

Rigby Middle School



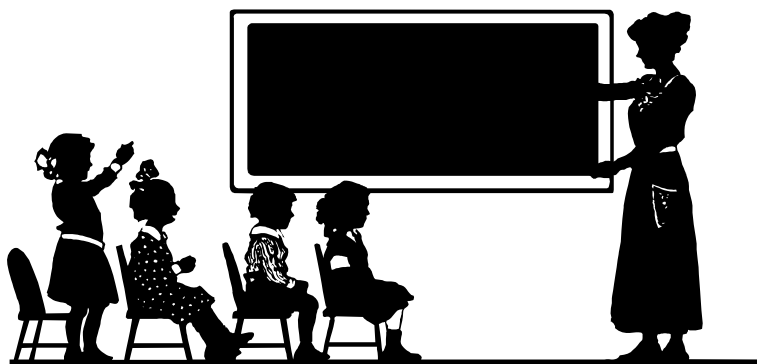
Trojans

Student/Parent Handbook

2020-2021

TEL. 208-745-6674

Learning for all - Together we find a way!



WELCOME

Welcome to Rigby Middle School. We hope you have a positive experience while you attend our school. We are here to help you, and we encourage you to read and refer to the information in your handbook. Please remember that you have a responsibility to make wise decisions. The staff, faculty, and administration are here to help you take advantage of all the opportunities available to you at Rigby Middle School.

TABLE OF CONTENTS

| | |
|---|-------|
| ACCIDENTS..... | 14 |
| ACTIVITIES | 12 |
| ATTENDANCE | 5 |
| ABSENCE MAKE-UP/DETENTION/COMMUNITY SERVICE..... | 6-7 |
| BEHAVIOR & DISCIPLINE-RESPECT AND PROTECT..... | 7 |
| BELLSCHEDULE | 4 |
| | 6 |
| CELLULAR PHONES & OTHER ELECTRONIC DEVICES..... | 13 |
| CHECK-IN/CHECKOUT | 6 |
| CLOSED CAMPUS..... | 6 |
| COUNSELORS AND CHANGE OF TEACHER/COURSE REQUESTS..... | 12 |
| DELIVERY OF MESSAGES TO STUDENTS..... | 12 |
| DISCIPLINE LEVELS AND CONSEQUENCES..... | 7-10 |
| DRESS CODE | 4-5 |
| EMERGENCY DRILLS..... | 14 |
| EXPULSION..... | 12 |
| FERPA (Family Educational Rights & Privacy Act) | 26 |
| FLEX..... | 15 |
| GOALS OF RMS VIOLENCE PREVENTION & INTERVENTION..... | 11 |
| HALL PASS..... | 14 |
| HOMEWORK REQUESTS..... | 12 |
| LIBRARY | 14 |
| LOCKER ASSIGNMENTS..... | 14 |
| LOST/STOLEN ITEMS AND PERSONAL PROPERTY | 14 |
| LUNCHROOM POLICY | 14 |
| MEDICATIONS (Over-the counter & Prescription) | 14 |
| NIT POLICY | 14 |
| PARENT-TEACHER COMMUNICATION | 12 |
| PHILOSOPHY | 4 |
| QUESTIONS/CONCERNS | 15 |
| SCHOOL DAY | 6 |
| SCHOOL GOALS..... | 4 |
| SCHOOL SPIRIT..... | 13 |
| SECTION 504/TITLE II GRIEVANCE PROCEDURE | 14,19 |
| SELECTED BOARD POLICY AND LEGAL COMPLIANCE..... | 16-33 |
| SEARCH AND SEIZURE BOARD POLICY..... | 11 |
| SKATEBOARDS..... | 15 |
| SPECIAL CONTINGENCIES/LAST DAY OF SCHOOL..... | 15 |
| STUDENTS WITH DISABILITIES RIGHTS | 15 |
| TARDIES..... | 6 |
| TRUANCY | 6 |
| VIOLENCE AND HARRASSMENT | 11 |
| VISITORS | 14 |

PHILOSOPHY

Every student who enters the school is important. We know that students have different physical and intellectual abilities, levels of maturity, and coping skills. Regardless of these differences, each student should have the opportunity to develop his or her own skills and talents. At Rigby Middle School, we work together to provide a safe learning environment where students can develop the critical thinking skills and knowledge base needed to become productive members of society.

SCHOOL GOALS

1. Meet different academic needs of students.
2. Enhance student learning.
3. Incorporate technology into classrooms.
4. Increase use of achievement test scores for student productivity.
5. Recognize student achievement.
6. Develop activities for decision-making skills.
7. Increase student awareness and development of career skills and opportunities.
8. Increase communication among school, students and community.
9. Achieve continuity in the scope and sequence of school curriculum.
10. Enhance social development through cooperative learning, varied curriculum, and extracurricular activities.

STUDENT BEHAVIORAL EXPECTATIONS (PBIS-POSITIVE BEHAVIORAL INTERVENTION SUPPORTS)

RESPECT

- Leave things as good as or better than you found them.
- Use kind, clean language and actions.
- Keep physical and verbal interactions platonic while in school.

READY

- Be in your seat with supplies and assignments ready when the tardy bell rings.
- Follow the dress code.
- Keep personal electronic devices put away and turned off.

RESPONSIBLE

- Be where you are supposed to be at all times.
- Immediately follow directions from adults and staff.

REGULAR BELL SCHEDULE

| 6 th Grade | 7 th Grade | 8 th Grade |
|--------------------------------------|--------------------------------------|--------------------------------------|
| 8:45 – 10:10 1 st Period | 8:45 – 10:10 1 st Period | 8:45 – 10:10 1 st Period |
| 10:15 – 10:45 Flex | 10:15 – 10:45 Flex | 10:15 – 10:45 Flex |
| 10:50 – 11:30 2 nd Period | 10:50 – 12:15 2 nd Period | 10:50 – 12:15 2 nd Period |
| 11:30 – 12:00 Lunch | 12:15 – 12:50 Lunch | 12:20 – 1:05 3 rd Period |
| 12:05 – 12:50 2 nd Period | 12:55 – 2:20 3 rd Period | 1:05 – 1:35 Lunch |
| 12:55 – 2:20 3 rd Period | 2:25 – 3:45 4 th Period | 1:40 – 2:20 3 rd Period |
| 2:25 – 3:45 4 th Period | | 2:25 – 3:45 4 th Period |

EARLY RELEASE BELL SCHEDULE

| 6 th Grade | 7 th Grade | 8 th Grade |
|--------------------------------------|--------------------------------------|--------------------------------------|
| 8:45 – 10:04 1 st Period | 8:45 – 10:04 1 st Period | 8:45 – 10:04 1 st Period |
| 10:09 – 10:49 2 nd Period | 10:09 – 11:28 2 nd Period | 10:09 – 11:28 2 nd Period |
| 10:49 – 11:18 Lunch | 11:28 – 12:02 Lunch | 11:33 – 12:12 3 rd Period |
| 11:23 – 12:02 2 nd Period | 12:07 – 1:26 3 rd Period | 12:12 – 12:41 Lunch |
| 12:07 – 1:26 3 rd Period | 1:31 – 2:45 4 th Period | 12:46 – 1:26 3 rd Period |
| 1:31 – 2:45 4 th Period | | 1:31 – 2:45 4 th Period |

*September 4 Maroon Day/September 5 Gold Day (alternating maroon and gold days thereafter)

DRESS CODE

The District believes that there is a close relationship between student dress and behavior. The dress code below encourages students to “dress for success” and come to school properly prepared to participate. “Disruption” is any behavior that interferes

with teaching and learning. Administrators may make exceptions to the dress code for special occasions. Parents may be required to bring a change of clothes to students that do not meet the dress code. Students may not be allowed in class or to participate in classroom/school activities until the student is in appropriate dress code. Alternatively, students may change into clothing provided by the school depending on availability.

Disruptive Clothing/Accessories/Hair Styles/Tattoos

Clothing, accessories, hair styles, face paint, or tattoos that are disruptive, depict, promote or are associated with drugs, alcohol, gangs, violence, discrimination, hate, or pornography, are not permitted. Clothing that is sheer, ripped, or see-through is prohibited unless another layer of clothing that meets the dress code is underneath. Masks and painting of symbols or pictures using face paint, ink, make-up, etc. on one's face is not permitted. Blankets may not be worn in the school.

Head Coverings/Sunglasses

Caps, hats, scarves, curlers, bandanas, sweatbands, wigs, or other similar head coverings shall not be worn to class or inside the school buildings. Exceptions may be made by the school administration if head coverings are prescribed by a physician, worn for religious reasons, or worn for a special school activity. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

Tops

Clothing must not expose undergarments. Strapless tops are prohibited. At a minimum, tops must have a sleeve and a hem and be of sufficient length to cover the end of the shoulder and the beginning of the arm, as well as the entire stomach. Clothing that is sheer, is ripped, or is see-through is prohibited unless another layer of clothing that meets the dress code is worn underneath.

Pants/Skirts

Undergarments shall not be visible. Pants and shorts shall be worn at the waist. Bathing/swimming wear, sleepwear (**including pajamas**), etc., worn as outerwear is not permitted. Shorts and skirts must be of modest length, which is defined as no more than 3" above the knee. Clothing that is sheer, ripped, or see-through is prohibited unless another layer of clothing that meets the dress code is underneath. No holes in pants above the knee without another layer of clothing underneath.

Footwear/Accessories

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. Jewelry/accessories that disrupt the educational environment or pose a safety concern for the student or others are prohibited.

ATTENDANCE POLICY

The maximum absences students shall have may not exceed more than seven (7) in a given class in any trimester. Students who exceed the seven (7) day maximum will be subject to loss of credit. Please note that we will no longer accept appeals for lost credit. In order to regain credit, students must make up time, either before or after school. Make-up time must amount to at least 1 hour per missed class. Students may use After School Homework Help with sign-in to make-up time. All other make-up activities require pre-approval of the office staff. All make-up time must be completed by the end of the trimester. Students who have been truant will not be eligible to make up time.

Verified Absences:

Parents must contact the attendance office within three **(3) days to verify absences**. A student's first day back is day 1. After the third day, the absence is considered a sluff/truancy.

Sluffs/Truancy:

A sluff/truancy is defined as a student missing class without verification after three **(3) school days** or when a student is verifiably skipping class. Sluffs are considered truancy. Skipping FLEX is considered truancy. Students who sluff receive appropriate consequences as defined in the discipline section below, including, but not limited to lunch detention, in-school suspension, out of school suspension, or community service.

Un-Verified Absences:

Students with excessive un-verified absences may be referred for alternative placement, to Health and Welfare or the prosecuting attorney to investigate possible child neglect or habitual truancy under the provisions of Section 33-205 of the Idaho Code.

School Excused Absences:

Excused Absences- Absences that do not count against the seven (7) day limit are classified as "Excused" and include:

1. Medical (MED)
2. Funeral (FNR)
3. Court (CRT)
4. School-Sponsored Activity (ACT) includes administrator approved educational opportunities, such as college visits, being a Congressional Page, and other special events.

5. Suspension (ISS or OSS)

Harvest Exception (HAR) Students who work in the harvest are allowed ten (10) days of absence. Those absences must be pre-arranged with a harvest form from the office. ***Students applying for Harvest Exception must be passing all classes and be on track to graduate on time per district policy.***

Make-up work

Students are allowed to make up work for illness and school excused absences. Students have the number of days missed plus one additional day after they return to turn in work. Students who know they will be absent should request homework in advance of absences from their teachers.

CLOSED CAMPUS/CHECK-OUT PROCEEDURE

A student may leave campus if:

- signed out and accompanied by his/her parent/guardian; or
- signed out and accompanied by a person listed in the computer as an emergency contact; or
- the student has a court excuse.

Any student not signed out in the office will be considered truant. We reserve the right to ask for identification before signing any student out. Please call 5 minutes ahead of time when picking up students.

CHECK-IN/CHECK-OUT

Students who arrive at school after the starting time will be expected to check in at the office. Failure of the student to do so may result in the student receiving a truancy for the period(s) missed. **1st period tardies are unexcused** except for verified medical or dental appointments. Documentation from the doctor or the dentist must be provided.

Once students board a bus to come to school or after 8:00 a.m. when students arrive on campus, they are considered “on campus” and may not leave unless they are signed out. When checking out your student, **please call ahead and allow ten minutes** for our office staff to send for your student.

SCHOOL DAY

STUDENT SUPERVISION

The regular hours for the school building to be open on a school day will be from **8:00 a.m. to 3:45 p.m.** Students who have reason to be in the building before or after this time must have a faculty member present with them for supervision. Any students who are roaming the school building during this time and unsupervised will be considered trespassing.

TRUANCIES/SLUFFS

Truancies/sluffs may result from:

1. Not clearing up absences within 3 days
2. Leaving campus without checking out
3. Leaving class without permission
4. Not being in your assigned place

Truant students or those that sluff will meet with the assistant principal with the following consequences:

- **1st Truancy:** Notify parents by phone and/or letter. Student will be assigned detention or community service at least equal to time missed.
- **2nd Truancy:** Notify parents by phone and/or letter. Student will be assigned In School Suspension or Out of School Suspension and informed of the consequences of a 3rd truancy.
- **3rd Truancy:** Notify parents by phone and/or letter. Student will be assigned In School or Out of School Suspension. A meeting will be held with the parent/guardian to inform them and the student that a 4th truancy will result in a referral to the prosecuting attorney for habitual truancy.
- **4th Truancy:** Notify parents by phone and/or letter. Student will be assigned Out of School Suspension. Student will be referred to the prosecuting attorney for habitual truancy.
- **5^h Truancy:** Student will be referred to law enforcement.

TARDIES

Students are considered tardy if they are not in the appropriate class ready to learn when the bell rings. Students will receive lunch detention for tardies 4-6. For subsequent tardies, students will receive in-school suspension, after-school detention or other consequences at the discretion of the administrator. Students who are more than **15 minutes** late to class will be **marked absent.**

DETENTION AND ABSENCE MAKE-UP TIME

The following rules will apply:

1. Students who create a problem will be excused from the detention session with no credit given for time spent.

2. No visiting. Students shall study quietly.
3. No cell phones or electronic devices are allowed and must be turned in to the detention room supervisor.
4. No food or drink is allowed except with teacher approval.
5. Transportation is the student's responsibility but students can ride district transportation if available. Request a pass from a detention supervisor.
6. For detentions during the school lunch period, lunch will be provided at the student's expense from the cafeteria.

"NO-SHOWS" TO ASSIGNED DETENTIONS

"No-Show" results in a meeting with administrator for further consequences to be completed as soon as possible, which could include in-school and out-of-school suspension.

COMMUNITY SERVICE

Community Service is detention during the school day including service activities such as cleaning the school building and grounds. Community Service is assigned for infractions, including discipline and attendance. When doing Community Service, students are expected to follow rules handed out at time of assigned service. Community Service will be held at Rigby Middle School.

1. Students report to the RMS office for Community Service.
2. Follow all rules as stated in this handbook.
3. No cell phones electronic devices are allowed during Community Service.
4. Any student that exhibits disruptive behavior while completing Community Service will be given Out of School Suspension. The school administration will notify parents by phone and/or letter of the student misconduct.

BEHAVIOR AND DISCIPLINE – RESPECT AND PROTECT (District Policy 3330)

715.0 STUDENT DISCIPLINE

715.1 Behavior and discipline

Maintenance of Orderly Conduct

The district, through its agents, officers and employees, is responsible for maintaining a safe, orderly environment for the process of education. Students should conduct themselves in an orderly manner and comply with reasonable requests of school personnel. School personnel should, in turn, extend to students the same respect and courtesy which they as employees have the right to expect. All school personnel are equally obligated to correct student misconduct in a consistent manner when students are under school jurisdiction.

A student whose misconduct interferes with the rights of other students or adults, or brings discredit upon themselves or the school district, will be disciplined in accordance with school district, local, and state rules and regulations as set forth. The building administrator(s) is/are responsible for the application of consequences for student misconduct.

Student conduct that violates state or federal law will be referred to the appropriate law enforcement agency.

Idaho Code provides for the power and duties of teachers and we, as a district, extend that responsibility to all district employees.

Powers and Duties of Teachers

"In the absence of any statute or rule or regulation of the Board, any teacher employed by the District shall have the right to direct how and when each pupil shall attend to his/her appropriate duties, and the manner in which a pupil shall demean himself/herself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the Board in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern the classroom, not inconsistent with any statute or rule or regulation of the board."

(Idaho Code)

Referral for Discipline

Class 1 offenses should be dealt with at the time and place of occurrence. Referral to a school administrator or his/her designee should occur only if the misconduct persists after appropriate intervention of the teacher or other personnel, including the following:

1. Regular notification, posting or discussion with students of expectations for appropriate behavior.
2. Proper warning of the student about the misconduct.

Class 2 offenses will be dealt with at the time and place of occurrence. Depending upon circumstances, the teacher or other personnel may involve the school administrator for help with disciplinary actions.

Class 3, 4, and 5 offenses will be immediately referred to a school administrator or his/her designee after appropriate action has been taken at the level of occurrence to rectify conditions if such action is necessary.

STOP, WALK, and TALK

Students who think they are being harassed or bullied should follow the school's STOP, WALK and TALK procedure:

1. Tell the person who is harassing/bullying you to STOP.
2. WALK away from the person who is harassing you.
3. TALK to a teacher, a principal, staff member, or your parents about the problem.

Discipline Levels and Consequences

Incidents of student misconduct are grouped into five categories as set forth below:

| Behaviors | Consequences |
|--|--|
| <p>CLASS 1 (CLASSROOM MANAGED)</p> <p>Disruptive behavior in classrooms, hallways, lunchrooms, playground, bus, field trips</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> *Running in the building *Dress Code violations as contained in district and school policy (including Issues of offensive tattoos, ...) *Devices/objects not allowed on school Property (includes cell phones and electronic tablets inside the classroom) *Loitering *Littering *Inappropriate/disruptive volume (yelling, loud voice) | <p>Verbal Warning/Reset Required</p> <p>Optional consequences administered at the discretion of school personnel:</p> <p>Written warning</p> <p>Conference with the student and parent notification</p> <p>Natural consequences - whatever is wrong, fix it (i.e.: littering violations result in student picking up litter; student brings inappropriate object results in confiscation of object)</p> |
| <p>CLASS 2 (CLASSROOM MANAGED)</p> <p>More serious disruptive behaviors</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> *Repeated behaviors (see above-related to disruptive behavior in classrooms, hallways, lunchrooms, playground, bus, field trips) *Profanity/Inappropriate language *Deliberate non-compliance *Disrespect for students and staff *Disrespect for others' property or school property *Cheating *Defiance/Insubordination *Lying/deceit *Ridicule or name calling *Public displays of affection, including holding hands, hugging, kissing, and other intimate touching. * Clothing Violation-Gang Symbolism | <p>Ticket, incident report, or written statement issued for student required and parent notification is required</p> <p>Administrator or teacher will make a parent contact by phone, conference, Email, or mail</p> <p>Optional consequences administered at the discretion of the teacher and administrator</p> <p>Behavioral education or behavior contracts</p> <p>School counselor or school social worker may confer with the student and parents</p> |

| | |
|---|---|
| | In-school suspension, detention, after-school detention, or community service. |
| Behaviors | Consequences |
| <p>CLASS 3 (OFFICE MANAGED)</p> <p>Misconduct that could result in personal injury or property damage</p> <p>Examples:</p> <ul style="list-style-type: none"> *Repeated behaviors (see above-related to more serious disruptive behaviors) *Obscene gestures *Throwing objects *Pushing/shoving (body contact) *Kicking, hitting, spitting *Stealing under \$25 *Vandalism under \$25 *Verbal threats to harm *Fighting (first incident) *Possessing or using matches/lighters/combustibles *Gang related drawings, writing or clothing *Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing | <p>Administrator will direct the following:</p> <p>School will report the misconduct to the School Resource Officer or law enforcement agency required when the misconduct is a criminal offence</p> <p>Administrator, school counselor, school social worker, or designee will confer with the student and parents</p> <p>Repayment/restitution for damage caused</p> <p>In-school suspension or detention</p> <p>Optional consequences administered at the discretion of the administrator:</p> <ul style="list-style-type: none"> *Out-of-School suspension *Alternative education placements *Behavioral contracts |
| Behaviors | Consequences |
| <p>CLASS 4 (OFFICE/LAW ENFORCEMENT MANAGED)</p> <p>Severe misconduct, illegal activities</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> *Repeated behaviors (see above-related to misconduct that could result in personal injury or property damage) *Tobacco/smoking, chewing, vaping, alcohol (selling, possessing, under the influence) *Inappropriate, unwanted touching (“swirlie,” “de-pantsing,” sexual contact, . . .) Sexual harassment *Pulling the fire alarm inappropriately *Fireworks *Fights resulting in injury *Vandalism (greater than \$25) *Stealing (greater than \$25) *Extortion *Pornographic material including cell phone/ computer accessed pornography. | <p>Administrator and Superintendent will direct the following:</p> <p>Meet with student and parent</p> <p>It is required that the school report the misconduct to the School Resource Officer or law enforcement agency</p> <p>Repayment/restitution for damage caused</p> <p>Suspension with possible expulsion</p> <p>Optional consequences administered at the discretion of the Superintendent and Administrator</p> <p>Alternative education placements</p> <p>Appeal procedures for expulsions are Outlined in Idaho Code. See Drug Free Policy 717.2</p> |
| Behaviors | Consequences |
| <p>CLASS 5 (LAW ENFORCEMENT/OFFICE MANAGED)</p> <p>Illegal/Criminal Behaviors</p> <p><u>Examples:</u></p> | <p>School will report the misconduct to the School Resource Officer or law enforcement agency</p> |

| | |
|--|--|
| <p>*Repeated behaviors (see above-behaviors related to severe misconduct, illegal activities)</p> <p>*Threats with intent (the means) or written threats</p> <p>*Bomb threats</p> <p>*Drugs or drug paraphernalia (selling, possessing, using)</p> <p>*Weapons at school, look-alike weapons</p> <p>*Rape/attempted rape</p> <p>*Use of the internet for bomb instructions</p> | <p>All misconduct in class 5 will be reported to the Superintendent and reviewed by the School Board and may result in expulsion</p> |
|--|--|

Procedures for Formal Disciplinary Action

When formal disciplinary action occurs, a student will be notified of the charges, allowed to respond to the charges, and when possible be informed in writing of formal disciplinary action. School officials will make contact with the parent or guardian in a timely manner.

Appeal Process

Students are encouraged to go to the faculty or administration to discuss problems or misunderstandings about a discipline issue. To make a formal appeal regarding a discipline issue, the student should follow the procedure listed below:

For a class 1 issue:

1. Write down what happened and the reason for the appeal.
2. Schedule an appointment with the person who assigned the consequence and the building administrator to discuss and review the issue.

For a class 2 issue:

1. Write down what happened and the reason for the appeal.
2. Schedule an appointment with the person who assigned the consequence and the building administrator to discuss and review the issue.

For a class 3 issue:

1. Write down what happened and the reason for the appeal.
2. Schedule an appointment with the building administrator to discuss and review the issue.
3. To carry the appeal to the next higher level, schedule an appointment with the Superintendent. The building administrator will also be invited to attend this meeting.

For a class 4 issue:

1. Write down what happened and the reason for the appeal
2. Schedule an appointment with the building administrator and the Superintendent to discuss and review the issue. If law enforcement was involved at the time of the misconduct, the law enforcement officer will be invited to attend the meeting to report facts of the case.

For a class 5 issue:

1. Appeal procedures for expulsions are outlined in Idaho Code.

Students with Disabilities

A student in special education is subject to the same disciplinary procedures as any student for behavioral consequences and short-term suspensions, approximately 10 days in a school year, unless noted differently in the student's Individualized Education Plan. Students with disabilities are guaranteed a Free Appropriate Public Education (FAPE) by federal laws, such as the Individuals with Disabilities Education Act. For students in special education, disciplinary measures must always take into account the student's right to FAPE. A student in special education may be suspended for extended lengths of time, beyond the 10 school days, or expelled if the misconduct is not related to education as defined in the student's Individualized Education Plan and with access to the general curriculum. The district will follow procedures for students with identified disabilities as defined by federal laws and the *Idaho Implementation Manual for Special Education*. These procedures may involve:

- Assessment of the student's behavior (Functional Behavioral Assessment).
- Design and implementation of a behavior plan that may alter usual consequences for misconduct, as well as, describe procedures to attempt to alleviate the behavior.
- Manifestation determination to determine the relationship between the student's misconduct and the student's disability, when needed.
- Placement in Alternative Educational Settings for violations of the law.

- Removal from school through a court injunction for behavior that is dangerous to the student or others.

When a student in special education breaks the law, the district will report the misconduct to appropriate law enforcement agencies. Subsequent court actions may unilaterally remove the student from placement within the district. When discipline of a student in Special education results in removal from school for 20 or more days, the principal will notify the director of special education.

Uniformity

Each school in Jefferson School District #251 will comply with the provisions of this disciplinary policy, with due consideration to the age, maturity of the student, and circumstances that exist at the level of occurrence. The school principal will keep appropriate records on student misconduct and disciplinary actions taken.

Goals of the Rigby Middle School Violence Prevention and Intervention Program

1. To ensure the safety and well-being of both students and educators.
2. To reduce the severity and frequency of and eventually eliminate all incidents of violence from the school setting.
3. To eliminate the two pervasive attitudes that directly spawn and support violence in schools: Entitlement and Intolerance.
4. To create a safe, supportive, nurturing atmosphere highly conducive to learning.

Our goal at Rigby Middle School is to create an atmosphere which will encourage students and faculty to respect and protect each other. The basis for our approach to discipline is a system of consequences when students make poor decisions and recognition when positive decisions are made. Gangs, hate-groups, and organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, ancestry, national origin, or handicap are not tolerated at Rigby Middle School. The activities of such groups and their members are prohibited.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as wearing of gang colors or insignia, and the use of language, codes, gestures that intimidate, provoke violence or seek to promote the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

SEARCHES AND SEIZURE – BOARD POLICY 3370/3370P

Board Policies 3370 and 3370P apply to physical and digital property on school premises.

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

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

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

This occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. Incidents of violence or harassment, physical and/or sexual harassment or any unwelcome comment, foul language or gesture with regard to another person, their appearance, gender, or race should be reported to the administration and or counselor.

Idaho Code Sec. 18-3302D. Carrying concealed firearms on school property.

It shall be unlawful and is a misdemeanor for any person under the age of twenty-one (21) to carry a firearm, dirk knife, bowie knife, dagger, metal knuckles or other deadly or dangerous weapon concealed on or about his person while on the property of a public or private elementary or secondary school or in those portions of any building, stadium or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school in this State or while

riding school provided transportation...Persons who are found guilty of violating the provisions of this section may be sentenced to a jail term of not more than one (1) year, or if a minor, not in excess of one hundred-twenty (120) days in a juvenile detention facility, or fined an amount not in excess of one thousand dollars (\$1,000) or both. Additionally, the board of trustees of a school district may expel any person violating the provisions of this section if the violator is a student.

EXPULSION

Refer to Board Policies 3330 and 3340.

COUNSELORS

Students wishing to see a counselor are encouraged to stop by the office or see one of the Counselors in Room 20 across from the gym. Students involved in an emergency should seek assistance in the office.

CHANGE OF TEACHER REQUEST

As a school we recognize that at times a teacher change is necessary. If you desire a change, please follow the following steps:

1. Write a detailed explanation as to why your child needs to have a teacher change.
2. Turn the letter into the principal's secretary.
3. The administration will review all requests.
4. If necessary the an appointment will be made with the principal to discuss concerns as well as meet with the teacher of concern. At the meeting a decision will be made as to whether or not a schedule change can be made.

***Submitting a 6th or 7th grade change of teacher request will likely result in the reassignment of all core (math, language arts, science, and social studies) teachers.**

CHANGE OF ELECTIVE CLASS

When placing your students into an elective class, we look at the choices that your student has picked. Students receive their electives according to what they have chosen. The majority of electives that we offer are filled when school starts, thus making it difficult for schedule changes. Changes of electives must occur within the first three (3) days of each trimester during registration. If a student desires an elective change the following steps will be followed.

1. The student/guardian must fill out a change of elective form (available from counselor) and deliver it to the counselor's office
2. If the request can be granted, the counselor will call in your student and give him/her a new schedule. Please understand that classes are extremely full and changes may not be possible.

PARENT-TEACHER COMMUNICATION

Parents should never be in doubt about their child's progress. Parents can check the student's progress anytime on PowerSchool, weekly emails from PowerSchool, and report cards. Weekly computer-generated phone calls will be made to parents, based on the information given to the school at registration, whose students currently have an F grade in one or more of their classes. If parents still have questions or feel that there has been a misunderstanding, they may call the school for an appointment with the teacher, counselor, or administrator. Students who wish to talk with a teacher about any problem should request a conference with the teacher at a time convenient to both parties. Please talk to an administrator if you need additional help communicating with a teacher.

REQUESTING HOMEWORK

Homework requests must be called in **at least 24 hours before the intended pick-up** in order for teachers to be able to put homework together.

Homework requests can be made when the student is absent 2 or more days.

DELIVERING MESSAGES

Messages will be delivered to students up until 3:10 PM. Messages after that time will be delivered to students **only** in cases of an emergency that is explained to the secretary. We have a large amount of students so please plan ahead and make arrangements for students in order to cut down on student messages and disruptions to learning.

EXTRA CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege and students who participate in them are held to high academic and behavioral expectations.

- A. Students must meet State and District academic guidelines to remain eligible.
- B. Students required to serve detention (during school or after school), in school suspension, out of school suspension, or community service will become ineligible to participate in any extracurricular activities at the discretion of the coach and administrator.

SPIRIT

School spirit means loyalty to all functions of the school. A loyal student supports the school and does his or her utmost to keep scholastic and activity standards at the highest possible level. Courtesy toward fellow students, teachers, and visitors in our school shows class and maturity. The ability to win and lose gracefully shows true sportsmanship.

1. Appreciate the visiting team and treat their fans as guests.
2. Accept the official's decision as final.
3. Support the cheerleaders with enthusiasm. Cheer **for** our team and not **against** the visiting team.
4. Be modest in victory and gracious in defeat.

Participation and involvement in school activities is a privilege. Any student who exhibits poor sportsmanship or behavior at a school function may be required to leave the activity, and may be prohibited from further attendance.

CELLULAR PHONES, & OTHER ELECTRONICS

Cell phones and other electronic devices are permitted before and after school, during passing time, and at lunch. Cell phones and other electronic devices are not permitted during class time unless the classroom teacher authorizes their use. Unauthorized use of cell phones and other electronic devices during class time will result in the device being confiscated and returned only to parents.

Board Policy 3265 Revised on August 16th, 2017 states as follows:

Student-Owned Electronic Communications Devices

Students, with permission of their parents/guardians, or the student him or herself if over 18 years of age, may be in possession of personal electronic devices such as smart phones, cellular telephones, pagers/beepers, laptops, tablets, e-readers, or other related electronic devices 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. Unless an emergency situation exists that involves imminent physical danger or a certified District employee authorizes the student to do otherwise (such as use in class), use of devices shall be limited to the period before classes begin in the morning, during the students lunch period, and after the students last class in the afternoon.

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.

Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

The use of cameras or audio listening devices 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 a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any ways send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

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

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students violating the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parents/guardians. Where appropriate, police authorities may be contacted.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with uses outlined herein. Board Policy 3265 Revised on August 16th, 2017

LOST/STOLEN ITEMS AND PERSONAL PROPERTY

Students and parents are hereby notified that **Rigby Middle School** and **Jefferson County School District #251** are not responsible for personal property of students. Students are encouraged to take steps to secure their property and to use locks to safeguard their property.

Lost articles turned in to the office may be claimed upon proper identification. We suggest that students place their names on items that they bring to the school.

MEDICATIONS

Over-the-counter medications must be signed in at the office by a parent and can be kept in a student's locker for personal use only.

Prescription medications must be signed in at the office by a parent. Storage and dispensation of the medication depend on parent elections and physician guidance.

MOTORIZED VEHICLES

Students are not allowed to use powered vehicles during school hours unless permission is granted from the principal. Students who bring a vehicle to school are not allowed to go to the vehicle during the school day.

LUNCHROOM POLICY

A nutritious lunch is served in the cafeteria each full day. Students who bring lunches from home must eat in the cafeteria. Food and drinks from the cafeteria will not be allowed in the halls or classrooms. Clear water in a clear container is allowed.

NIT POLICY

Refer to Board Policy 3520

EMERGENCY DRILLS

Emergency drills are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly, clearing the building by the prescribed route. The teacher in each classroom will give his/her students necessary instructions for leaving the building or in the case of lockdowns, preparing the room. Rigby Middle School will practice periodic fire drills, intruder drills and lock down drills throughout the year.

VISITORS

All visitors to the school must check in at the office upon arrival. After checking in, **parents/guardians are welcome to visit classes and/or view the building. Only students registered at Rigby Middle School may be on campus during school time.**

HALL PASS

Students in the halls during class time must wear a designated vest at all times.

ACCIDENTS

There is a possibility that a student may be injured during the school day. In case of an accident, the following procedures will be followed:

1. All accidents should be reported to the teacher in charge, or to the office.
2. An accident report provided by the Principal's office should be filled out on the day of the accident.

***If medical attention is required, parents/guardians will immediately be notified and the correct procedure for the injury will be followed. A 911 emergency telephone call may be made if necessary.**

LIBRARY

The library shall remain a study area, and as such, must be quiet. Students are encouraged to use the library for checking out books, magazines, resource materials, and for study. Material checked out should be returned on time to allow others access to the same material. Fines may be accrued if overdue library materials are late and not returned. Damages to library and other school materials may result in fines as well.

LOCKER ASSIGNMENTS

Lockers are provided for the students as a service to help keep books, papers, and coats organized. Students may elect to use a locker and are responsible for that locker.

Using lockers is a privilege and may be revoked by the administration for students who misuse this service. Rigby Middle School reserves the right to open and inspect any of the school lockers at any time.

Students can get a lock from the school to protect their personal items kept in school lockers. They may also provide their own locks; however, the office must be given a key or the combination. At the end of the school year or when a student checks out of school, any personal lock not removed from a locker will be removed at the owner's expense.

SKATEBOARDS

Skateboards, scooters, rollerblades, bicycles or similar objects may be ridden on campus or on the sidewalks surrounding the school campus before or after school hours. Skateboards, scooters, roller shoes, roller blades, hover boards, and bicycles **are not allowed in the school building at any time**. Before or after building hours, use will be determined by the building administrators.

SELLING/SOLICITATION OF GOODS AND SERVICES

Selling/solicitation of any goods or services on the school campus is prohibited unless approved by the school administration.

STUDENTS WITH DISABILITIES RIGHTS

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Jozlyn Thompson, Director of Student Services, at 745-0848, ext. 1112, 3850 E 300 N, Rigby, Idaho 83442.

SECTION 504/TITLE II GRIEVANCE PROCEDURE

Jefferson Joint School District has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act (Title II). Both Section 504 and Title II prohibit discrimination on the basis of disability. Complaints should be addressed to Jozlyn Thompson, Director of Student Services, at 745-0848, ext. 1112, who has been designated to coordinate Section 504/Title II Compliance efforts.

SPECIAL CONTINGENCIES/LAST DAY OF SCHOOL

Upon occasion, circumstances may warrant adjustment to, or additional attention to enforcement of the policies in this handbook for the best interest of the students. Whenever possible, administrators will notify parents beforehand of these special contingencies.

One such contingency will be the last day of school. On that day, school hours are strictly observed (doors opening at 8:00 am) as well as dress code. Due to the disciplinary challenges of the last day of school, bags are not permitted in the school; however, special consideration will be given to students with health and hygiene needs.

FLEX

FLEX period is a time that teachers have to give special attention to struggling students and to help them be academically successful. Students who have a failing grade are automatically assigned to attend class during FLEX, and teachers can also manually assign students to come for additional help. Attendance is mandatory and failure to attend will result in a truancy. Enrichment activities will be provided for students who are not assigned to any particular class for FLEX.

QUESTIONS/CONCERNS

If you have any questions or concerns, please contact the office 208-745-6674

DISTRICT MISSION STATEMENT

“The mission of Jefferson School District 251 is to provide each student with a high quality education.”

DISTRICT VISION

“We are a community focused on student learning in order to build character, foster informed and productive citizenship, and prepare all youth for college and career success.”

GENERAL INFORMATION

ATTENDANCE – BOARD POLICIES 3050 AND 2380

Attendance at school is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. Jefferson School District defines acceptable elementary school attendance as missing not more than seven (7) days per trimester. **If a student must be absent from school, the parent/guardian is requested to call the office by 9:00 am to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the office on the day of return. If parents/guardians find it necessary to take students out of school for an extended period of time, please contact the office in advance.

Tardies/Early checkouts

Tardies caused by a late bus, inclement weather, or for medical reasons are excused and shall not be counted on the student's record. “Excessive” tardies is defined as more than five tardies.

Absences

Students who accrue ten (10) consecutive absences will be dropped from school. When the student returns to school, the student may be re-enrolled in school. Students served by homebound will not be included in this procedure (Board Policy 2380). In addition, students with seven (7) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

Make-Up Work

Students who are absent from or late to class can make up work missed, but they miss out on direct instruction, a critical component in the educational achievement of students.

ACADEMIC OR BEHAVIOR CONCERNS

When academic or behavioral concerns become apparent to either parent or teacher, the district has a problem solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the concern persists, or significantly impacts the child's learning, the parent or teacher may refer the student to a building problem solving team to review the concern and interventions previously tried. This team may then develop an additional intervention plan and timeline. If the concern persists even after additional interventions, the child may be referred to a building level multidisciplinary team for further assessments.

ACCIDENTS/INJURIES – BOARD POLICY 3540

If an accident occurs at school, the school office will call parents/guardians or emergency contacts to notify them of the situation. Please keep your contact information current with your teacher and the front office.

ANIMALS IN THE ELEMENTARY CLASSROOMS – BOARD POLICY 3466

1. Animals are allowed in elementary classrooms when they are required for a unit of instruction from the Jefferson Joint School District #251 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
2. Wild animals are not allowed in the classroom
3. Students are not allowed to bring their pets from home.
4. The building administrator shall approve use of animals in classrooms and assemblies.
5. Service animals are allowed per Board Policy 3466 (www.Jeffersonsd251.org).

ALLERGIES – BOARD POLICIES 3510 AND 3515

It is common for students to have serious allergies. **Please notify the office if your student has any allergies.**

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to 20 minutes before school and must exit school grounds no later than 20 minutes after the final bell. School personnel are not available for supervision outside of those times.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/WHEELIES

Students riding bikes, skateboards, scooters, or rollerblades to school should walk as soon as they are on school property. Bike racks are available; students are encouraged to wear helmets and to use locks on their bikes. **Wheelies are not allowed at school.**

BIRTH CERTIFICATES – BOARD POLICY 3000

Idaho State law requires: "Upon enrollment of a student for the first time in an elementary school or secondary school, the person enrolling the student must provide either a **CERTIFIED** copy of the student's birth certificate or other **reliable proof** of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate". Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity.

BIRTHDAYS AND SPECIAL OCCASIONS

Please do not send special flowers, balloons, invitations, treats, etc., to the school that are intended for just one child. You are welcome to bring treats that may be shared with all your child's classmates on special occasions. Treats must be store purchased and in the original packaging. Students should not pass out invitations to private birthday parties at school. Thank you for your help in this area.

BOARD POLICY – SEE APPENDIX A

All board policies may be accessed from the district website: www.Jeffersonsd251.org

BOOK FINES

When books are issued, students should notify their teacher of previous book damage. If there is unreported damage, the student may be held accountable. Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book.

BULLYING – BOARD POLICY 3295 – SEE APPENDIX D

Bullying is an aggressive behavior that is intentional, *repeated over time*, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. We are committed to providing all students with a safe, bully-free environment that will allow them to learn and grow.

BUSES – BOARD POLICY 8140

Riding the school bus is a privilege for students, not a right. Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. **The phone number for Transportation is 208-754-8211.**

CAMPUS SAFETY

Jefferson Joint School District #251 takes the safety of our students very seriously. Fire drills, earthquake drills, and lock down drills for intruder situations are conducted on a regular basis at all schools.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/STUDENT-TRACKING SAFETY DEVICES – BOARD POLICY 3265/3563

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cell phone or other related electronic devices 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. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students shall comply with any additional rules and procedures developed by the school concerning appropriate use of telecommunication or other electronic devices.

Policy #3563 - Because of student privacy concerns, the District requires listen-in technology to be disabled while any student-tracking device is at school, on District-provided transportation, and at school events. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device or other electronic device with recording or listen-in capability, such as AngelSense, at school or at a school-sponsored event. Any parent/guardian receiving permission to use an electronic device with listen-in capability may be requested to enter into a user agreement with the school to define the scope and limits of such use

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Students are responsible for the care of devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

CLOSED CAMPUS

All district elementary schools have been designated as closed campus schools. Once students are on campus, they are required to have permission from parents or guardian to leave the campus. Leaving campus without permission constitutes truancy.

COPYRIGHT – BOARD POLICY 2150/2150P

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement. No information or graphics may be posted on any school system official website in violation of any copyright laws.

DELIVERIES

Flowers/plants or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.

DIRECTORY INFORMATION OPT-OUT – BOARD POLICY 3570

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. **If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not be disclosed to third parties.**

DISCIPLINE – BOARD POLICIES 3330 AND 3340

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child's education will reflect excellent behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience little misbehavior. We sincerely invite parents to come in and talk with us about concerns. For further information, refer to Board Policies 3330 and 3340 at www.Jeffersonsd251.org.

DISCRIMINATION – BOARD POLICY 3280

Jefferson Joint School District #251 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

DRESS CODE – BOARD POLICY 3260/3260P

To support parents and students in making appropriate clothing selections the following guidelines must be adhered to:

1. All clothing shall be neat, clean, un-torn, and appropriate to the circumstances.
2. Students will be excluded from attending classes, or participating in school-related activities that are held on school property, when, in the opinion of the administrator on duty, any of the following are worn:
 - A. Underwear as outerwear
 - B. Clothing, jewelry, or body art that advertises alcoholic beverages or illegal drugs
 - C. Clothing, jewelry, or body art that displays obscene or immoral pictures, slogans, or statements
 - D. Clothing that reveals the midriff

- E. Clothing that reveals underwear
 - F. Excessively tight clothing
 - G. "No sagging"—sagging is defined as wearing the waistband of slack, pants, shorts or skirts below the natural waistline. A belt is required for over-sized pants.
 - H. Clothing, jewelry, or body art that promotes gang activity will not be permitted at any time.
 - I. Shoes must be worn in all instances.
3. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tends to disrupt class and/or which reduces attentiveness in class. To assist students, parents, and school personnel the following guidelines apply:
 - A. Tank tops, unlined sheer material, and fishnet tops are not allowed.
 - B. When hands are placed on head, if the stomach and/or the back show, shirt and/or pants are not appropriate.
 - C. When hands are placed on shoulders, if underclothing or chest shows, shirt is not appropriate.
 - D. When hands are placed on knees, if the back/the derrière or underclothing/or the chest show, clothing is not appropriate.
 - E. When hands are placed on toes, if the back/the derrière or underclothing shows, skirts or other clothing is not appropriate.
 4. Clothing, jewelry, or body art marked with profanity and/or sexually suggestive writing or pictures, or advertising alcohol, illegal drugs or tobacco is not allowed.
 5. Clothing, jewelry, or body art with writing or pictures that promote violence or antisocial behavior, or with writing or pictures advertising groups or organizations that promote violence or antisocial behavior, or clothing that is currently associated with gangs due to colors or design of clothing is not allowed.
 6. Clothing, jewelry, or body art demeaning to others is not allowed.
 7. The use of hats will not be allowed in the building during school hours except for extreme medical conditions.
 8. Heavy chains and spikes may not be worn.

Girls and boys shall be prudent and modest in their selection of dress and avoid extremes that intend to detract from personal appearance.

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Violations of the dress code will lead to disciplinary action.

EDUCATION FOUNDATION

If parents would like to donate to our school, they are encouraged to donate through the Education Foundation.

GIFTED AND TALENTED – BOARD POLICY 2430

The term "gifted and talented" means students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and children of outstanding abilities who are capable of high performance and require services or activities not ordinarily provided by the District in order to fully develop such capabilities. The District provides for special instructional needs of gifted and talented children enrolled in the District.

HALLOWEEN COSTUMES

Students may wear their costumes to school or bring them to wear during their class party. No masks or toy weapons are allowed. Costumes must conform to the district dress code.

HOME LANGUAGE SURVEYS

School districts are required by both federal and state laws to determine the first language learned by each student. This information is essential in order to provide meaningful instruction for all students and the district is required to keep a copy of every child's survey.

HOMELESS/FOSTER CARE STUDENTS – BOARD POLICY 3060

If a family or student has been displaced from their home, the district has a procedure in place to help mitigate the ill effects of this unfortunate event. Parents or other family members may contact the home liaison, Silvina Grant, at the district office (208-745-6693, ext. 1126), and she will help provide resources. Any information provided by families is strictly confidential.

HOMEWORK – BOARD POLICY 2630

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and can be accomplished independently.

IMMUNIZATION POLICY – BOARD POLICY 3525

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or re-entry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school secretaries. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated. **If current immunization records are not provided, your child may not attend school until records are received.**

INSURANCE FOR STUDENTS – ASSUMPTION OF RISK – BOARD POLICY 3540

Injuries that occur from accidents during school hours or while participation in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents/guardians need to be prepared for possible medical expenses that may arise should your child be injured at school. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance

INTERNET ACCESS – BOARD POLICY 3270/3270F/3270P

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The student and his/her parents/guardians should read and discuss the district policies concerning network and internet use: Board Policy 3270/3270F/3270P. **If a parent/guardian does not agree to allow internet use by their student, the student will only have intranet connectivity.**

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will, at a minimum, take the following steps:

1. Obtain a written statement from the complainant regarding the allegations
2. Obtain a written statement from the accused
3. Obtain a written statement from witnesses, if any

KEEPING STUDENTS AFTER SCHOOL

A student may not be kept after school unless the teacher receives prior approval from the parents. The teacher needs to contact the parent for the prior approval and contact the office to apprise them of the situation.

LIBRARY

The library is open at varying times throughout the school day. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

LOST AND FOUND

Students are responsible for all personal items brought to school. Jefferson Joint School District #251 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the teacher or principal. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

LUNCH/BREAKFAST PROGRAM

A well-balanced breakfast and lunch is prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed and portions are set according to grade level. Menus and meal prices are available on the district website, www.Jeffersonsd251.org.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at www.Jeffersonsd251.org. Applications for free/reduced priced meals are also available in your school's office and kitchen. Applications are evaluated according to income and family size.

MEDIA RELEASE – BOARD POLICY 3570

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing.

MEDICATION AT SCHOOL – BOARD POLICIES 3510 AND 3300

Students who need to take prescriptions or other medication during the school day must bring it to the office in a properly labeled prescription bottle or original container. **A medication consent form must be completed** by the parent and on file with the school for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student may require **emergency medication** for potential life threatening conditions, parents must provide the medication to schools. Emergency medications may be kept in the office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures. When a medications dosing changes or new medications are prescribed, a new medication consent form must be completed before the medication can be dispensed at school. Please contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

MIGRANT AND ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS – BOARD POLICIES 2390/2390P AND 2391

Migrant education and English as a second language programs are available for students who may need additional help in math and/or reading. These are federal programs with very specific qualifications. Children that may qualify for this type of help will receive services at the request of the parent (parents must be notified if their child qualifies prior to services beginning). Call the school for more information concerning migrant services if your family has moved in the last six months due to agricultural work.

NON-DISCRIMINATION – APPENDIX C

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS – BOARD POLICY 2625

Parent/Teacher conferences are usually scheduled in the middle of the trimester. However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

PROGRESS REPORTS – BOARD POLICY 2620

Progress reports will be given to all students failing a course by the end of the sixth week of each trimesters grading period. Progress reports will not be mailed. It is the responsibility of the student to share progress reports with the parent/guardian. If the parents desire a conference, it will be scheduled upon request through the classroom teacher. Parents may also track the progress of their student at any time using the PowerSchool Parent Portal.

REPORT CARDS – BOARD POLICY 2620

Report cards are issued to students. These reports show academic and standards grades, absences and tardies, etc. Please contact your child's teacher if you have questions.

REPORTING PROCEDURES – BOARD POLICIES 3290/3290F AND 3295/3295P

Any students, and/or parents of a student who believe the student is being bullied/harassed, should immediately report the situation to school personnel.

RELEASE OF STUDENTS DURING THE DAY – BOARD POLICIES 3550/3550P AND 3050

For your child's safety, parents/guardians are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they **MUST** have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. **Picture ID may be required for anyone picking up a child.**

RELEASE OF STUDENTS AFTER SCHOOL – BOARD POLICIES 3550/3550P AND 3050

A change in the regular routine of how a child gets home after school requires a written note from the parent/guardian.

SCHOOL CLOSURE – BOARD POLICY 2210/2210P1/2210P2

Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the SchoolMessenger System, local radio, TV stations, and via the district webpage.

SEARCHES AND SEIZURE – BOARD POLICY 3370/3370P

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

9. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
10. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
11. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
12. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
13. No student shall hinder, obstruct or prevent any search authorized by this procedure.

14. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
15. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
16. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

SPECIAL EDUCATION/504 – BOARD POLICIES 2400, 2410/2410P AND 3280

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) and Section 504 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under IDEA or Section 504, the District has established and implemented a system of procedural safeguards. The safeguards cover students' identification, evaluation, and educational placement.

STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS – BOARD POLICY 3000

In an effort to provide the best education possible, principals consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the building principal.

STUDENT RECORDS – BOARD POLICY 3570/3570P – APPENDIX B

Upon request, student records are available for examination by parents/guardians and students over 18 years of age.

SURVEILLANCE CAMERAS – BOARD POLICY 3560

Jefferson Joint School District #251 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

TESTING

It is very important for your child to be in attendance for testing. Accurate assessment of student progress is essential in ensuring academic growth for all students. Jefferson Joint School District #251 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel.

TITLE-I – BOARD POLICY 2420/2420P – APPENDICES E AND G

A School-Parent Compact has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year. The compact outlines the responsibilities of Teachers, Parents, and Students. Signatures are required each year and a copy of the Compact to return to your school can be found in Appendix G.

TOYS AND VALUABLES

Students are not to bring toys or other valuables to school except for educationally related activities approved by the teacher. Electronic devices are considered toys unless directed otherwise by the teacher. Medically prescribed devices or assisted learning devices needed to meet 504 and/or IEP requirements will be allowed.

VERBAL OR WRITTEN THREATS – BOARD POLICY 3330

Idaho Code 18-3302I states any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor. School personnel will investigate threats. Students who threaten physical danger to another may be required to take a Threat/Risk Assessment and will be disciplined, up to and including expulsion.

VISITORS

Parents, or other adults, are encouraged to visit school. Please check in at the office and secure a visitor's pass/badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures. Exceptions to this would be secondary students involved in the tutoring program.

WEATHER AND RECESS GUIDELINES

Many schools have temperature/weather guidelines to help determine whether recess is held indoors or outdoors. This helps to communicate with the parents and have a consistent understanding in our schools.

| Temperature/Wind Chill | Guidelines |
|--|-------------------------------|
| Below 10 degrees and/or wind gusts >20 mph | Indoor Recess |
| Below 15 degrees | Shortened Recess |
| Below 32 degrees | Gloves and Hats to go outside |
| Below 50 degrees | Coat and long pants |
| Below 60 degrees | Jacket or long sleeves |

When temperatures are below 10 degrees Fahrenheit (normal temp. or wind chill) and/or wind gusts are greater than 20 mph, then recess will be indoors. Other conditions may include high wind warnings, pending storms, etc. Please make sure your children dress appropriately for the weather: Hats, gloves/mittens, and boots are essential to keep the children safe and warm during the winter months. If you have any questions regarding recess, please contact your child's teacher.

Indoor recess will also be held if the EPA issues an outdoor air quality warning.

WELLNESS – BOARD POLICY 8200

It is the goal of the Jefferson School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

ZERO TOLERANCE OFFENSES – BOARD POLICY 3361

It is the policy of the Board of Trustees of School District # 251 that any student who has a firearm or explosives in their possession (either on their person, in their purse, handbag, backpack, gym bag, any other container, in their locker or vehicle on school property) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five days of the incident, and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold such hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems necessary.

In addition, any student who uses other deadly or dangerous weapons as defined in federal law Section 930 of Title 18 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph. The definition of weapon includes, but is not limited to: dirk knife, bowie knife, dagger, metal knuckles, or any other object capable of being used as a weapon.

Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

18 USC 930

Idaho Code Sections 33-205, 18-3302

APPENDIX A

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Jefferson Joint School District #251 website at www.Jeffersonsd251.org. If you do not have access to the Internet, a copy of the Board Policy will be provided to you by your school upon request.

STUDENT POLICY SECTION by ALPHABET

| Policy Title | Number |
|--|---------------|
| Academic Honesty | 3345 |
| Administering Medicines to Students | 3510 |
| Alternative School Placement | 3101 |
| Alternative School Placement Transition Procedure | 3101P |
| Attendance Policy | 3050 |
| Attendance Policy - Codes for Excused Absences | 3050P |
| Compulsory Attendance | 3040 |
| Concussion Guidelines | 3505 |
| Concussion Guidelines-Acknowledgment of Receipt of | 3505F1 |
| Concussion Guidelines-Authorization to Return to Play/Participate Student Sports | 3505F2 |
| Contagious or Infectious Diseases | 3520 |
| Corrective Actions and Punishment | 3340 |
| Detention | 3350 |
| Discipline of Students with Disabilities | 3360 |
| Distribution and Posting of Materials | 3250 |
| Distribution of Fund Drive Literature through Students | 3430 |
| District-Provided Acceptable Use of Electronic Networks for Students and Staff | 3270P |
| District-Provided Access to Electronic Information, Services, and Networks | 3270 |
| District-Provided Internet Access Conduct Agreement | 3270F |
| Drug Free School Zone | 3300 |
| Dual Enrollment of Non-Public School Students | 3030 |
| Education of Homeless Children | 3060 |
| Electronic Communications Devices | 3265 |
| Emergency Treatment | 3540 |
| Enrollment and Attendance Records | 3020 |
| Enrollment and Attendance Records Procedure | 3020P |
| Entrance, Placement and Transfer | 3000 |
| Equal Education, Nondiscrimination and Sex Equity | 3280 |
| Extra- and Co-Curricular Chemical Use Policy | 3390 |
| Extracurricular Activities Drug-Testing Consent Form | 3400F |
| Extracurricular Activities Drug-Testing Program | 3400 |
| Extracurricular and Co-Curricular Participation Policy | 3380 |
| Food Allergy Management Policy | 3515 |
| Foreign Exchange Students | 3090 |
| Gangs and Gang Activity | 3310 |
| Hazing, Harassment, Intimidation, Bullying, Menacing | 3295 |
| Hazing, Harassment, Intimidation, Bullying, Menacing Form | 3295F |
| Hazing, Harassment, Intimidation, Bullying, Menacing Procedure | 3295P |
| Immunization Requirements | 3525 |
| Minimum Course Enrollment at Rigby High School | 3051 |
| Open Enrollment | 3010 |
| Open Enrollment Application | 3010F |
| Open Enrollment Procedures | 3040P |
| Programs for At-Risk/Disadvantaged Students | 3100 |
| Prohibition of Tobacco Possession and Use | 3305 |
| Records of Missing Children | 3610 |
| Relations with Non-custodial Parents (Version A) | 3575 |
| Removal of Student During School Hours | 3550 |
| Removal of Student During School Hours Procedure | 3550P |
| School Sponsored Student Activities | 3410 |
| School-Related Foreign Travel | 3460 |
| Searches and Seizure | 3370 |
| Searches and Seizure Procedure | 3370P |
| Service Animals in School | 3466 |

| | |
|--|--------|
| Sexual Harassment/Intimidation of Students | 3290 |
| Sexual Harassment/Intimidation of Students Form | 3290F |
| Student Club Application | 3225F |
| Student Clubs: Equal Access | 3225 |
| Student Discipline | 3330 |
| Student Dress | 3260 |
| Student Dress Procedure | 3260P |
| Student Fees, Fines and Charges/Return of Property | 3440 |
| Student Fund Raising Activities | 3420 |
| Student Government | 3230 |
| Student Health/Physical Screenings/Examinations | 3500 |
| Student Interviews - Form for Signature of Arresting Officer | 3545F1 |
| Student Interviews - Form for Signature of Interviewing Officer | 3545F2 |
| Student Interviews, Interrogations or Arrests | 3545 |
| Student Publications | 3240 |
| Student Records | 3570 |
| Student Records (Maintenance of School Student Records) | 3570P |
| Student Records (Notification to Parents and Students of Rights Concerning a Student's School Records) | 3570F |
| Student Rights and Responsibilities | 3200 |
| Student Sexual Offender | 3365 |
| Student-Tracking Safety Devices | 3563 |
| Student Travel | 3465 |
| Student Tuition for Dual Enrollment Non-Public School Students | 3031 |
| Student Use of Buildings: Equal Access | 3220 |
| Student Vehicle Parking | 3450 |
| Students of Legal Age | 3070 |
| Substance and Alcohol Abuse | 3320 |
| Suicide | 3530 |
| Transfer of Student Records | 3620 |
| Uniform Grievance Procedure | 3210 |
| Video Surveillance | 3560 |
| Zero Tolerance for Weapons and Explosives | 3361 |

APPENDIX B – BOARD POLICY 3570/3570P

EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;

4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested
8. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

APPENDIX C

Notice of Non-Discrimination

Jefferson County School District #251 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Lisa Sherick, Superintendent; JCSD #251 3850 East 300 North, Rigby, ID 83442 or telephone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

Notice of Non-Discrimination Statement 504 and IDEA

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Jefferson Joint School District #251 is prohibited from discriminating against students on the basis of a disability. The District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extracurricular programs and activities to the maximum extent appropriate to their needs. Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Jefferson Joint School District #251 will educate students with disabilities within their regular school program. Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Jozlyn Thompson, District 504 Coordinator, at 208-745-6693, 3850 East 300 North, Rigby Idaho, 83442.

APPENDIX D – BOARD POLICY 3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, 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, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. 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.

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

Information on the District’s bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Training

Ongoing professional development: The district will provide ongoing professional development to build skills of all school staff members to prevent, identify, and respond to harassment, intimidation, and bullying.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference:

3330
5265

Student Discipline
Employee Responsibilities Regarding Student
Harassment, Intimidation, and Bullying

Legal References:

I.C. § 18-917
I.C. § 18-971A
I.C. § 33-205
I.C. § 33-512
I.C. § 33-1630

Hazing
Student Harassment – Intimidation –Bullying
Denial of School Attendance
Governance of Schools
Requirements for Harassment, Intimidation, and
Bullying Information and Professional Development

I.C. § 67-5909 Acts Prohibited
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments Nondiscrimination on the
Basis of Sex in Education Programs or Activities

Receiving Federal Financial Assistance

34 CFR Part 106

I.D.A.P.A. 08.02.03.160

Safe Environment and Discipline

Policy History:

Adopted on: August 5, 2009

Revised on:

Policy Revision 1st Reading Approved: July 13, 2016 Policy Revision 2nd

Reading Approved: August 10, 2016

APPENDIX E – BOARD POLICY 2420

Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schooling.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. The notice shall include information about complaint procedures regarding Title 1 parental participation programs, and shall inform parents of their right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children. To the extent practicable, each parent should receive the policy in a language they can understand.

The Board directs the Superintendent to develop a plan to provide support for schools in planning and implementing parent involvement activities. The Superintendent is also directed to coordinate and integrate other parental involvement strategies related to programs such as Head Start, Reading First, Early Reading First, Even Start Family Literacy Programs, Home Instruction Programs for Preschool Youngsters, Parents as Teachers, and public preschools. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the parental involvement program for the next school year. Proposed activities to address the requirements of parental-involvement goals shall be presented.

If the school-wide program developed is not satisfactory to the parents of participating children, any parent comments on the plan shall be submitted to the District when the school makes the plan available to the local educational agency.

In addition to the required annual meeting, at least three additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. 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, the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results;
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.

5. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy as necessary.

Parents with disabilities shall be provided with an opportunity to request the auxiliary aids and services of their choice. Such support shall be provided by the school unless it demonstrates that another effective means of communication exists, or that use of the means chosen by the parent would result in a fundamental alteration in the service, program, or activity or in an undue financial and administrative burden. Outreach efforts shall include outreach to parents of limited English proficient students to inform them of how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging State academic achievement standards and State academic content standards expected of all students. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, 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. Parents will also receive guidance as to how they can assist at home in the education of their children. Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting State standards. The "School-Parent Compact" shall:

1. Describe students' responsibility for academic improvement.
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time;
3. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the title 1 program to meet the State's academic achievement standards;
4. Address the importance of parent-teacher communication on an ongoing basis with (at a minimum) parent-teacher conferences and at the end of each grading period, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212 Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118, 20 U.S.C. § 6318 No Child Left Behind

Policy History:

Adopted on: Feb. 10, 2010

Revised on: January 13, 2016

APPENDIX F



Jefferson Joint School District #251
Every Student Can Learn and Succeed
3850 E 300 N
Rigby, ID 83442
(208) 745-6693 / (208) 745-0848 (fax)

Regarding Right to Receive Teacher Information

Dear Parent/Guardian:

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 if you would like more information about this school, please contact Michele Southwick at 208-745-6693 or msouthwick@sd251.org.

APPENDIX G

Title I School Compact

Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
 - consistent and age appropriate bedtime
 - nutritious breakfast
 - appropriate clothing for weather conditions

- necessary school supplies

Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

Please sign and return the copy of the compact on the next page to your school. Thank you! 😊

Title I School Compact

Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

Student signature

Date

Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
 - consistent and age appropriate bedtime
 - nutritious breakfast
 - appropriate clothing for weather conditions
 - necessary school supplies

Parent signature

Date

Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

Teacher signature

Date