

**3000 SERIES
STUDENTS
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*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. A birth certificate and an immunization record are required for admission to the District. Legal Guardianship of each student must be documented either via a birth certificate or be awarded by a court of law. A Power of Attorney document or notarized permission notification will not be accepted in lieu of Legal Guardianship. Enrollment may begin if notification by an attorney regarding guardianship proceedings is underway with an expected date of resolution for the legal status of the student.

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.

High School Enrollment

The District enrolls students in grades K-8 and provides the transportation for attendance at Swan Valley Elementary School for these grades. After graduation from the 8th grade, the District will then provide transportation for grades 9-12 at Ririe High School. If a parent/guardian chooses to enroll their student at a school outside of Swan Valley Elementary District #92 prior to the 9th grade, the parent/guardian then assumes the responsibility for transportation and tuition costs for their student to attend at a school district other than Swan Valley Elementary School District #92. If a parent/guardian chooses to enroll their student at a school for grades 9-12 other than Ririe High School, the parent/guardian assumes responsibility for transportation for that student.

Legal Reference: Art. IX, § 9, Idaho Code Compulsory Attendance at School
I.C. § 33-201 School age
I.C. § 39-4801 Immunization required
I.C. § 39-4802 Exemptions

Policy History:

Adopted on: October 16, 2003
Revised on: September 8, 2008
Reviewed on: September 8, 2008
Revised on: February 16, 2009
Revised on: May 11, 2011
Reviewed on: November 8, 2011
Revised on: April 11, 2017

Compulsory Attendance

Parent/Guardians are responsible for seeing that their children of age seven (7) or older prior to the first day of school attend school until the child's sixteenth (16th) birthday.

Unless the child is otherwise comparably instructed, the parent/guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
 I.C. §33-201 School age
 I.C. § 33-202 School attendance compulsory

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 8 (1-8) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Students who attend school in another state that abuts the student's resident district, shall be counted for purposes of ADA.

Students for whom no Idaho school district is a home district shall not be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building for the purpose of informing parents/guardians of a student's attendance record.

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002E Pupils attending school in another state
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through Twelve (1-12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Procedure History:

Adopted on October 16, 2003
Reviewed on: September 8, 2008
Revised on:
Reviewed on: November 8, 2011

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation.

The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom.

Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

Attendance Policy

A telephone call or a note from either parent/guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class. All absences and tardies will be recorded on the report card.

Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return. Absences for school-sponsored activities are excused, but students are held responsible for the work missed.

In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Excused Absences

An absence shall be excused when the absent is due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten (10) days (see Ten-Day Policy). Time allotted for make up work is stated in each school's student handbook.

Unexcused Absences

Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

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 connivance shall be counted when the percentage of attendance and consequent eligibility for credit is calculated.

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. Additionally, absences cost the school money. Students are to plan on attending class every day the classes are scheduled.

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/guardian, 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 1-8) 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 parent/guardian, 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.

10% Policy

Students can accumulate 10% of student days for absences each semester. This includes excused and unexcused, but does not include extracurricular absences. When students miss more than ten percent (10%) days in a semester, they will be penalized two (2) percentage points on their quarter grade for each absence beyond the tenth percent (10%) 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 percent (10%) absence, a note from a parent/guardian 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/guardian/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 unexcused 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 percent (10%) days are computed on a semester basis; the grades are computed quarterly. Administration reserves the right to extend this policy, after parent/guardian consultation, in extenuating circumstances.

Tardies

Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on: September 8, 2008

Reviewed on: November 8, 2011

Revised on: November 12, 2014

Nonresident Student Attendance Policy

Students may attend school in other than the resident student's school under the following circumstances:

1. State Enrollment Options Program;
2. When the resident and non-resident districts mutually agree;
3. When the resident district and an out-of-state school district mutual agree;
4. Except when such transfer would work a hardship on the receiving school district State Enrollment Options Program

Whenever the parent/guardian or guardian of a student determines it is in the best interest of the student to attend a school other than the student's resident school, the parent/guardian must apply annually for admission to the non-resident school on a form provided by the state department of education. The application, together with the student's cumulative record, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year.

The February 1 deadline may be modified by mutual agreement of the resident and non-resident school. Notice of the application must be given to the student's residence district. The nonresident school will have sixty (60) days in which to consider the application. If the application is denied, the non-resident school must provide a written explanation of the denial of enrollment. No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program.

The parent/guardian of a non-resident student is responsible for transporting the student to/from the school or to a bus stop within the non-resident district. Eligibility rules for participating in extra-curricular activities shall apply to non-resident students. Any suspended/expelled student will not be eligible to attend a non-resident school under the provisions of this law.

Mutual Agreement of Resident District and an out-of-state district

The board of trustees may agree in writing, on annual basis, that a resident student attend school in the nearest appropriate school district in a neighboring state. Such agreement shall state the rate of tuition and cost of transportation, if any, to be paid by the District. The agreement will be entered into the records of the board of trustees. A copy must be filed with the State Board of Education.

The board of trustees may, upon approval of the State Board of Education, enter into an agreement with the governing body of a school district in another state for education and/or transportation of an out-of-state student. The rate of tuition, cost of transportation as well as other appropriate costs shall be specifically addressed in the agreement. The agreement will be entered into the records of the board of trustees with a copy to be filed with the State Board of Education.

Hardship Exception

When tuition is to be paid by the resident district, or waived by this District, the District will admit students except when any such transfer would constitute a hardship. In the following circumstances, the District may determine that a hardship exists when acceptance of a nonresident student(s) would:

1. require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;
2. cause an excessive number of students in a particular building (i.e., when the total number of students exceeds the following numbers:
one building/100
3. cause the total enrollment in the District to exceed 100;
4. cause the total enrollment in a particular class to exceed 20;
5. cause the teacher-student ratio to exceed 1 to 20;
6. cause the total enrollment in a specialized program to exceed the limits below:
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7. would cause disruption of the education process. The District will consider the following criteria in making this determination:
 - a. Is the student in good standing with the most recently attended school in terms of academics, conduct, and attendance;
 - b. Can the student demonstrate a record free of truancy;
 - c. Can the student demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;
 - d. Would the student's presence pose a detriment to the health and safety of other students and/or staff.;
 - e. Has the student been suspended/expelled from any other school district.

Idaho Youth Rehabilitation/Child Protective Act

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless Children

Homeless children as defined by the Steward B. McKinney homeless assistance act (P.L. 100- 77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

Other conditions:

The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

The Board will not admit any student who is expelled from another school district.

Legal Reference: I.C. § 33-1400 et seq. Transfer of pupils
I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on: September 8, 2008

Reviewed on: November 8, 2011

Part-Time Attendance / Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any program (curricular or extracurricular), subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this Policy.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or Principal. The District will not be responsible for the student during non-enrollment hours or times.

Admittance

The parent/guardian/legal guardian of any non-public school student wishing to admit their son/daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within the District;
3. Immunization records (or an appropriate waiver); and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Extracurricular Activities

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities (i.e., extracurricular activities):

1. Eligibility standards must be met the same as other regular full-time students;
2. The non-public school student shall achieve a minimum score on the achievement test(s) required annually by the State Board of Education for purposes of determining eligibility for the following school year. The minimum composite test score of the student must fall within the average range or higher as established by the test service utilized. The minimum score on each assessment is the fifth (5th) stanine for the battery total score;
3. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student’s primary legal guardian provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

Students with disabilities residing in the District who are attending private or home schools will be accepted in accordance with state and federal statutes.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating the District's state fund, but only to the extent of the student's participation in District programs.

Transportation

All non-public school students will not be eligible for District transportation services.

Graduation

In order to graduate from this District, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

Legal Reference: I.C. § 33-203 Dual enrollment
 I.C. § 33-1001, et. Seq. Average Daily Attendance
 IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:

Adopted on: October 16, 2003
Reviewed on: September 8, 2008
Revised on: September 8, 2008
Reviewed on: November 8, 2011

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Cross Reference: 3231 Searches and Seizure
 3310 Student Discipline
Legal Reference: I.C. § 33-205 Denial of school attendance
 Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733
 (1969)

Policy History:
Adopted on: October 16, 2003
Reviewed on: September 8, 2008
Revised on:
Reviewed on: November 8, 2011

Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parent/guardian status.

Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator (The Superintendent). An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parent/guardians, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference: I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on: September 8, 2008

Reviewed on: November 8, 2011

STUDENTS

Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal/Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. The matter may either be referred to an outside investigator for further review. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on: October 13, 2008

Reviewed on: November 8, 2011

Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the District.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, liquor, illicit drugs or drug paraphernalia.

The Superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials that appear not to comply with the standards.

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff.

It is the District's policy to limit the distribution of materials to parent/guardian and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may also be distributed.

All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- A. Maintain a centrally located bulletin board for the posting of bulletins.
- B. Maintain a table where flyers and other information can be made available to students.
- C. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one (1) week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or political nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the principal as likely to be disruptive, libelous or obscene.

Policy History:

Adopted on: October 16, 2003

Reviewed on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

Student Dress

It is a privilege and an honor to attend school and for this reason students are expected to dress for the occasion. Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parent/guardians or legal guardians. Nevertheless, certain minimum standards shall be observed by all students.

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 extremely tight fitting clothing (including spandex pants or shorts), fishnet shirts, sideless or backless tops or shirts, t-tops, tank tops, tops with 'spaghetti' straps, 'belly blouses', leotards, short-shorts, or clothing upon which is printed inappropriate language or pictures (including words or pictures advocating drug, alcohol, or tobacco use). Shoes must be worn at all times. Hats worn inside the classroom are considered a distraction to the educational process and are unacceptable attire.

Shorts, dresses, and skirts must be an appropriate length. Appropriate length, if disputed by the student or parent/guardian, will be determined as follows:

1. The student will stand with his/her head and heel against the wall.
2. The student will place his/her hands to the sides and extend his/her fingers.
3. If the article of clothing in question does not extend at least to the end of the student's middle fingers, it will be deemed inappropriate for student attire.

Parent/guardians will be phoned to bring other clothing to school if attire is deemed to be inappropriate.

During inclement weather, students must wear appropriate clothing. This may include, but is not limited to: boots, hats, gloves, coats, and/or jackets. Please label all items with student's names.

The administration shall establish procedures for the monitoring of student dress in school or while engaging in extracurricular activities. Specifics regarding this policy may be found in the student handbook.

Policy History:

Adopted on: September 8, 2008

Revised on:

Reviewed on: November 8, 2011

STUDENTS

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 ensure 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.

Cross Reference: 3215 Uniform Grievance Procedure
Legal References: Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

Policy History:
Adopted on: October 16, 2003
Reviewed on: October 13, 2008
Revised on:
Reviewed on: November 8, 2011

Harassment Reporting Form for Students

School _____

Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

- Who was responsible for the harassment or incident(s)?

- Describe the incident(s).

- Date(s), time(s), and place(s) the incident(s) occurred.

- Were other individuals involved in the incident(s)? yes no
If so, name the individual(s) and explain their roles _____

- Did anyone witness the incident(s)? yes no
If so, name the witnesses. _____

- Did you take any action in response to the incident? yes no
If yes, what action did you take _____

- Were there any prior incidents? yes no
If so, describe any prior incidents _____

Signature of complainant _____

Signature of parent//legal guardian _____

Searches and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules.

The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Revised on:

Reviewed on: November 8, 2011

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Procedure History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Revised on:

Reviewed on: November 8, 2011

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The District shall notify staff and students through student/parent/guardian and staff handbooks that video surveillance may occur on District property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Cross-Reference: 3600 Student Records

Policy History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Revised on:

Reviewed on: November 8, 2011

STUDENTS

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, 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.

Cross Reference: 3210 Uniform Grievance Procedure
Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation – Bullying
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 67-5909 Acts Prohibited
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106

Policy History:
Adopted on: January 12, 2011
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Reviewed on: November 8, 2011

STUDENTS

3295F

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

HARASSMENT COMPLAINT FORM

School _____ Date _____

Student's/Complainant's

Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)?

Describe the incident(s).

Date(s), time(s), and place(s) the incident(s) occurred.

Were other individuals involved in the incident(s)? yes no (circle one)

If so, name the individual(s) and explain their roles.

Did anyone witness the incident(s)? yes no (circle one)

If so, name the witnesses.

Is there any evidence of the harassment (i.e. letters, photos) yes no (circle one)

If so, please describe.

Did you take any action in response to the incident? yes no (circle one)

If yes, what action did you take

Were there any prior incidents? yes no (circle one)

If so, describe any prior incidents

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant

Signatures of parents/legal guardian

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:
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Reviewed on: November 8, 2011

STUDENTS

3295P

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber 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 intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and non-district property if the student or 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 the 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, electronic 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. “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the District’s computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.
7. “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.
8. “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 their 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, cyber 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, cyber 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, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III 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. § 18-917A Student Harassment – Intimidation - Bullying
I.C. § 67-5909 Acts Prohibited

Policy History

Adopted On: January 12, 2011

Revised On:

Reviewed on: November 8, 2011

Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is corrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parent/guardian approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct.

The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities
 Education Act
 I.C. § 33-205 Denial of school attendance
 I.C. § 33-512 Governance of schools

Policy History:
Adopted on: October 16, 2003
Reviewed on: October 13, 2008
Revised on:
Reviewed on: November 8, 2011

STUDENTS

Corrective Actions and Punishment

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent/guardian or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent/guardian or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Superintendent.
4. Upon request of the parent/guardian or legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.
5. Students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed.
6. The suspension of a student may be extended by the Superintendent and/or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent/guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent/guardian or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate

interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Procedure History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Revised on:

Reviewed on: November 8, 2011

STUDENTS

Student Discipline

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing
- Initiations
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention, including Saturdays
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Gun-Free Schools

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.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Cross Reference: 3300 Corrective Actions and Punishment
Legal Reference: I.C. § 33-205 Denial of school attendance
I.C. § 18-3302D Possession weapons or firearms on school property
I.C. § 33-1224 Powers and duties of teachers
20 U.S.C. § 8921, et seq. Gun Free Schools Act
29 U.S.C. § 701 Rehabilitation Act of 1973

Policy History:
Adopted on: October 16, 2003
Reviewed on: October 13, 2008
Revised on:
Reviewed on: November 8, 2011

Drug Free School Zone

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.

Cross Reference: 3310 Student Discipline.
Legal Reference: Drug-Free Schools and Communities Act of 1986, 20
U.S.C. 3170 et. seq.

Policy History:
Adopted on: October 16, 2003
Reviewed on: October 13, 2008
Revised on:
Reviewed on: November 8, 2011

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four (4) hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation.

The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parent/guardians must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Policy History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Revised on:

Reviewed on: November 8, 2011

Extra- and Co-Curricular Chemical Use Policy

Extracurricular and Co-curricular activities are subject to the supervision and regulation of the District. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/guardian/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent/guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS:

Any parent/guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal, for the purpose of resolving the grievance. At such a conference, the student and the parent/guardian shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Reviewed on: November 8, 2011

Student Health

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parent/guardians.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunizations.

The District shall exclude from school any student with a contagious or infectious disease who is diagnosed or suspected of having a contagious or infectious disease or those students who are not immune from and have been exposed to a contagious or infectious disease.

Legal Reference: I.C.§ 33-512 Governance of schools

Policy History:

Adopted on: October 16, 2003

Reviewed on: October 13, 2008

Reviewed on: November 8, 2011

STUDENTS

Student Medicines

Assistance in Self Administration of Medicines to Students

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent/guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a licensed health care practitioner, if the pupil's parent/guardian consents in writing.

Administering Medicines to Students

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of the student's licensed health care practitioner, as well as the written authorization of a parent/guardian, the school nurse/designee (who has received direction as to the administration of medication by the student's licensed health care practitioner) may administer medication to any student in the school.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan or IEP, as applicable.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The absence of a school nurse for the administration of medication shall be addressed on a case by-case basis considering proper compliance with Idaho law and the medical needs of the student.

Emergency Administration of Medicines

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or designee may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a

medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

[Optional: Training as to the administration of medication in the situation of an emergency, for the administrator or designated staff member, shall be done by the school's nurse or other licensed health care practitioner to assure such individuals have knowledge as to how to give emergency medication to students orally or by injection. Records shall be retained as to the individuals trained, the identification of the trainer and the date of training activities.]

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, or Epinephrine AutoInjectors

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent/legal guardian chooses to have his or her child self-medicate:

1. The parents/guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents/guardians of the pupil shall provide to the Board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, Policy 3411-B Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, or diabetes the student's physician or health care provider-supplied information shall contain:
 - A. The name and purpose of the medicine;
 - B. The prescribed dosage;
 - C. The time(s) at which or the special circumstances under which medication should be administered;
 - D. The length of time for which medication is prescribed;
 - E. The possible side-effects of the medicine;
 - F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - G. Contact information for the physician and parent/guardian; and H. If applicable, a list of the child's asthma triggers or allergies.

3. The school's administration and appropriate teachers and school personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medicines

The Board or Board designee will inform the parents/guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents/guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own epinephrine auto-injectors or supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes may be retested periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;

5. Holding a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medicines

All medications, including those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
2. If administration is necessary, the school nurse or designee must develop a medication administration plan for the student before any medication is given by school personnel;
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration at 36F - 46F; and
5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times. Students shall be permitted to possess and use a prescribed inhaler or epinephrine auto-injector at all times.

No more than a 45 school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a seven day period of notification by school authorities will be destroyed by the school nurse or designee in the presence of a witness

Legal Reference: I.C. § 33-520 Policy Governing Medical Inhalers, Epinephrine AutoInjectors, Insulin and Blood Glucose Monitoring Supplies
I.C. § 54-1401 Purpose- License Required-Representation to the Public

Policy History

Adopted On: 1/11/17

STUDENTS

3411-A

Authorization for Self-Administered Medication

Student's Name: _____ Grade: _____ DOB: _____
Parent/Guardian Name: _____
Telephone: (Home): _____ (Work): _____

I give my permission for my child to self-administer the medication described below. I shall indemnify and hold harmless the District and its employees or agents for legal fees, costs, and any potential damages concerning self-administration of this medication arising out of any claims brought by the above-named child or anyone else.

Parent/Guardian's Signature

Date

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

I am recommending that the above-named student be allowed to self-administer the following medication.

Name and Purpose of Medication:

Identification of Chronic Medical Problem:

Prescribed Dosage to be Taken:

Length of Time Medication Must be Taken:

Possible Side-Effects and/or Special Precautions to be Taken: _____

Conditions Under Which Self-Medication Will Take Place:

_____ Independently (Child must have had training and be proficient in self-administering medication.)

Trainer's Name: _____

Date of Training: _____

_____ Under the supervision of a school nurse

Medication should be: _____ Stored in the Health Office

_____ In the possession of the student

Type or Print Physician's Name

Physician's Signature

Date

Indemnification/Hold Harmless Agreement
For Self-Administration of Medication

Student Name: _____

The parent(s)/guardians(s) agree to indemnify, defend, and hold the School District harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including attorney’s fees, arising out of, connected with, or resulting from the self-administration of medication by the pupil. The parent(s)/guardians(s) agree(s) that the School District, Board of Education, Board of Education employees and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their own behalf or on behalf of the pupil, any claim or action against the Board of Education, Board of Education employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Principal’s Signature

Date of Agreement

SELF-MEDICATION ASSESSMENT

Student: _____ School: _____
 Date of Birth: _____ Age: _____
 Physical/Behavioral Limitations: _____

Name of Medication: _____

Self Medication Criteria:

- A. Student is capable of identifying individual medication

Yes No

Comments: _____

- B. Student is knowledgeable of purpose of individual medication

Yes No

Comments: _____

- C. Student is able to identify/associate specific symptom occurrence and need for medication administration

Yes No

Comments: _____

- D. Student is capable/knowledgeable of medication dosage

Yes No

Comments: _____

- E. Student is knowledgeable about method of medication administration

Yes No

Comments: _____

- F. Student is able to state side effects/adverse reactions to his medications

Yes No

Comments: _____

- G. Student is knowledgeable of how to access assistance for self if needed in an emergency

Yes No

Comments: _____

- H. An individual Health Care Plan has been developed for the student which will monitor and evaluate student's health status.

Yes No

Comments: _____

Based on Assessment:

Student is not a candidate for self medication program at this time

Student is a candidate for self-medication program with supervision

Student has successfully completed self-medication training and demonstration as of self-administration

Comments: _____

Principal/Teacher notified: Yes No

Nurse Designee: _____


Date: _____

Emergency Protocol

- All school staff should be trained in CPR and basic first aid.
- Keep the student calm.

Emergency Checklist

- Review student's Asthma Action Plan, current medications and emergency medications.
- Allow the student to maintain a position of comfort.
- Utilize peak flow meter if available.
- Administer prescribed medications as directed.

- 
- Medications are not available and student is exhibiting any of the following: wheezing, incessant coughing, severe shortness of breath, tightness in chest, chest and neck are retracting with breathing, shoulders are hunched over or if student is struggling to breathe.
 - The student has a 50% decrease in his/her personal best peak flow reading and show no improvement within 15-20 minutes. Peak flow of less than 50% of personal best is a red zone on an asthma management plan. The parent/guardian should be called and the student should receive medical attention immediately.
 - There is no improvement 15-20 minutes after initial treatment with medication and parent/guardian cannot be reached.
 - The student's lips or nail beds turn pale, blue, or gray (for light skinned students).
 - There is a change in mental status such as agitation, anxiety or lethargy.
 - There is decreased or loss of consciousness.
 - The student has a pulse rate greater than 120/minute.
 - The student has a respiratory rate greater than 30/minute.
 - The student is breathlessness, causing speech in one or two word phrases or complete inability to speak.

NOTE: The student's primary physician should also be notified in this event.

Food Allergy Management

Food-allergic reactions can develop into severe or life-threatening reactions and, even with proper treatment, can be fatal. A student's ability to learn may be drastically altered by their fears of a reaction. The Board will endeavor to provide a safe and healthy environment for students with severe and life-threatening food allergies and to address food allergy management in District schools in order to:

1. Reduce the likelihood of severe or potentially life-threatening allergic reactions;
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
3. To provide students, through necessary accommodations, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

Food allergy management will focus on prevention, education, awareness, communication, and emergency response.

District and school administrators, will endeavor to be knowledgeable about and follow all applicable federal laws, including the Americans with Disabilities Act, Section 504, Individuals with Disabilities Education Act, and the Family Educational Rights and Privacy Act, as well as all State laws and District policies and guidelines that may apply to students with allergies. Administrators or their designees may make all of the appropriate allergy forms available to parents, explain the procedures for completing and returning them, and ensure that all forms and health records submitted by parents and physicians are reviewed by the appropriate personnel. Administrators and school nurses may also meet with parents and listen to their needs and concerns.

When a student has been identified as having food allergies verified by a physician, nurse practitioner, or physician assistant, individual written management plans may be used to determine accommodations to be made on a daily basis to prevent and prepare for an allergic reaction. An emergency care plan may be used to provide direction in the event of a life-threatening allergic reaction at school or at a school event. Key staff members may be trained to use emergency medications and may be notified of the location of those medications at school and at any special function.

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, may develop administrative regulations to implement this policy, including regulations pertaining to all classrooms and instructional areas, school cafeterias, outdoor activity areas, school buses, field trips, and school activities held before or after the school day.

Administrative regulations may address the following components:

1. Identification of students with food allergies and provision of school health services;
2. Development and implementation of individual written management plans;
3. Medication protocols, including methods of storage, access, and administration;

4. Development of a comprehensive and coordinated approach to creating a healthy school environment;
5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for District programs;
6. Communication and confidentiality;
7. Emergency response;
8. Professional development and training for school personnel;
9. Awareness education for students and parents/guardians;
10. Training for District staff and volunteers; and
11. Policy monitoring and evaluation.

Allergy-related policies, protocols, and plans may be updated annually or after any serious allergic reaction occurs at school or at a school-sponsored activity.

The Superintendent or designee may annually notify students, parents/guardians, staff, and the public about the District's food allergy management policy by publishing such in handbooks and newsletters, on the District's website, through posted notices, or other efficient methods.

Students with allergies will be treated in a way that encourages the student to report possible exposure to allergens and any symptoms of an allergic reaction and to progress toward self-care with his or her food allergy management skills. Allergy-related bullying will not be tolerated.

The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student's last day of attendance during the school year will be disposed of by the District. This disposal will be verified by two people.

Cross Reference: 2400 Special Education
 2410 Section 504 of the Rehabilitation Act of 1973
 3510 Administering Medicines to Students
 3510F1 Authorization for Self-Administered
 Asthma/Emergency Medication
 3510F2 Indemnification/Hold Harmless Agreement for Self-
 Administration of Medication

Policy History:

Adopted On: January 11, 2017

Revised On:

Administering Medicines to Students

Any school employee authorized in writing by the school administrator or school principal:

- I. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent/guardian or guardian consents in writing.
- II. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent/guardian or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent/guardian or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician. In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection.

There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent/guardian.
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self medication, must first be delivered by the parent/guardian or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment.

Controlled substances will be contained in a separate compartment, secured and locked at all times. No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent/guardian or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

Dispensing Medication Policy

Medical treatment, which consists of dispensing of medication, is the responsibility of the parent/guardian and the family physician and should be rarely given by school personnel. The only exception is when it is deemed necessary by the family physician and parent/guardian that medication be administered during school hours. On those rare occasions, school personnel may administer the medication in accordance with this policy, as outlined. Parent/guardians and family physicians are encouraged to work out a schedule of giving medication outside of school hours.

Guidelines

The following guidelines are intended to be used for compliance with this policy:

1. The School District and the parent/guardians acknowledge that the administration of medication by the District is at the direction of the student's physician, and is being administered by non-medically trained personnel who do not represent themselves as capable of independent judgment relative to the administration of medication and the effects thereof.
2. All dispensing of medication requires a signed request from the parent/guardian and student's physician for school personnel to administer the medication as prescribed in the written statement from the physician. The principal's signature of the school that the student attends shall also be required on the Physician & Parent/Guardian's Request Form.
3. Specific directions for the administration of the medication to be given must be included in the written statement from the attending physician, clearly specifying

4. The condition for which the drug is to be given, how it is to be given, dosage and related information.
5. Specific instructions should be included for the emergency treatment of possible allergic reaction, and should clearly state what type of reaction might be expected; i.e., localized, generalized, severe, mild, etc. The initial dose must be administered at home, physician's office, or hospital to note that likely allergic reactions do not occur.
6. All prescription medication must be received at school in its original pharmaceutical labeled container. Any over-the-counter medication must be received in its original container and labeled with the student's name on it.
7. The attending physician must renew medication orders and a request signed by the physician and parent/guardian at the beginning of each school year upon entrance.
8. All prescribed medication should be given to the principal, or his designee, for dispensing, and the attached medical log will be completed each time medication is given to the student. (See attached.)
9. All medications will be kept in a locked container not accessible to students.
10. The principal, staff, or other school employee may not alter the dosage. Any alteration of dosage must be accompanied by a new Physician's and Parent/Guardian Request for the Administration of Medicine by School Personnel form, completed and signed by the physician and parent/guardian. Under emergency conditions, these provisions of notice will be considered to be temporarily fulfilled upon receiving the forms containing the physician's signature, with written concurrence (fax or hard copy) from the parent/guardian, including signature. Such request will be honored for a period of not more than six (6) consecutive school days. By that time, the forms must contain the parent/guardian's signature.
11. The building principal will not sign the physician and parent/guardian's request until it is completed, including both the physician and parent/guardian signature.
12. If the correct quantity of medication is not provided in easily used dosage, the principal will notify the parent/guardian that the school cannot dispense it to the student as provided.
13. If the parent/guardian submits in writing a request to discontinue the medication, as per the Physician's and Parent/Guardian's Request form, the building principal will immediately by telephone notify the physician. If, in the opinion of the physician, the removal from the medication does not pose a life-threatening situation, the District will suspend the disbursement of the medication; however, if in the opinion of the physician, the removal from the medication could pose a life-threatening situation, the principal will make an immediate referral to the State Department of Health and Welfare.

Contagious or Infectious Diseases

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific

nature of the condition, if it is determined there is a need for such individuals to know this information.

Parent/guardians of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

AIDS Policy

The Board of Trustees recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of Acquired Immunodeficiency Syndrome (AIDS). The following definitions have been used in establishing a policy and procedures.

Definitions:

As used herein, the following terms shall have the meanings indicated:

1. AIDS (Acquired Immunodeficiency Syndrome): As defined by the Center for Disease Control in Atlanta. A condition which may be characterized by:
 - A. One or more of the opportunistic diseases diagnosed by methods considered reliable, which are at least moderately indicative of underlying cellular immunodeficiency, and,
 - B. Absence of all known underlying causes of cellular immunodeficiency (other than HIV infection) and absence of other causes of reduced resistance reported to be associated with at least one of these opportunistic diseases, but
 - C. Despite satisfying the criteria set out above, a condition will not be considered AIDS if a reliable negative result on testing for serum antibody to HIV is obtained, there is no positive culture for HIV, and both a normal or high number of T-helper to T-suppressor (OKT8 or LEU2) lymphocytes are present.
2. ARC (AIDS Related Complex): As defined by the Center for Disease Control in Atlanta. A condition characterized by a reliable positive result on testing for the serum antibody to HIV, plus, any two clinical and two laboratory abnormalities defined as follows:
 - A. Clinical Abnormalities (continuing three months or more in the absence of other identifiable cause)
 - (1) Fever 100 degrees or higher
 - (2) Lymphadenopathy
 - (3) Diarrhea
 - (4) Nightsweats
 - (5) Fatigue
 - (6) Weight loss: 10% or more than 15 pounds

(7) Symptoms of the dementia and encephalopathy associated with AIDS.

B. Laboratory Abnormalities

- (1) Suppressed helper T-cell
 - (2) Depressed helper/suppressor ration
 - (3) One of the following: leukopenia, thrombocytopenia, absolute lymphopenia or anemia.
 - (4) Elevated serum globulin
 - (5) Depressed blastogenesis (pokeweed and PRA)
 - (6) Abnormal skin tests (using multitest and equivalent)
-
3. Infected students, employee, or person: Any person who has AIDS, ARC, or is HIV positive.
 4. HIV: Human Immunodeficiency Virus
 5. Reliable positive results on testing for the serum antibody to HIV: A true positive result as defined by the Center for Disease Control in Atlanta.
 6. Reliable negative results on testing for the serum antibody to HIV: A true negative result as defined by the Center for Disease Control in Atlanta.
 7. Employee: Any employee of Swan Valley School District #92.
 8. Staff with a need to know: Staff providing instruction or other personal contact services to or with an infected person.

For the purpose of the guidelines set forth in this policy, the terms “infected individual” includes “infected students” and “infected employees”.

No infected individual shall attend school or school activities until the following review process has been completed. The determination of whether an infected individual shall be permitted to attend classes and participate in school activities with other students shall be recommended by an evaluation team on a case by case basis to the Board of Trustees. The Board of Trustees shall consider the evaluation team’s recommendation and make a final non-precedential determination. The evaluation team shall be composed of public health personnel, the infected individual’s physician, the infected student’s parent/guardians or guardian, the school district legal counsel, and appropriate school personnel as determined by the Board of Trustees. In making this recommendation, the team shall consider in each case: (1) the behavior, neurological development, and physical condition of the infected individual; (2) the expected type of interaction with others in the school setting; and (3) the risks and benefits to both the infected individual and others in the school setting.

All school personnel and all others involved in the review process must keep all information confidential including the name of the person suspected of having AIDS.

If a school principal or the superintendent has reasonable cause to believe a student or an employee is an infected individual, the superintendent after consultation with and approval of the Chairman of the Board of Trustees (or Board Chairman independently, in the case of an infected superintendent), shall request that the individual present evidence indicating he/she has reliable negative results on testing for the serum antibody to HIV. Any such request shall be made in writing. Any request made to the student shall be made to the student's parent/guardian or guardian. The testing shall be performed at the expense of the school district by a physician selected by the employee, superintendent, student, or parent/guardians or guardian of the student and shall not be requested more than once in a six-month period except when there is reason to doubt the test results. The Board of Trustees has the right to require an independent test.

Reasonable cause to believe that a student, employee, or superintendent is an infected individual exists when the person exhibits symptoms of AIDS or ARC.

Any refusal by an employee to provide such evidence or submit to a test upon request shall be grounds for termination. Upon any refusal by the parent/guardians of a student to provide such evidence, the student shall be treated as if he/she were an infected student.

ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Purpose:

To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva and nasal discharges are handled properly.

Those Affected:

All school staff should be alerted to dangers of infections from body fluids. School nurses, custodians and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

Equipment Needed:

Soap	Disposal Bags
Water	Dust pans
Paper Towels	Buckets
Disposable gloves	Mops

Disinfectants, which should be one of the following classes:

- a. Phenolic germicidal detergent in a 1% aqueous solution (i.e. Lysol).
- b. Sodium hypochlorite solution (household bleach), 1 part bleach to two parts water. (example 1 ½ cups bleach to 1 gallon water. Needs to be prepared each time used.
- c. Quaternary ammonium germicidal detergent in 2% aqueous solution. (i.e. Tri-quat, Mytar, or Sage).
- d. Iodophor germicidal detergent with 500 ppm available iodine (i.e. Wescodyne).
- e. Sanitary absorbing agent (Clora Sorb, X-) Odor Away).

Procedures:

1. General

- a. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
- b. Discard gloves after each use.
- c. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
- d. Discard disposal items including: tampons, used bandages and dressings in plastic lined trash container with lid. Close bags and discard daily.
- e. Do not reuse plastic bags.
- f. Use disposable items to handle body fluids whenever possible.
- g. Use paper towels to pick up and discard any solid waste material such as vomitus or feces.

2. Handwashing

- a. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed up.
- b. Rub hands together for approximately 10 seconds to work up to a lather.
- c. Scrub between fingers, knuckles, backs of hands, and nails.
- d. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- e. Use paper towels to thoroughly dry hands.
- f. Discard paper towels.

3. For washable surfaces
 - a. For tables, desks, etc.:
 1. Use Lysol, or household bleach solution of 1 part bleach to 10 parts water, mixed fresh.
 2. Rinse with water if so directed on disinfectant.
 3. Allow to air dry.
 4. When bleach solution is used, handle carefully.
 - (a) gloves should be worn since the solution is irritating to skin.
 - (b) Avoid applying on metal since it will corrode most metals.
 - b. For floors:
 1. One of the most readily available and effective disinfectants is the bleach solution.
 2. Use the two bucket system—one bucket to wash the soiled surface and one bucket to rinse as follows:
 - (a) In bucket #1, dip, wring, mop up vomitus, blood, etc.
 - (b) Dip, wring, and mop once more.
 - (c) Dip, wring out mop in bucket #1.
 - (d) Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution)
 - (e) Mop or rinse area
 - (f) Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area.
 - (g) After all spills are cleaned up, proceed with #3.
 3. Soak mop in the disinfectant after use.
 4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
 5. Rinse non-disposable cleaning equipment (dust pans, buckets) in disinfectant.
 6. Dispose of disinfectant solution down a drain pipe.
 7. Remove gloves, if worn, and discard in appropriate receptacle.
 8. Wash hands as described in #2.
4. For non-washable surfaces (rugs, upholstery):
 - a. Apply Sanitary absorbing agent, let dry, vacuum
 - b. If necessary, use broom and dust pan to remove solid materials.
 - c. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
 - d. If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
 - e. Clean dustpan and broom, if used. Rinse in disinfectant solution.
 - f. Air dry.
 - g. Wash hands as described in #2.
5. For soiled washable materials (clothing, towels, etc.)
 - a. Rinse item under running water using gloved hands if appropriate.

- b. Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified if outside cleaning service is used.
- c. Wash hands as described in #2.
- d. Wipe sink with paper towels, discard towels.
- e. Wash soiled items separately, washing and drying as usual.
- f. If material is bleachable, add ½ cup bleach to the wash cycle. Otherwise, add ½ cup non-chlorine bleach (Clorox II, Borateem) to wash cycle.
- g. Discard plastic bag.
- h. Wash hands as described in #2 after handling soiled items.

Communicable Diseases: AIDS

The following procedures may be sequenced at the discretion of the superintendent.

I. Following Adoption of Policy

- A. Meet with media/press to share policy and to cooperatively establish “ground rules” which respect the right of the public to know and the need for confidentiality and an orderly learning environment.
- B. Disseminate the policy to the local medical community, bar association, other educational agencies, governmental and civic organizations, and safety and health agencies.
- C. Disseminate policy and meet with staff, parent/guardians/patrons, clergy, and secondary students.

II. Following Identification of an Infected Individual

- A. Principal and staff of building involved will be notified immediately (prior to release of any information to press or media).
- B. An evaluation team will be formulated immediately to begin assessment of infected individual.
- C. The employee or parent/guardians of the infected student will be contacted to explain steps and procedures to be followed by district in assessing condition and status of student and to recommend appropriate placement of educational program.
- D. When the Superintendent is informed that a student/employee with AIDS is enrolled /employed or has applied for enrollment, a new conference will be immediately scheduled for media. Basic information will be provided.
 - 1. District does have an infected student/employee.
 - 2. Confidentiality must be maintained.

3. Media must not contact staff or students during the regular school day.
 4. Media has access to superintendent.
 5. Update on situation will be given to media almost daily by superintendent.
-
- E. Newsletter will be sent as soon as possible to parent/guardians of all students informing them that an infected student/employee is enrolled /employed or plans to enroll.
 - F. Additional in-service programs will be provided to staff members.
 - G. If infected student is already enrolled/employee already working, appropriate in-service programs will be provided to staff members (confidentiality will be maintained).
 - H. Board members and staff with the need to know will be kept informed of the status of the infected individual at regular intervals.
 - I. Appropriate orientation programs will be provided to parent/guardians and students.
 - J. Other community agencies will be kept informed of situation as needs indicate within the limits of confidentiality.
 - K. Follow-up orientation will be provided to special interest groups as needs dictate (parent/guardians who might organize or protest, for example).
 - L. A courtesy call will be made to law enforcement agencies informing them when a student is enrolled (or when it becomes known that an infected student is enrolled).
 - M. All information concerning the matter will be released only by the superintendent and/or his/her designee.

Legal Reference:

I.C. § 33-512 Governance of Schools

Policy History:

Adopted on: October 16, 2003

Reviewed on: November 10, 2008

Revised on: November 10, 2008

Reviewed on: November 8, 2011

STUDENTS

3418

Contagious or Infectious Diseases Pediculosis (Head Lice)

Pediculosis is the infestation of the hair, skin or pubic area with adult lice, larvae or nits (eggs).

The psychological, social and economical impact of head lice infestations can create a problem in the community. Every attempt will be made to educate students and parent/guardians on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The principal, his/her designee, or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates will also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, lists the procedures for treatment, and requirements for re-entering school.

The student may return to school after being successfully treated so that no live lice or eggs are detected by a designated school official. The student's parent/guardian must accompany the student upon returning to school and remain present during the recheck. With the presence of nits or lice at the time of re-check, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

All other children in the classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parent/guardians to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

Legal Reference: I.C. §33-512 Governance of Schools

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Suicide

Although neither a school district (nor a teacher) has a duty to warn of the suicidal tendencies of a student absent, with the teacher's or school district's knowledge of direct evidence of such suicidal tendencies, the District may, in its sole discretion, provide the following programs in order to prevent adolescent suicide by:

1. Offering and providing help and assistance including early identification;
2. Support and/or counseling by school support personnel for low-risk students;
3. Referral to appropriate sources outside the school for high and moderate-risk students;
4. Attendance to the rights of the student and his/her family; and after care support by the school for faculty, staff, and students after a sudden death has occurred.

Legal Reference: I.C. § 33-512B Suicidal tendencies – Duty to warn.

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian.

Each parent/guardian must provide an emergency telephone number where the parent/guardian or designee of the parent/guardian can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The principal or designated staff member should immediately contact the parent/guardian so that the parent/guardian can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent/guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent/guardian cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent/guardian is located, he/she may elect to continue the treatment or make other arrangements.

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures.

Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Removal of Student During School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4410P.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent/guardian. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parent/guardians have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent/guardian before releasing the student to a non-custodial parent/guardian.
5. Prior written authorization from the custodial parent/guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Cross Reference: 4410 Relations with the Law Enforcement and Child Protective Agencies

Procedure History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

School Sponsored Student Activities

1. Student Organizations:
 - a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
 - b. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
 - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
2. Social Events
 - a. Social events must have prior approval of the administration.
 - b. Social events must be held in school facilities unless approved by the Board.
 - c. Social events must be chaperoned at all times.
 - d. Middle school social events shall be limited to middle school students, unless prior permission is received from the principal.
3. Extracurricular Activities
 - a. Academic and behavior eligibility rules are established by District policy.
 - b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
 - c. In establishing an interscholastic program, the Board directs the administration to:
 1. Open all sports to all students enrolled in the District with an equal opportunity for participation.
 2. Recommend sports activities based on interest inventories completed by the students.

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Swan Valley School District #92

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3520

Student Fees, Fines and Charges / Return of Property

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules.

Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture. A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence.

The District may require, as a condition of graduation, issuance of a diploma or certificate, issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.

Legal reference: I.C. § 33-603 Payment of fees or returning of property

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected.

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Swan Valley School District #92

STUDENTS

3535

Distribution of Fund Drive Literature Through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Cross Reference:

4320 Contact with students

Policy History:

Adopted on: October 16, 2003

Reviewed on: December 15, 2008

Reviewed on: November 8, 2011

Student Data Privacy and Security

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its' website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

- (1) the authorized staff of the District who require access to perform their assigned duties; and
- (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
- (3) vendors who require access to perform their assigned duties.

Security

The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed

Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable state and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference: Legal Reference:

3570 – 3570P Student Records
20 U.S.C. § 1232g Family Education Rights and Privacy Act

34 C.F.R. 99 I.C. § 33-133

Family Education Rights and Privacy Act
Idaho Student Data Accessibility, Transparency, and Accountability Act

Policy History:

Adopted on: 2/12/15

Revised on:

Student Records

Notification to Parent/guardians and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent/guardian(s).

The District will maintain a file for each student that shall contained the information, including but not limited to the following:

- Basic identifying information
- Academic transcripts
- Attendance record
- Immunization records
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parent/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. The right to request the amendment of the student's education records that the parent/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parent/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent/guardian(s) or eligible student, the District will notify the parent/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District may disclose education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

5. The right to prohibit the release of directory information concerning the parent/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian(s) or eligible student are specifically informed otherwise.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Policy History:

Adopted on: October 16, 2003
Reviewed on: December 15, 2008
Revised on: December 15, 2008
Reviewed on: November 8, 2011

STUDENTS

Student Records

Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the following:

- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record disciplinary information

Information in student files shall be maintained for a period of 5 years after a student graduates or permanently leaves the District. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parent/guardians or to the student if the student has succeeded to the rights of the parent/guardians.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.

2. The parent/guardians of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parent/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

The District shall send copies of the following to both parent/guardians at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent/guardian-teacher conferences;
- d. School calendars distributed to parent/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent/guardian interaction.

Access shall not be granted to the parent/guardian or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees of officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parent/guardianal consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parent/guardianal consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent/guardian shall be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent/guardian or eligible student with particularity as to whom the records may be

released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent/guardian or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent/guardian or eligible student of the right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.

9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parent/guardians or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

10. The District may release student records or information in connection with an emergency, without parent/guardian consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent/guardians or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

11. The District may disclose, without parent/guardian consent, student records or information to the youth court and law enforcement authorities pertaining to violations of the Idaho Youth Court Act or criminal laws by the student.

12. The District charges a nominal fee for copying information in the student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship.

13. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent/guardian or eligible student, records custodian, or other person. The record of release shall include:

- a. Information released or made accessible.
- b. The name and signature of the records custodian.
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parent/guardians may prohibit such a release. Directory information shall be limited to:

- name
- address
- gender
- grade level
- birth date and place
- parent/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

The notification to parent/guardians and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parent/guardians may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefore;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parent/guardians may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
I.C. § 33-209 Transfer of Student Records - Duties
I.C. § 32-717A Parent/guardians' Access to Records and Information

Procedure History:

Adopted on: October 16, 2003
Reviewed on: January 19, 2009
Reviewed on: November 8, 2011

Transfer of Student Records

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as “confidential” and addressed to the principal or other administrator of the receiving school.

Cross Reference: 3600 - 3600P Student Records
Legal Reference: I.C. § 33-209 Transfer of School Records - Duties

Policy History:
Adopted on: October 16, 2003
Reviewed on: January 19, 2009
Reviewed on: November 8, 2011

Programs for At-Risk/Disadvantaged Students

The District will designate one (1) at-risk coordinator to collect and disseminate data regarding drop-outs in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator will prepare a dropout reduction plan that identifies:

1. the number of District students who dropped out in the preceding regular school term;
2. the number of students in grades 1-8 who are at risk of dropping out;
3. the District's dropout rate goal for the next school year;
4. the dropout reduction programs, resources and strategies to be used during the school year.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant or a parent/guardian; is an emancipated youth, is a previous drop-out, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school. The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. emphasize a comprehensive team approach that includes the Superintendent, principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. be designed to use community resources that are available to serve at-risk youth;
4. provide for parent/guardian involvement, such as participation in developing student academic plans and training programs for parent/guardians; and
5. provide for review of individual profiles for at-risk students.

The District plan may also:

1. include alternatives, and
2. provide for the referral of students who drop out to other programs.

Legal Reference: IDAPA 08.02.03.110 Alternative
Secondary Programs

Policy History:

Adopted on: October 16, 2003

Reviewed on: January 19, 2009

Revised on: January 19, 2009

Reviewed on: November 8, 2011

STUDENTS*Gangs and Gang Activity*

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
 - A. Soliciting membership in or affiliation with any gang;
 - B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 - D. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Policy History:

Adopted on: October 16, 2003

Reviewed on: January 19, 2009

Reviewed on: November 8, 2011

STUDENTS

District-Provided Access to Electronic Information, Services, and Networks

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy

2. in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
3. **Unacceptable Uses of Network.** The following are considered unacceptable uses and constitute a violation of this policy:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet;
 - C. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - D. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format, including audio or video, text, graphics photographic, or any combination thereof, that is intended to harm another individual.
 - E. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - F. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - t

And, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Filtering

Filtering should only be viewed as one of a number of techniques used to manage student’s access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked and filtered. This list will be updated/modified as required.

1. Nudity/ pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid- educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail or Chat: Sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal weapons;

13. Self-Harm: Sites containing content on self-harm including cutting, and sites that encourage anorexia, bulimia, etc.; and
14. Judgment Calls: Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should be used in conjunction with:

1. Educating students to be “Net-smart;”
2. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
3. Using “Acceptable Use Agreements”;
4. Using behavior management practices for which Internet access privileges can be earned or lost; and
5. Appropriate supervision, either in person and/or electronically.

The system administrator and/or building principal shall monitor student Internet access.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

Internet Access Conduct Agreements

Each students and his/her parent/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District’s computer system and/or Internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety

The System Administrator and/or the building principal shall ensure instruction on Internet safety is occurring district wide.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Legal Reference:

I.C. § 33-132 Local School Boards Internet Use Policy Required
I.C. § 18-1514(6) Obscene Materials – Definitions
20 U.S.C. § 9134(f) Children's Internet Protection Act
20 U.S.C. § 7131 Internet Safety

Policy History:

Adopted on: October 16, 2003

Reviewed on: January 19, 2009

Reviewed on: November 8, 2011

Reviewed and Revised on: February 20, 2018

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Swan Valley School District #92 policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student ___ Staff ___ Patron ___ I am under 18 ___

Parent/Legal Guardian. (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.)

As the parent/ legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/ Legal Guardian (Print): _____

Signature: _____

Home Phone: _____ Address: _____

Date: _____

This Agreement is valid for the _____ school year only.

Students

3612P
Page 1 of 4

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be:
 - (a) for the purpose of education or research and consistent with the educational objectives of the District; or
 - (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 2. Accessing information pertaining to manufacture of weapons;
 3. Uses that cause harm to others or damage property;
 4. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 5. Downloading copyrighted material for other than personal use;
 6. Using the network for private financial or commercial gain;
 7. Wastefully using resources, such as file space;
 8. Hacking or gaining unauthorized access to files, resources, or entities;
 9. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 10. Using another user's account or password;
 11. Posting material authored or created by another, without his/her consent;
 12. Posting anonymous messages;
 13. Using the network for commercial or private advertising;

14. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 15. Using the network while access privileges are suspended or revoked.
 16. Any other unacceptable uses as outlined in District Policy 3612
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
1. Be polite. Do not become abusive in messages to others.
 2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 5. Do not use the network in any way that would disrupt its use by other users.
 6. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.

1. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and the student.
6. Violation of the copyright web publishing rules may result in denial of access to the network.

11. Use of Electronic Mail.

1. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an educational tool.
2. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
4. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
6. Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. Students must use the District’s filtered network for all online activities on school grounds or using District equipment.
4. The system administrator and building principals shall monitor student Internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

Legal Reference: Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq. 47 U.S.C. § 254(h) and (l)

Procedure History:

Adopted on: October 16, 2003

Reviewed on: January 19, 2009

Reviewed on: November 8, 2011

Reviewed and Revised on: February 20, 2018

Substance and Alcohol Abuse

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C).

It is the philosophy of the District that the District will help those who desire to help themselves. The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent/legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent/guardian in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate.

Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

The mere fact that a student previously disclosed use of alcohol or a controlled substance, in and of itself, shall not establish reasonable suspicion at a later date. If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, notifying the parent/legal guardian and notifying local law enforcement, suspension and/or expulsion.

The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if he/she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;

3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate.
5. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent/guardian will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parent/guardians.
7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may required that the student undergo assessment and counseling for alcohol and/or drug use.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Legal Reference: I.C. § 33-210 Students using or under the influence of controlled substances

Policy History:

Adopted on: October 16, 2003

Reviewed on: January 19, 2009

Reviewed on: November 8, 2011

SCHOOL-PARENT/GUARDIAN COMPACT

The Swan Valley School District #92 and the Swan Valley Elementary School, and the parent/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parent/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parent/guardians will build and develop a partnership that will help children achieve the State's high standards.

This school-parent/guardian compact is in effect during the school year.

*REQUIRED SCHOOL-PARENT/GUARDIAN COMPACT PROVISIONS***School Responsibilities**

The Swan Valley Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Classroom teachers will be high qualified according to Board Policy, State of Idaho Standards, and NCLB legislation. Teachers will incorporate the State of Idaho standards within their weekly lesson plans and assess the learning of those standards of each student on a regular basis. Various assessments including the IRI, ISAT, DMA, DWA and NAEP will be used as benchmarks in addition to authentic teacher assessments and observations. This will lead to a supportive and effective learning environment for all students at Swan Valley Elementary School.

2. Hold parent/guardian-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically:

Those conferences will be held after the first and third quarters of the school year, or at week 10, and week 28 of the school year.

3. Provide parent/guardians with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Progress reports will be provided on a frequent basis to students and parent/guardians. Weekly review of progress will occur with each student by their classroom teacher.

4. Provide parent/guardians reasonable access to staff. Specifically, staff will be available for consultation with parent/guardians as follows:

Staff will be available before and/or after school, in classrooms and in the administrator's office, to meet with parent/guardians at a time that is convenient for both. Regular communication and follow occurs via phone and email contact with staff and parent/guardians. In addition parent/guardians frequently volunteer and spend time at school during the school day when follow up regarding student progress occurs.

5. Provide parent/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parent/guardians are invited to volunteer and participate and observe various classroom activities, field trips, assemblies, programs and events at the school with their child. Frequent participation at school may require a background check to comply with state safety legislation regarding adults working with students in a school environment. Communication and collaboration with the classroom teacher is mandatory to coordinate the efforts of parent/guardian volunteers to ensure distractions and appropriate supervision is maintained at all times.

Parent/guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent/guardian representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parent/guardians or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Additional Required School Responsibilities

The Swan Valley Elementary School will:

1. *Involve parent/guardians in the planning, review, and improvement of the school's parent/guardian involvement policy, in an organized, ongoing, and timely way.*
2. *Involve parent/guardians in the joint development of any school wide program plan, in an organized, ongoing, and timely way.*

3. Hold an annual meeting to inform parent/guardians of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parent/guardians to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parent/guardians, and will offer a flexible number of additional parent/guardian involvement meetings, such as in the morning or evening, so that as many parent/guardians as possible are able to attend. The school will invite to this meeting all parent/guardians of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parent/guardians of participating students in an understandable and uniform format, including alternative formats upon the request of parent/guardians with disabilities, and, to the extent practicable, in a language that parent/guardians can understand.

5. Provide to parent/guardians of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

6. On the request of parent/guardians, provide opportunities for regular meetings for parent/guardians to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent/guardian an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

8. Provide each parent/guardian timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parent/guardians to help their children achieve the State's high academic standards, the name of school will:

1. Recommend to the local educational agency (LEA), the names of parent/guardians of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.

2. Notify parent/guardians of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.

3. Work with the LEA in addressing problems, if any, in implementing parent/guardian involvement activities in section 1118 of Title I, Part A.

4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parent/guardians of students and to appropriate private school officials or representatives.

School Parent/guardian(s) Student

Date

Policy History:

Adopted On: August 11, 2008

Reviewed on: January 19, 2009

Revised On: January 19, 2009

Reviewed on: November 8, 2011

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The Swan Valley School District No. 92 Board of Trustees will ensure the educational rights and protections for children and youth experiencing homelessness.

Guidelines

1. The Superintendent/designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school.
2. The Superintendent/designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths.
3. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.
4. Homeless students shall have access to services comparable to services offered to other students, including but not limited to:
 - a. Transportation services;
 - b. Educational services for which the student meets eligibility criteria (e.g., Title I);
 - c. Educational programs for children with disabilities and limited English proficiency;
 - d. Programs in vocational and technical education, as well as programs for gifted and talented students; and
 - e. School nutrition program.
5. An out-of-District attendance agreement and tuition will not be required for a homeless child.
6. A homeless student attending any school in the District is automatically eligible for Title 1 services, regardless of their academic performance.
7. The Superintendent/designee will assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The enrolling school is to obtain the school records, such as medical records, proof of residency, immunizations, etc., while the individual is attending classes and participating fully in school activities.
8. The Superintendent/designee shall appoint a liaison for homeless children.
9. The District's homeless liaison will immediately assist in obtaining immunizations, immunization or medical records for those students who do not have them.
10. The District's homeless liaison will provide a written explanation of its decision and the right to appeal if the student is sent to a school other than that requested by a parent/guardian or guardian.

11. A complaint regarding the placement or education of a homeless child shall follow the procedures, as found in 3060P.

DEFINITION

Homeless child: is defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include:

1. Children and youths who are sharing a housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living circumstances described above (1 through 3). For purposes of this Act, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Cross Reference: Uniform Grievance Procedure #3210
Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
I.C. § 33-1404 Districts to Receive Pupils

Policy History:

Adopted On: August 11, 2008
Reviewed on: January 19, 2009
Reviewed on: November 8, 2011

HOMELESS STUDENT DISPUTE RESOLUTION PROCEDURE

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 by the Swan Valley School District No. 92 Board of Trustees to promptly resolve disputes regarding the educational placement of students experiencing homelessness, and shall be implemented in all District schools. A student is considered homeless, under the McKinney-Vento Homeless Assistance Act, if the student lacks a fixed, regular, and adequate nighttime residence. Refer to Education of Homeless Children Policy No. 3060 for more information.

1. If there is a dispute regarding the educational placement of a homeless student in a particular school, or if the District denies a child homeless status:
 - a. a written notice explaining such decision shall be promptly provided to the parent/guardian of the student, or to the student, if unaccompanied by a parent/guardian. Such notice shall:
 - 1) be in language the parent/guardian or unaccompanied student can understand,
 - 2) include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.
 - b. The District shall promptly refer the parent/guardian or unaccompanied student to the homeless liaison selected by the District, who shall carry out the dispute resolution process as expeditiously as possible.
2. The District's homeless liaison shall:
 - a. advise the parent/guardian of the student's rights, and assist in the dispute resolution process.
 - b. ensure that the dispute resolution process is followed with respect to unaccompanied students.
3. For the duration of the dispute resolution process:
 - a. the student shall be immediately enrolled in the school of choice selected by the parent/guardian, or by the student, if unaccompanied by a parent/guardian.
 - b. the student shall receive all educational services for which he/she is eligible, such as attending classes and full participation in all school activities.
4. If agreement cannot be reached between the parties regarding the educational placement of the student:
 - a. the District shall promptly seek assistance and review from the State Department of Education, who shall appoint a qualified individual to further assist in the dispute resolution process and determine how the student's best interests will be served.
 - b. The review shall be completed within seven (7) business days of the appointment of the reviewer.
 - c. The written findings, conclusions, and recommendation of the reviewer shall be provided to the District's Board of Trustees for consideration at the next scheduled meeting.
 - d. The Board of Trustees may accept or reject the recommendation, and such determination shall constitute final resolution of the dispute.

Policy History

Adopted On: August 11, 2008

Reviewed on: January 19, 2009, November 8, 2011

7th & 8th Grade Credit Requirements

Student Accountability

Math	1 credit per semester	2 credits total
Language Arts	1 credit per semester	2 credits total
Reading	1 credit per semester	2 credits total
Science	1 credit per semester	2 credits total
Social Studies	1 credit per semester	2 credits total
Technology	1 credit per semester	2 credits total
Art	0.5 credit per semester	1 credit total
Music	0.5 credit per semester	1 credit total
PE	<u>0.5 credit per semester</u>	<u>1 credit total</u>
	7.5 credits per semester	15 credits possible
	<i>Must pass 6 credits</i>	<i>Must pass 12 credits</i>

1. Students must pass a minimum of 80% of their credits to be promoted to the next grade.
2. A student will not lose a full year of credit in one area (i.e. fail a full year of math) and move on to the next grade level.
3. Students not meeting requirements will be given an opportunity for credit recovery.
4. Attendance is a factor as per district policy.

Policy History

Adopted On: April 6, 2011

Reviewed on: November 8, 2011