

**GEMS 2016-2017 HANDBOOK TABLE OF CONTENTS**

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Welcome to the Grangeville Elementary/Middle School 2016-17 school year.

**This handbook is provided to assist students and parents in having a productive and successful school year.**

**About our school:**

All of the staff members at GEMS are committed to helping your child be successful. All of the teachers at GEMS are recognized by the state of Idaho as Highly Qualified. Part of that effort includes providing parents with information about your child's student achievement. You may request information on your child's test scores from your child's teacher(s). Mountain View School District uses Skyward to collect and report student data. If you do not have a login and password for your Skyward account, please contact the GEMS office.

### **STUDENT/PARENT/SCHOOL COMPACT**

We understand that children will have the greatest success when everyone (teachers, parents/guardians, and students) participate together to provide the best education possible.

**Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So I will:**

- Attend school regularly.
- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

**Parent/Guardian: I want my child to succeed. I will encourage him/her by doing the following:**

- Support the school discipline policy and school policies.
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish with my child a place and time to study and a daily reading time.

**Classroom Teacher: I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:**

- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at school and at home.
- Hold parent/teacher conferences annually.
- Deliver high quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

**School Principal: I support and encourage student/parent/teacher compacts and partnerships. I will:**

- Provide an environment that permits positive communication between the student, parent, and teacher.
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
- Provide equal and fair opportunities to access staff and the opportunity to volunteer.

**I understand and support this compact.**

Parent signature \_\_\_\_\_

Child's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_

## **YOUR RIGHTS AND RESPONSIBILITIES: Message to the Students**

***You have the right to attend a school that is free from disruptive influences.*** All students should be able to hear and be heard. Communication and behavior within the school must occur in a structured atmosphere. You have a responsibility to other students and yourself to maintain this right.

***You have the right to attend school free from fear.*** No one should threaten, bully, or hurt you physically or emotionally. In turn, you cannot do these things to others.

***You have the right to attend a school free from discrimination.*** You are allowed to express your ideas and to be an individual with respect to your own beliefs. Therefore, it becomes your responsibility to give others the same consideration. Teasing, name-calling, ridiculing, put-downs, or snubbing behaviors destroy this freedom.

***You have the right to be in a safe environment.*** This is the main reason you are faced with many of the rules you encounter in school. Our Board of Trustees makes many of its decisions based on providing the safest environment possible. They hire the best teachers, provide safe buses, and spend large amounts of money on keeping your school a safe place to be. It is everyone's responsibility to practice safe behavior and not do anything that could potentially injure anyone.

***You have the right of due process.*** All Americans are guaranteed this right under our Constitution. This means you have the right to explain your side of the story if something happens at school that involves one of the rights listed above. If it is necessary for you to visit the Principal, you will be given the opportunity to present your side of the story.

## **PARENT/ GUARDIAN INVOLVEMENT**

### **Statement of Purpose**

School District #244 is committed to providing quality education for all students. Partnerships with parents and the community will assist our schools in meeting this goal when the community, parents, and school all work together to promote high student achievement. Parent and community involvement is critical to the effectiveness of our schools and an important key factor contributing to students' achievement and success.

### **Parental Involvement in Developing the Policy:**

School District #244 will have a Title 1 Parental Involvement Committee consisting of at least one Title 1 parent and one Title 1 staff member from each Title 1 school in the district, a principal from a Title 1 school, one Title 1 administrator, and a community member. They will meet annually to review and update the district's Title 1 Parental Involvement Policy.

### **School District #244 Plan to Build Capacity and Support for Strong Parent Involvement:**

- Parents will be informed of their child's participation in the Title 1 Program.
- A meeting for all Title 1 parents will be held annually.
- Parents will be kept informed of their child's academic progress.
- Parents will have reasonable access to the staff and school.
- Parents will be invited to attend parent/teacher conferences twice a year.
- Parents will be provided with specific instructional strategies to help their child with reading at home. The strategies will be modeled by the teacher if necessary.
- The district Title 1 program will encourage and promote parents as partners in their child's education by providing Title 1 staff members with resources, technical assistance, and staff development opportunities in the area of parental involvement.
- The district Title 1 program will require each Title 1 school to plan for and effectively implement a parent involvement plan.
- The district Title 1 program will provide Title 1 schools with a model parent-school compact, which outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement.
- The district Title 1 program will support, encourage, and if possible, coordinate community outreach efforts, in the area of parent involvement.

## **Title 1 Program Evaluation:**

There will be an annual evaluation of the content and effectiveness of the Title 1 Parental Involvement Program and Title 1 parents will be asked for their input. Information will be collected in a variety of ways such as on-site visits to the Title 1 school, securing written comments from Title 1 parents and Title 1 staff members, meeting attendance records, etc.

The annual evaluation will include an assessment of how often parental involvement is occurring at each school and what barriers to participation need to be addressed. The results of the evaluation will be shared with the Title 1 staff and the Consolidated Plan Supervisor to guide the district Title 1 program in future goal setting. The Title 1 Parent Involvement Committee will revise its Parental Involvement Policy on the basis of this annual review and evaluation.

## **STUDENT ENROLLMENT and REGISTRATION**

There are many laws and important policies with which you should become familiar. Ask questions if you don't understand anything listed below. A student will not be allowed to attend school without following the enrollment requirements listed below. If your child has any health problems, please notify the school office.

### **Prerequisite Requirements**

In order to enroll in other grades a student must present evidence of having completed the necessary prerequisites or show the ability to do the work.

- a) To be eligible for kindergarten, a student must be five (5) years of age on or before September 1<sup>st</sup> of that year.
- b) To be eligible for first grade, a student must be six (6) years of age on or before September 1<sup>st</sup> of that year.
- c) Students entering grades kindergarten through the end of the eighth grade from non-accredited schools should be placed according to chronological age and the recommendation from the non-accredited school. As soon as possible a staffing will be held involving parents, teacher(s), psychologist and/or guidance counselor, and principal. Their recommendations will be followed in placement.
- d) Students entering from non-accredited school, after eighth grade, may not be allowed credit in subjects completed in a non-accredited school.

The District reserves the right to classify all students subject to school policy. Principals and staffing team shall decide all matters pertaining to the grading and the classification of their students

### **Birth Certificate**

Parents/guardians registering a student must present a copy of the student's original birth certificate to the school office.

### **Immunizations**

Parents/guardians registering a student must present the student's immunization record. The Idaho School Immunization Law requires:

- 5 DTP vaccinations of one of the following combinations:  
DTP (Diphtheria, Tetanus, Pertussis), DT (Pediatric Diphtheria and Tetanus, given when under 7 years of age), DTAP (Diphtheria, Tetanus, Acellular Pertussis) or TD (Adult Tetanus and Diphtheria, given when 7 years or older)
- 4 POLIO (Oral Polio Vaccine or Inactivated Polio Vaccine)
- 2 MMR (Measles, Mumps and Rubella Vaccine);
- 3 HEPATITIS B Starting the school year of 1996-97, all children entering Kindergarten whose birthday is after November 21, 1993, will be required to have received 3 Hepatitis B Vaccinations prior to attendance.
- Fewer doses may be accepted if it is medically recommended.
- 2 HEPATITIS A
- 2 VARICELLA (Chickenpox)
- There are no changes to the minimum immunization requirements for school entry for children born before September 1, 2005

**7<sup>th</sup> Grade requirement:** In addition to the school entry requirements, a child must receive the following immunizations prior to admission into the seventh grade: one dose of Tdap booster, and one dose of Meningococcal.

## **Exceptions**

A child will not be required to undergo the required immunizations if one or more of the following conditions exist and the supporting documentation is in the possession of school authorities:

- a. Laboratory proof (a written record) of immunity to any of the six childhood diseases from which immunity is required.
- b. A diagnosis of measles or mumps disease by a licensed physician. A signed statement from the physician who diagnosed the measles or mumps disease is required.

## **Exemptions**

A child who meets one or both of the following conditions will not be required to undergo the required immunizations if supporting documentation is provided to the school authorities:

This child's life or health would be endangered if given any or all of the required immunizations. (A signed statement from a physician is required.)

A signed statement of religious or other objections is provided by the parent/guardian. The parent/guardian should be informed that in the event of a disease outbreak, all children who cannot present documentation of immunity will be excluded from school until it is determined the outbreak has ended.

## **ATTENDANCE**

Regular attendance is an important factor in a student's achievement at school and helps prepare them for the world of work. Students not in school have fewer opportunities to learn the material that enables them to succeed in their classes. High attendance rates are indicators of effective schools and enable greater student performance.

### **Objectives of Attendance**

- To increase school completion for all students
- To raise student achievement
- To close gaps in student performance
- To know the whereabouts of every student for safety
- To comply with Idaho state education laws
- To increase Idaho State Standardized Test scores through classroom learning
- To acknowledge educator's accountability for student achievement

Therefore, School District #244 requires all school children to be in attendance 90 percent of instruction days. All absences will be counted toward the 90% attendance requirement. Except the following absences which are not counted toward the 90% attendance requirement because they are beyond the control of the student and/or parents are as followed are defined by the School Board as:

1. Activities that are sponsored by the school in which the student is provided the opportunity to attend.
2. Illness or injury verified in writing by a physician or school district nurse.
3. Attendance of a funeral.
4. Dental appointments, doctor appointments, court appointments, and Health and Welfare appointments. These absences require prearrangement with the school (when possible). Written verification from the service provider must be provided on return to school.
5. College visitation – (Maximum 1 per Junior Year and 2 per Senior Year)
6. Absence due to an immediate family member departing or returning from overseas military deployment.
7. Absence caused by a natural disaster as confirmed by school administration.

Excuses, other than listed above, given to the school by parent/guardian will be accepted within the 10% of absences per semester, including excuses from 18 year old students only if they are living away from parent/guardian and in their own home. If the student does not bring an excuse within two (2) days the absence will be unexcused. An unexcused absence will mean that the student will not receive any credit for work turned in for the day of the unexcused absence.

All students must attend class at least 90% of the time that classes are in session in order to receive credit. In meeting the 90% attendance requirement there is no differentiation between excused and unexcused absences. All absences count against the 90% attendance. After the student goes beyond the 10% of absences within a semester the student will not receive credit for completing the semester.

### **Extraordinary Circumstances**

If a student has extraordinary circumstances that will put them at less than the 90% attendance, the student and parent/guardian may take the following actions of appeal (prior when possible) for the scheduled absences.

### **Appeal Process**

Step 1 - The student and parent/guardian must make their appeal to the building principal. The student and parent/guardian have five (5) school days after notification to make arrangements to meet with the building principal. If the principal determines there are extraordinary circumstances that need to be considered a Review Board will convene to determine if additional days are warranted. The Review Board is limited to allowing up to five additional days of absences. The Review Board is composed of the principal, counselor, and the student's teacher(s) affected by the loss of credit. If the decision by the Review Board is not favorable to the student and the parent(s)/guardian believe additional information needs to be considered, then the parent(s)/guardian may go to step 2. If the student or parent/guardian does not respond within five (5) days of notification, the decision of the principal shall be final.

Step 2 - The student and parent(s)/guardian have five (5) school days after the decision by the Review Board to ask the Superintendent for their appeal to be placed on the next school board meeting agenda. The final disposition of each case will be made by the District Board of Trustees.

If after this appeal the absences are substantiated, the student may continue in class for credit.

### **SCHOOL PROCEDURE FOR ATTENDANCE**

1. The teacher and school shall keep accurate attendance records.
2. The student and parent/guardian will be notified of the ninety (90) percent attendance policy and provided the number of days that constitute 90% attendance for the current school year.
3. The student and parent/guardian will be asked to sign and return a written acknowledgment of the attendance policy.
4. Whenever any student shall be absent seven (7) times in any class during any semester, the principal shall notify the parent/guardian of the absences with specific attention to the provision of this policy. A principal may wish to call the parent/guardian on the seventh (7) absence if the 7th, 8th, 9th absence occur in a row, and then follow up with a letter. Under all circumstances, a letter will be sent to the parents.
5. The student and parent/guardian will be notified, either in person or by mail whenever the student reaches the final absence within the 10% maximum in any subject during a semester.
- 6.

DATE ADOPTED 1982

DATE ADDOPTED 8/20/07

DATE REVISED 10-85

DATE REVISED 4-90

DATE REVISED 8-92

DATE REVISED 7-93

DATE REVISED 10-05

DATE REVISED 07-12

The compulsory attendance law provides that the parent or guardian of any child resident of the State who has attained the age of seven (7) years at the time of the commencement of school in the District, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly taught in the public schools of the State of Idaho. They are to conform to the attendance policies and regulations established by the Board of Trustees, or other governing body operating the school attended. (IC 33-202)

The law also provides that under certain conditions, the Board of Trustees may excuse compulsory attendance age children from school attendance and in other circumstances may exclude children from the privilege of school attendance.

Our local Board of Trustees has adopted a policy (#503) that requires students to be in attendance a minimum of 90% of all attendance days. If it appears a child's absence exceeds absences allowed under the 90% attendance policy without justifiable extraordinary circumstances, the building administrator may choose to submit the case to the Idaho County Prosecuting Attorney for appropriate action.



## **BUS TRANSPORTATION and RULES**

The Board of Trustees determines transportation routes. Buses stop only at regularly scheduled stops. Because the school is accountable for students during bus transportation, only school district students are allowed to ride the buses. Students must ride only their designated bus unless written permission from a parent/guardian or school office staff is provided to the bus driver before boarding. Sts. Peter and Paul students are allowed to ride the bus by special arrangement.

### **Bus Rules**

1. The driver is in full charge of the bus and pupils. Pupils are to comply promptly with his/her request
2. The school bus is an extension of the classroom. All classroom rules apply to the school bus
3. Pupils must be at their designated stop five minutes prior to the assigned pick up time. The bus can not wait for those who are tardy
4. Pupils must sit in their seats properly at all times. No sitting on knees, no turning around in the seat & no legs in the aisle way. Pupils must keep all hands, feet & other objects to themselves. The aisle way must be kept clear at all times
5. Pupils are to remain seated at all times while the bus is in motion
6. Unnecessary conversation with the driver is prohibited.
7. No loud talking or yelling
8. No pupil will at any time extend arms or head out of the bus windows
9. No beverages, food, gum or tobacco of any sort are allowed on the bus
10. Pupils are not to leave any garbage on the bus. Pupils are to leave their area clean of any debris
11. Any damage to the bus must be reported to the driver immediately. Vandalism of any sort will not be tolerated
12. Any pupil who is guilty of any unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride the bus
13. Should a relative or friend need to ride the bus with your child either to or from school, a signed note must be provided by that child's parent or guardian in order to ride the bus. **NO EXCEPTIONS**
14. Pupils are to have one designated drop off stop. This stop is to be at a parent or guardian. If the pupil is to be dropped off at another stop or ride a school bus that is not their normal bus – a signed note provided by the parent or guardian **MUST** be given to the driver. **NO EXCEPTIONS**
15. When leaving the bus, pupils crossing the road must wait 15 feet in front of the bus and wait for a signal from the driver to cross
16. Any other rules the driver deems necessary for the pupils' safety shall be obeyed

### **Bus Discipline Policy**

#### **Consequences when there are violations of bus rules:**

**Step 1** – Parents will be called by the bus driver & informed when their child is causing problems on the bus. The bus driver must also turn in a disciplinary referral to the principal

**Step 2** – Should problems continue, the pupil will be sent to the principal's office. Parents will be called by the principal and disciplinary action discussed

**Step 3** – Pupils who are sent to the principal's office a second time will have a one week suspension from riding the school bus and the parents will be called by the principal

**Step 4** – Any pupil who is sent to the principal's office a third time will have a three week suspension from riding the school bus and the parents will be called by the principal

**Step 5** – Any pupil who is sent to the office a fourth time will be brought to the next scheduled school board meeting with the thought that the riding privileges of that student will be suspended for the remainder of school year

## **CAMPUS INFORMATION**

### **Athletics/Activities Eligibility**

Athletics – Intra-murals (Grades 5 & 6)

Intra-mural girls and boys basketball for Grades 5 and 6 is offered. Students are required to complete an Intra-mural Athletic Application Packet that requires students to provide evidence of sports liability insurance and sports fee.

### **Athletics (7<sup>th</sup> and 8<sup>th</sup> grades)**

Students are required to complete an Athletic Application Packet that requires students to provide evidence of a physical examination, sports liability insurance and sports fee.

In order to help students balance time between academic work and extra-curricular activities, periodic eligibility checks will be conducted to assess eligibility for athletic and other extra-curricular activity participation. Some middle school sports are open to 6<sup>th</sup> Graders. The Principal or his/her designee will determine which sports are open to 6<sup>th</sup> Graders at the beginning of each season.

#### Procedure

- ~ Eligibility checks will be performed periodically; usually every two weeks during a sports season. The first check is typically after the first competition.
- ~ Students must be **passing 6 out of 7 classes** and maintain a GPA of 2.0 or better to remain eligible.
- ~ Principal or designee may declare a student ineligible due to poor behavior.
- ~ Students, coaches, and faculty are notified about which students are ineligible. Parents will be notified via a letter sent by athletic director (A.D.) or principal.
- ~ All ineligible students must miss at least one game/Student Council meeting/etc. even if they bring their grades up before the next game/event.
- ~ Even if student is passing six (6) classes, he/she will be considered ineligible if he/she fails the same class for two (2) eligibility checks in a row.
- ~ The student is responsible to work with each individual teacher to discuss what needs to be done in the class to bring student's grade up to a passing grade or to correct the behavior problem.
- ~ The teacher must have a plan that allows the student a chance to pass the class.
- ~ After a student has completed the required work to receive a passing grade, the teacher will write a note for the coach to communicate this information.
- ~ If students are repeatedly on the ineligibility list, if they intentionally continue to fail one class, or if a student's behavior continues to be disruptive, the principal/faculty may develop individual student academic or behavior plans.
- ~ Students must be in attendance for the day of a competition to participate in the game/event. Absences for pre-arranged dental/doctor visits are allowed with written confirmation from the doctor.
- ~ Students must be in attendance at school for the day of a practice. Absences for pre-arranged dental/doctor visits are allowed with written confirmation from the doctor.

#### Eligibility Across the End of the Quarter

- ~ Any student who has more than one "F" on his/her report card, will be ineligible to participate in any scheduled extra-curricular events for first week of the new quarter (this includes Saturdays before and after the report card period ends).
- ~ After that first week, the student must obtain a statement from the teacher(s) of all classes in which he/she received an "F" in order to resume participation. Each teacher will decide whether the student has demonstrated adequate progress in his or her own class in the new quarter to be qualified to resume participation.

#### **Bicycles/Skateboards/Roller Blades**

Bikes must be walked on and off school property and are not to be ridden on school grounds between 7:30 a.m. and 6:30 p.m. on school days. Bikes and scooters must be parked and secured with a lock at the bike-racks. Skateboards, roller skates and roller blades ARE NOT ALLOWED at school. "Wheelies" or shoes with skate wheels "built in" are not allowed at school.

#### **Books and Supplies**

All necessary textbooks will be provided. Students must purchase any other supplies necessary for their classes. Remember, students will be billed for any damaged or lost textbooks.

#### **Closed Campus**

GEMS has a **closed campus** policy. This means that students are **not** allowed to leave school grounds without written permission from a parent that is approved by the office staff.

- Parents may inform the office if they want to allow their student to eat lunch at home. A student eating lunch at home is only allowed to go to his or her home during lunch. Students are not allowed to take a friend home for lunch, nor are they allowed to go to a friend's house for lunch.
- A student having a medical or dental appointment during school hours must submit a note of explanation to the office prior to leaving campus. Students must check out at the office when they leave campus and check back in at the office if/when they return.

### **Communicable Diseases/Head Lice**

All children suspected of having a communicable disease, such as chicken pox, measles, pink eye or head lice, must be immediately excluded from school. Head lice are very small insects that live only on human hair. Because they can easily transfer from person to person, on hats, combs, barrettes, etc., head lice are termed a "communicable disease." If a child has head lice, he/she will be sent home immediately and cannot return to school until lice and/or nits are no longer present in the hair.

### **Contacting Students during School Hours**

Students will only be called from the classroom if there is an extreme family emergency. Messages from home will be given to students during class breaks or at the end of the day. Please do NOT use the school office as a message service except in emergencies. **The GEMS phone number is 983-0400.**

Change of plans after school: **please notify the office by 2:30 pm.**

### **Dances** (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades)

Middle School dances are a reward for positive student behavior. The Student Council often plans dances to coincide with special calendar events, and the Council may establish specific themes for the dances.

1. Only 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students from GEMS, or dual-enrolled students are permitted to attend dances. The Principal must approve any exceptions to this rule prior to the dance. If a student wishes to invite a guest who is not enrolled at GEMS, the student or parents/guardians of the GEMS student should make the request to the Principal in writing at least 5 school days before the dance. The invited student's name, age/grade, phone number, school, and reference should be included in the request.
2. The school administrator and the Student Council representatives will set dance times. Clean-up will take place at the end of each dance.
3. All dances must be chaperoned by at least:
  - Two parents of 6<sup>th</sup>, 7<sup>th</sup> and/or 8<sup>th</sup> grade students. Approved chaperones need to be designated at least two days before the dance.
  - One GEMS staff member.
  - One administrator or designee.
4. No students will be admitted to the dance 30 minutes after the beginning of the dance without the principal's approval.
5. No one will be permitted to leave the dance and return. Students must remain at the dance until the end of the dance unless prior arrangements are made with the principal.
6. Anyone suspected of using drugs, alcohol, or tobacco will be held in the office, parents will be notified and the police may be notified. Investigation and appropriate action will be taken by the principal for any student arriving at the dance under the influence of alcohol or suspected of drug use.
7. The Student Council may submit a request to the principal for a dance to be held in the evening instead of directly after school. The Student Council may submit a request for refreshments to be offered at a dance to the Middle School Collaboration Teacher Team.

### Dance Eligibility

1. Any student absent from school on the day of the dance will not be allowed to attend. Exceptions will be made for pre-arranged doctor or dental appointments.
2. Students will not be allowed to attend a dance if, for the period between dances, they:
  - Receive one (1) or more suspension(s), either in-school (ISS) or out-of-school.
  - Receive three (3) or more detentions.
  - Skip detention.
3. Students will be notified prior to the dance that they will not be allowed to attend.

### **Dress Code**

Students are expected to wear clothes appropriate for the school environment.

- All backpacks are to remain in lockers or designated cubbies during the school day.
- Large, bulky outer-wear and heavy coats are not to be worn in classrooms.
- Sweatshirts and sweaters are permitted. Some students keep an extra sweater in their lockers to wear as needed.
- Sleeveless blouses and hemmed shorts are allowed. Hems of shorts and skirts must not be shorter than fingertip length. "Fingertip length" is defined as meeting the fingertips when hands and arms are extended downward at the sides.
- Clothing not permitted at school or school functions:

- Anything depicting obscenity, alcohol and drug use, profane ideas or messages that may be offensive to others or are a disruption to the educational process.
- Clothing that creates distractions, such as: half-shirts, tank tops, halter tops, short skirts, spaghetti strap blouses and muscle shirts. No shirt with shoulder straps that are less than 2 inches at the narrowest point will be allowed.
- Any undergarments that show.
- Clothing should be free of holes/tears. Any hole above fingertip length larger than a quarter will require the student to request substitute clothing be brought from home. A student may opt to cover up the shirt/blouse that has a hole with a sweater or sweatshirt.
- Pajama tops and bottoms are only permitted on days that have been approved by the principal. The Student Council or a teacher may make a request for having a pajama day for the principal's consideration. Pajamas must reflect modesty and not be disruptive to the educational process.
- Hats and caps may not be worn indoors except on approved days such as sports day, etc.
- Gang or gang-like clothing, such as bandanas, or clothing that depicts gang association.

### **Eighth Grade Completion** (8<sup>th</sup> grade)

Participation in the eighth grade completion ceremony signifies that a student has satisfactorily completed the majority of his/her courses at Grangeville Elementary/Middle School. See also: Middle Level Credit System.

To be eligible for participation in the eighth grade completion ceremony:

- Students must pass **5 of 7 classes** in the second semester of the 8<sup>th</sup> grade year.
- Must not have more than nine (9) unexcused absences in the second semester.
- All bills must be paid up.
- The behavior of the student completing the 8<sup>th</sup> grade must not be chronically problematic.

### **Electronics**

It is highly recommended that students leave all electronic devices (cell phones, Ipods, cameras, etc) at home. If a cell phone is needed for after school activities, etc., students should take care to secure them so they are not damaged or lost. Cell phones are to be turned off during the school day and out of sight in all common areas (hallways, library, bathrooms, etc.) Phones may only be used with explicit permission of individual teachers.

POLICY 543 ADOPTED 2/21/06, REVISED 8/20/07; 2/16/2010

### **Emergency Closure**

On rare occasions Grangeville's weather prohibits bus travel. School closures due to weather or emergencies are announced over radio station KORT AM 1230 or FM 92.7. The superintendent or principal may also activate the Mountain View School District #244 or GEMS SKYALERT automated emergency phone notification system that calls family designated phone numbers to alert them of school closures. Activities scheduled for that day will also be cancelled.

### **Emergency Drills**

Emergency evacuation drills are practiced once a month. Exit routes will be explained to students at the beginning of the year. Students are expected to exit the building in an orderly and silent procession during such emergencies. Lock down drills will be conducted periodically to ensure safe procedures are understood.

### **Field Trips**

Field trips are a worthwhile part of the school curriculum. Parents will be notified when a field trip is scheduled. Parental/guardian permission is required. A permission slip will be sent home for a parent/guardian signature. Some field trips are within walking distance and a permission slip for any walking field trips may be sent home as necessary.

### **Grangeville After School Program (GASP)**

5<sup>th</sup> Graders may volunteer or be recommended by staff/parents to attend the 5<sup>th</sup> Grade Grangeville After School Program (GASP) where they may receive tutorial help with their studies. This is a voluntary program that is usually from 3:15 to 4:15 PM three days per week in a middle school classroom.

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade students may be targeted or identified for extra tutorial support after school and assigned to the Grangeville After School Program (GASP) that is usually held from 3:15 to 4:15 PM three days per week in a middle school classroom. GASP provides students who are behind in their work or at-risk of failing a class an opportunity to complete course assignments in a supervised setting. Adult aides are available to help students with work.

*Procedures for Middle School Grade GASP:*

- Teachers provide students with written notice to attend GASP with a list of missing assignments.
- The GASP slips are given to students at least one day in advance so that transportation may be arranged.
- If students do not have a written excuse from parents or guardians, or if they do not have their work completed, they are required to attend GASP.
- Parents may excuse a student from attending GASP with written notice that must be returned to the classroom teacher the day after GASP is assigned.
- Students failing to attend GASP or failing to complete the targeted assignments will receive detention. Detentions are counted towards determining a student's eligibility for dances and school functions. GASP is not counted against a student's eligibility for dances/special functions.

### **Gifts (Flowers, Balloons, Etc.)**

**It is recommended that gifts be delivered outside of the school hours.**

The school does not have the personnel to distribute Valentine's Day gifts to students. Parents and guardians should plan to distribute those gifts outside of school hours. Distributing party invitations during school hours is not permitted.

### **Grades and Report Cards**

Report cards are sent out at the end of each nine weeks. All late assignments are due Monday afternoon at the end of GASP. Late assignments will earn 20% less than full points for being late. Progress reports are sent out between grading periods for those students having academic difficulty. Grades are given based upon the following percentages:

97-100% = **A+**, 93-96% = **A**, 90-92% = **A-**, 87 - 89% = **B+**, 83-86% = **B**, 80-82% = **B-**,  
77 - 79% = **C+**, 73-76% = **C**, 70-72% = **C-**, 67 - 69% = **D+**, 64-66% = **D**, 60-63% = **D-** 0 - 59% = **F**

### **Gum and Food**

Students may **not** chew gum on campus without a formal accommodation plan that includes the use of gum. Food may be eaten only in the cafeteria for breakfast or lunch, for educational events, or at the teacher's discretion in the classroom, and food may not leave the cafeteria, classroom, or educational event. No coffee or "energy" drinks are allowed in halls or classrooms.

### **Hats**

Students may not wear hats inside the building unless it is an approved hat day. Students not complying with this rule may have their hats confiscated and/or lose the privilege of bringing a hat to school.

### **Insurance**

Students participating in extracurricular sports **must** have medical insurance. If a student's family isn't insured, medical insurance to cover extracurricular activities is available through the school. Students may check at the office for more information.

### **Leaving Class**

Students are not to be in the hallways during class time without a signed hall pass. Occasionally, a teacher will permit a student to go to the library or office, but students must get permission from the teacher before leaving class for any reason.

### **Library**

We have an excellent library for student resource and enjoyment. We are connected to the ValNet system. Students receive a ValNet card and may order books from a large group of libraries in the area. Our librarian will help students with anything they need.

- Students may check out two (2) books at a time.
- They may keep them for two (2) weeks before renewing books.
- GEMS library fines are 5 cents for every school day overdue.

### **Lockers and Locks**

Middle School Students are required to secure their personal and P.E. belongings in the lockers assigned to them. Students are not to share their lock combination or locker with any other person.

### **Lost and Found**

GEMS students are very good about turning in things that don't belong to them. Students who lose something should search the lost and found rack located near the entrance of each building. Students are encouraged to fill out a Lost Item Form in the Office. Any items not picked up prior to Christmas break, Spring break or the end of

the school year will be given to charity. Notices will appear in the school bulletin for several weeks prior to each deadline.

### **Lunch Program/School Nutrition Programs (Message to Parents)**

The National School Lunch Program and School Breakfast Program are federally funded programs that offer children healthy and nutritious meals at school. Some children pay the advertised price, but low and moderate-income families may qualify for free or reduced price meals. Children who qualify for free or reduced price meals are not singled out or publicly identified. Your child may be eligible for free or reduced price meals. You may apply at any time during the school year. Simply contact the school office for an application.

### **Lunchroom Rules**

- Students should enter the lunchroom quietly. Cold lunch students should go to their assigned table. Hot lunch students should stand quietly in line.
- Students should talk in a quiet, "6 inch" voice to the person in front of or behind them in line or on the right or left of them when seated. Conversations should be appropriate and suitable for the school environment.
- Students should sit correctly, with feet on the floor and underneath their table (students may not stomp their feet or pound the table.)
- Students should eat politely using proper table manners. Playing with food is not allowed and trading food is discouraged for purposes of health and hygiene.
- The supervisors will dismiss students after their table has been inspected to insure cleanliness. After being dismissed, students should walk from the lunchroom quietly to their designated recess area.
- No food should be taken out of the cafeteria for eating in the hallways, grounds, or classrooms.

### **Middle Level Credit System**

The Idaho State Department of Education has announced that starting in the beginning of School Year 2010-11 students in Grades 6, 7 and 8 will be required to pass a minimum of 80% of their of their total credits for the school year in order to be promoted to the next grade level. A student will not be allowed to lose a full year of credit in one subject area (i.e. a student would not meet the requirements if they attained at least 80% of the total credits taken, but did not earn any of the credits they were required to take in math). A school district may establish credit requirements beyond the state minimum to include extending the requirement to earn 80% of their credits in a school year to the 6<sup>th</sup> and/or 5<sup>th</sup> Grades. At the printing of this year's student handbook the Mountain View School District #244 School Board had not yet met to decide on the District's middle level credit system requirements. It is anticipated that a written policy on this system will be available in September 2010.

### **Network Acceptable Use Policy (Policy 543)**

Use of computers at school is limited to school functions. Network Acceptable Use Policy #543 specifies the guidelines for "prohibited uses of technology" to include cyber-bullying.

### **Parent Portal/Student Portal**

The Parent Portal enables parents to access student grades, attendance, announcements, etc. using the internet at anytime day or night. Parents may also use this site to contact a student's teacher via email. A user identification and password are available by request at the office. Students may use the Parent Portal also, or they may obtain a user identification and password of their own. The school website is <http://sd244.org>.

### **P.E. Clothing (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades)**

Sixth, seventh and eighth grade students are required to participate in P.E. with the proper clothing. Students will be apprised of the requirements by the P.E. teacher.

### **Student Support Groups**

Students may voluntarily join student support groups that are led by staff members trained in facilitating student discussion. A group meets for 8 weeks in a row and then disbands. Goals of these groups include: to increase students' self-esteem, strengthen their ability to make good decisions, and improve problem-solving skills.

### **Telephones**

Telephones are available in each classroom and at the office for student use. If a student becomes sick or injured and needs to contact parents, a secretary will place the call or let the student use the office phone.

## Visitors

All visitors must check in at the office when arriving. Parent/guardian visits are always welcome at GEMS. As a professional courtesy, if a parent/guardian wants to observe their child in their classroom 24 hours notice to the teacher is appreciated. Visitors from other schools, siblings, or friends are not allowed to attend classes or be on campus. If a parent/guardian wants to eat lunch with their child, they should sign into the Office as a visitor and obtain a visitor's badge.

## DISCIPLINE

### Philosophy of Discipline

GEMS is developing a system of Positive Behavior Interventions and Supports (PBIS) that is based on understanding why problem behaviors occur. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Act, which advocates the use of positive behavioral interventions and supports and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsions as disciplinary options.

Discipline at school, in conjunction with parents at home, is intended to help students develop the responsibility of self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve everyone's safety, the rights of other students and staff, and protect the educational process from dangerous and disruptive acts.

### Behavior Management Program

We are in the process of revising our Behavior Management Program with the assistance of the GEMS Leadership Team. For the time being, we will continue with our current system with the following minor changes:

- Time out for recess will be limited to 5 minutes unless it is a Level 2 referral.
- When a student is sent to the office, he or she must have a written referral form.

The school staff believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of each student to attend a school with a positive productive learning environment. Our long-range goal is to help each student experience the satisfaction of self-discipline. Administration of this policy will be done in a consistent and fair way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed and/or reported. Then we assign appropriate consequences. Each of our staff members is anxious to work with students and parents to find solutions to problems. This will help make our school the very best it can possibly be.

### Classroom Behavior

**Each classroom will develop an individual discipline program that integrates with our Schoolwide PBIS program. The classroom system should have a progression with warnings built in. That way when a student comes to the office, the administrator knows that the student has had an opportunity to correct his or her behavior in class and is in the office because he or she reached the end of the classroom system. When that happens, the student will be written up with a Skyward referral on the Level 2 or higher consequence. Students who just need a talk with the administrator can be pulled out of class without being referred up to the office. Each teacher should submit his/her classroom discipline system to the principal at the beginning of the year.**

### Conflict Resolution Model

Staff members are encouraged to use in-kind consequences or individual discipline programs for minor offenses. Any minor personal problems between students should be handled in a 3-step manner:.

1. Tell the other person you do not like what they are doing and ask them to stop.
2. Walk away.
3. Tell the duty person who will monitor the situation as warranted. Under no circumstances should the students take a physical correction on themselves. Students who choose to take physical action will be subject to consequences. Each instance is a separate and individual case. Students who act in a defensive manner and take no aggressive action will be dealt with differently than those who initiate physical confrontation.

### Level 1 (mild) Handled by the Staff Member—No Referral

(Determination of severe or non-severe consequences is at the discretion of the school administration.)

- Throwing objects
- Misuse of playground equipment
- Misuse of school equipment
- Touching
- Playing in mud, water, or ice
- Littering
- Bringing toys or animals to school
- Disrespect to peers without endangering others
- Tardiness to class (for consequences see tardy policy)
- Lack of materials for class
- Inappropriate language
- Not reporting to GASP or Detentions

**Non-Severe Consequences:**

~ *First offense:* Student will be reminded of positive expectations and miss the remainder of recess or the next recess if it occurs elsewhere.

~ *Second offense:* Student will be reminded of previous infraction and owe the remainder of recess and an additional recess. The student will be given a Parental Notification Report that should be signed by the parent/guardian and returned the next day to the homeroom teacher.

**Level 2 (moderate) May Require Referral to Teacher or Administrator:**

(Determination of severe or non-severe consequences is at the discretion of the school administration.)

- Leaving the play ground, cafeteria, or bus area without permission
- Throwing dangerous objects
- Aggressive touching
- Refusal to comply with directions (defiance)
- Inappropriate physical act
- Spitting on people deliberately
- Theft
- Vulgar language

**Moderate Consequences:**

GEMS has a progressive system of discipline that incorporates the developmental level of the child into the consequences. In general, the following will apply:

~ *First offense:* Loss of all recesses for one day with written notice or phone call to the family.

~ *Second offense:* Loss of all recesses for two days with a phone conference with the family. The student will be given a Parental Notification Report that should be signed by the parent/guardian and returned the next day to the homeroom teacher.

**Level 3 (severe) Behaviors**

- Initiation or hazing rituals
- Leaving school grounds or field trip without permission
- Harassment/bullying to include cyber-bullying (Policy 543)
- Fighting
- Sexual misconduct/harassment, depantsing
- Verbal/gesturing abuse
- Incurability
- Any acts of a criminal nature
- Malicious damage, destruction, or theft of money or property
- Truancy
- Possession, consumption, or distribution of alcohol, drugs, matches, lighters, or drug paraphernalia, fireworks, explosive devices, firearms, and any other potential weapons (see weapons policy)

**Severe Consequences** (Parents will be contacted for all offenses.)

Any circumstance deemed serious, extremely hazardous or dangerous will be handled at the discretion of the school administration and the police may be contacted. Suspension will be imposed in cases involving tobacco, alcohol, drugs, and dangerous weapons.

***First offense:*** One to five day in or out of school suspension.



**Second offense:** Two to five days in-school suspension (ISS) or out of school suspension.

**Third and subsequent offenses:** Five days out of school suspension with possible recommendation to the Superintendent/Board of Trustees for additional suspension days.

## **DETENTION POLICY**

After-school detention is assigned to middle school (grades 6-8) students as a consequence for minor infractions and non-severe behaviors. Students are provided 24 hours to make transportation arrangements. Nonattendance at detention may result in further sanctions, up to and including suspensions (in-school and/or out-of-school) as determined by the administration. Detentions count towards dance/special functions eligibility. Dances and special functions are a privilege that students may earn.

## **EXPULSION**

This means a denial of attendance at any single subject, class or activity or any full schedule of subject, classes, or activities for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by the school district.

The Board may deny attendance at any of its schools by expulsion for just cause. "No pupil shall be expelled without the Board of Trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him." (Section 33-205, Idaho Code)

Due process procedures will be followed in all expulsions. The handicapping condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student.

## **HARASSMENT**

The School District prohibits any form of harassment or bullying. Behaviors that harass or bully someone for reasons of race, ethnicity, gender orientation, religion, and culture are prohibited. Students may not harass someone verbally, physically, socially or through cyber-technology.

## **SEXUAL HARASSMENT**

### **General Statement of Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. S2000e, et seq. It is the policy of Mountain View School District #244 to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of School District #244 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The School District will act to investigate all complaints of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

### **Sexual Harassment Defined**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.
2. Sexual harassment may include but is not limited to:
  - a) Verbal harassment or abuse;
  - b) Subtle pressure for sexual activity;
  - c) Inappropriate patting or pinching;
  - d) Intentional brushing against a student's or an employee's body;

- e) Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- f) Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- g) Any unwelcome sexually motivated touching.

### **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment by a student or any employee of the School District, or any third person with knowledge or belief of conduct that may constitute sexual harassment should report the alleged acts immediately to an appropriate School District official as designated by this policy.

- ***In Each School Building:*** The building principal is the person responsible for receiving written reports of sexual harassment at the building level. Upon receipt of a report, the principal must notify the District Superintendent immediately without screening or investigating the report. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed with the School Board of Trustees Chairperson.
- ***District-Wide:*** The School Board hereby designates the Principal at each school and Superintendent as the School District Human Rights Officers to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from the building principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed with the School Board of Trustees Chairperson.
- Submission of a legitimate complaint or report of sexual harassment will not affect the complainant's future employment, grades or work assignments.
- Use of formal reporting forms is mandatory. Forms are available at the District Office and the schools' offices.

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

### **Investigation and Recommendation**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools.

In determining whether alleged conduct constitutes sexual harassment, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews, with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment. The School District Human Rights Officer shall make a report to the Superintendent upon completion of the investigation.

### **School District Action**

1. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.
2. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

### **Reprisal**

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **Non-Harassment**

The School District recognizes that not every advance or consent of sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances.

## **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Department of Human Rights, initiating civil action or seeking redress under state criminal status and/or federal law.

## **SUSPENSION POLICY**

### **Suspensions of Student by Superintendent or Principal or Designee.**

The superintendent of any district or the principal of any school may temporarily suspend any pupil for disciplinary reasons or for conduct disruptive of good order or of the instructional effectiveness of the school. This means a denial of attendance at any single subject, class or activity, or any full schedule of subjects, classes, or activities. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

A temporary suspension shall not exceed five (5) school days in length; provided, that on finding by the Board of Trustees that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety, the Board of Trustees may extend the temporary suspension for an additional five (5) school calendar days.

Prior to suspending any student, the superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to school by the conditions as said superintendent or principal may prescribe. The handicapping condition of an identified special education student will be taken into consideration prior to initiating a suspension of the student.

1. Due Process Procedure for Informal Suspension Hearing.
  - a) The principal or designee will make an investigation and evaluate whether the evidence supports the charge of misconduct.
2. If the principal finds sufficient evidence to proceed:
  - a) The student must be advised of the grounds or charges against him/her. The notification may be written or oral. (Parents or guardian of students in kindergarten through fifth grade will be notified as to the charge of misconduct.)
  - b) The student will be informed of the nature of the evidence against him/her.
  - c) The student will be given an opportunity to be heard in his/her own defense orally and/or by written statements of his/her version of the circumstances of the incident and will be allowed to provide other testimony or oral testimony before the principal.
  - d) The student will not be suspended except on the basis of substantial evidence. Substantial evidence shall include but not be limited to:
    - I. Direct observations by an administrator, teacher, or district staff member.
    - II. Self-admission.
    - III. Conviction or other determination of guilt within the legal justice system.
    - IV. Direct observation by police or other legal authority.
    - V. Other substantial evidence.
  - e) Punishment for the offenses must be imposed on the basis of handbook rules.
  - f) The appeal process is an informal review by the Superintendent. Parents may request a review by the Board of Trustees regarding the decision by the Superintendent.
  - g) The Board of Trustees shall be notified of any temporary suspensions, the reasons therefore, and the response, if any thereto as required by School District #244 student discipline policy.

## **PARENTAL COMPLAINT PROCEDURE**

In the event a professional employee receives a parental complaint, the employee should attempt to resolve the difficulty by meeting with the parent. In the event that either party feels that the matter cannot be resolved by a parent-employee conference, or the matter is not resolved at a parent-employee conference, then the conflict resolution conference steps listed below will be initiated.

In the event an administrator receives a parental complaint about a professional employee, the employee will be notified of the complaint. The employee should attempt to resolve the difficulty by meeting with the parent. In the event that either party feels that the matter cannot be resolved by a parent-employee conference, or the matter is not resolved at a parent-employee conference, then the conflict resolution conference steps listed below will be initiated.

In the event a board member receives a parental complaint about a professional employee, the employee should be notified of the complaint by the building principal after the board member has notified the building principal. The board member may also call the Superintendent. The employee should attempt to resolve the difficulty by meeting with the parent. In the event that either party feels that the matter cannot be resolved by a parent-employee conference, or the matter is not resolved at a parent-employee conference, then the conflict resolution conference steps listed below will be initiated:

- A. Parent-employee-building principal
- B. Parent-employee-building principal-superintendent

The meetings should be documented in writing. If the complaint is of the nature that there is a concern for the welfare of the student or the professional employee, these steps may be bypassed. It is the responsibility of all teachers, administrators, and board members contacted by a parent with a complaint to inform the parent of this complaint procedure.

### **NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

A student shall not possess, transmit, conceal, consume, show evidence of having consumed, use, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, purported or look-alike drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, or in the situations under the authority of the district, or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as controlled substances and/or drug paraphernalia.

### **WEAPONS POLICY**

No student shall bring a gun, any deadly or dangerous weapon that may injure a person, such as a knife or any kind of metal knuckles, or other weapon or look-alike weapon into a school building, onto school grounds, to any school sponsored activity or onto school provided transportation.

No student shall have a gun or any deadly or dangerous weapon that may injure a person, as listed above, in his/her vehicle parked on school grounds.

Students violating this policy may be suspended for up to five (5) days, and may be subject to criminal sanctions, pursuant to section 18-3302D, Idaho Code. Further, the Board of Trustees may expel any student violating this policy.

For the purposes of enforcing this policy, employees of the school district shall have the right to search all students or their vehicles, their belongings, and lockers.

### **SEARCH AND SEIZURE**

All students have the right to be secure in their person and effects against unreasonable searches and seizure. Therefore, to assure that the rights of the student are balanced with the total needs of the school community, the following rules will apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

1. The principal may conduct a search and inspection of school property, including lockers and their contents assigned to students, for reasonable cause. Reasonable cause is defined as when a reasonable person, in view of the facts of the matter, could assume articles will be uncovered that are potentially harmful to students or school property or disruptive to the educational process.
2. Unauthorized, stolen, or illegal items may be taken into custody by school authorities. A reasonable effort will be made to notify the parents or guardians of students affected by school searches and seizures.
3. Items considered potentially dangerous, disruptive, or that interfere with the educational process may be removed from school property or premises or from a student's possession.

### **STUDENT BEHAVIOR GUIDELINES FOR XPERIENCE XPEDITIONS ATTENDANCE**

Xperience Xpeditions are special field trips/events sponsored by Kids Klub. Ineligibility for these events is dependent on the following criteria:

1. Chronically kicked out of class for interrupting class with rude behavior (more than once a week in more than one class).

2. Each In-school suspension will cause ineligibility from one major field trip/event sponsored by Xperience Xpeditions in a given school year.
3. Each Out-of-school suspension will cause ineligibility from one major field trip/event sponsored by Xperience Xpeditions in a given school year.
4. Any other severe infraction according to the Student Handbook.
5. Chronically rude behavior in the halls or on the playground before, during, or after school (more than once a week by more than one teacher).
6. Failing grades due to refusal to do class work or poor attendance.

## **OTHER VALUABLE INFORMATION**

### **Student Records**

Mountain View School District No. 244 would like to inform the district patrons that the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and copy the student's education records upon submission of a written request that identifies the record(s) they wish to inspect.
- The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The complete notice regarding FERPA is available from Superintendent of Schools, Mountain View School District #244, 714 Jefferson, Grangeville, Idaho 83530.

**Written complaints relative to any failure of the school to comply with these or other requirements of FERPA may be filed with *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.***

### **Student Privacy (Message to Parents)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Mountain View School District #244 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

**These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.**

The complete notice regarding PPRA is available from Superintendent of Schools, Mountain View School District #244, 714 Jefferson, Grangeville, Idaho 83530. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

### **Student Rights- Title VI, IX, ADA And 504 Officer**

Mountain View School District #244 does not discriminate on the basis of race, color, national origin, gender, religion, disability, and/or age in its programs and activities. Any person wishing to report a compliance issue or register a complaint may contact the district office at (208) 983 0990 or by written communication mailed to Mountain View School District No. 244, 714 Jefferson, Grangeville, Idaho 83530.

**Student Directory Information (Message to Parents)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mountain View School District #244, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Mountain View School District #244 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Mountain View School District #244 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed to military recruiters without their prior written consent. If you do not want Mountain View School District #244 to disclose directory information from your child’s education records without your prior written consent, you must notify the building principal in writing. Mountain View School District #244 has designated the following information as directory information:

<b>Student’s name</b>	<b>Participation in officially recognized activities and sports</b>
<b>Address</b>	<b>Weight and height of members of athletic teams</b>
<b>Telephone listing</b>	<b>Awards, degrees and honors received</b>
<b>Photograph</b>	<b>Most recent educational agency or institution attended</b>
<b>Grade level</b>	