

Southside Elementary School

Our mission, as a learning community, is to provide every student an education that is academically rigorous, personally enriching and socially responsible to ensure college and career readiness for all.



S.O.A.R.

**Safety, Ownership, Attitude,
Responsibility**

We commit to:

- Ensure a safe learning environment
- Engage as a learning community of students, parents and faculty
- Build 21st century skills through research-based best practices
- Provide varied learning opportunities
- Provide a multi-level system of support for student success
- Continue with S.T.E.A.M
(Science, Technology, Engineering, Art and Math)
- Discover and build upon student interests
- Honor student voice
- Support social/emotional learning
- Encourage collaboration
- Celebrate individual growth and successes

August 29, 2018

Dear Parents and student,

Welcome to Southside Elementary School, a community that cares about YOU! We believe in a strong curriculum and in providing a safe and purposeful learning environment. We have high expectations for all students and want them to perform to their greatest abilities. We continue to create an atmosphere which builds lifelong and positive attitudes towards school and learning. We believe that students should be proud to attend Southside Elementary School.

We have prepared this handbook so you will become more familiar with our school. You will find that the rules and regulations make it possible for all of us to live, learn, work, and play together in a safe environment.

You are invited and encouraged to play an active role in the education of your child. The possibilities for becoming involved are numerous. Volunteering to assist in the classrooms, participating in Southside's Parents Club, or serving on one of the committees or activities sponsored by the school or Southside's Parents Club are only a few of the ways from which to choose.

Close cooperation between home and school is essential in promoting the best interests of the child. Parents are encouraged to visit school and to attend scheduled meetings. A meaningful exchange of information between us benefits everyone.

We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing an outstanding educational experience for all of our students can only grow strong with close communication between the school and the home.

Sincerely,

*Jacque Johnson
Principal*

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Lake Pend Oreille School District schools, activities and services are accessible for individuals with disabilities. Please contact LPOSD Director of Special Education 208-263-2184 ex.121

Welcome!

SCHOOL HOURS

Doors open: 7:00

School Begins: **7:55**

Dismissal: 2:40 – Wednesday 1:40 pm

EARLY RELEASE WEDNESDAYS

Beginning September 5th, students ARE released 1 hour early each Wednesday throughout the school year. Parents should expect the bus to arrive in the afternoon one hour earlier than the rest of the week's schedule.

CONTACTING THE SCHOOL OFFICE

Office hours are from 7:30-3:00 pm, Monday-Friday

School Phone Number: **208-263-3020**

Fax 208-265-4836

Address: 307 Southside School Road (P.O. Box 159), Cocolalla, ID 83813

While you will often find us in the office before and after these hours, these times are the most convenient for you to stop by or call. You may also contact us by email:

Jacquelyn Johnson at Jacquelyn.johnson@lposd.org or Miss Luanne at Luanne.raikes@lposd.org

CONTACTING THE DISTRICT OFFICE

Office hours are from 7:30-3:00 pm, Monday-Friday

District Phone Number: 208-263-2184

Fax 208-263-5053

Address: 901 Triangle Drive, Ponderay, ID 83852

SCHOOL BOARD MEETINGS

The School Board regularly meets the 2nd Tuesday of each month. Executive Session begins at 5:00 PM with an Open Session following immediately after at 6:00 PM. An optional second meeting may be held on the 4th Tuesday of the month. Meetings are held at the Ponderay Events Center unless otherwise specified. Please check the district web site at www.lposd.org or call the District Office at 263-2184 for any changes.

BOARD OF TRUSTEES

Purley Decker-Zone 1, **Gary Suppiger- Zone 2**, Lonnie Williams-Zone 3, Geraldine Lewis-Board Chair-Zone 4, Cary Kelly, Vice Chair-Zone 5, Clerk of the Board—Kelly Fischer ,
Superintendent—Shawn Woodward

SPECIAL SERVICES TO CHILDREN

District Nurse- Dana Williams – (208) 263-9525 x1209

504, Title I, English Learners, Homebound – Jacque Johnson (208) 263-2184 x2015

Title IX, Migrant- Shawn Woodward (208) 263-2184 x1019

Homeless, Foster Care – Natassia Hamer (208) 263-2184 x2215

SOUTHSIDE SCHOOL STAFF

Jacque Johnson – Principal
Luanne Raikes – Office Coordinator

Kindergarten Teacher

Angelene Rackham (Rm 1)

First Grade Teacher

Kelly Krystinak (Rm 2)

Second Grade Teacher

Krista Jones (Rm 13)

Third Grade Teacher

Jalene Evans (Rm 12)

Fourth Grade Teacher

Terese Luikens (Rm 6)

Fifth Grade Teacher

Barbie Hunt (Rm 11)

Sixth Grade Teacher

Kathy Klein (Rm 10)

Specialists:

Colleen Ross – Physical Education (Gym)

Sigrid Ribeiro – Music/Band (Rm 3)

Karin Beno – Art Education (Rm 14)

Tiffany Aarestad – Special Education (Rm 5)

Karin Beno – Reading Specialist (Rm 14)

Library

Lynette Leonard

Food Services

Heidi Williams

Patti Harkey

Custodian

Kathy Robison

Paraprofessionals

Jaimie Irons – Sp Ed

Brittany Sorensen-Math Intervention

Candance Fournier-Title 1A

Bus Drivers

Greg – Route 18

TBA – Route 19

James – Route 20

Alec – Route 21

Kathleen – Route 22

District Specialists

Glory Whittaker – Speech/Language

Suzanna Altsuler – Child Develop

Dana Williams – Nurse

**All staff can be reached via email using the following format: *firstname.lastname@lposd.org*

DAILY SCHEDULE

7:00-7:45	Breakfast available for all students
7:15-7:50	Morning Recess
7:50	Morning Bell
7:55	Class begins (Tardy Bell)
9:30-9:45	Recess Grades K—4
11:10-11:50	K—3 First Lunch
11:25-12:05	4—6 Second Lunch
1:45—2:00	K—1 Recess
2:25—2:35	2—6 Recess
2:40	Classes Dismiss**

****WEDNESDAYS ONLY class dismissal time is 1:40pm**

Thursdays ONLY 1:30-2:30 School-wide S.T.E.A.M.

Southside Elementary

School Calendar

2018-2019

August

30-Meet the Teacher

September

4-First Day for Students
17—21 Book Fair
20-Back-to-School Night
25- Picture Day

October

4th & 5th -Non Student Days
(Professional Development)
16 -Family Stem Career Night
31-Storybook Character Parade

November

2-End of Quarter 1
Non Student Day – Prof Work Day
9-Awards Assembly
12-Veterans Day Assembly
16-Band Concert
19-Parent Teacher Conference PM
1 Hour Early Dismissal
20-Parent Teacher Conference
Non-Student Day
21-Non Student Day
22-25 – Thanksgiving Break Holiday

December

11-Christmas Concert (K-3 & Band)
14-STEAM Exhibitions
21-Caroling (4-6)
21-Early Dismissal – 12:40
24-January 4 – Winter Break Holiday

January

7-School Resumes
21-Martin Luther King – Holiday
25-End of Quarter 2
Non-Student Day – Prof Work Day
29-Storybook Wax Museum Night

February

1-Report Cards
4-Awards Assembly
14-Valentine Luncheon
18-Presidents Day – Holiday
25—March 1 Book Fair
Read Across America
Spirit Week

March

8-Student Led Conferences
Non-Student Day
15-100 Day Celebration (K-1)
22-STEAM Exhibitions
29-End of Quarter 3
Non Student Day – Prof Work Day

April

1st-5th – Spring Break Holiday
12-Report Cards
15-Awards Assembly
24-Title Annual Parent Meeting

May

14-25 – Jog-a-thon
24-Band Concert
27-Memorial Day – Holiday
31-STEAM Exhibits

June

5-Field Day
7-Awards Assembly
Last Day – Early Dismissal – 12:40

* School Board regular meetings 2nd Tuesday at 6:00 at Ponderay Events Center. Optional School Board Meetings are scheduled on the 4th Tuesday of each month.

District Calendar is available on the LPOSD website or at the school office

ACTIVITIES AND CLUBS

We are proud to offer the following clubs and activities: Jog-a-thon, Mars Rover Competition, District Spelling Bee, Perfect Attendance Awards, Accelerated Reader Awards, Honor Roll, Silverwood

Reading Is The Ticket, Learning with Lucky, Art & Poem contests, Clark Fork Track Meet, and Elk's Hoop Shoot.

AFTER SCHOOL STEAM PROGRAM

We are lucky this year to be able to offer our students and families an after school enrichment opportunity! Our After School S.T.E.A.M. Program has a daily theme activity centered on S.T.E.A.M. For example on Monday the theme is Science, on Tuesday it is Technology, Wednesday-Engineering, Thursday-Art, and Friday- Math. It begins immediately after school and runs until 5:30. Students may attend one day or all five. A handbook, current tuition rates and enrollment forms can be picked up at the office and/or are available on our school web-page.

ATTENDANCE POLICY (Policy #3050)

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Elementary and secondary students are expected to attend all assigned classes each day.

In accordance with Policies Student Rights and Responsibilities: The right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent or guardian and is basic in order to meet the instructional goals of District#84 and the Compulsory School Attendance laws of the State of Idaho 33-202.

Although 100% attendance is expected, exceptions do occur. **Absences fall under two categories-absences or truancies. More than 10% absenteeism is considered excessive.**

K-8th grade students are expected to be in regular attendance at school with a minimum of absences. Excessive absenteeism shall be considered when deciding to retain or promote a student for the next ensuing school year. When school officials determine a student has been excessively absent such official may notify the school board who may under the purview of Idaho Code 33-206 declare such student habitually truant and authorize a representative to notify the prosecutor which may lead to prosecution of student and/or parents through the District Court as set forth in Idaho Code 33-206, 207. Any student who is not in school at least 90% of the days that school is in session may be retained.

At the 6th absence, a warning letter will be sent home with a copy of the school district attendance policy.

At the 9th absence, a second letter and Truancy Policy will be sent home stating the status of the student's attendance and will provide notification that additional absences may result in truancy. At this time, the building administrator will convene an attendance committee and may proceed according to the district Truancy Policy and Idaho Code 33-206, 207.

Attendance Committee---when the student has reached 10% of the days in any reporting semester, the student, with parental accompaniment, must confer with the Attendance Committee, at an informal hearing. After the Attendance Committee's determination, a note from parent/guardian is not sufficient to excuse any further absences. 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. The Attendance Committee's decision is final.

Regardless of reason, all absences other than school-approved activities will be counted when determining 90% attendance. The principal may, in consultation with the teacher, deny promotion based on said criteria. For more information on our district attendance policy please refer to LPOSD Policy #3050 revised: April 24, 2007.

Extended illness or health condition Refer to LPOSD#84 Policy # 2380 Homebound, Hospital, and Home Instruction.

During the time of absence from school, whether due to illness, suspension, or any other reason, students are not allowed to participate in any after school function, such as a band concert, school performance, family event, or sports event, etc.

CHILDFIND

Do you have concerns about a preschool child (age birth to five years)? Call our District Office for more information and ask to speak to Dr. Joy Jansen (208) 263-2184 x1210. Children with special needs or possible learning problems can receive services, even before the child enters school.

COMMUNICABLE DISEASES (Policy #3520)

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.

Please notify the school office if your child has a communicable disease. 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 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. **Please make sure current phone numbers and emergency contact information are on file at the front office.**

COMMUNICATIONS (Policy 32625)

The vital link between home and school is strengthened by close communications. Parent/teacher conferences for ALL students have been scheduled for the end of the first quarter, November 8 & 9, 2017. Conferences at the end of the second and third quarters will be scheduled **as needed or requested**. In addition, we sincerely hope you will call and/or email the school or class teacher to arrange an additional conference, ask questions, or share your concerns. ***It is imperative that school and home develop an effective communication link.*** Always make sure your phone number is current at the office throughout the school year. A school newsletter will be sent home twice a month. Individual classroom teachers will provide class newsletters. Each student will have a weekly **TUESDAY COMMUNICATION FOLDER**, which will be filled with classroom and school news as well as forms, which may need updated or filled out during the school year.

Please check and return the folder weekly.

CUSTODY OF CHILDREN

Parents who are concerned about guardianship matters or about interference with child custody must make the teacher and school office aware of these concerns. Parents who have joint custody of a child should note that each parent has legal right of access to the child at school and to the child's records **unless there is a court order or legal document stating otherwise**. The school office must have a copy of this document if we are asked to deny access to a parent.

DISMISSAL REQUESTS BY PARENTS

At times, it may be necessary for parents to take their child/children out of school for early appointments with doctors, dentists and others. Because of our concern for your child's safety and our responsibility for supervision, it is necessary we know with whom your child leaves the building. Therefore, even with written or telephoned permission, we will require children to stay inside the building until the parent(s) or another authorized adult, recognizable to school staff sign the student out of the school office. The foregoing assures you your child is in a safe, warm and adult-

supervised place. If your child is returned to the school before dismissal time, the child, parent or other authorized adult is to stop by the office to sign the child back in so we will know they are back in the building. We do ask you make every attempt to schedule appointments for students after school hours.

EMERGENCY CLOSURES

You will be notified by the districts Synervoise Sytem of any school closures. You may also obtain the information by calling the school at 263-3020, by checking the District website at www.lposd.org, or by calling the **Emergency Closure Hotline: 263-2312**, listening to the local radio station, KPND 95.3FM or 106.7FM, or watching the local news. **Please note our district is Lake Pend Oreille School District #84.** If you, as a parent believe weather conditions are too hazardous on a day when school is open, you may choose to keep your children at home.

FIRE DRILLS (Policy #8320)

Monthly fire drills are required. The frequency shall be allowed to be modified in severe climate and the fire code official shall have the authority to modify the frequency. Fire drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that occur in case of fire.

FOOD ON PLAYGROUND

Our school prohibits eating outside. Special days are decided by the teacher, and the teacher must chaperone.

FOOD SERVICE PROGRAM—BREAKFAST & LUNCH (Policy #8240 & #3515)

As a participant in the Federal Food Service Program, Southside Elementary offers a nutritious breakfast and lunch program for our students. The meals are cooked and served daily. Eligible students may receive the meals free or at a reduced price. Free and Reduced Lunch Forms will be provided to all students on the first day of the school year. **Extra forms can be picked up at the office throughout the school year.** We encourage all who may be eligible, to fill out one of these forms and return it to the school office as soon as possible. *Many of our special programs are funded based on the percentage of students eligible for free or reduced lunch thus helping all students at Southside Elementary.*

Monthly menus are sent home with students at the beginning of the month. You may also access them on the district web site.

Snacks are available for sale.

Students are discouraged on bringing pop or energy drinks to school (Policy#8230 & #8250)

Payments may be made at anytime by: cash or check given directly to the cafeteria or by credit or debit card ON LINE at www.mymealtime.com

HEAD LICE (Policy #3250)

Often occurs at the beginning of the school year. Please check your child periodically. If your child has head lice, please notify our office immediately so we can do head checks and take preventive measures.

Any student found to have head lice is removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact is contacted so they can pick up their 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.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the 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 recheck, 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.

HOME-BAKED GOODS (Policy #8250 & #3515)

Our District has the health of every child in hand when they kindly ask that home baked goods **NOT** be brought in and **please only store bought, wrapped food** be used for birthdays or class parties.

HOMEWORK (Policy#2630)

Teachers may give homework to students to aid in the student's educational development. Reviewing classwork and homework is an excellent way for parents to learn about topics being covered in the classroom and how well your child is grasping the skill or concept. Southside teachers would like every child to read 30 minutes a day.

HOMELESS STUDENTS

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing. Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. District Contact: **Natassia Hamer ex.2215**

IDENTITY VERIFICATION (Policy #3000)

Idaho legislation requires that we verify the identity and birth information on every student in our district. In order to do so, a certified copy, not the hospital copy, of the student's birth certificate must be provided and kept in the student file. Documents that are acceptable as an alternative to a birth certificate are a passport, visa or other governmental documentation of the child's identity. These documents must be accompanied by an affidavit explaining the inability to present a copy of the birth certificate.

INSPECTION & REVIEW OF STUDENT RECORDS (Policy# 3570)

Parents and legal guardians 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. Information in student files shall be maintained for a period of seven years after a student graduates or permanently leaves the District. A full text of the policy is available at the Lake Pend Oreille School District Office, 901 Triangle Drive, Ponderay, Idaho 83852 (263-2184) or at the school.

The District will release the school records of your student (s) to schools and other agencies only upon receipt of your written request specifying the record (s) to be released, for what reason and to whom they are to be released. Records are released when required by legal order or subpoena.

According to Lake Pend Oreille School District #84 policy, the school is required to announce its intent

to publish student information (i.e. student honor rolls, list for room mothers and/or PTA officers, etc.) and allow sufficient time for a student or parent to request the information be withheld. **If you would prefer your child/children's name not be placed on public notices, and/or your telephone number be withheld from the published class lists, please notify our office in writing as soon as possible.** We will note your instructions and omit the information requested as per your direction.

IMMUNIZATION LAW (*Policy #3525*)

Any child attending grades preschool through grade twelve of any public, private or parochial school shall be immunized. Children born after September 1, 2005, must have a minimum of:

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

Children born prior to September 1, 2005, please call your health provider or the school office for a list of required immunizations.

Parents shall provide to school personnel a certificate signed by a physician or his/her representative that their child has received, or is in the process of receiving, the required immunization. Parents may provide laboratory proof of immunity in lieu of receiving any/all if the immunizations listed. Parents may claim an exemption to any or all of the required immunizations for medical, religious or personal reasons by providing a signed copy of the DHW form 270878 (or similar information) to school officials.

Contact your family physician, Panhandle Health Department (263-5159), or our District nurse (208) 263-9525 for information on obtaining immunizations.

LIBRARY SERVICES (*Policy #801.2AP*)

Every student will have the opportunity to enjoy our school library. K-3 students will be able to check out three (3) books for up to two (2) weeks. Grades 4-6 will be able to check out four (4) books at a time. A student may not check out a book if he/she has one overdue. If a student has searched without success for overdue library material, a letter will be sent to the parents with title(s) and date(s) due. The letter will ask your assistance in locating the material, and state the replacement cost, which must be paid if the material cannot be found. The amount is refunded if the material is eventually returned within the current school year. There is a fee for the replacement cost on a book if it is damaged when brought back.

LOCK DOWN DRILLS (*Policy #8300*)

Several lockdown drills are conducted during the school year. Teachers and staff calmly walk through the steps of this drill with the students to teach safety in the event that the building should ever go into a "lockdown" mode. Parents/guardians are notified prior to the drill.

LOST AND FOUND

Lost and found items will be placed in the main hallway. Please check this area frequently for lost items. The Lost and Found Box tends to pile high fast. Clothing is donated to local charity and thrift stores periodically. We ask that you place the child's name on personal items, such as lunch boxes, hats, coats, gloves, boots and any other items of this nature being brought to school.

LOVE AND LOGIC

Southside Elementary Staff believe effective school discipline is based on the four basic principles of *Love and Logic*:

- 1) The student's dignity is always a prime consideration.
- 2) The child and adult are left with a feeling that they have shared control whenever possible.
- 3) An equal balance of consequences and empathy replaces punishment whenever possible.
- 4) The student is expected to do more thinking than the adult to correct an instance of inappropriate behavior.

MAKE UP WORK

A student shall be allowed one (1) makeup day for schoolwork missed for each day of absence.

MEDICATIONS (*Policy #3510*)

A student will only be given medication at school **when** the parents have properly filled out a District Student Medication Form. This form provides the school with all the information that is needed to properly dispense the medication. Students are **not** to have any medication at school until this form has been returned to the office. All medication **MUST** be kept in the school office unless otherwise noted in the Student Health Action Plan. These procedures are required to protect the safety of all children at Southside Elementary.

MONEY

Students are encouraged **not** to bring more than \$2.00 at a time for snacks. Students are **NOT** allowed to share money. If large amount of monies are brought to school parents will be notified.

NON-PROFANITY PILGRIMAGE

The Lake Pend Oreille School District and its schools are fostering a "non-profanity pilgrimage", meaning that all community members and students focus on improving language. If the staff at Southside has determined a child is using profanity at school, that student may be required to call their parents at home or work and notify them of their usage of profanity. Parents may be asked to pick up their child from school in extreme cases.

PARENT RIGHT TO REQUEST PROFESSIONAL QUALIFICATIONS OF THEIR CHILD'S TEACHER

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested. As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

To request the state qualifications for your child's teacher or instructional aide or you would like more information about Southside Elementary, please feel free to call Jacque Johnson at 208-263-3020.

PERSONAL APPEARANCE & DRESS

Appropriate grooming and dress are an important part of your child's education and socialization. In the interest of safety and positive learning environment, all undergarments must be out of view (*including boxers, thong underwear, bras, etc.*). Clothing with holes that reveal underclothing is inappropriate. Tank tops (*spaghetti strap type, less than two fingers wide*), and crop tops will not be considered appropriate school attire. Shorts and skirts can be worn as long as they are appropriate length (*must reach bottom of fingertips when hands rest extending down at the sides*). Any clothing should be free from language or symbols inappropriate for a school setting. Signs, decals, slogans,

and/or clothing (*including hats*) that promote drugs, alcohol, tobacco, contain profane, crude, vulgar, or sexually explicit comments, or are identified in the community with gang behavior is disruptive and not appropriate. Temporary tattoos on visible parts of the body are discouraged; if they cause a distraction in the learning environment, students are asked to wash them off at school.

Shoes: Footwear is required at ALL times. It is a health requirement. Velcro is a wonderful solution for students not ready to tie and secure their laces. Primary students benefit from slip-on shoes for ease in changing into PE or snow boots. All students are to wear non-marking tennis shoes during physical education. PE shoes are kept at school exclusively for PE on Wednesday and Friday. Flip-flops, heels, wedges, cleats and shoes with wheels are NOT appropriate for school.

Winter Wear: Except during extreme weather conditions, all students will be expected to go outdoors for all recesses. We ask the parent's cooperation in advising students regarding their need to wear clothing appropriate to the anticipated weather conditions. Please help by monitoring what your child wears to school, especially shoes, socks, boots, coats, caps, etc. On wet or thawing days, sending an extra pair of socks and shoes would help your child to be more comfortable should they get wet. We ask that students have boots and snow pants they can wear during the snowy season.

Kindergarten through Grade 2, boots, snow pants, gloves and a hat are mandatory during snow season. If boots are not worn, your child will stay on the pavement, next to the building.

3rd Grade through 6th Grade will be responsible for remembering boots, snow pants, gloves and a hat. This will help save cold, wet feet—unhappy youngsters. Your assistance will be GREATLY appreciated!!

The school has resources to help any family in need of proper winter clothing for students. Please, feel free to call or email Mrs. Johnson, jacque.johnson@lposd.org or Miss Luanne, luanne.raikes@lposd.org All inquiries are confidential.

***The grooming and dress of a student is at the discretion of staff and administration.*

PERSONAL PROPERTY

It's amazing how many articles of clothing are "left over" at the end of the year in our LOST AND FOUND. Writing students' names on coats, backpacks, PE clothes, etc. really helps! **Children should not bring personal toys, playground equipment or valuable items to school.** These items get lost, "traded", or broken and we cannot ensure their safety

PERSONAL TOYS

Students are **NOT** to bring personal toys or playground equipment to school. Toys can become a distraction to the education program. (*Under special circumstances, which have been arranged by the teacher, students may be given permission, i.e. "Show and Tell".*) Children are **not allowed** to bring MP3, iPods, cameras, or video games to school. Children are **NOT to bring fidgets**. Our staff has many other focusing tools for the classroom.

If a student chooses to bring these items to school, items will be confiscated. Parents may pick them up at the school office. The school is not responsible for damage or lost toys.

Personal selling and/or trading of cards, toys, or other items between students, other than pre-approved or supervised classroom activities, **are prohibited and disciplinary action may be taken.**

PLAYGROUND/SCHOOL-WIDE GUIDELINES

The following unacceptable behaviors have been identified by our staff as “absolutes” and may lead to a suspension from school”

1. Destruction of property/stealing
2. Deliberate harm to another person
3. Sexual/Racial or other forms of harassment or taunting.
4. Possession of any type of weapon: such as pocketknife, or other knives, toy or real guns, numb-chucks, etc.
5. Deliberate endangerment of self through inappropriate use of equipment, rocks and sticks, or leaving premises. (May also lead to expulsion from school.)
6. Excessive physical contact: i.e. tackle football, play fighting/wrestling, etc.
7. Insolence or disrespect to supervising adults.
8. Use/possession of alcohol and/or drugs.
9. Serious classroom disruptions.
10. Foul language, kicking dirt, spitting, fighting (physical and verbal), and throwing snowballs.

Identified behaviors will be addressed by prompt action, which may include:

- 1) Removal from play,
- 2) Removal from the playground and/or classroom,
- 3) Referral to the teacher,
- 4) Referral to the principal, and/or
- 5) Parent contacted.

Specific Examples of Playground Rules

<p>The Field:</p> <ul style="list-style-type: none"> • No playing out of sight e.g. behind trees or backstops. • No rough physical contact i.e. tackling, wrestling, grabbing clothing, pushing or hitting • No tag or running while on the big toy <p>The Big Toy:</p> <ul style="list-style-type: none"> • No jumping from the top of the big toy • No chicken fighting on the round circles • One person at a time in the tunnel • No tag -under and over • Tube is for crawling not sliding or climbing on top <p>The Slides:</p> <ul style="list-style-type: none"> • Slide down feet first only • One person on the slide at a time • Slide only in the sitting position facing forward <p>Tires (For walking): -</p> <ul style="list-style-type: none"> • No “king of the tires” (pushing other students off) <p>Tetherball</p> <ul style="list-style-type: none"> • No swinging from ropes • No climbing poles 	<p>Swings:</p> <ul style="list-style-type: none"> • No under-ducking • Swing forward and backward only • No wind up spinning • No jumping off the swing while in motion • One person on the swing at a time • No reserving the swings <p>Spider Web (For Climbing):</p> <ul style="list-style-type: none"> • No “king of the web” (pushing other students off) • No standing on top • No pulling on a person who is hanging from the web bars <p>Bars:</p> <ul style="list-style-type: none"> • No “cherry drops” • No “chicken fighting” <p>Merry Go Round:</p> <ul style="list-style-type: none"> • 2 pushers only- 8 students max on toy • Back against bar • No dragging feet <p style="text-align: right;">*This list is not all inclusive</p>
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REFERRAL TO PRINCIPAL

When a child is referred to the principal for discipline, the child and the principal collaborate on a plan for subsequent success and restitution, using the “Love & Logic” format. This may include:

1. Written and/or verbal contact with parent
2. Plan for restitution
3. Temporary suspension from play, and/or the classroom, and/or school.

Extreme or repeated misconduct or misbehavior may result in:

1. In-school recovery time or at home recovery time (suspension)
2. Expulsion (per school board policy)
3. Charges filed with Bonner County Sheriff

“What is popular is not always right; what is right is not always popular”

REGISTRATION

Please contact the school office for registration information. To enroll Idaho requires students to be up-to-date or complete in their immunizations, provide a birth record and proof of address.

SCHOOL PICTURES

All Star Photo will be taking our individual and class pictures. **Individual pictures are scheduled on September 25th.** **Notices will go home a few days prior. Class pictures are in the spring. These pictures are regarded as a service to you and the students. You are not obligated to purchase them; however, every student must have his/her picture taken for our school file. All absent students on that day and any new student after will need to call Rebecca at All Star Photo (255-2500) to schedule a time. ****Students are not to bring cameras to school anytime during the school year.**

SCHOOL PROPERTY

We hope all students will take care of school property, including books, furniture, and equipment. Students will be assessed a replacement or repair charge for lost or severely damaged items. This includes library and textbooks. Fines and charges: Report cards are withheld at year’s end until charges are paid.

SECOND STEP PROGRAM

The *Second Step* Program Promotes school success, school connectedness, and a safe and respectful school climate by directly teaching students the skills that strengthen their ability to: learn, have empathy, manage emotions and solve problems. Southside is a *Second Step School*. Students will receive a 30 minute Second Step lesson each week in the regular classroom with teachers providing an activity to reinforce the week’s lesson. Monthly themes will be reinforced school-wide.

SIX PILLARS OF CHARACTER

Students are taught and expected to live by throughout the school year. These pillars reinforce our four school rules (S.O.A.R.) and support our “Second Step” Program.

- 1) Trustworthy** Be honest, reliable, courage to do the right thing, be loyal, and build a good reputation
- 2) Respectful** Treat others as you would like to be treated. Be tolerant, good manners, considerate, deal peacefully
- 3) Responsible** Do what you are supposed to do, persevere, do your best, self-control, be accountable
- 4) Fairness** Play by the rules, take turns/share, be open-minded, listen to others, don’t take advantage or cast blame
- 5) Caring** Be kind, compassionate, express gratitude, forgive others, and help those in need

6) Citizenship Cooperate, obey laws and rules, respect authority, protect the environment, be a good neighbor, vote

These six pillars will be the focus of all our efforts at Southside Elementary. They will be used to discuss and teach the behaviors we will expect in all parts of the school setting. School staff will assist students by teaching appropriate behavior, reinforcing that behavior when it is exhibited (catching them being good), and working with students and parents.

Each staff member is given the responsibility of enforcing the school rules and district and school policy in his/her own unique way without violating any of the principles or ethical tenets. It is our hope that parents will support us in dealing with children as individuals with consideration to the many variables which affect behavior on any given day.

SOUTHSIDE PARENT-STUDENT-TEACHER AGREEMENT

Your child has a greater chance of reaching his/her potential if a partnership approach is developed and fostered throughout their years in school. To be effective, this partnership must include the child, the parent(s), and the staff in a supportive cooperative relationship focused on student learning. *****Original is on Gray paper and will be signed by student, parent, and staff.***

SOUTHSIDE PARENT-STUDENT-TEACHER AGREEMENT



Our mission, as a learning community, is to provide every student an education that is academically rigorous, personally enriching and socially responsible to ensure college and career readiness for all.

<p>As a student I will be responsible for:</p> <ul style="list-style-type: none"> • Being respectful to students, adults, materials, and school property • Paying attention in class, asking for help when needed, and completing assignments and homework on time. • Being accountable for my behavior and following school rules. • To deliver all notes and schoolwork to my parent/caregiver. 	<p>As Parents/Caregivers we will be responsible for:</p> <ul style="list-style-type: none"> • Making sure my child attends school regularly and on time. • Provide regular and consistent reading and study times and ensure homework is completed. • Supporting my child’s efforts and encouraging him/her to be kind, safe, respectful, and responsible. • Attending parent conferences 	<p>As a Teacher I will be responsible for:</p> <ul style="list-style-type: none"> • Encouraging good study habits with relevant assignments both in school and out. • Establishing relevant and challenging academic standards in a safe and orderly environment. • Communicating regularly with parents. Providing information on student progress. • Helping each student grow to his or her fullest potential.
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Student Signature

Parent/Caregiver Signature

Teacher Signature

<p>As a principal I will be responsible for:</p> <ul style="list-style-type: none"> • Providing a safe and welcoming environment that permits positive communication between the student, parent, and teacher. • Encouraging teachers and parents to provide regular opportunities for practicing academics at school and at home. • Providing equal and fair opportunities to access staff and the opportunity to volunteer. <p style="text-align: right;">_____ Principal Signature</p>

SOUTHSIDE Parents Club

The Southside Parents Club is a very beneficial and a valued part of our school's educational program. Our Parents Club is dedicated to the promotion and assistance of projects and activities focused on helping students of this community. Its history is one of giving through volunteers and fundraisers. These gifts have enhanced opportunities and experiences for students and parents.

STUDENT CELL PHONES (Policy #3265)

School phones are available to students for emergencies only, with staff permission. **Cells phones are to be off or on silence during school hours.** If student is found using, or if ringtone is heard from his/her cell phone during school time, it will be taken and parents will be called. **TAKING PICTURES OR VIDEO FROM YOUR CELL PHONE IS PROHIBITED.**

STUDENT CONDUCT CODE (Policy #3255)

It is the intent of the Board of Trustees that student conduct in LPOSD be based upon an educational model of discipline. Students have the responsibility to be considerate of the rights of others and to respect and abide by the rules and regulations set forth for them. It follows that students have the further responsibility to conduct themselves in a manner that reflects honor and dignity upon the individual, the school and the community. School administrators and staff will provide an environment that includes clearly defined limits where expected behaviors are systematically taught and modeled. Students have the right to fair and respectful treatment and the responsibility to learn the rules and regulations of the school and District.

These rules and regulations shall be presented to and reviewed with students in each class by the teacher as required by School Board Policy. Additionally, all schools, K-12, will conduct lessons teaching to the expected behaviors within the individual schools and classrooms. Each individual school will determine what these essential behaviors are to be within that school and its classrooms.

The Student Conduct Code leaflet will be distributed to all students, Grade K-12, at the beginning of the school year. The complete policy is included in the back of this handbook.

STUDENT INJURY

The best precautions and the closest supervision do not guarantee accidents will not happen. Accidents are a fact of life and a part of the growing-up process for our children. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured while at school. *The school district does not provide medical insurance for students who are injured at school.* **Medical insurance is the responsibility of the parents or legal guardians.** The District only carries legal liability insurance. If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents immediately. When student's parents cannot be reached and in the judgment of the school staff, a doctor's services are required, the child will be transported directly to the emergency room. All minor injuries (cuts, scrapes, etc.) can be treated at school unless the school is directed in writing by the parent(s) or guardian(s) to do otherwise. **It is extremely important for the school to have current phone numbers for parents/guardians and at least two other contacts in case of emergency.**

STUDENT-OWNED ELECTRONIC COMMUNICATIONS DEVICES (Policy #3265)

Students, with permission of their parent(s)/guardian(s), may be in possession of personal electronic devices such as smart phones, cellular telephones, laptops, tablets, e-readers, or other related electronic device on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Access to the devices is a privilege and not a

right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement, and the school's Electronic Communications Devices published policy.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless a certified District employee authorizes the student to do otherwise. Where students are allowed to use electronic devices, they are required to obtain permission before taking photograph or video of any individual.

Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for lost, theft, damages, or destruction of student owned devices brought onto school property.

TITLE I SCHOOLWIDE PROGRAM *(Policy #2420)*

At Southside Elementary, we are fortunate to be classified as a Title 1 Schoolwide School. As a Title 1 Schoolwide School we receive Federal funds to enhance the educational experience for all students. This funding is based on the number of students qualifying for free and reduced breakfast and lunch. This funding allows for additional staff members, materials, training, and parent involvement programs and activities.

At the beginning of each school year, we use a variety of assessments to determine strengths and areas for improvement. With these results, we can determine the needs for our school and for each student. Classroom teachers and specialists determine our course of action. Instructional groups are formed in reading, math, and/or writing. Depending on student needs, these groups may be one-on-one, small groups within the classroom, or small groups in another location. Parents will be notified if a student will be receiving small group instruction. We monitor progress of students often to ensure the best results.

TRANSPORTATION

For any questions or concerns regarding transportation, please call the LPOSD Transportation Department. 208-263-3522 ext. 1111– Shelly Johnson, Manager; James Koehler, Director

Our Bus Drivers are: Greg (rt 18), TBA (rt 19), James (rt 20), Alec (rt 21) and Kathleen (rt 22).

An adult **MUST** accompany their kindergarten students to and from the bus stop. The bus driver will **NOT** let your kindergarten student on in the morning or off in the afternoon, if an adult is not present.

Every child will be sent home on the bus **UNLESS** the child has a note from home or the parent/guardian has notified the school. ****If your child is riding home with someone other than you please provide a written note, call the office or email Luanne.raikes@lposd.org . To ensure every child's safety, communications about changes in transportation should be in our school office by 2:00 pm.**

Middle School and High School students are **NOT ALLOWED OFF THE BUS AT SOUTHSIDE** (as we are a closed campus) **UNLESS THEY ARE TRANSFERRING BUSES, HAVE A NOTE, OR AN EMERGENCY.**

VISITATIONS TO SCHOOL

We welcome parent/guardian visitors to school. Please make arrangement with teachers ahead of time if you want to visit a classroom or talk to a teacher. **ALL visitors, including parents, must first report to the school office.** You will be given a visitor badge to wear during your visit. Parents, please leave messages and items for students at the office. If you are bringing something for your

child, please drop it off in the office; it will be delivered for you. Please make prior arrangements with the teacher or office if you would like to visit a classroom.

We regret that students visiting Southside are not permitted to attend school due to disruption to routine and increased supervisory responsibility that would result.

VOLUNTEER IN OUR SCHOOLS

Our vision is a school district where teachers, staff, and administrators work in partnership with students, families, and other community members to create an excellent education system.



We love to have you be involved at your child's school.

Volunteers (continued)

Would you like to make a difference in the life of a child? Our volunteers work with teachers and children to help make this vision a reality. Our school has many volunteer opportunities available.

If you wish to work directly with children you could read with individuals and/or small groups, assist students with math, and supervise children on the playground or during an extracurricular activity. Some of our volunteers work in a support capacity by helping grade papers, make copies, or maintain and beautify school grounds. The variety of opportunities is extensive, and we are certain you will have an enjoyable and rewarding experience as a volunteer.

**** SEE OUR VOLUNTEER FORM IN FORMS PACKET or call 208-263-3020.**

All volunteers must complete a Volunteer Form and all volunteers go through the District screening process.

Please, we do ask parents to refrain from volunteering in the classroom the first few weeks of school. Teachers and students are getting to know each other and the expectations in the classroom.

WITHDRAWING FROM SCHOOL

Please let us know in advance as possible if a child will be withdrawing from school to ensure a smooth transition to the new school. School property (library books, etc) must be returned.

DRUG, ALCOHOL, TOBACCO

INTRODUCTION

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

Students are prohibited from consumption, delivery of, or being in possession of or under the influence of these substances as herein defined or other intoxicants on school property or at a school function.

PREVENTION

The District believes that prevention is an important key in community responsibility. The District will provide age appropriate, research-based drug and alcohol education for all students K-12. The District will continue to provide parental education on drugs and alcohol, to educate on the effects of uncontrolled substances and to identify symptoms of use within their own home. Parents will also be provided with communication techniques to facilitate further discussion at home.

DEFINITIONS

"Controlled substances" are any drug or chemical substance whose possession and use are controlled by the law. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens and cannabis.

"Drug" includes any alcohol or malt beverage, any tobacco product or product that contains nicotine, any controlled substance, any illegal substance or mood altering substance, and/or any abused substance.

"Drug paraphernalia" means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

"Intervention trained" staff members include those district employees and independent contractors who have completed a state accredited course related to illegal drugs, their physical characteristics, physiological effects, and how student behavioral changes typically associated with the use of such products may be evidenced in the classroom. Any district employee or independent contractor who has had a minimum of two (2) years of experience as an intervention team member prior to May 31, 1997, is exempt from any additional training requirement.

"Reasonable suspicion" means an act of judgment by an intervention-trained district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of "use" or "under the influence" provisions of Idaho Code Section 37-2732C, which defines controlled substances. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date. An intervention-trained

individual will not use reasonable suspicion solely for the purpose of intentional harassment of a difficult student.

“School premises” includes all buildings, facilities and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

POLICY

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises or at a school function.

VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis;
2. Notification is provided to parent/guardian; and
3. Notification is provided to the district prevention specialist and/or designee.
4. Available counseling is recommended and offered at the school level.

However, it is not the intention of this policy on confidentiality to protect students who are deliberately violating the law by using, possessing, or distributing drugs on school premises or at school functions.

REFERRAL TO LAW ENFORCEMENT

Any student exhibiting inappropriate behavior that suggests “possessing,” “using” or “being under the influence” of controlled substances will be immediately escorted by a district employee to an administrator or designated intervention trained staff member for interviewing and observation. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

After a student is reasonably suspected of being in violation of the law and this policy, the building administrator or designee will immediately notify the local law enforcement agency. The district employees will cooperate fully with any law enforcement investigation. This includes but is not limited to providing access to lockers, desks, and other school property. Documentation of the incident, including an oral and/or written record will be provided to the law enforcement agent and placed in the student’s discipline record.

Any student who is reasonably suspected of being in violation of the law and/or this policy and refuses the building administrator’s request to undergo a drug and/or alcohol evaluation by an intervention trained staff member, local law enforcement, or a Nationally Certified Drug Recognition Expert will be considered insubordinate, see Board Policy 504.1, and suspended for up to five days.

ENFORCEMENT PROCEDURES
ALCOHOL AND CONTROLLED SUBSTANCES

FIRST OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended for 5 days pending a re-entry meeting with the District Superintendent, a building administrator or designee, the district prevention specialist, parent/guardian and student. Re-entry will be at the discretion of the building administrator.
3. Following the re-entry meeting, the Superintendent shall make a written determination based on the severity of the violation. That determination may include but not be limited to the imposition of restrictions singularly or in combination of any of the following: (1) random drug testing; (2) behavioral contract; (3) denial of participation in extracurricular activities for 2 weeks (2370); (4) counseling; (5) In-house suspension; (6) substance abuse intervention classes, (7) community/ school service; or (8) an expulsion from school.
4. The determination of the Superintendent shall be subject to any applicable procedure required by law.

SECOND OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. The student shall be referred to the Board of Trustees for expulsion. Student found to be in violation may be expelled for one calendar year.

ENFORCEMENT PROCEDURES
TOBACCO AND/OR PRODUCTS CONTAINING NICOTINE

FIRST OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended, in-house, for two (2) days.
3. Student shall be restricted from any extracurricular performances/contests/events for a period of two (2) weeks. (507.6)
4. Student will be required to attend a tobacco education program provided by appropriate district staff.

SECOND OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student shall be suspended, in- house, for four (4) days.
3. Student shall be denied participation in extracurricular activities for 2 weeks (507.6)
4. Student shall research and write an essay (length to be determined by school administration) on the dangers of smoking.

THIRD OFFENSE - ALL GRADES

1. Law enforcement will be contacted. The student's parents/guardian will be contacted as soon as possible following violation of this policy. When police are involved, they make the decision if and when parents/guardians are called.
2. Student will be suspended as provided by law pending a re-entry meeting with the District Superintendent, a building administrator or designee, the district prevention specialist, parent/guardian and student.
3. Following the re-entry meeting, the Superintendent shall make a written determination based on the severity of the violation. That determination may include but not be limited to the imposition of restrictions singularly or in combination of any of the following: (1) random drug testing; (2) behavioral contract; (3) be restricted from any extra-curricular performances/contests/events for the remainder of that season and the next two consecutive seasons or one (1) calendar year; (4) counseling; (5) night school; (6) substance abuse intervention classes, (7) community/school service; or (8) an expulsion from school.
4. The determination of the Superintendent shall be subject to any applicable procedure required by law.

STUDENTS WITH DISABILITIES

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments, (Individuals with Disabilities Education Improvement Act of 2004), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

IMMUNITY FOR GOOD FAITH IMPLEMENTATION

Intervention trained specialists who implement this policy in good faith and with appropriate foundation, are immune to the extent provided by law from civil liability.

LEGAL REFERENCE:

Idaho Code Sections

18-1502 Drug-Free Schools and Communities Act of 1988

33-205 Denial of School Attendance

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20-516 Apprehension and release of juveniles - Detention
33-210 Students using or under the influence of alcohol or controlled substances
PL 100-690 and all subsequent amendments
Individuals with Disabilities Education Improvement Act of 2004
PL 94-142 and subsequent amendments
Section 504 of the 1973 Rehabilitation Act
Americans with Disabilities Act

CROSS REFERENCE: See Policy 505.3

Policy History

Adopted: July 16, 1991

Revised: October 8, 2013

STUDENT CONDUCT CODE

It is the intent of the Board of Trustees that student conduct in Lake Pend Oreille School District #84 be based upon an educational model of discipline. Students have the responsibility to be considerate of the rights of others and to respect and abide by the rules and regulations set forth for them. It follows that students have the further responsibility to conduct themselves in a manner that reflects honor and dignity upon the individual, the school and the community. School administrators and staff will provide an environment that includes clearly defined limits where expected behaviors are systematically taught and modeled. Students have the right to fair and respectful treatment and the responsibility to learn the rules and regulations of the school and District.

These rules and regulations shall be presented to and reviewed with students in each class by the teacher as required by School Board Policy. Additionally, all schools, K-12, will conduct lessons teaching to the expected behaviors within the individual schools and classrooms. Each individual school will determine what these essential behaviors are to be within that school and its classrooms.

The Student Conduct Code leaflet will be distributed to all students, Grade K through Grade 12, at the beginning of the school year.

Student Conduct Code

State law charges every teacher and principal with maintaining order and discipline among students; therefore, the Lake Pend Oreille School District has developed rules, regulations and procedures which will establish and maintain an orderly learning environment in each school.

The following rules, regulations, sanctions and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties, in all aspects of their school experience, including participation in extracurricular activities, interschool athletic competition and the school transportation program. Students, parents, teachers and administrators share the responsibility of ensuring appropriate student behavior. The complete statement of Lake Pend Oreille School District Administrative Regulations concerning students is available for review at each school.

Section 1. Student Responsibilities

The district recognizes the constitutionally guaranteed rights and freedom of students. With the exercise of rights come responsibilities and duties. Students are responsible for their own conduct and are expected to contribute positively to the learning environment of the school. No student may infringe on the rights of other students by disrupting the educational process.

Specifically, it shall be the responsibility and duty of each student to:

- a. Attend and be prepared with appropriate materials and assignments each day on time.
- b. Make a reasonable and continuous effort to learn.

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- c. Respect the rights of others.

- d. Follow the reasonable instructions of district personnel.
- e. Submit to reasonable corrective action or consequences imposed by the District and its staff for violation of its rules.
- f. Comply with the rules of the District and the school.
- g. Obey all federal, state and local laws and ordinances.

Section 2. Prohibited Conduct

The commission of or participation in any of the following activities or acts in school buildings or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored off-campus events and those using District sponsored transportation shall be governed by school district rules and regulations and are subject to the authority of school district officials.

a. The following acts are specifically prohibited. In addition, violation of other criminal laws at school or at school-sponsored activities is prohibited. Law enforcement officials may be notified and disciplinary action will be taken by the District, such as suspension or expulsion, whether or not criminal charges result. The definitions given below for each of the prohibited acts shall be in addition to the definitions given for said acts in the Idaho Code:

1. Arson: The intentional setting of fire.
2. Assault: Physical or verbal threats with the intent and apparent ability to carry through violence to persons.
3. Battery: Unwanted or unlawful touching or application of force to another person.
4. Burglary: Unlawful entry with the intent to commit a crime.
5. Disturbing the Peace: Maliciously and purposely interfering with or disturbing persons in the school.
6. Extortion, Blackmail, or Coercion: Obtaining money, favor, or property by violence or threat of violence or causing someone to do something against his or her will by force or threat of force.
7. False Fire Alarms or Bomb Threats: Activating a fire alarm for other than the purpose for which it was intended or falsifying a report of a bomb.
8. Gambling: Playing games of chance for money.
9. Larceny: Theft from the school, from its employees or from other students.
10. Robbery: Stealing from an individual by force or by threat of force.
11. Trespass or Loitering: Being present in an unauthorized place or at an unauthorized time or refusing to leave when ordered to do so. Students visiting at other than their assigned school must first obtain permission from the building principal or designee.
12. Alcohol or Drug Abuse: Sale, use or possession of illegal drugs, controlled substances or alcohol. (See Board Policy 3325)
13. Vandalism and Malicious Mischief: Destruction or damage of property.

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14. Weapons: Possession or use of weapons or items apparently capable under the circumstances of producing bodily harm. (See Board Policy 3315)
15. Physical, or other communicated threats to District personnel, or other individuals

b. District Offenses – Activities that may lead to disciplinary action, or sanctions. Generally, these are acts, which disrupt and interfere with the educational process or with the right of other members of the educational community.

1. Students attending a school with a closed campus will be required to remain on the school grounds from the time school opens in the morning until school is dismissed at the end of the day. Exceptions may be granted to individual students at the discretion of and in a manner prescribed by the principal.
2. Disobedience, insolence and insubordination: Students must obey the instruction of District personnel.
3. Disruptive Conduct: Conduct which interferes with the educational process.
4. Fighting.
5. Forging hall passes, absence excuses or other school documents.
6. Eating food or beverages at inappropriate time or in inappropriate places.
7. Hazing: Any act which forces another student to undergo a humiliating or abusive ordeal as in initiations.
8. Inappropriate dress and appearance: Dress and appearance must not present health or safety problems or cause disruptions; footwear is required.
9. Spreading false or unsubstantiated information, in writing or verbally, about a person and harming his/her reputation.
10. Misconduct on school vehicles: Any action which creates a safety hazard or distracts the attention of the driver.
11. Plagiarism and cheating.
12. Use of tobacco or any product that contains nicotine on school property. (See Board Policy 3325)
13. Traffic violations on school grounds.
14. Truancy: Being absent from school without a valid excuse. (See Board Policy 3055)
15. Soliciting for non-School Sponsored or approved activities on school grounds.
16. Profanity: Using vile or indecent language to disturb the peace of any public school.
17. Threats to students or other individuals.
18. Bullying and cyber-bullying: Intimidating, intentionally degrading, or unsolicited physical and/or verbal abuse of others.
19. Inappropriate use of the internet, district networks or any electronic information services. (See Board Policy 3270)

c. School Rules – in addition to the above rules each school shall adopt and teach to expected behaviors applicable to conditions in that particular school. Non-compliance at the lowest emergent level with these expected behaviors will be met with an intervention. Severe noncompliance will result in other disciplinary action, which may include suspension or expulsion. School rules as established will be reviewed and approved by the Superintendent. A Copy of the approved rules will be available to the Board of Trustees.

d. Extra Curricular Activity – School organizations, clubs and athletic teams may adopt and

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distribute to their members rules which shall govern student conduct. Infractions of these rules shall result in disciplinary action. Rules for school organizations, clubs and activities will be reviewed and approved by the principal. Copies of approved rules will be transmitted to the Superintendent and Board of Trustees.

Section 3. Sanctions

The Board of Trustees authorizes the Superintendent or designee, or the principal to impose sanctions for cause. Each teacher has the authority to remove students temporarily from class or to discipline students for cause. Parent or guardian shall be notified when a sanction is imposed.

It shall be the responsibility of the building principal to determine when a student will be referred to the Superintendent and/or Board of Trustees for a hearing. Such referral may result from a serious violation of school and/or school district policy, violations of law or after continued, violations of rules, law, and policies.

When it has been determined that a law, a District regulation or a school rule has been violated, appropriate disciplinary action will be taken. Disciplinary action may include but is not limited to:

a. Immediate notification of law enforcement officials when it appears that a law may have been violated.

b. Expulsion

c. Suspension

1. In addition, a student removed from school may not participate in extracurricular activities during the term of the suspension.

2. The suspension may be reflected in the student's class citizenship or school citizenship grade.

3. Notations of suspensions will be kept on file.

4. Work missed as a result of suspension or truancy may be made up. (See Board Policy 3340)

d. Transfer: The removal of a student from attendance in one of the District's schools and the assignment of the student to another school in the District when a change in the school of attendance is necessary for the welfare of the individual student, the other students, the school, or the school district.

e. Confiscation of prohibited items.

f. Restitution for damages shall be made by students and/or parents.

g. Temporary or permanent removal from school transportation.

h. Ineligibility to participate in extracurricular activities.

If the prohibited conduct in Section 2a is an offense against persons these procedures will be followed:

NOTE: If the threat is imminent, the student shall be removed from class immediately.

- a. Prohibited conduct will be reported to the building administrator immediately.
- b. The administrator shall meet with the reporting individual as soon as practical, during that school day, to discuss the student's conduct.
- c. The student may be removed from class, parent/guardian and/or law enforcement may be called, and sanctions may be imposed.
- d. An intervention team, composed of at least one administrator, the student's counselor, as many of the student's teachers as possible, the School Resource Officer, and/or the student's Probation Officer, if appropriate, shall conduct a risk assessment.
- e. Depending upon the results of the risk assessment, the student may be referred or required to obtain a psychological and/or substance abuse assessment.
- f. Re-entry requirements may include counseling, behavior contracts, Interim Alternate Educational Setting, anger management or other group counseling.

Section 4. Hearing procedures

Hearing procedures as set forth in Board Policy 3340 will be followed.

Staff Protection

The Board of Trustees will support, protect and aid any employee who suffers physical assault by any person while the employee is acting in the discharge of duties within the scope of the District's written policies.

Should any person physically assault an employee, the incident shall immediately be reported to the building principal or department director. The building principal/department director shall notify the Superintendent or designee, who shall in turn notify the Board of Trustees.

Previous Policy: 405.5, 504.1

Cross Reference: 3055 Truancy
3315 Weapons
3340 Due Process, Corrective Action and Discipline

LEGAL REF.: I.C. § 18-3302D Possessing weapons or firearms on school property
I.C. § 20-501 et seq Legislative intent
I.C. § 33-205 Denial of school attendance
I.C. § 33-512(6) Governance of schools
I.C. § 33-1222 Freedom from abuse

Policy History

Adopted on: Sept. 12, 1989

Revised on: March 13, 2013 May 23, 2017

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

General

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 use. The same general rules for behavior apply to students' use of District-provided computer systems. The District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access.

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. The purpose of the program is to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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 will, consistent with the District's educational goals, use the Internet throughout the curriculum.

Acceptable Uses

1. **Educational Purposes Only.** 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 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.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
- 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, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal 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, person or reputation, 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 the actual sender is communicating, or otherwise using his/her access to the network or the Internet; 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.
 - C. 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 (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
 - D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - E. 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.
 - F. Sending, receiving, viewing or downloading obscene materials.
 - G. Students are prohibited from joining chat rooms unrelated to online classes, using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity with building administrator approval.

Plagiarism and Copyright Infringement

- A. Students will not plagiarize works that are found on the network or Internet. Plagiarism is taking the ideas or writings of others and presenting them as original thought.
- B. Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work or loads software that is protected by copyright, without owner's permission. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If unsure whether or not a work may be used, permission should be requested from the copyright owner. Direct any questions regarding copyright law to a teacher.

Rights

- A. Free Speech – Rights to free speech, as set forth in the school disciplinary code, applies also to communication on the Network. The Network is considered a limited forum, and therefore the District may restrict rights to free speech for valid educational reasons. The District will not restrict rights to free speech on the basis of its disagreement with expressed opinions.
- B. Search and Seizure – Students should expect no privacy of the contents of personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that policies, school code, or the law have been violated. An individual search may be conducted if there is reasonable suspicion that a student has violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- C. Due Process – The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school district computers. In the event of a claim that a student has violated this policy, the school disciplinary code, or the law in use of the school district computers (Network), he or she will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on his or her use of the Network Account.

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]), and also defined in Section 18-1514(6), Idaho Code

Internet Filtering

Filtering is only one of a number of techniques used to manage student’s access to the Internet and encourage acceptable usage. It is not 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/filtered. This list will be updated/modified as required.

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- 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
- Violence – sites which promote violence, images or description of graphically violent acts that have no educational value, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- 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
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- 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 also be used in conjunction with:

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

The Director of Technology and/or designee shall monitor student Internet access.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Director of Technology. It shall be the responsibility of the Director of Technology to bring to the Board any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18- 1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

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 or 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.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Acceptable Use Policy 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(s)/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 to the school's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The Director of Technology, teacher, and/or the building administrator 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.

Public Notification

The Director of Technology shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction no later than August 1, 2011 and every five (5) years after initial submission and subsequent to any edit to this policy thereafter.

3270-7 (ISBA 7/11 UPDATE)

Cross Reference: 3255 Student Conduct Code

Legal Reference: I.C. § 33-132 Local school boards internet use policy required

Communications Act of 1934 (47 USC Section 254 [h][7])

Section 18-1514(6), Idaho Code

Policy History:

Adopted on: July 27, 2011

Revised on: August 14, 2012

INTERNET ACCESS CONDUCT AGREEMENT

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

I have read, understand, and agree to abide by the terms of the Lake Pend Oreille School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3270). 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 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

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

EQUAL EDUCATION, NONDISCRIMINATION & SEX EQUITY

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student, or parent/guardian on behalf of a student, may file a discrimination grievance using the procedure outlined in the Uniform Grievance 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 building Title IX Coordinator (principal or supervisor). 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, parents, 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 REF.: Idaho Code 67-5909 Acts Prohibited

CROSS REF: Board Policy 3295 Hazing, Harassment, Intimidation
Prior Policy 504.13

Policy History:

Adopted on: February 12, 2003

Revised on: March 13, 2013

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 or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds and actions at locations outside of school grounds that can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. 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. Inquiries regarding discrimination or intimidation should be directed to the building Title IX Coordinator (principal or supervisor).

Students or third parties may also be referred to law enforcement officials.

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 and third parties.

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

Cross Reference: Board Policy 3280 Equal Education, Nondiscrimination & Sex Equity

Policy History:

Adopted on: March 13, 2013

Revised on:

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

It is the intent of the District to train all administrators, managers and other appropriate personnel in Title IX issues and procedures.

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:

1. 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
2. Has the purpose or effect of:
 - a. Substantially interfering with the student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities of treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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. The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort.

Harassment/bullying/intimidation is defined to include verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the District's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment;
2. Unreasonably interferes with an individual's educational performance;
3. Otherwise adversely affects an individual's educational opportunities.

Harassment/bullying/intimidation includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability; and

4. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.

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Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) a person participating in an investigation of an act of harassment.

Cyber-bullying is defined as “the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person.” Cyber-bullying has to be instigated by one minor to another. When an adult is involved, it is no longer cyber-bullying, but considered cyber-harassment or cyber-stalking.

Cyber-bullying can be limited to posting rumors or gossips about a person in the internet bringing about hatred in other’s minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

Students who believe that they may have been sexually harassed, bullied, cyber-bullied or intimidated should communicate to the harasser that you expect the behavior to stop. This may be accomplished verbally or in writing. If this is too difficult to be done alone, seek help from a teacher, counselor, building Title IX Coordinator (principal or supervisor) or administrator you trust. If the behavior is repeated, ask the trusted person for a copy of the uniform Grievance Procedure and the Harassment Reporting Form for Students. Document exactly what happened, and follow the steps on the Procedure Form. If you wish, he/she will assist you 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, bullying, cyber-bullying, or intimidation, may themselves be subject to discipline.

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

The District will make every effort to insure that employees or students accused of sexual harassment, bullying, cyber-bullying or intimidation is 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 Title I 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.

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

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

Policy History:

Adopted on: January 10, 1995

Revised on: March 13, 2013

Weapons

It is the policy of Lake Pend Oreille School District #84 that there is zero tolerance for the possession, threat of use, or actual use of weapons on any District property, including transportation equipment (i.e., school buses), in motor vehicles or other forms of personal storage upon school property, or at any activities sponsored by the District.

ABSOLUTELY NO WEAPONS ARE ALLOWED ON DISTRICT PROPERTY OR AT DISTRICT SPONSORED ACTIVITIES AT ANY TIME UNDER ANY CIRCUMSTANCES.

The definition of a weapon includes, but is not limited to: any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, as defined by 18 United States Code Section 921/930, or any other object capable of being used as a weapon. The use or threat of use of any normally non-dangerous implement as a weapon also falls within this definition.

Any student who brings a weapon or knowingly assists another person (s) to possess, carry, or use a weapon, on school premises, a school function, or on a school bus, in violation of the GunFree Schools Act and Idaho Code 18-3302D or this policy may be expelled for one full calendar year. The Board of Trustees may modify the expulsion requirement on a case-to-case basis.

The Principal or designee will immediately confiscate any item identified as a weapon and contact the Superintendent or designee. Students reasonably believed to be in possession of, have used or have intended to use these items may be suspended from school until an investigation is completed. Students found in possession of a firearm, or dangerous weapon as defined by federal and state law, shall immediately be referred to the appropriate law enforcement agency. Parents or legal guardians shall be notified immediately.

Disciplining students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act under this policy will follow federal guidelines. The District shall deny admittance of a student who has been expelled from another district for violating the Gun-Free Schools Act until that student has completed the expulsion period. If a student wishes to challenge the decision, the student is entitled to a due process hearing before the Board of Trustees, pursuant to Idaho Code Section 33-205.

In particular situations, the Board of Trustees is mandated to expel a student for violation of federal and/or state law. The Board of Trustees retains the discretion for expulsion for all other violation of this policy.

LEGAL REF.:Idaho Code, §18-3302D; 33-205; 18USC 921 et seq.

Prior policy 504.6.

Policy History

Adopted: January 12, 1993

Revised: February 28, 2005

Reviewed on: June 23, 2015

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Title 1 Parent and Family Engagement

Statement of Purpose

Lake Pend Oreille School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents, families and with the community. Everyone gains if school and home work together to promote high achievement for our children. Neither home nor school can do the job alone. Parents and families play an extremely important role as children's first teachers. Their support for their child and for the school is critical to student success at every step along the way.

We recognize that some students may need the extra assistance available through the Title I program to reach grade level, school and District goals. LPOSD intends to include parents in all aspects of the District's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

In this policy the word "parent" also includes guardians and other family members involved in supervising the child's education. There are two program designs schoolwide and targeted assistance. The term "Schoolwide" means that all students in a Schoolwide Title I school are considered to be Title I students, thus all are benefiting from the funding. The term "Targeted Assistance" means there are a limited number of students who receive direct intervention services and/or support based upon highest need.

Per federal requirements the District will develop jointly with the parents of children participating in the Title I Program a written parent and family engagement policy.

Parental Involvement in Developing the Policy at the District Level

A District Leadership Advisory Committee consisting of Title I staff, parents, one principal from a Title I school and the Title I Director have developed and will monitor the District's Parent and Family Engagement policy. The District Leadership Advisory Committee's parent representatives will be selected from Title I schools. The goal is to have parents actively involved. The Parent and Family Engagement policy must be reviewed annually with parent input. The District's current Parent and Family Engagement Policy will be made available to parents of children participating in the Title 1 Program.

Annual Meeting for Title I Parents at the School Level

At the annual meeting held at each Title I school, parents will be given information about the Title I Program. Parents will update their school's parent and family engagement policy (plan) which describes how the school will carry out the parent/family engagement activities. Each school's plan will be updated periodically and made available to the local community.

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The annual meeting will be held once and if possible, twice, to accommodate as many parents as possible. Parents will be sent invitations or flyers about the location and times of all meetings and events.

In addition to the required annual meeting at the school, at least two (2) additional opportunities (event, meeting, activity), shall be held at various times of the day and/or evening for parents. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

School-Parent- Student Agreement

According to federal regulations, each school receiving Title I funding must share responsibility with parents for high student performance by developing a school-parent-student agreement jointly with parents. These agreements must outline how parents, staff (including but not limited to teachers and principals), and students will share responsibility for promoting high student achievement. Parents serving on their Schoolwide Planning Team will be involved in designing these agreements.

The School-Parent-Student Agreement shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children to meet the state's academic achievement standards;
2. Indicate the ways in which each parent can promote and enrich their child's learning, such as monitoring attendance, homework completion, and "screen time" (ie: video games, social media, television, cell phone, smart device); volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

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Parents will receive the School-Parent-Student Agreement from their child's school with a checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals. Parents are urged to discuss the agreement with their children, before signing it and having their children sign.

Parent and Family Engagement

There are many ways in which parents can become involved with their children's education. Lake Pend Oreille School District values both the at-home contributions and those which take place at school and in the community. Reading to children at home and talking with them at a family meal are as important as volunteering at school and serving on advisory committees. Many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed. Parent and family engagement takes many forms. Please refer to your child's School- Parent-Student Agreement and Epstein's Six Types of Parent Involvement for ideas.

Matching Programs to the Needs of Our Community

Each year, the school district will assess the needs of parents and children through a variety of measures which include parent questionnaires and/or surveys. Title I programs will be tailored to meet parents needs based on these results. Parent information will be made available through various means including, but not limited to, workshops, newsletters, conferences, pamphlets and training models for parent volunteers. Parents may call the district office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions.

Staff-Parent and Family Communication

The parents and families of children participating in Title I intervention programs shall receive an explanation of the reasons supporting each child's selection for the program, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress

Title I communications will be distributed at least four times each year. Parents will be informed of parent activities through invitations, flyers, websites, bulletins, online learning management systems, back and forth folders, newsletters, and email contact. Parents are encouraged to take the initiative in calling their child's teacher or the school office when they are concerned about a problem or have questions.

Evaluation

The content and effectiveness of the Title I Parent and Family Engagement Program will be evaluated annually, and parents will be asked for their input. The evaluation will include an assessment of the effectiveness of parent engagement and to help identify barriers. The school district may revise its Parent and Family Engagement Policy on the basis of this annual review.

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The LPOSD School Board has approved this commitment to parent and family engagement and to the role of parent representatives. The policy will be coordinated by the Title I Director and Title I teachers throughout the district, and promoted by building principals and other school staff.

Legal Reference: 20 U.S.C. § 6311 State Plans

20 U.S.C. § 6312 Local education Agency Plans 20 U.S.C. § 6311 Parental Involvement

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