

Swan Valley Elementary School



2015-2016
Student Handbook

TABLE OF CONTENTS

<i>Welcome</i>	<i>Page 2</i>
<i>Mission Statement & Values</i>	<i>Pages 3-4</i>
<i>General Information</i>	<i>Page 5</i>
<i>Emergency School Closure</i>	<i>Pages 6</i>
<i>Attendance</i>	<i>Pages 6-8</i>
<i>Official School Rules</i>	<i>Pages 9-11</i>
<i>School Policies</i>	<i>Pages 12-16</i>
<i>PTO</i>	<i>Page 16</i>

SWAN VALLEY SCHOOL STUDENT HANDBOOK 2015-2016

As the new school year begins, the staff of Swan Valley Elementary School would like to welcome you to school. We appreciate the opportunity to be part of the education of the children of Swan Valley.

This handbook is provided to you and your child to help you better understand the processes that happen at our school. Please take the time to review it with your child in order to help them understand the expectations and routines for the school year.

Please do all you can to get your child to class each day. If there is a challenge getting your child to school, call us to see if there's any way we can help. In case of absence, please call the office. A copy of the 2015-2016 School Calendar is found on our website.

As the school year progresses, please do not hesitate to contact us on any matter that might concern your child. We also encourage parents and students to use email to communicate with school staff.

Sincerely,
The Staff of Swan Valley Elementary

Teachers

Jennifer Kahn:	Kindergarten, 1st, and 2nd
Susan Beitia:	3rd and 4th
Peter Zwagerman:	5th and 6th
Christine Krause:	7th and 8th

Support Staff

Joe Krause:	Superintendent/Principal
Fran Howell:	Business Manager/Secretary
Mark Lundquist:	Maintenance/Custodian, Bus Driver
Joanne Hincks:	Food Service
Kelly Jacobson:	Paraprofessional
Rayni Kopp:	Pre-School/Teaching Assistant
Alexa Stanger:	Art
Janis Allison:	Music
Anna Griffel:	Bus Driver
Steve Kahn:	Bus Mechanic

Swan Valley School District #92 Board of Trustees: Jessica Poole (Zone 1), Pauline Scholes (Zone 2), Tara Hicks (Zone 3)

Swan Valley School District # 92
Swan Valley School Mission Statement
“Committed to Excellence in Teaching and Learning for All”

Swan Valley School Vision

SWAN VALLEY SCHOOL WILL DELIVER EXCELLENCE IN EDUCATION EVERY DAY.

WE ENVISION A SCHOOL THAT:

- Demonstrates a personal commitment to academic success and the development of a positive learning environment.
- Unites to achieve a common purpose and clear goals.
- Continually seeks and implements strategies for improving student achievement.
- Monitors every student’s progress.
- Enjoys the journey...embraces humor and the joy of learning.

Swan Valley School Parent Values

As Parents, We Will

- Support the Mission and Vision of Swan Valley Elementary.
- Support creating a positive school culture by emphasizing positive school experiences at home.
- Model good behavior at home, and teach our children the importance of accepting diversity (disabilities ethnicity, religion, etc.).
- Keep communication lines open with the school and with our children.
- Provide a safe home environment where basic needs are met including regular family activity, the proper amount of sleep, good nutrition, and a regular routine.
- Support the school in promoting good attendance.
- Provide time each day for my child to do homework in a quiet environment.
- Be aware of what my child is learning in school, and have on-going discussions at home or other non-academic setting about what they are learning.
- Instill a sense of pride in family, school, and community through example.
- Teach our children responsibility for their learning decisions, and behavior and to make it their own.
- Praise good behavior at school, and work closely with the school to help improve unacceptable behavior.

Swan Valley School Administration Values

As Administration, We Will:

- We will focus our attention on “Student Learning”.
- We will support teachers in their efforts to become “Excellent Teachers”.
- We will work closely with all staff to create a positive environment that enhances student learning, and ensures students are physically, emotionally, and mentally safe at school (We want students to want to come to school).
- We will modify or change current educational procedures and practices to allow teacher and students to achieve their educational goals.
- We will create a calendar that will allow teachers collaboration time to plan for student’s achievement, while ensuring adequate time for professional development and preparation time.
- We will emphasize professional development and technology as we build our yearly budget.
- We will build strong relationships with parents, patrons, and businesses in our community.
- We will use the PLC concept as a framework for making “all” decisions about student learning.
- We will implement technology for our students as a support to the curriculum in order to provide opportunities for them to learn to be successful in the 21st Century.
- We will emphasize the common core curriculum as a guide to essential learning for our students.

Swan Valley School Board Value Statements

The Swan Valley School Board Will:

- Actively support and promote the visions and values of the staff, administration, & parents.
- Actively inform, involve and invite the community.
- Create and maintain a safe, secure and orderly learning environment for students and staff.
- Commit to continual professional development for our staff, and support collaborative teams.
- Retain and seek quality/highly qualified staff and teachers.
- Keep our technology equipment and instructors up to date to ensure that our students are prepared for secondary and post-secondary education.
- Manage our district's resources with the focus on student achievement.
- Keep our policies and procedures up to date by continual review, and keep these policies readily available to our parents and patrons.
- Work to create a school culture free of violence and bullying.

Swan Valley School Staff Values

As a Staff, We will

- Align school-wide scope and sequence for all required content areas.
- Use a variety of instructional strategies to promote success for all students.
- Integrate technology to enhance and support curriculum.
- Engage students in meaningful high quality instruction.
- Communicate with parents and families to include them in the education process.
- Participate in meaningful Professional Development to enhance teaching skills.
- Be attentive and responsive to date.
- Honor time in our yearly and daily schedule and focus on the Common Core Standards and what is considered the most essential learning.

Swan Valley School Student Values

As a Student, I Will:

- Support and promote the student values.
- Respect school and property.
- Respect staff and students at all times.
- Complete all assignments in class and assigned homework.
- Be a good citizen.
- Be responsible for my actions and behaviors.
- Pay attention in class, and follow directions.
- Attend school every day.
- Respect and accept diversity in our school.
- Be a good example to my fellow students.

Panther Pride Character Traits

- **Respect:** Following the Golden Rule—Treat others the way you want to be treated. Take care of yourself; take care of each other; take care of this place.
- **Responsibility:** Own your thoughts and your actions. Be responsible for what you think, what you do, and what you say. If you cause a problem for someone else, you are responsible for solving the problem.
- **Integrity:** Doing what is right even when no one is watching. Always be honest; follow rules and expectations; do what you know is right.
- **Compassion:** Showing kindness, empathy, and caring toward others. Feelings are important, make sure you help others feel good.
- **Perseverance:** Don't give up! Finish what you start even if it's hard. It takes grit, courage, and determination, but you *can* complete difficult tasks.

General Information

School Hours and Bus Information

- School begins at 8:30 a.m. and dismisses at 3:15 p.m.
- Kindergarteners are in session from 8:30-12:30. Pre-School will be in session from 11:00-3:15 on Tuesdays and Fridays.
- Refer to the bus schedule for pickup and delivery times. (Students living less than a one and ½ miles from the school are not eligible for bus service unless they qualify for safety busing)
- In order to ensure the safety of our students, as well as the proper maintenance of our building, students should not arrive at school before 8:10 a.m. nor leave the school later than 3:20 p.m. Unless special arrangements are made between the school and the student's parents, the school district will not be held responsible for students on campus at any other time other than those listed above.

School Office Hours

- The school office is open on school days from 7:45 a.m. to 3:30 p.m.
- Please call and make a special appointment for business outside of these hours.

School Breakfast and Lunch Program

- The school offers both hot breakfasts and lunches, and menus for these meals are available online monthly.
- Students are also welcome to bring sack lunches from home, and milk will be available for purchase.
- Payment for school meals can be made by cash or check, and the amount paid is applied towards your child's account. We prefer that payments be made monthly.
- Applications are available through the school office and online for free and reduced lunch. Funding for some of our Federal Programs is contingent upon the number of applicants, and we encourage participation as it helps fund our special programs such as Title 1.
- We also encourage parents and community residents to join us for lunch. If you would like to have breakfast or lunch at the school, we ask that you call ahead so the food service manager may prepare adequate portions for that day's meal.
- Student cost: lunch = \$2.20 breakfast = \$1.10
Adult cost: lunch = \$3.40 breakfast = \$2.10

New Student Registration

New students will be given a registration packet, which will include:

- Student Handbook
- Registration Card
- Bus Application
- Computer/Internet Use Agreement
- Breakfast/Lunch Free and Reduced Application
- Chart of Meal Costs for year
- Medication Dispensing Permission Slip
- Authorization for Release of Prior School Records
- School Calendar
- Apple ID and Social Media Permission Forms

Students will be enrolled once the school receives copies of the student's birth certificate, immunization record, as well as signed documents that are included in the registration packet.

EMERGENCY SCHOOL CLOSURE

School may be closed for the following emergencies:

1. Inclement weather-when one or more of the following conditions exist:
 - a. The temperature as read by a duly appointed representative of the school board reads –20 degrees F. or lower at 6 a.m.
 - b. Weather conditions make roads impassable or dangerous for school bus operation.
 - c. Other weather-related emergencies as deemed appropriate by school administration after consulting with school board members.
2. Physical Plant Malfunction: When any building system (i.e. plumbing or heating) necessary to the efficient operation of classes breaks down or is otherwise inoperable.
3. Health and Hygiene Considerations: When conditions exist in the school building or with the staff that would be hazardous to the health of the students (i.e. flu epidemic or toxic spills).
4. Other natural and/or man-made emergencies that would prohibit normal operation of the school as deemed necessary by the administration after consulting with the school board.

ATTENDANCE

Philosophy

The Board of Trustees of School District #92 fully concurs that attendance at school must be regular and punctual. Make-up work granted to a student after an absence, at the very best is a poor replacement for actual class experience. A student's absence requires additional work for everyone; the student and the instructor. We encourage parents to plan for their child to attend school every day class is scheduled.

90% Attendance Policy

"Each school shall keep accurate attendance records. Except in extraordinary cases, as determined by the Board of Trustees, credit will not be given to any student in a subject when the student was not in attendance at least 90% of the time that the subject was being taught." **With the exception of school-sponsored activities that directly involve the student**, absence from any class, including illness or family matter, shall be counted when the percentage of attendance and consequent eligibility for credit is calculated.

Requirements

For the purpose of meeting the 90% attendance requirement as formally defined by the State Board, there is no difference between excused and unexcused absences. **With the exception of school-sponsored activities that 'directly' involve the student**, all absences count against the 90% attendance requirement. Only those absences, which are beyond the control of the student, the parent, and/or the school, may be considered as qualifying under the preview of the Extraordinary Provision of this policy. In most instances such absences will be on a non-recurring nature.

Extended illness verified by a physician will be considered as an extraordinary circumstance. This verification, in writing must be present to the school upon the student's return. Absences due to illness or injury, other than those verified by a physician will be reviewed to determine if extraordinary circumstances apply.

The number of days missed due to acceptable extraordinary circumstances will not be counted in the computation of a student's 90% attendance requirement. For the elementary students (grades K-8) the requirement of 90% attendance will be applicable to the full school year.

Criteria for Evaluation

The following criteria will be used to evaluate the individual circumstances of those who exceed the 90% attendance requirements.

1. Attendance for current year and previous year including the amount and type of extended illness.
2. Grades for the current year and previous year.
3. Make-up work missed including whether the work was made up during the absence or after the absence.
4. The effort shown by the student in relation to his/her ability.
5. What 'extraordinary circumstances' were directly related to the absences?

Appeal Procedure

Students who exceed the 90% attendance requirement and who believe that all or part of their absence is a result of extraordinary circumstances may, with their parents, make a formal appeal to the Board of Trustees.

The Board of Trustees may:

1. Require a student to repeat a given grade.
2. Require a student to attend summer school.
3. Require 'extra assignments' and evidence of understanding of academic standards.

Ten Day Policy

Students can accumulate ten (10) absences each semester. This includes excused and unexcused, but does not include extracurricular absences. When students miss more than ten (10) days in a semester, they will be penalized two (2) percentage points on their quarter grade for each absence beyond the tenth (10th) day, if valid documentation excusing the absence is not provided. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator.

After the tenth (10th) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority verifying the student's reason for missing school must be obtained by parent/student. Upon return, an excused admit will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an un-excused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork.

When the attendance office receives the proper documentation, the absence will be considered excused. Failure to provide documentation within two (2) days will result in a permanent unexcused absence, and two (2) percentage points will be deducted on the quarter grade for each day of the unexcused absence. The ten (10) days are computed on a semester basis; the grades are computed quarterly. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

Notification of Student Absence

To ensure safety of students, parents are asked to phone the school to verify the absence or send a note in advance whenever possible. If the school fails to receive notification of a student's absence by 8:30 a.m., attempts will be made to phone the home.

Parents are strongly encouraged to make every effort to limit the number of absences their children incur to a minimum. Parents are the ones responsible for ensuring the regular and consistent attendance of their children at school. Student

absences decrease the child's chances for success in school, cause delays for their class as a whole, and decrease the amount of revenues Swan Valley School receives from the State Department of Education.

Tardiness

The teacher will handle classroom tardiness. Excessive tardiness may be referred to the Building Administrator's office.

OFFICIAL SCHOOL RULES

Student Dress and Appearance

Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, *all students shall observe certain minimum standards.*

- As a general rule for all students, clothing should be clean and in good repair.
- Vision should be unobstructed either by hair or articles of attire.
- Students should not wear fishnet shirts, side-less or backless tops or shirts, t-tops, tank tops, 'belly shirts', leotards, see-through yoga pants, short-shorts, pajama pants, or clothing upon which is printed inappropriate language or pictures (including words or pictures advocating/advertising drugs, alcohol, or tobacco).
- Shoes must be worn at all times. No slippers will be allowed.
- Hoods may not be worn in the building. This is a matter of building security.
 - ◆ Ball caps, and similar head wear, *are allowed to be worn in the building.* Teachers and administration have professional discretion to disallow the wearing of ball caps if a student loses the privilege by behaving poorly.
- Shorts, dresses, and skirts must be an appropriate length. Appropriate length, if disputed by the student or parent, is defined that ***the article of clothing reaches at least mid-thigh on the person wearing the clothing.***
- Students will need a pair of tennis shoes for activities held in the gym.

****If attire is deemed to be inappropriate parents will be phoned to bring other clothing to school.**

Outside activity may occur daily when weather permits. Be sure your child has appropriate clothing for winter weather. This may include, but is not limited to: boots, hats, gloves, coats, and/or jackets. Please label all items with student's names. *Reminder: Please remember that the building is cool in the mornings.*

Visitors on Campus

The District encourages visits by Board members, parents and citizens. Please phone ahead to arrange your visit with the classroom teacher and/or administrator. Swan Valley School recognizes that we are a small community and we desire to embrace the informal, family-type atmosphere of our school. However, even in our small community each family has a different "normal" with which they are comfortable.

Some of us don't mind if people "drop by" unannounced. There are those of us, though, who like to know who's coming over and what their agenda is. This helps us keep our families safe. Teachers are *teaching* during the day. Swan Valley Elementary School is their place of business. They are encouraged to focus their attention on students during instructional hours. They are also encouraged to communicate proactively and meet the parent's needs at appropriate times.

In order to ensure the safety of our students and the building, any individual visiting for any reason during normal school operating hours must first sign in at the office and verify his/her reason for being on campus. The visitor will be given a visitors pass to wear while in the building.

If the student is to be picked up at school by anyone other than their parent or legal guardian, please inform the school in advance in writing (preferred) or over the phone.

Any individual who wishes to pick up a student at school during the school day must check that student out at the office. During the sports season, please notify the coach when taking your student from the athletic setting.

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- I. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- II. Has the purpose or effect of:
 1. Substantially interfering with the student's educational environment;
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, opportunities or treatment; or
 4. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Student Drug Free Environment

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event.

Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Outside Playground Rules

1. No playing tag in the playground area
2. No climbing on equipment that is not intended for climbing...even trees!
3. Do not be involved in any activity that could cause harm to another person
4. Do not tackle, push, trip, or shove another person. "Touch" football...NOT Tackle. Save tackle for home!
5. Do not stand on or jump out of the swings.
6. Do go down the slide feet first in a sitting position.

7. Do not throw snow, rocks, or any other objects.
8. Do not toss the pea gravel in the play station area.

Hallway Rules

1. Walk quietly in the halls, no running.
2. Keep your hands to yourself (no pushing or shoving).
3. Speak quietly in the hall, no yelling or screaming.
4. Carry balls and equipment down the halls – do not bounce or throw.

Recess

We believe that fresh air and physical exercise is beneficial to students and we require them to go outside except for the following reasons:

1. The student brings a note signed by the parent or guardian that prohibits the child from going outside for health reasons.
2. School personnel for health, academic, or other solid rationale decide that it's more prudent to keep a student inside.
3. The weather is deemed by school personnel to be too severe for the student body to go outside.

Student Retention

A child may be retained in the same grade the following school year when the child shows need and/or lack of sufficient progress in the areas of school readiness, academic achievement, physical development, and/or emotional and social maturity.

A child shall not be retained until proper consultation and those faculty members directly involved with the child, the school administration, and the child's parents have obtained approval from the child's parents.

Telephone

- To protect the instructional time from interruption and to make the best use of the telephone service at school, good judgment dictates some reasonable restriction in the use of the school telephone. Necessary messages will be taken in the office and relayed to the pupils in case of an emergency.
- Pupils are required to have permission from their teacher to use the phone.
- Please send a note in cases when students are not riding the bus that day instead of calling, if possible.

Treats, Toys, Personal Equipment

Treats and toys should never be brought to school without the consent of the student's teacher. Gum is not allowed in the building as it is very common for it to accidentally end up on the carpet, flooring, or under tables.

Items such as athletic equipment, bicycles, etc. that are brought to school are considered the student's property. Swan Valley School is not responsible for the safety of these items. The school can prohibit a student from bringing such articles if they begin to interfere with the educational processes of the school.

Pets

Bringing pets to school can be a distraction to the instructional day as well as a possible danger to others. Permission must be obtained from the teacher prior to bringing a pet to school.

SCHOOL POLICIES

Bus Riding Policy

Riding a school bus is not an undeniable right. It is a privilege which each rider is responsible for retaining by maintaining appropriate behavior while loading, riding, and unloading.

All students riding on buses shall consistently obey the rules for safe bus riding as outlined and enforced by their bus driver. Violation of these rules may result in the bus driver issuing a bus citation.

Consequences of these citations will be as follows:

1. First citation of the school year: The bus driver will give the student from one to three days to return the citation to the driver. The building administrator will contact the student's parent/guardian. The citation must be signed by the student's parent/guardian. Failure to return signed citation may initiate suspension by the administrator.
2. Second citation of the school year: A conference will be held between the school administration and the student's parent/guardian. The administrator may assign disciplinary action.
3. Third citation of the school year: Student will not be allowed to ride the bus again until a conference has been held between the school board and the student's parents/guardian, at which time it will be decided by majority vote of the school board whether or not the student may continue to ride the bus during that year. If the board decides against the student, it will decide an appropriate length of time that must elapse before the student may again ride the bus.

Discipline Policies

Students are expected to behave in a manner that positively reflects the Panther Pride expectations (see page 4). If an infraction occurs that is in conflict with these expectations, the student may be required to complete a Re-Focus form. The 1st time results in a warning; the 2nd requires a parent signature; the 3rd time will involve a call home, and the 4th infraction results in a conference with the Principal.

For more serious infractions, please refer to the following list of rule violations in regard to the discipline system of Swan Valley Elementary School:

Major Rule Violation (Group A)

- Use of illegal drugs, alcohol, or tobacco
- Stealing/theft
- Malicious damage of school property (vandalism)
- Assault and/or battery resulting in serious bodily injury
- Possession, display, and/or use of dangerous items or deadly weapons
- Lewd conduct

For any Group A rule violations consequences may include but not be limited to notification of law enforcement officials, notification to the student's parents/guardian, and suspension from school.

Major Rule Violation (Group B)

- Possession of pornographic materials
- Continually repeating problems
- Skipping school
- Willful disobedience
- Leaving campus without permission
- Disrespect for school staff

Malicious fighting
Inappropriate conduct of a serious nature

*For Group B rule violations may result in a conference with the parents/guardian, teacher, and other concerned parties.
Possible consequences include:*

- Assigning of school in school suspension, at home suspension, or other consequence to be determined by the conference members
- After school study hall or detention. Detention will be served after school at intervals to be determined. Parents will be notified before the students are required to serve detention.

Minor Rule Violations

Swearing or obscene language
Interrupting class
Cheating
Throwing objects (including snowballs)
Consistent tardiness
Horseplay
Littering
Minor physical and/or verbal abuse
Any other minor activity that disrupts the safe and effective operation of the school.

For minor rule violations, consequences may include but are not limited to:

1. Work Assignment
2. Lunch Detention
3. Loss of Recess Time
4. Conference with the Administrator
5. Parent Phone Call
6. Removal from School Activity
7. In-School Suspension
8. Suspension

Consequences will increase for repeat offenses.

Suspension

Students may receive in-school or at-home suspension for major offenses. The principal, according to the seriousness of the violation, will prescribe the length of the suspension. Suspension will not last more than five school days.

After the student has served the prescribed amount of time for the suspension, a conference may be held between the student's parent/guardian and the principal before the student will be allowed to re-enter school.

Expulsion from School

In cases involving extreme discipline problems: for instance, numerous suspensions, weapons, or other major rule violations, the superintendent may refer the student to the school board. In this case, the offending student will be required to appear before the Board of Trustees in a hearing to determine whether that student will be expelled or allowed continued attendance at Swan Valley School.

Parents/ guardians of the offending student will be notified of the hearing in a timely manner so that a mutually agreeable time for the hearing can be decided upon. This hearing will be closed to the general public.

Electronic Devices Policy

If a cell phone is brought into the school building it may only be used...as a phone...before school, during lunch, and after school. **SCHOOL LOCKER ROOMS ARE OFF LIMITS FOR CELL PHONES at all times...even during lunch (EVEN if stored IN THE LOCKER).** Smart phone applications such as calculators may be used for instructional purposes at the discretion of the teacher. Other personal electronic devices such as iPods, iPads, and mp3 players may only be used during passing time, lunch time, or at the discretion of the teacher.

Note #1: The school strongly advises **against** bringing a cell phone or other personal electronic device to school *and will not be held responsible in the event of theft or destruction.* Also, if you misuse your phone or other personal electronic device (wrong place/wrong time) you may have to forfeit it for a period of time that is progressive...the number of days you lose the phone is based upon how often you have violated the cell phone policy.

Note #2: It is expected that students will show good performance etiquette when participating in or attending school performances and functions. For example, if you are in a musical group that is sitting in the bleachers waiting to perform, it is inappropriate to be using your cell phone, iPod, etc.. If you are displaying poor etiquette your phone or iPod/music device may be taken from you for the performance and will be returned during the next school day at the earliest convenience of Swan Valley Elementary School staff.

*AGAIN: The only time you are allowed to use your phone to call or text during the school day is before school, during lunch and after school. **The school has a phone in the office in case of emergencies during class periods. You may use this phone.** If you are having an emergency, it is important that the main office be notified. If we are aware of an emergency we can potentially help and be aware that your parents might need us to contact them.*

All students will be issued a school iPad to use as an instructional tool. The student and parent will sign Internet/Computer use agreements.

Gun Free School Policy

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3300.

Possession of a Weapon On School Property – Misdemeanor

It is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. As used in this section of this Policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;

- b) "Firearm" means any firearm as defined in 18 U.S.C. section 921; Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building. This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, non-threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or school district who is authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.

PARENT/GUARDIAN PARTICIPATION IN THE PTO

The Parent-Teachers Organization/Swan Valley School Patrons is the parent-teacher organization and ALL parents, guardians, community patrons, faculty and administration are members. The PTO/SVSP is dedicated to increasing communications and understanding between parents/faculty, administration, and students in all educational and social concerns. This group sponsors a variety of activities and projects throughout the school year.

The PTO Board, which meets monthly, governs the organization, and all parents are invited. The President and Board Members are appointed in the spring of each year. Any member of the school community may offer a name to be placed in the nomination for consideration as a member of the PTO/SVSP Board. Throughout the year many parent volunteers are needed to assist on the various fundraisers/events and also to assist their child's teacher in the classroom with special projects when needed. We do strongly encourage one parent/guardian to participate to the extent you are able, demonstrating to your child that you are actively supporting programs which they may become involved.

Special Events include but are not limited to: 5K Fun Run, The Halloween Carnival, Field Trips, Christmas Program/Santa Gifts, Ski Program Scholarships, Faculty/Staff Appreciation Week, Field Day, Eighth Grade Graduation. Everyone is welcome and invited to participate in any of these activities.