has occurred, taking into consideration the student's age and sex.

Locker Searches - School lockers are the property of the District. At no time does the District relinquish its exclusive control or lockers provided for the convenience of students and students shall have no expectation of privacy for the contents thereof. Periodic general inspections of lockers may be conducted by District Authorities for any reason at any time, without notice, without student consent, and without a search warrant. The student, or his or her parents, shall be afforded the opportunity to be present at the time a student's locker is opened and inspected by District Authorities.

Private Vehicles Parker on School Premises - The District maintains the right to conduct routine patrols, which can include the use of drug dogs on School Premises, including the parking lots or areas occupied by the private vehicles of its students. The interior of a vehicle, with the exception of materials which are in the plain view of Law Enforcement Authorities or District Authorities, will not be subject to search without the consent of the student, or his or her parents. Should District Authorities come into possession of information which leads them to a reasonable suspicion that evidence is located within a parked vehicle on School Premises, which would violate this policy, State Law, or any other District Policy, the student who is either the owner, or in control of the vehicle, will be contacted and consent obtained to conduct a search of the vehicle to ascertain the truth or falsity of District Authorities' reasonable suspicions. Should the Student refuse to allow the vehicle to be searched, his or her parents will be contacted and asked to authorize the search. Should the Student and parents refuse to allow the search; the Student will be prohibited from utilizing School Premises to park their vehicle in the future.

Disciplinary Procedures:

Suspension/Expulsion - Students who violate this policy may be suspended by The Principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless

extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and or superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate by the superintendent, he or she may request that the board expel a student who has violated this policy for a second or third offense.

Notification:

Law Enforcement - The student will be referred to the law enforcement agency if the incident involves controlled substances. In all other situations, referral to the law enforcement will be at the discretion of the school principal or designee.

Parent - The student's parent, legal guardian or child's custodian will be contacted as soon as possible following any violation of this policy, and will be advised of availability of counseling.

General Student - The requirements of policy 502.7 must be made available to each student, parent, guardian or child's custodian at the time of registration or by August 31, 2002 and thereafter.

Identification and Referral System:

District Staff - District staff who have reasonable suspicion that a student is in violation of policy 502.7 will complete the approved referral form and submit it to the school counselor, principal or other designated official. Intervention trained personnel will pre-screen each referral.

District staff who reports a reasonable suspicion student to school authorities shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this section. Employees and independent contractors of educational institutions who intentionally harass a student through the misuse of the authority provided in the law shall not be immune from civil liability arising from the wrongful exercise of that authority and shall be guilty of a misdemeanor punishable by a fine not to exceed three hundred dollars (\$300).

Student Voluntary Disclosure - Any student who voluntarily discloses using or being under the influence of any controlled substance before said student is reasonable suspicion to be in violation of this policy as it relates to controlled substances shall be provided anonymity to the extent that disclosure is confidential, except that:

1. Faculty will be provided with such information on a "need to know" basis.
2. The parents, legal guardian and/or student custodian shall be given notice.
3. Counselors shall be given notice if counseling is elected by the student.
4. It is deemed reasonably necessary to protect the health and safety of others.

Students voluntarily disclosing use or being under the influence of any controlled substance shall be offered counseling by the District.

The fact that a student has previously disclosed use of alcohol or a controlled substance shall not be deemed a factor in determining reasonable suspicion at a later date.

Students may, at the discretion of the district board of trustees, be subject to other disciplinary or safety policies, regardless of whether the student voluntarily discloses or is reasonably suspected of using or being under the influence of alcohol or a controlled substance in violation of district policy.

The anonymity provision set forth above shall not protect the student from any investigatory or disciplinary procedures arising from subsequent violations of this policy as the same relates to controlled substance.

Students With Disabilities - Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments, Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act, and The Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

Safe and Drug-Free Schools - West Jefferson School District complies with the Safe and Drug-Free Schools regulations and zones.

Legal References:

Idaho Code: 33-205; 18-1503A; 33-210; 37-2732C; IDAPA 08.02.03-600;20-516; 23-105; 37-2705;37-2701.

20 USCS 1400-et seq (Individuals with Disabilities Education Act).

20 USCS 2701-et seq. (Drug Free Schools Act).

29 USCS 701-et seq. (504 of the Rehabilitation Act of 1973).

42 USCS 12101-et seq. (Americans with Disabilities Act).

Horton vs. Goose Creek Indep. School District, 690 F.d2d470, (5th Cir. 1982).

Cert. Denied, 463 U.S. 1207 (1983).

Jennings vs. Joshua Indep. School District, 877 F.2d 294(5th Cir.) Cert. Denied. 504 U.S. 956 (1992).

New Jersey vs. TLO., 469 U.S. 325 (1985).

Policy History:

Adopted on: June 9, 2002

Revised on: December 9, 2010

Revised on; March 17<sup>th</sup>, 2016

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## **502.8 STUDENT GRIEVANCE PROCEDURES**

Students are encouraged to go to the faculty or administration to discuss problems or misunderstandings about their school work, school policies and rules, school programs, or any facet of their educational program.

If there are questions or grievances about a particular class or subject, students are first encouraged to go to the teacher for clarification of the problem. Any student or students have the right to appeal any decision made by a teacher or administrative officer to the next higher authority and through appropriate successive steps to the board. All appeals shall first be made to the next higher authority before being considered by the Board.

The Principal's door is always open for informative discussions about class or other school problems. Students are welcome and are encouraged to visit.

Principals will inform students through class meetings, small student groups, the student body, and Student Council, about all school programs, rules, policies, and any expectations of students.

A student, or students, may request an audience to discuss or make suggestions with any teacher, the Principal, Faculty, Superintendent, or board.

Protest, demonstrations, and disruptive tactics at school will not be tolerated. Students, by following proper procedures, can voice their opinions and complaints without the use of these tactics.

Policy History:

Adopted on: September 19, 1985

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## **502.9 STUDENT RECORDS**

A permanent record of the folder-type approved by the State Board of Education shall be prepared for all students who are in attendance at our school system. Any student who is enrolled for a period of one week or more shall have such a folder completed with as much information as is available.

Records of students who have moved will be kept with their class and transferred as the class is promoted until such time as they have completed the 8th grade. The elementary building in which the 8th grade is housed will retain all elementary records of students who are not promoted from the 8th grade. Those records of students who have been promoted will be forwarded to the high school which they would normally attend.

Policy History:

Adopted on: September 19, 1985

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## **502.10 SUSPENSION**

Although public schools are intended for all persons of the district within a specified classification, the welfare of the school may demand that certain students be temporarily suspended out of school.

Suspension is defined as temporary removal of a student from his/her regular school program for a period not to exceed five (5) school days. The superintendent may extend a suspension an additional ten (10) school days. The Board of Trustees may, under circumstances outlined in Idaho Code 33-205, extend a suspension an additional five (5) school days.

A student may be suspended for violations of any reasonable rule that the Board has set up for operating the schools, and in the absence of Board rules for certain behavior, the Principal or Superintendent may suspend students in the best interest of the school.



If a teacher feels that any student under his or her direction is not complying with the conduct policy in the manner in which he should, the teacher shall immediately take the student to the Principal and report his conduct there.

The Principal or Superintendent will hold an informal hearing with the student and allow the student to explain and challenge information presented against him/her.

The Principal or Superintendent may, at his or her discretion, after finding the facts of the case, suspend the student immediately in the following manner:

- a. Notify the parent or guardian.
- b. Schedule a meeting with the parents and the student for reinstatement.
- c. If the student is a bus student, he must be allowed to ride home on the bus. He must realize that during this period of suspension, he is still a member of the student body and may be expelled by the Board for misconduct or aggressive acts without another chance.
- d. During the interview with a parent or guardian, the policy and necessary corrective measures will be discussed in hopes that the problem can be resolved.

Immediately following the meeting with the parent or guardian, the principal will write a letter to the parents indicating matters discussed in the conference and reminding them of the status of this student and how he must conduct himself if he is to remain in school. The Principal will endeavor to solve behavior problems with the help and counsel of the guidance personnel and faculty.

- e. The Board of Trustees and the Superintendent shall be notified by district referral of any temporary suspension, the reasons therefore, and the response, if any.
- f. A record of all suspensions, expulsions, or other significant discipline proceedings shall be kept by the principal.

Legal Reference: Section 33-205 Idaho Code

Policy History:

Adopted on: September 19, 1985

Revised on: July 10, 2003

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## **502.11 EXPULSION**

The Board of Trustees may deny attendance at any of the schools in the District 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 to the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils.

No pupil shall be expelled without the board having given written notice to the parent or guardian. Such written notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest this expulsion.

Legal Reference:

Section 33-205 Idaho Code

Policy History:

Adopted on:

Revised on: May 8, 2003

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## **502.12 INITIATIONS**

Since initiations have no educational or cultural value, the Board has definitely eliminated these as a student activity and suggested that they be replaced with proper installation ceremonies.

Policy History:

Adopted on: September 19, 1985

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## **502.13 ASSEMBLIES**

Pep assemblies should be held within the school or during the athletic event. Street rallies make no contribution to better education.

Policy History:

Adopted on: September 19, 1985

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## **502.14 DANGEROUS WEAPONS**

The School Board is committed to providing a safe and secure environment for all students, staff and visitors in order to maximize learning opportunities. The Board recognizes that although they cannot guarantee elimination of all safety threats, the weapons policy is designed to reduce and minimize the safety risks.

The Board has a "zero tolerance" for students, who use, possess or bring firearms, destructive devices, dirk knives, daggers, metal knuckles, weapons, dangerous instruments, explosives or "look alike" weapons, "on any school premises, or to any school sponsored activity, regardless of location", or store them in their lockers and/or personal vehicles or school campuses. The only exception to this policy is if a school principal has given the student prior permission in writing.

The school principal has the authority to determine the threat and/or the disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation.

Any student who is determined to have used, brought, or have in possession a firearm or destructive device on any school premises or at any school sponsored activity, regardless of location, or store them in their lockers and/or personal vehicles on school campuses shall be immediately suspended, referred to appropriate law enforcement agency, and following due process, may be expelled from the school for a period of not less than one (1) year, twelve calendar months. The Board may modify the expulsion order on a case by case basis.

Students found using, possessing, or bringing the other weapons mentioned in the "zero tolerance" clause of this policy will be immediately referred to the appropriate law enforcement agency and may be suspended from school until a thorough investigation is made of the circumstances. Discipline shall be commensurate with the circumstances of the situation, which includes, but is not limited to, the intent and degree of endangerment or damage, degree of intimidation or fear, the age of the student.

The discipline of students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act under this policy shall follow federal guidelines.

West Jefferson School District #253 will not admit a student who has been expelled from another district for violating the Gun-Free Schools Act until that student has completed the expulsion period of not less than one (1) year, after written confirmation is received from the district that initially expelled the student.

A student who wishes to challenge this policy is entitled to a due process hearing.

Policy History:

Adopted on: February 11, 1999

Revised on: May 8, 2003

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## **502.15 SEXUAL HARASSMENT IN SCHOOLS**

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. Sexual harassment as defined herein, will not be tolerated in this school district. It will be a violation of this policy for any student or employee of the school district to harass a student or n employee through conduct or communication of a sexual nature as defined by this policy.

Any sexual harassment as herein defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

The school district will act to investigate all complaints, either formal or informal, verbal or written of sexual harassment and to appropriately discipline any student or employee of the district.

**SEXUAL HARASSMENT DEFINED:** Unwelcome sexual advances, requests for sexual favors of physical conduct or communication of a sexual nature when made by a student or employee to another student or employee constitutes sexual harassment when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education, or participating in school related activities, or
- B. Submission or rejection of that conduct or communication by any individual is used as a basis for decisions affecting that individual's employment or education; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Demanding sexual favors accompanied by implied or overt promises of professional treatment with regard to an individual's employment or educational status.
4. Any sexually motivated unwelcome touching.
5. Repeated remarks to a person with sexual or gender-related demeaning implications.
6. The display of sexually suggestive pictures, cartoons, or graffiti; or
7. Graphic verbal comments about a person's body, sexual prowess, or sexual deficiencies.

An individual who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

**PROCEDURES:** Complaints by an employee or student who believes that he or she has been subjected to sexual harassment by a student or employee of this school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated by this policy. Students and employees are urged to report any unwelcome conduct of sexual nature by supervisors, fellow employees, teachers, or students. The school district recognizes the reluctance by some to report alleged violations of this policy. All complainants are assured that no retaliation shall be taken for the good faith reporting of any violation of this policy.

The school district will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take appropriate disciplinary action when the conduct has occurred.

**REPORTING:** The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. An initial report may be made to a teacher,

counselor, or administrative staff member, who will then report it to the building principal. The complaint will be filed directly with the superintendent or school board chairman when reports or complaints of sexual harassment occur where there is no building principal, or if the complaint involves the building principal.

If the report is given verbally, the individual receiving the report shall have the complaining party complete the Sexual Harassment Report Form within 36 hours. Failure to investigate any sexual harassment report or complaint as provided herein may result in disciplinary action.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments. Use of a formal reporting form is recommended but not mandatory.

**INVESTIGATION AND RECOMMENDATION:** By authority of the school district, upon receipt of a report of complaint alleging sexual harassment, the building principal (or other designee as provided in this policy) shall immediately authorize an investigation. This investigation may be conducted by the school district officials or a third party designated by the school district. The investigating party shall provide to the Superintendent a written report of the status of the investigation within fifteen (15) working days after receipt of the complaint.

If the allegations involve the superintendent, the status report shall be provided to the Chairman of the Board of Trustees.

The investigation may consist of personal interviews with complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The school district may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment. Upon completion of the investigation, a final written report with recommendations shall be made to the Superintendent or to the School Board Chairman when the complaint involves the Superintendent.

**SCHOOL DISTRICT ACTION:** Upon receipt of a report with recommendations, the school district will take such action as appropriate based on the results of the investigation. Action, if any, taken by the school district may subject staff members to disciplinary action including, but not limited to, reprimand, suspension, or termination. If a substantiated charge is against a student, that student may be subjected to disciplinary action including, but not limited to, suspension or expulsion. The retention or dissemination of information about complaints, investigations, reports, recommendations or action taken should be kept confidential consistent with district policies and statutes. (See also: Idaho Code, Section 67-2345 (b) regarding executive sessions).

**REPRISAL:** The School District may discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in any investigation proceeding or hearing relating to a sexual harassment

complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**NON-HARASSMENT:** The School district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment or educational effect, requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Individuals making false accusations regarding sexual harassment may be appropriately disciplined

**GENERAL ISSUES:** Under certain circumstances, sexual harassment may constitute sexual abuse as defined by State statutes. Please refer to State statutes relating to reporting requirements for suspected sexual abuse.

Any school district action taken pursuant to this policy will be consistent with the requirements of applicable collective bargaining agreements, and school district policies. The school district will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, expulsion, or immediate discharge to end sexual harassment and prevent its recurrence.

Policy History:

Adopted on: January 12, 1995

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## **502.16 BUILDING SAFETY/EVACUATION DRILLS**

Providing a safe environment for all students is an important responsibility of West Jefferson School District #253. Annual inspections will be conducted by the District Maintenance Supervisor. The results of all inspections are provided to the Superintendent and Board of Trustees for review and action.

All school principals will conduct monthly fire drills and safety inspections and make appropriate records of dates and results. Principals will immediately contact the District Maintenance Supervisor on safety issues needing attention.

The District Emergency Plan will be reviewed by all staff and students at the beginning of each school year.

Legal Reference: IDAPA 08.02.03-600

Policy History:

Adopted on: September 11, 1997

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# **502.17 HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING - Students**

## [HARASSMENT COMPLAINT FORM](#)

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Legal References: 20 U.S.C. 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on:

Revised on:

The following definitions and procedures shall be used for reporting, investigation and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

### Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions of other school events.

2. "District" includes district facilities, district premises and non-district property if the student of employee is at any district-sponsored, district-approved or district-related activity or function,

such as field trips or athletic events where students are under the control of the district or where employee is engaged in district business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, [sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

5. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

6. Intimidation: includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

7. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

#### Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### Confidentiality



It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence.

### Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of the orientation program.

### Complaint Procedures

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [ A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]

Step III: If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the

appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within [10] working days.

Step IV: If the complainant is not satisfied with the decision at Step III, written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step II decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. 67-5909 Acts Prohibited

Policy History:  
Adopted on: December 6, 2006  
Revised on

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## **502.91 Establishment, Operation & Maintenance of ISIMS**

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## **502.92 Release or Electronic Transfer of Student Records**

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## **502.93 Data Access Security & Confidentiality ISIMS**

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## **503 STUDENT ACTIVITIES**

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### **503.1 JR. HIGH INTERSCHOLASTIC ACTIVITIES**

Music Clinic:  
Not Approved

Music Festival:  
Approved. Recommend students return after participation.

Wrestling:  
Students in the 6th, 7th and 8th grade may participate in wrestling Matches. No more than four (4) sessions may be held each year and one (1) district tournament.

Volleyball/Basketball:  
Students in the 7th and 8th grade can participate. There will be no more than twelve (12) games for Jr. High students. One tournament day will be allowed after the regular season schedule is completed.

Track:  
Students in the 7th and 8th grade can participate. There will be no more than two (2) meets allowed during the regular season. Students may also participate one(1) district meet.

Practice Schedules: Practice sessions before school may begin no earlier than 6 AM. Sessions after school must conclude (including showering and dressing time) by 6:30 PM. Only one practice session may be scheduled per day.

Policy History:  
Adopted on: October 8, 1998  
Revised: January 14, 1999  
Revised: March 8, 2012

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### **503.2 SENIOR HIGH INTERSCHOLASTIC ACTIVITIES**

All interscholastic activities of the school district will adhere to the scheduling and competition limitations of the Idaho High School Activities Association.

Those responsible in the district for scheduling activities, both competitive and non-competitive, will make every effort to reduce the amount of out-of-school time by students and staff. Generally, all interscholastic activities should be scheduled after the regular school day, if sponsored by the high school.

The Principal will be responsible to approve all travel schedules. All overnight activities involving students and staff must be approved by the School Board. When possible, after considering safety issues, all travel groups should return to the district following their participation in a competition.

All new interscholastic teams and groups must be approved by the School Board. Practice Schedules: Practice Schedules: Practice sessions before school may begin no earlier than 6 AM. Sessions after school must conclude (including showering and dressing time) by 7:30PM. Only one practice session may be scheduled per day. Allowable exceptions to this policy are as follows:

- Prior to the first day of school, football ,volleyball and cross country may schedule 2-a-day practices. Times must be approved by administration.
- During harvest break football, volleyball, and cross country teams may practice in the morning or evenings. Times must be approved by administration.
- Each week, each team may have one basketball practice session (including showering and dressing time) that extends to 8:30 PM. Note: student athletes with dual team membership may have only one practice per week that extends to 8:30 PM. In addition, no individual athlete should have practice on the same late night two weeks in a row. The exception to the rule of one late practice per week is when there is a home wrestling match and both the boys and girls team need to practice; in such cases, the last practice must still end by 8:30 PM .
- Any exception to this policy must be for single event purposes and cleared with the building principal and superintendent. In such cases, parents must be notified in advance of the practice.

Policy History:

Adopted on: May 8, 1997

Revised on: March 8, 2012

Revised on Jan 12, 2015

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## **503.3 ATHLETIC ELIGIBILITY**

Participation in extracurricular activities and/or student performances and leadership positions is regarded as a privilege for students. Participation in extracurricular activities is a great opportunity to promote individual student growth and achievement. The District is proudly committed to developing and maintaining high standards of conduct by the participants, student body, and school community. Therefore, students who participate in extracurricular activities are expected to meet academic, attendance, and conduct standards.

Idaho High School Activities Association (IHSAA), and the following West Jefferson School District, requirements must be met for a student to be eligible to participate on a school athletic team. IHSAA rules state that "To be academically eligible for athletics, a student must be enrolled full time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credit in the required number of courses during the previous reporting period. The number of courses needed to pass shall be based on the following schedule:

<b>Number of Courses</b>	<b>Number needed to pass</b>
4	3
5	4
6	5
7	5
8	6

Additionally, the following rules are the minimum requirements for students who participate in extra-curricular activities:

1. IHSAA rules require that all athletes receive a physical examination prior to his/her first high school practice. This physical must be performed by a Board Certified Physician or licensed physician's assistant.
2. Student accident insurance is the responsibility of the parents. All participants in each sport are required to have insurance either through a family insurance plan or through the school.
3. All student athletes must be full-time students and have a current WJHS Activity card.
4. Once a student begins or attends practice they are considered an athlete and part of the team.
5. The following grade requirements are mandatory.
  - a. Grade checks will be completed at the mid and end of term for each grading period. At the grade check times, any student with an "F" in one class or a current GPA of less than 2.0 for the previous grading period will be placed on academic probation until Mid-term or end of term. Academic probation means the student can practice and compete in any school sponsored event.
  - b. Students on academic probation will be required to check his/her grades every week using an eligibility form (blue slip) provided by the school office. This form will require the students to meet and or conference with their teachers and obtain grades and signatures of each teacher in all of the student's classes. These slips will be turned into the principal for initialing and then to the athletic director on Friday.
  - c. The student on academic probation must have a grade point average of 2.0 or above and no failing grade in all their non-AP or Dual Enrollment classes on the

day of the grade check in order to continue competing. If a weekly grade check is failed, the student becomes ineligible to compete until the next successful grade check.

- d. If the student maintains a grade point average of 2.0 or higher and have no failing grades until the Mid-term or End of Term, the student is off academic probation. If not, the student remains on probation.
6. Students may not possess or consume alcoholic beverages, tobacco of any kind, or illegal drugs in any form. This is in effect for all student athletes from the beginning of the school year to the end of the school year. This includes the time between the end of a sport and the beginning of a sport. Violation of this requirement will result in the following suspension of privilege to participate in any activities.
    - a. First Violation: Suspension for 20% of the season's regular scheduled games, suspension will be carried over to post season play if needed. Suspension at minimum is not to be less than one game. Students are expected to practice with teams during the suspension period. If the offense occurs with less than 20% of present season remaining, the suspension will carry over to the next sport season in which the athlete participates. If the violation occurs between sports seasons, the 20% suspension will then carry over to the next sport season in which the athlete participates. Suspension will be complete games, if the percentage of games does not come to a whole number; the suspension will be rounded to nearest whole number. Student must complete the next sport season in good standing.
    - b. Second Violation: Suspension from all activities for the remainder of the school year with forfeiture of all awards gained during that season.
    - c. If there should be subsequent violations, they will be treated the same as a second violation.
    - d. In the instance of extreme violations (If student athlete is involved in a felony, incidents involving law enforcement, or deemed extreme by administration, the above steps maybe be passed over. Incidents deemed as extreme violations will be brought before the superintendent or school board for interpretation.
  7. Note: The location (on or off campus) of the violation has no bearing on the violator's expulsion. Parental knowledge or permission cannot exclude a student from this requirement.
  8. A WJHS coach, principal, or superintendent has the authority to exclude any participant for serious misconduct including, but not limited to: bullying, hazing, or violation of other school rules of conduct.

9. Attendance (Also see Policy 501.2A.):

- a. Participation in extracurricular programs is a privilege rather than a right. Students are encouraged to attend school whenever school is in session. A student shall be in attendance and fully participate in his/her scheduled classes in order to take part in any extracurricular activity occurring on that school day. An exception is when the student must see a licensed medical professional in order to verify that he/she is medically cleared to participate. All other exceptions must be cleared with the superintendent prior to the absence.
- b. A student who has excessive school absences (absences which deny credit in a class) will become ineligible for the balance of the trimester.

Policy History:

Adopted on: September 17, 1987

Revised on: July 15, 2005

Revised on: March 17, 2011

Revised on: November 17, 2011

Revised on: Aug 19, 2013

Revised August 23<sup>rd</sup>, 2016

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## **503.3A JUNIOR HIGH SCHOOL ACTIVITY ELIGIBILITY**

West Jefferson Junior High School offers students the opportunity to participate on athletic teams and in various extra-curricular activities throughout the school year. Boys and girls who choose to take part in our athletic programs must abide by rules of eligibility, practice, and conduct which are established by the West Jefferson Junior High School.

The following rules will help the students in their participation in the activity of their choice and in their academic endeavors. The participant will be allowed to participate when he or she has met the following eligibility requirements.

1. Each participant must have a c- or higher in every class to participate.
2. A participant who is undergoing disciplinary action for misbehavior will also be considered ineligible to participate until such disciplinary action is resolved.
3. Each participant will present themselves as an ambassador of “goodwill” from the West Jefferson School District #253 and West Jefferson Junior High School.
4. Participants are required to follow all instruction given by their coach or director. This includes instructions for safety, proper equipment, schedules and general rules as implemented by the coach or director.

It is understood that participating in extra-curricular activities is a privilege and not a right. It is also understood the academics have priority over extra- curricular activities. Failure to comply with this agreement may end in being dismissed from the team or activity.

Eligibility for participation in West Jefferson Junior High School Athletics or extracurricular activities will be determined as follows:

Each Monday a grade check will be run for each student participating. Any participant failing to achieve a C- or higher in any class will be flagged. Flagged students have until the following Monday to improve their grade to at least a C-. If the minimum grade is not met, the student remains ineligible until the Monday when the grade requirement is met.

Policy History:

Adopted on: January 14, 1993

Revised on: August 20<sup>th</sup>, 2015

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## **503.4 SPORTSMANSHIP**

Whereas the ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life.

Whereas the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary, and to restore placement of interscholastic activities in an educational perspective.

Whereas everyone associated with an athletic event including coaches, athletes, officials, cheerleaders, spectators, and school administration play an important role in seeing that standards of sportsmanship are upheld before, during and after a contest is played.

Be it resolved that the West Jefferson School District defines sportsmanship as those qualities of behavior which are characterized by generosity and genuine concern for others.

The Spectator.....

1. Never boos a player or official.
2. Appreciates a good play, no matter who makes it.
3. Exercises self-control and displays good judgment in every action.
4. Gains an understanding and appreciation for the rules of the contest.

The Player.....

1. Lives clean and plays hard. Plays for the love of the game.
2. Wins without boasting, loses without excuses and never quits.
3. Respects officials and accepts their decisions without questions.
4. Never forgets that they represent their school.

The Coach.....

1. Inspires in athletes a love for the game and the desire to win.
2. Teaches them that it is better to lose fairly than to win unfairly.
3. Leads players and spectators to respect officials by setting a good example.
4. Demonstrates the principles of integrity and dignity of the sport at all times.



In order to promote and recognize sportsmanship, the West Jefferson School District supports the state effort sponsored by the Idaho High School Activities Association to encourage sportsmanship.

Policy History:

Adopted on: October 12, 1995

Revised on: May 13, 2004

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## **503.5 USE OF PE FACILITIES FOR DISTRICT EVENTS**

West Jefferson School District #253 and its patrons value athletic events as opportunities to build physical, mental, and emotional skills as well as develop strength of character in each of the participating students. It is our philosophy that PE activities do have academic as well as physical benefits.

The district currently has 4 indoor areas for use by district athletic teams, The ALC Gym, the High School Gym, Hamer Elementary Gym and the District PE Facility. The ALC and Hamer Gyms will be used primarily as practice gyms as well as community use gyms. The High School Gym and District PE Facility will be scheduled for both practices and games for District Teams. The priority of scheduling will be high school teams, then junior high teams, then community use.

Whenever possible district teams will be allowed to play their home games/matches in the District PE Facility.

When scheduling, coaches and athletic directors should make every attempt to plan for games or matches in the PE Facility, taking into consideration scheduling conflicts. In the case of conflicts when more than one game [or practice] is scheduled at the same time older teams will take priority over younger teams.

Policy History:

Adopted on: January 14, 2004

Revised on: November 19<sup>th</sup>, 2015

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## **503.6 EXTRACURRICULAR ACTIVITIES ON SNOW AND COLD DAYS**

Rationale: When school is closed due to cold weather or blowing snow there exists a real danger to students, parents, and coaches who travel for athletic competitions as well as drama, music, and class activities or practices. Therefore these activities or competitive schedules are subject to the following rules.

Definitions:

1. Cold day - When temperatures are below an average of -20 degrees and school is called off.
2. Snow Day - When school is called off because roads are impassible or extremely dangerous due to blowing and drifting snow.

Policy:

When school is called off because of a cold or snow day, school sponsored activities may be held after 12:00 pm. If a student fails to attend the activity he or she shall not be penalized, as attendance will be up to the student and parent/guardian.

The decision of playing a contest or other school sponsored event on cold or snow days, both home and away, will be made as soon as possible by the principal and/or athletic director after consulting with officials from other schools involved as well as after having considered road and weather conditions.

The ability to get students to and from buses safely, and the bus traveling to and from the activity site, will be of paramount concern in the decision making process.

Policy History:

Adopted on: May 13, 2004

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## **503.7 Student Fees and Grants**

### **503.7.1 Student Fees**

The Board of Trustees will consider proposals for student fees for the upcoming school year at their regularly scheduled April meeting, at which time; they may approve, disapprove, or delay action in order to receive more information. Principals and department managers are responsible for preparing the following information:

- Current fees
- Proposed fees
- Budget being used to guide the expenditures of each proposed fee.
- Verification that each fee will be used in the year it is charged for the educational benefit of the students it is intended to serve.

### **503.7.2 Grants**

Individuals or groups may apply for grants to support the educational goals and mission of the school district. Grants valued up to \$4,999 may be approved by the Superintendent. Grant proposals of \$5,000 or more require board approval. Expenditure of grant funds must follow policies found in Section 800 of the Board's Policy Manual.

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## **504 STUDENT SAFETY REGULATIONS**

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## **504.1 POLICY CONCERNING THE DUTIES AND RESPONSIBILITIES OF STUDENTS RIDING SCHOOL DISTRICT BUSES**

Since this school district assumes the liability and responsibility for the safety and well being of students in transporting them to and from school, this school district insists that all passengers become familiar with, and obey the rules contained herein.

- A. Student-passengers are expected to conduct themselves as good citizens while on the bus by:
1. Behaving in a manner so as not to bring harm or danger to themselves or other passengers, and so as not to distract the driver.
    - a. Be courteous to fellow students, bus drivers, and other persons connected with student transportation; remember that all are working to promote safety.
    - b. Remember that loud talking, unnecessary confusion or distraction can divert the driver's attention, which could result in a serious accident.
    - c. By law, all passengers on school buses, must be seated while the vehicle is moving. Further, all passengers will keep heads and arms inside the bus at all times.
    - d. Students will not bring any device, object, or substance onto the bus, which could cause harm or injury to anyone (firearms, knives, matches).
  2. Helping to keep the bus clean and sanitary:
    - a. By not eating food or drinking beverages while aboard district buses.
    - b. By not bring any materials or substances aboard which would litter.
  3. Respecting the bus equipment and treating it as if it were furniture in his/her own home, and thereby preventing undue damage and expense to buses and equipment.
  4. Entering the bus and reaching the assigned seat without disturbing others and remaining seated while the bus is moving until the bus stops at either the school or bus stop.
  5. Using decent and civil language in conversing with others.
  6. Obeying the driver's requests:
    - a. Because the driver is the responsible officer representing the school district, and because the driver is instructed to maintain the order and discipline to make the bus a clean, safe, and pleasant place to ride, student passengers are expected to obey any reasonable request by the driver promptly and courteously.
    - b. Because bus schedules are geared to school schedules and other bus schedules, passengers are expected to be ready to load buses without delay, both at home bus stops and at school loading zones. BE ON TIME. Student passengers who are consistently late will be left. The district will make every effort to maintain schedules as close as possible, with the desire to maintain not more than a five-minute variation.
    - c. Students wishing to ride a bus other than the bus which the student normally rides, must present a signed note from the parent to the driver, requesting permission to ride on the new bus.
    - d. Students desiring to ride buses to non-school activities (birthday parties, Scouts, 4-H, Primary,

etc.) may ride if, in the judgment of the driver, all of the following conditions are met:

(1) Student has a signed note expressing parental consent, preferably presented a few days in advance.

(2) Additional students will not cause bus to be overloaded.

(3) Where more than one extra passenger is involved, the driver should know several days in advance. (New faces create excitement.)

e. The responsibility of the school district begins when the passenger leaves the home in the morning and ends when the student passengers are unloaded at the same bus stop in the evening. Certain precautions are expected in this loading and unloading area.

(1) Students are to wait for the bus before attempting to cross a road.

(a) Stay on the side of the road that the student lives on and wait for a signal from the driver before preceding across.

(b) Cross in front of the stopped bus, after the driver's signal.

(c) Where passengers must cross the road after unloading, the passenger should wait for a signal from the driver, and cross in front of the bus.

(2) Care must be exercised in walking to and from bus stops, and where practical, the student should walk on the left side facing traffic.

A. The bus driver may suspend any student from riding the bus for failure to follow the driver's instructions, or for bad behavior.

1. Such students will be given a Student Conduct Violation ticket on which the offense will be stated. This ticket is intended to be communication between driver and parent. (white copy to parents - pink copy to principal - yellow copy stays in driver's file.)

2. The student will not be allowed back on district buses until the violation ticket is read and signed by the student's parent and returned to the issuing driver. Depending on the nature and severity of the violation, a first offense could result in denial of transportation.

B. The second conduct violation ticket will be handled in the same manner as the first, except that the principal of the school to which the student is registered will advise the offender, and notify the parents by letter that a third violation will result in denial of transportation services. Further, if the offense is of such nature and severity to warrant corrective action (in the principal's judgment) that such action will be taken.

C. The third conduct violation ticket will result in suspension of bus service. The student will be delivered to the home the day of the offense and transportation service will stop at that time.

D. Reinstatement of service will be made by the district office. Responsible guardians, parents must contact the district office for arrangements.

E. Student-passengers causing damage to the bus and/or bus equipment will be responsible to pay for such damage, and transportation service may be denied until proper restitution is made.

F. Patrons and parents having grievances concerning school bus problems may request a hearing with the Board of Trustees, after conferring with district administration officials.

Students Are Also Expected to Wear Appropriate Clothing, Suited to Weather Conditions.

Policy History:

Adopted on:

Proposed Draft

## **POLICY 504.2: STUDENT INTERROGATION**

Individual pupils may not be interrogated by any person, except an authorized employee of the school district, without the approval of the principal. Officials representing law enforcement or the Idaho Department of Health and Welfare will be allowed access to students on the following basis:

- The principal deems it essential to the immediate welfare of the child, or
- To the immediate health and safety of others, or
- As may be required by court order, or
- As authorized by a parent or guardian of the student in advance of the interview.

The word “immediate” in this policy means that to delay such action until parent/guardian authorization can be obtained may cause harm to the individual pupil or others or jeopardize the out-come of a criminal investigation.

### **Student Academic and Attendance Records**

Probation officers wishing to have access to a student’s academic and attendance records must:

- Make the request in writing including the specific period of time that such access is needed.
- Understand that school officials will inform parents that such access has been requested.

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## **505 Student Directory**

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### **505.1 Student Directory Information**

Directory information is information in a student record which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students are designated as directory information in this district:

- Student’s names;

- Student's photographs;
- Student electronic address;
- Date of birth and citizenship;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees, honors, awards or certificates received;
- Most recent previous schools or programs attended.

Directory information may be released without prior consent after the district gives annual notice to parents of students or guardians, or students 18 years of age or older or emancipated students. The notice shall identify the types of information considered to be directory information and the district's option to release such information and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or guardians or eligible students request the district withhold this information. Such notice will be given prior to release of directory information. Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent or guardian, student over 18 or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies. At no point will a student's Social Security Number or student identification number be considered directory information.

Policy History: Adopted April 14, 2011

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