

# Pupil & Pupil Personnel Services

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Every child entering kindergarten in the district shall show by birth certificate that they will be five (5) years old before the first day of September for any school year. Every child entering the first (1) grade in the district shall show by birth certificate that they will be six (6) years old on or before the first day of September of the school year in which the child is to enroll in first grade. Students shall attend school until they graduate or reach age sixteen (16).

Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the “school age” requirement in Idaho shall be allowed to enter the first grade .

For resident exceptional children who are physically handicapped, developmentally delayed, mentally retarded, emotionally disturbed, chronically ill or have visual or auditory handicaps, or speech impairments, “school age” shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

The status of transfer students from other states who do not meet these eligibility ages will be determined by the Superintendent.



**LEGAL REFERENCE:**

*Sections 33-201 & 33-512*

ADOPTED: 9/17/77

AMENDED: 3/19/90, 7/30/90, 3/8/93, 6/13/05

REVIEWED: 10/21/98

Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

**Admission to School:** The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

**Field Trips/Athletic Programs:** Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.

**Absence-Lateness-Truancy:** Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy and will be reported on the report card.

**Suspension/Expulsion:** All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

**Withdrawal from School:** Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

**Permission to Inspect Student Records:** Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

**Report Cards:** Unless directed otherwise, progress reports will be sent to the parent or legal guardian.

**Excuses from School:** The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

**Financial Responsibility:** Students of legal age can be held financially responsible for damage to school property.



**LEGAL REFERENCE:**

Idaho Code

ADOPTED: 2/12/08

### Compulsory Attendance

"The parent or guardian of any child who has attained the age of seven (7) years, but not the age of sixteen (16) years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session." Idaho Code § 33-202

### Attendance:

Parents or guardians are responsible to have children (7 through 16) enrolled and in attendance in a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho. Idaho Code 33-202 through 205

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to insure comparability of services at all other schools.

Whenever it is determined by the Board, or the Board's designee, under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil's residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

All students are expected to be in attendance unless absent for unavoidable reasons. Students will be allowed to accumulate no more than seven (7) excused absences in a class period. Any student that has more than the seven (7) excused absences will be subject to loss of credit due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctors appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence within two (2) school days of the absence (a written note or phone call by parent/guardian).
- Upon return to school from a doctor's appointment, the student must present a physician's excuse.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent (unexcused). Any student that has three (3) unexcused absences will be subject to loss of credit per the attendance review committee recommendation.

Students who are absent, because of participation in school activities such as sports, band, drama, or class activity such as field trips, will be automatically excused, and such events will not count toward the seven (7) absence total.

Parents of all students will be notified in writing when their child(ren) have missed over five (5) and (7) class periods.

Elementary students in grades K-6 will be expected to attend school on a regular basis and once a student has accumulated five absences in a given semester, the parents of that student must be notified in writing by the district. After seven absences in a given semester, Elementary students will be subject to retention review.

Tardies

A student that is late to class, less than 15 minutes, will be considered tardy. Three (3) tardies will equate to 1 unexcused absence.

Any student in grades 7-8, must meet the following criteria in order to be promoted to the next grade level.

- Students shall be required to attain a minimum of 80% of their credits in order to be promoted to the next grade level.
- Students will not be allowed to lose a full year of credit in one area (i.e. a student would not be able to fail a full year of math) and automatically move on to the next grade level.
- Students not meeting (or in jeopardy of not meeting) credit requirements will be given an opportunity to recover credits or complete an alternate mechanism in order to be eligible for promotion to the next grade level.



Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School  
 I.C. § 33-201 School age  
 I.C. § 33-202 School attendance compulsory  
 I.C. § 33-207 Proceedings against parents or guardians  
*Board Action*

ADOPTED: 9/8/86  
 AMENDED: 7/30/90, 3/8/93, 6/13/05, 2/8/2012, 8/10/2015  
 REVIEWED: 10/21/98

At the end of each semester, a student who is unable to finish a semester due to illness, a family emergency, or to make up earlier missed work after making arrangements with his or her teacher will receive an “incomplete” on his or her report card. The student will have up to two weeks from the end of the semester to make up this incomplete for his or her teacher. If the student fails to fulfill the requirements of making up the required work to change the incomplete, the student will receive the semester grade earned without the incomplete.

If a student willfully and/or wantonly chooses to skip a semester final to take the grade earned without the final, that student, after two weeks has passed will receive a “zero” for his or her final exam grade. This final exam “zero” will count a minimum of 10% of the student’s semester grade and will be averaged into the overall semester grade. An example is a student who has to take finals based on attendance will lose a minimum of one letter grade if he or she chooses to skip his or her final.



**LEGAL REFERENCE:**

ADOPTED: 1/11/2010

AMENDED:

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

<b>Summary of Immunization Requirements</b>			
<b>Immunization Requirement</b>	<b>Child born after September 1, 2005</b>	<b>Child born after September 1, 1999 through September 1, 2005</b>	<b>Child born on or before September 1, 1999</b>
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses
Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses
Hepatitis A	2 doses	0 doses	0 doses
Varicella	2 doses	0 doses	0 doses

<b>Summary of Seventh Grade Immunization Requirements</b>		
<b>Immunization Requirement</b>	<b>Child admitted to 7<sup>th</sup> grade prior to the 2011-2012 school year</b>	<b>Child admitted to the 7<sup>th</sup> grade during the 2011-2012 school year and each year thereafter</b>
Diphtheria, Tetanus, Pertussis	0 doses	1 dose
Meningococcal	0 doses	1 dose

**Summary of Twelfth Grade Immunization Requirements**

<b>Immunization Requirement</b>	<b>Child admitted to 12<sup>th</sup> grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never received a dose.</b>	<b>Child admitted to the 12<sup>th</sup> grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16</b>
Meningococcal	1 dose	2 doses

Immunization Certification

The immunization record must be signed by a physician, physician’s representative, or another licensed health care professional including an osteopath, nurse practitioner, physician’s assistant, licensed professional nurse, registered nurse, and pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child’s parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements;

- 2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent or guardian can use a form provided by the District or submit a written, signed statement that the District will attach to the form; and
- 3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease; and
- 4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Reporting

The District shall submit a report of each school’s immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

- 1. Inclusive dates of the reporting period;
- 2. Name and address of the school, District, and county;
- 3. Grade being reported and total number of children enrolled in the grade;
- 4. Name and title of the person completing the report form;
- 5. Number of children who meet all of the required immunizations listed in the tables above;
- 6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
- 7. Number of children who claimed exemption to the required immunizations listed in the tables above.



**LEGAL REFERENCE:**

- I.C. § 39-4801      Immunization Required
- I.C. § 39-4802      Immunization Exemptions

ADOPTED: 4/12/93  
AMENDED: 6/7/99, 6/13/05, 12/8/08, 7/27/2020



**State of Idaho**  
**CERTIFICATE OF EXEMPTION**  
**School Immunization Requirement**

POLICY # 411.2

Child's Name \_\_\_\_\_ Child's Birth date \_\_\_\_\_

\_\_\_\_\_, as the parent or guardian of \_\_\_\_\_  
Parent/Guardian Name Child's Name

**A. CHECK THE BOX(ES) FOR WHICH AN EXEMPTION IS BEING CLAIMED**

- DTaP     Polio     Measles     Mumps     Rubella     Hepatitis B

*In the event of a disease outbreak your child may be excluded from school. The period of exclusion may be for a few days up to several months and may extend to two incubation periods after the last case depending upon the disease and the number of cases.*

Please read the following statements and initial each statement regarding vaccine preventable diseases for which an exemption is being claimed.

**Diphtheria:** I understand by not receiving the Diphtheria vaccine, my child is at risk of developing a sore throat, low-grade fever, heart complications, paralysis, respiratory complications, coma and even death.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Tetanus:** I understand by not receiving the Tetanus vaccine, my child is at risk of developing seizures and possible fatal neuromuscular disease.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Pertussis (Whooping Cough):** I understand by not receiving the Pertussis vaccine, my child is at risk of developing pneumonia, seizures, inflammation of the brain, neurological complications and even death.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Polio:** I understand by not receiving the Polio vaccine, my child is at risk of developing a fever, sore throat, nausea, headaches, stomachaches, stiffness, and paralysis that can lead to permanent disability and death.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Measles:** I understand by not receiving the Measles vaccine, my child is at risk of developing a rash, high fever, cough, runny nose, red, watery eyes, diarrhea, ear infections, pneumonia, encephalitis, seizures, and death.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Mumps:** I understand by not receiving the Mumps vaccine, my child is at risk of developing a fever, headache, muscle aches, swelling of the lymph nodes close to the jaw, meningitis, inflammation of the testicles or ovaries, sterility, arthritis, inflammation of the pancreas and deafness (usually permanent).

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Rubella (German Measles)** I understand by not receiving the Rubella vaccine, my child is at risk of developing a rash and fever in children and young adults, birth defects if acquired while pregnant include deafness, cataracts, heart defects, mental retardation, and liver and spleen damage.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Hepatitis B:** I understand by not receiving the Hepatitis B vaccine, my child is at risk of developing yellow skin or eyes, tiredness, stomachaches, loss of appetite, nausea, or joint pain, life-long liver problems, such as scarring of the liver and liver cancer.

Initial \_\_\_\_\_ Date \_\_\_\_\_

**Over →**



State of Idaho  
CERTIFICATE OF EXEMPTION  
School Immunization Requirement

B. TYPE OF EXEMPTION

- Medical (must have a physician's signature)     Personal (must have a signed statement from parent/guardian)     Religious (must have a signed statement from parent/guardian)

1. MEDICAL STATEMENT: I hereby certify that the physical condition of this child is such that the immunization(s) checked in Section A would endanger the life or health of the child. (This exemption requires the signature of a physician).

\_\_\_\_\_  
Physician's Signature

2. PERSONAL STATEMENT: I have investigated the risks of not vaccinating my child; nevertheless I have decided to not vaccinate my child for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Idaho Statute 39-4802: Parent or guardian must submit a signed statement to school officials stating their objections on religious or other grounds.

3. RELIGIOUS STATEMENT: I have investigated the risks of not vaccinating my child; nevertheless I have decided to not vaccinate my child for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Idaho Statute 39-4802: Parent or guardian must submit a signed statement to school officials stating their objections on religious or other grounds.

I know that failure to follow the recommendations about vaccination may endanger the health or life of my child and others that my child might come in contact with. I acknowledge that I have read this document in its entirety and fully understand it.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

For additional information regarding immunizations please call (208) 334.5931.

School Board Amended 6/13/05

Every parent, guardian, or other person having custody of a child between the ages of seven (7) and sixteen (16) years shall cause a child regularly to attend the public schools of the district, when required to do so. Every parent, guardian, or other person having custody of children who attend the public schools shall bear the responsibility for the children's punctual attendance.

Parents/guardians should make every effort to notify the school as soon as possible if their student will not be in attendance for that day or part of day. This can be done with a phone call or by sending a note explaining the absence. If no contact is made by the parents/guardians, the Superintendent shall cause the school secretary or other employee to call the parents/guardians the morning of the absence to determine validity of absence.

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**LEGAL REFERENCE:**

*Idaho Code Sections 33-202*

ADOPTED: 9/19/77

AMENDED: 3/8/93, 6/13/05

REVIEWED: 10/21/98

### **Open Enrollment Procedures**

Open Enrollment Application forms are available at the Highland School District Office. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to viewing that student's records from their previous school districts.

Out-of-district open enrollment is a program that spans one school year at a time. Parents/guardians must reapply annually no later than February 1 for enrollment during the following school year.

Idaho Code 33-1405 requires out-of-state student tuition be charged to those students whose home district is outside of Idaho.

A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) should review IHSSA rules prior to submitting an Open Enrollment Application. Certain school transfers will lead to a student being ineligible to play at the varsity level for one year. No pupil shall gain eligibility to participate in extracurricular activities in violation of policies governing such eligibility as a result of transfer under the open enrollment policy.

### **Review Process and Non-Resident Requirements**

For students who reside outside the Highland School District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the Highland School District Office.

The Superintendent will review the request form and data from applicable documents with the school Principal. They will have the discretion to review and accept or deny open enrollment applications on a case by case basis, utilizing and applying the factors outlined in this policy and the applicable records including:

1. The student;
2. The student's disciplinary record;
3. The student's attendance record;
4. The student's disability, if applicable;
5. The placement options, given the student's academic history;
6. The student's disability evaluation data, if any, and/or
7. The placement options.

Applications will be considered on a first-come first-serve basis. However, in situations where openings are limited and applications are received in a similar timely fashion, the District may give priority if a student:

1. Has a brother or sister enrolled at the requested school;
2. Has an opening in a given grade level;

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

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

If the request for open enrollment is denied, the denial will include a written explanation. All parents/guardian whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get student to the nearest District bus stop, if space is available;
2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment Program;
3. That enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission.

### **Grounds for Denial of Application**

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has a lack of available classroom space and/or staff, such as when the current enrollment is at or above the following capacity limits:

Grade	Class Size
K-1	20
2-3	20
4-6	20
7-12	120 students per teacher per day
Special Education Classroom	An average of 6 students per teacher

Class sizes may be adjusted by the board or their designee.

2. The student has been suspended or expelled in their home district.
3. The student has a documented history of repeated serious disciplinary infractions. This

4. includes infractions which could be grounds for suspension or exclusion.
5. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.
6. If it is determined that the Open Enrollment Application has been misrepresented or incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are not a manifestation of the disability, this shall be grounds for denial of the application.

### **Revocation of Open Enrollment**

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student, the Superintendent shall treat that student as if they reside in that school's attendance area. However, the District reserves the right to remove an open enrollment student if:

1. The student has a documented history of chronic absenteeism;
2. The student has a documented history of repeated serious disciplinary infractions;
3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in this procedure.

A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years.

The Board of the receiving school may render a decision to the parent/guardian at their next regular meeting, and the Board may issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend they shall be ineligible to apply again for open enrollment in this District.

### **Students with Disabilities**

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.



**LEGAL REFERENCE:**

I.C. §33-512 – Governance of Schools

I.C. §33-1401 - Transfer of Pupils - Definitions

I.C. §33-1402 - Enrollment Options

I.C. §33-1404 - Districts to Receive Pupils

IC § 33-1409 - Measuring and Reporting Capacity

IC § 33-1410 - Student Appeals

I.C. §33-2001 - Education of Exceptional Children – Definitions

ISBA Model Policy 3010

ADOPTED: 6/13/05

AMENDED: 10/9/06, 1/10/2022, 04/08/2024

NON-RESIDENT ENROLLMENT APPLICATION

Name of Receiving School District \_\_\_\_\_

School District No. \_\_\_\_\_

I have read the guidelines on Non-Resident (Student(s) enrollment, and hereby request that my son/daughter be permitted to attend \_\_\_\_\_  
(Name of Receiving School)

1. Parent/Guardian Name \_\_\_\_\_

2. Parent/Guardian Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

3. Applicant student's name \_\_\_\_\_

Date of Birth \_\_\_\_\_

4. School student is presently attending \_\_\_\_\_  
(Name of School)

Grade \_\_\_\_\_

5. Present school address \_\_\_\_\_  
(Street) (City/Town & State) (Zip)

6. Has the student even been suspended or expelled from school? Yes \_\_\_ No \_\_\_  
If Yes, describe the circumstances including dates and duration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Reason(s) for requesting attendance in this school. (Optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Special instructional programs in which the applicant child is currently enrolled. (For example: Vocational, Foreign Language, Remedial,

Special Education, Gifted/Talented, etc.)

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9. Special instructional programs that the applicant child expects to enroll in during the next school year.

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10. Transportation arrangements that will be made.

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\_\_\_\_\_/\_\_\_\_\_  
(Parent's Signature) (Date)

( ) Approved

\_\_\_\_\_/\_\_\_\_\_  
(Superintendent's Signature or Designee) (Date)

( ) Disapproved

Following action by the receiving school district, copies shall be sent to:  
Parents, Building Principal, and Superintendent of the Home District.

Under Idaho Code 33-202, children of ages 7 to 16 are required to be in attendance in a public, private or parochial school, unless otherwise comparably taught.

When a parent requests that a student who was formerly home schooled be enrolled at Highland, the grade level of that student will be determined by standardized testing in order to place that student at an appropriate grade level. Other regulations will follow guidelines set by the State Board of Education.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-202, 33-207*

ADOPTED: 9/11/89

AMENDED: 3/8/93, 6/13/05

REVIEWED: 10/21/98

The district will charge no book or registration fees. The district may charge rental fees for district owned music instruments. For projects that students make and take home, the cost of the materials will be paid by the student. A towel fee may be charged for P.E. students and students who participate in athletics.

Students may be charged for the following items:

- a. Student Body Activity Cards
- b. Class Fees or Dues
- c. Annual
- d. Cap and Gown



**LEGAL REFERENCE:**

*Idaho Code Sections 33-*

ADOPTED: 9/19/77

AMENDED: 6/13/05

The school district does not furnish health or accident insurance for any student but does provide a policy whereby parents may choose to enroll their child in an insurance program. In the case of athletics, students are required to either purchase the school insurance or have a letter on file from the parents stating that the student has coverage and/or will release the school from any responsibility.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-*

ADOPTED: 9/19/77

AMENDED: 6/13/05

To graduate from Highland High School a student must successfully complete the course work required by the Highland Board of Trustees at the time the student began the ninth (9th) grade. This course work is found in the student handbook approved by the Trustees annually, and becomes a part of this policy upon approval by the Trustees.

If a student fails a required course, an educational plan will be developed with the student, parents, teachers, counselors, and administration. This plan will specify how the student will make up the failing grade. Teachers are required to notify students, parents, counselor, and principal when a student is failing in the fourth quarter of his/her senior year.

Students who have not completed all of the requirements for graduation will not be allowed to participate in the graduation ceremonies with their peers. They will be given a diploma when the requirements are completed. Students will wear black and/or gold robes for graduation ceremonies. Foreign exchange students may participate in the graduation ceremonies although they may not be receiving a diploma.

Courses completed through any other accredited institution will be honored by Highland High School as credits toward graduation. It is the student's responsibility to provide a transcript of the course(s) taken, and the name and address of the institution from which the course was taken. The Highland High School administration will verify whether the institution is accredited and by whom.

#### Honors at Graduation

The Valedictorian will be the student(s) with the highest overall GPA and the Salutatorian will be the student(s) with the next highest GPA; GPAs will be calculated to the nearest thousandth. Students must be enrolled at Highland in the sixth and seventh semesters before graduation. Exceptions will be addressed on a case by case basis.

To be eligible to be Valedictorian or Salutatorian, a student must earn at least six credits in the following upper division courses during their high school years: Algebra II, Algebra III, Pre-Calculus, Calculus, other advanced mathematics or computer science courses, Chemistry, Physics, Zoology, Honors English, Dual Credit or AP classes through an accredited program recognized by the Idaho Department of Education. Other advanced courses may be considered. These honors will be based on a four-point grading system.



#### **LEGAL REFERENCE: Board Action**

ADOPTED: 9/19/77

AMENDED: 4/12/93, 3/8/99, 5/10/99, 6/13/05, 2/14/11, 3/14/16. 9/9/24

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

### Credits

Students shall be expected to earn a total of 48 semester credits (Note: 1 semester equaling  $\frac{1}{2}$  year is required) in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is 32 semester credits:

Secondary Language Arts and Communications	9 credits
English (language study, composition, literature)	8 credits
Speech or Debate	1 credit

Mathematics	6 credits*
Algebra I (or meets Algebra I standards)	2 credits
Geometry (or meets Geometry standards)	2 credits
Secondary mathematics of the student's choice.	2 credits

Dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit computer Science courses may be counted as mathematics.

Science	6 credits*
Laboratory Science	4 credits
Secondary science of the student's choice	2 credits

Up to 2 credits in dual credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science, Dual Credit Computer Science, may be used as science credits.

Social Studies	5 credits
Government	2 credits
US History	2 credits
Economics	1 credits

Arts and Humanities	2 credits
Interdisciplinary humanities, visual performing arts or Foreign language	2 credits

Practical Arts (CTE classes)	2 credits
Financial Literacy	1 credit
Health/Wellness	1 credit*

\*(Each student shall receive a minimum of 1 class period on psychomotor

cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of automatic external defibrillator (AED as part of the Health/Wellness course.

Note: (1) semester = (1) credit

English	8 credits	Arts/Humanities	2 credits
Speech	1 credit	Health	1 credit
Mathematics	6 credits	Financial Literacy	1 credits
Science	6 credits	<u>Practical Arts</u>	<u>2 credits</u>
Government	2 credits	Total Core	32 credits
US History	1 credit	<u>Electives</u>	<u>16 credits</u>
Economics	1 credit	<b>Total</b>	<b>48 Credits</b>

Additional Courses Recommended for Post-Secondary Studies

- Foreign Language: 4 credits – 2 years of same language
- Math: 8 credits – 4 years
- Science: 8 credits –4 years

Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9th grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and the number of credit hours assigned to the course shall be transferred to the student's high school transcript. The student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school.

Senior Project. A student must complete a senior project that includes a research paper and oral presentation by the end of the student's 12<sup>th</sup> grade year. Additional requirements for the senior project are at the discretion of the District.

Idaho Standards Achievement Test (ISAT)

In addition to obtaining the necessary credits as outlined above, students will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

College Entrance Examination. A student must take one (1) of the following college entrance examinations before the end of the student's 11<sup>th</sup> grade year: COMPASS, ACT or SAT. (this is no longer a state requirement, but it can continue to be a district requirement)

Civics Test

All secondary students must successfully pass the civics test or alternate path. "Civics

test" as used herein means the 100 questions used by officers of the United States Citizenship and Immigration Services as a basis for selecting the questions posed to applicants for naturalization.

The District will determine the method and manner in which to administer the civics test. The District will document on the student's transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student’s Individualized Education Plan.

Honor Roll

A student must have a minimum GPA of 3.0 and no grades lower than a “C” to be placed on the honor role.

Class Rank (GPA)

GPA's will be calculated to the nearest thousandth to determine class rank using semester grades. This will be based on a 4.0 grading system.

Additional Requirements

As a further condition of graduation, and as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript, all indebtedness incurred by a person when he or she was a student must be paid. Furthermore, all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the school district borrowed by the person when he or she was a student of the district must be returned. The payment of fees may be excused upon an adequate showing of financial need or other exigency.

Credit Calculation

Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements.

**Legal Reference**

- IC § 33-1614
- IC § 33-4601
- IC § 33-6101 et seq.
- IDAPA 08.02.01.350
- IDAPA 08.02.01.350
- IDAPA 08.02.03.105

**Description**

- Financial Literacy
- Advanced Opportunities – Definitions
- Opportunities for College and Career Ready Students
- Required Attendance
- Early Graduation
- High School Graduation Requirements

**AMENDED:** 2/12/08, 7/11/11, 4/14/14, 11/14/16, 4/10/17, 6/13/22, 8/14/23, 9/9/24

**ADOPTED:** 1/9/2007

Because of its concern for the problems to society and to individual children caused by failure to complete high school, the Board hereby creates the “at Risk Task Force”.

Composition:

The At-Risk Task Force will be composed of at least five (5) faculty members K-12, plus any other faculty member who desire to take part. The initial composition of the task force will be those faculty members who participated in the “At-Risk” training sessions. An administrator will be included in the membership of the “At-Risk Task Force”.

Purpose:

The purpose of the At-Risk Task Force will be to assist those students in grades K-12 who are in danger of dropping out of school or of failing to complete school in a satisfactory manner. In order to accomplish its purpose, the Task Force has two functions:

1. It must identify students “at risk”.
2. It must utilize the resources of the Task Force, particularly the individual abilities of Task Force members, to help those students who are at-risk.

In order to accomplish the goal of “identification”, the Task Force will develop criteria for identifying “students at-risk” and share these criteria with the K-12 faculty as well as the classified staff. It will also develop a system, which all staff members can use to refer students to the Task Force.

Referrals will be considered by the Task Force and a “program of action” involving Task Force members and other faculty will be developed for each student determined to be “at risk”. The purpose of these individual programs will be to “treat” or “solve” the problems of each “at-risk” student.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-*

ADOPTED: 8/14/89

AMENDED: 6/13/05

All students in this district will develop a parent-approved student learning plan by the end of the eighth (8<sup>th</sup>) grade. Students' learning plans will set forth their plans for high school and post-high school options. The purpose of a learning plan is to outline a course of study and learning activities which allow students to become contributing members of society.

Each learning plan will be developed by a student and his or her parent or guardian with advice and recommendation from appropriate school personnel. Each learning plan will be reviewed annually and may be revised at any time.

Each learning plan will have, at a minimum, the list of courses and learning activities in which the student will engage while working toward meeting this district's graduation requirements and exiting standards.

Each learning plan will reflect the following applicable information:

1. Courses necessary for a student to progress from grade to grade which may include:
  - a. Correspondence courses;
  - b. Dual enrollment courses;
  - c. Postsecondary courses a student may wish to take for secondary credit;
2. Participation in statewide testing;
3. Work-based learning experiences;
4. College entrance exams a student may wish to take;
5. Other pertinent information.

This district will make a good faith effort to notify the parent/guardian of each student, grades eight through twelve (8-12), of the responsibility for the development and approval of the learning plan. A learning plan will not be required if the parent/guardian requests, in writing, that no learning plan be developed.

### **COLLEGE ENTRANCE EXAMINATION**

Effective for all students that enter the 9<sup>th</sup> grade in the fall of 2009 or later, each student must take one (1) of the following college entrance examinations before the end of the student's 11<sup>th</sup> grade year: COMPASS, ACT, or SAT. The building principal or designee is responsible for filing, within a reasonable timeframe, a copy of the college entrance examination scores in the student's Learning Plan.



**LEGAL REFERENCE:**

IDAPA 08.02.03.104.02

IDAPA 08.02.03.104.03

ADOPTED: 3/11/08

AMENDED:

There shall be no such thing as a senior sneak.



**LEGAL REFERENCE:** Board Action

ADOPTED: 9/19/77

AMENDED: 6/13/05

### Education of Homeless Children

It is the policy of the District to ensure that:

1. Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;
2. Homelessness does not in any way separate homeless students from the mainstream school environment; and
3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Trustees directs all District schools to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Board shall not enter into an out-of-District attendance and tuition agreement with another district for a homeless child.

All schools and employees of the District shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The District will also strive to prevent stigma against students who are homeless.

### Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll” and “enrollment” includes attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and
5. An unaccompanied student and homeless families with children and youth are also defined as homeless if they:
  - A. Have experienced a long term period without living independently in permanent housing;
  - B. Have experienced persistent instability as measured by frequent moves over such period, and
  - C. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

The term “school of origin” is defined as the school that the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the students “school of origin;” the “school of origin” shall progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school in the District.

### In General

The District shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
  - A. In any case in which a family becomes homeless between academic years or during an academic year; and
  - B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

### School Stability

In determining the best interest of the homeless student each school within the District shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the student;
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the student;
3. If, after conducting the best interest determination based on consideration of the above presumptions, the Superintendent determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent or guardian or the unaccompanied student with a written explanation of the reasons for his or her determination, which will be provided in a manner and form understandable to such parent, guardian, or unaccompanied student, including information regarding the right to appeal under "Enrollment Disputes", below; and
4. In the case of an unaccompanied student, ensure that the District's liaison designated under "District Liaison," below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under "Enrollment Disputes," below.

Immediate Enrollment:

1. **In General:** The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:
  - A. As unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
  - B. Has missed application or enrollment deadlines during any period of homelessness.
2. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.
3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District's liaison designated under "District Liaison," below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with "Records," below.

### Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and
2. In a manner consistent with FERPA, applicable Idaho law, and District policy.

### Enrollment Disputes

If a dispute arises over eligibility, or school selection or enrollment in a particular school:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
2. The parent or guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation identifying the bases for any decisions related to school selection or enrollment made by the District, or other entity, including the rights of the parent, guardian, or unaccompanied student to appeal such decisions;
3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under “District Liaison” below, and upon being informed of the dispute, the liaison shall initiate an appeal of the dispute regarding the educational placement of homeless student as expeditiously as possible; and
4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student’s dispute.

### Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

### Privacy

Information about a homeless student’s living situation shall be treated as a student education record, and shall not be deemed to be disclosable “directory information” under the Family Education Records Privacy Act (“FERPA”).

### Contact Information

Nothing in this policy shall prohibit the District and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

### Comparable Services

Each homeless student in the District shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including the following:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or District sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs.

### District Liaison

For purposes of this policy, the Superintendent shall designate a District employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Superintendent shall ensure that:

1. All homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the District;
3. Homeless families and homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;
4. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

5. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
6. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students;
7. Enrollment disputes are mediated in accordance with “Enrollment Dispute,” above;
8. The parent or guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student’s school of origin, and is assisted in accessing transportation to the student’s assigned school;
9. School personnel providing services to homeless students receive professional development and other support; and
10. Unaccompanied homeless students:
  - A. Are enrolled in school;
  - B. Have opportunities to meet the same challenging state academic standards as the State establishes for other students; and
  - C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the District Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

### Local and State Coordination

The District’s liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

### Homeless Status

The District’s Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing



### Entrance, Date, and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

### Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to all District schools (subject to provisions of McKinney Homeless Assistance Act, see District Policy 416).

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that they must provide within 30 days 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. If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

### Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

### Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

**Elementary Grades (K-8):** Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-week probationary period, the student will be subject to observation by the teacher and building principal.

**Secondary Grades (9-12), Credit Transfer:** Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

### Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous and which is meeting annual yearly progress requirements. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents or guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Cross Reference: ISBA Policy 3060 Education of Homeless Children  
ISBA Policy 4160 Parents Right-to-Know Notices

Legal Reference: Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School  
I.C. § 18-4511 School Duties—Records of Missing Child—Identification  
Upon Enrollment—Transfer of Student Records  
I.C. § 33-201 School Age  
I.C. § 33-209 Transfer of Student Records – Duties  
I.C. § 39-4801 Immunization required  
I.C. § 39-4802 Exemptions  
20 U.S.C. § 7912 Unsafe School Choice  
20 USC § 6313 Eligible School Attendance Areas  
42 USC § 11432 Education of Homeless Children and Youths

Policy History:

Adopted on: 9/11/2017

Revised on:

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



**LEGAL REFERENCE:**

*Idaho Code Sections 33-205*

*Tinker v Des Moines Ind.. Sch..Dist., 89 S.Ct. 733 (1969)*

ADOPTED: 6/13/05

AMENDED:

No person shall, on the grounds of race, color, or national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or prenatal status or status as a homeless child, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the district.

No person shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the district.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the uniform grievance procedure.

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

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



**LEGAL REFERENCE:**

*Idaho Code 67-5909*

*Title VI of 1964 Civil Rights Act. Title IX of 1972 Educational Amendments*

ADOPTED: 9/17/77

AMENDED: 6/13/05

REVIEWED: 10/12/98

The Board holds the safety of every student, employee, and school visitor as one of its highest priorities. A safe and secure learning environment for students, staff and volunteers is required in order to maximize educational opportunities. While the Board cannot guarantee elimination of all safety threats, the Board directs and supports the administration in the implementation of policies and procedures, which are designated to reduce and minimize safety risks.

The Board requires that all crimes, threats, and serious incidents related to the school setting be reported to the Superintendent or designee. The Superintendent or designee will collect and analyze this data to identify problem areas and develop prevention/intervention strategies, policies and/or procedures to continually improve the safety of the school environment. All crimes will be reported to the appropriate law enforcement agency.

The student identified as causing the crime, threat or serious incident shall be immediately removed from the student population and the parents notified. An evaluation by an outside evaluator may be recommended at the parents/guardians expense. Appropriate measures should be made to ensure that the educational process continues at home during the time the evaluation is completed. This can be done by the home tutoring system.

Whenever appropriate, the District will cooperate with other individuals, businesses, organizations, mental health professionals, risk assessment evaluators, or governmental entities to promote a safe community for the betterment of all.

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**LEGAL REFERENCE:**

*Idaho Code Sections 33-506(1), 33-512(4), 33-502*

ADOPTED: 6/7/99

AMENDED: 6/13/05

REVIEWED:

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

### Definitions

#### “Gang”

Any group of three (3) or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.
3. or As defined in I.C. 18-8502

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

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

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



**LEGAL REFERENCE:**

- I.C. 33-506            Organization and Government of Board of Trustees
- I.C. 33-512            Governance of Schools
- I.C. 33-512            Idaho Criminal Gang Enforcement Act
- I.C. 18-8502          Definitions
- Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303  
                             (8<sup>th</sup> Cir. 1997)

ADOPTED: 3/8/2010

AMENDED:

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

- Habitual truancy.
- Incurability.
- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidations, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. 18-917
- Initiations
- The forging of any signature, or the making of any false entry, or the authorizing of any document used or intended to be used in connection with the operation of the school.

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

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

### Disciplinary Measures

Disciplinary measures include, but are not limited to:

- Expulsion (see policy #423.3)
- Suspension (see policy #423.2)
- detention, including Saturdays (see policy #423.1)
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

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

### Delegation of Authority

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



**LEGAL REFERENCE:**

- I.C. § 33-205 Denial of school attendance
- I.C. § 917 Hazing
- I.C. § 18-3302D Possession weapons or firearms on school property
- I.C. § 18-3302I Threatening Violence on School Grounds
- I.C. § 33-1224 Powers and duties of teachers
- 20 U.S.C. § 8921, et seq. Gun Free Schools Act

ADOPTED: 3/16/92

AMENDED: 6/13/05, 2/12/08, 3/8/2010

The following guides shall constitute the district's detention plan, which is part of the school-wide discipline.

The basic rule of the school is to do as you are asked and to respect the rights of others. They are set to comply with state law and school district policy, as well as individual classroom rules. Although individual teachers may have slightly different practices based upon their unique course requirements and classroom discipline practices, the following are the general consequences:

- a. Teacher has private discussion with the student. The teacher may refer the student to the office.
- b. Teacher or administrator makes telephone contact with the parent/guardian.
- c. Teacher or administrator may assign detention or other interventions such as referral to a counselor and/or parent/teacher conference.



**LEGAL REFERENCE:**  
*Idaho Code Sections 33-*

ADOPTED: 6/13/05

AMENDED:

The superintendent of this district or the principal of any school within this district may temporarily suspend any student for the following reasons:

1. Disciplinary reasons, including student harassment, intimidation, or bullying, or for any other conduct disruptive of good order or of the instructional effectiveness of the school.
2. Failure of the parent/guardian to furnish, or to request of a previous administration, out-of-state records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior, student harassment, intimidation, or bullying, or disciplinary action involving the student.
- 3.

Procedures used for suspension shall be as follows:

1. Referral to Principal – Teacher may make a referral to the principal and deny access to the classroom for a time. At this time the principal may issue a short-term suspension from class or school or apply other interventions as deemed appropriate to the situation at his/her discretion.
2. Referral to the principal may mean other reprimands including in or out-of-school suspension.
3. Repeated referral to the principal, depending upon the severity, may result in the student being removed from the classroom or school with a failing grade.
4. Out of school suspension: Administered only by principal – not to exceed five (5) days.
5. Out of school suspension – Administered only by superintendent – not to exceed ten (10) days.
6. If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days.

Prior to suspending any student, the superintendent or principal will grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the superintendent or the principal who suspended him or her upon such reasonable conditions as the superintendent or principal may prescribe. The board will be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto.

Suspension of students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

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**LEGAL REFERENCE:**

Idaho Code Sections

- | 18-917A
- | 33-205
- | 33-209
- | 33-512(6)

*Goss v. Lopez*, 419 U.S. 565 (1975)

*Honig v. Doe*, 108 S. Ct. 592 (1988)

ADOPTED: 9/19/77

AMENDED: 3/8/93, 6/13/05, 11/13/06

“Expulsion” is the exclusion from school. Only the Board has authority to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board’s actions.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-205, 33-512*

ADOPTED: 9/19/77

AMENDED: 6/13/05

All procedures set forth in the “Student Suspension” policy and the “Student Expulsion” policy will be followed when it is necessary to discipline students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA). The following additional procedures will also be adhered to when disciplining students with disabilities.

## **DISCIPLINARY ACTIONS**

### **Ten-day disciplinary removal**

School personnel may order a disciplinary removal of a student with disabilities for not more than ten (10) consecutive school days per infraction to the extent suspension would apply to students without disabilities. Cumulative suspensions, if over ten (10) school days in a school year must not constitute a significant change in placement.

In determining whether a significant change in placement has occurred, school personnel will review whether the student is subjected to a series of removals that constitute a pattern of exclusion because they cumulate to more than ten (10) school days in a school year, and because the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another indicate such a pattern of exclusion.

Any time a student is suspended for more than ten (10) school days in a school year the student will be provided services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out on his or her IEP, although in another setting, as determined by school personnel, in consultation with at least one of the student’s teachers.

### **Forty-five school day disciplinary removal**

1. The Superintendent or designee may order a change in placement of a student with a disability to an appropriate interim alternative educational setting, as determined by the IEP Team. The placement change may occur regardless of whether the behavior is a manifestation of the student’s disability, and may occur for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) school days if:
  - a. The student carries or possesses a weapon to or at school, on school premises, or to or at a school function. “Weapon” for the purposes of this policy is defined as any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This term does not include a pocket knife with a blade of less than two and one-half (2½) inches in length.
  - b. The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

- c. The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. "Serious bodily injury" for the purposes of this policy is defined as a showing of substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of function of a bodily member, organ, or mental faculty.
2. School personnel may request a change in placement to an appropriate interim alternative educational setting from a hearing officer for not more than forty-five (45) school days if it is determined by personnel that a student with a disability is substantially likely to cause injury to himself or herself, or to others in the current educational placement.
3. School personnel may petition the court for an injunction to remove any student with a disability from school or to change the student's current educational placement if personnel believe that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

#### **FUNCTIONAL BEHAVIORAL ASSESSMENT/BEHAVIORAL INTERVENTION PLAN**

If a student with a disability is removed from his/her current placement to an appropriate interim alternative educational setting for not more than forty-five school days (irrespective of whether the behavior is determined to be a manifestation of the student's disability) or if school personnel seek to order a change in placement that would exceed ten (10) school days for behavioral violations, and it has been determined that the misbehavior is not a manifestation of the student's disability, the student shall receive, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications that are designed to address the behavioral violation so that it does not recur.

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, a manifestation determination shall be conducted. In the event it is determined that the student's conduct was a manifestation of his/her disability, the IEP team shall:

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, provided such an assessment has not been conducted prior to the manifestation determination; or
2. In the situation where a behavioral intervention plan has been developed, review the plan and modify it, as necessary, to address the behavior; and
3. Return the student to the placement from which the student was removed, unless the student has been placed in an appropriate interim alternative educational

setting, or the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

### **MANIFEST DETERMINATION**

Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the district, the parent, and relevant members of the IEP Team will conduct a manifestation determination. A decision to change the placement of a student for disciplinary reasons may include expulsion in the event the student's behavior is not found to be a manifestation of his/her disability.

### **EXPULSION**

If a student on an Individualized Education Program (IEP) is expelled from school after a manifestation determination has found that the student's behavior was not a manifestation of the student's disability, educational services, consisting of services necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP, will be provided to that student at an alternative setting.

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### **LEGAL REFERENCE:**

IDEA Amendments of 2004

20 U.S.C. Chapter 33, Section 1415(k)

34 C.F.R. Part 300

*Honig v. Doe*, 484 U.S. 686, 108 S. Ct. 592 (1988)

IDAPA 08.02.03.600

Idaho Special Education Manual, September 2001

ADOPTED: 11/13/06

AMENDED:

**POLICY TITLE: Student Use of Electronic Communication and Entertainment Devices**

**Policy No.: 423.5**

**Page 1 of 1**

Student use of portable media players and other electronic devices for communication and/or entertainment during school hours is disruptive to the educational process.

Students are prohibited from using electronic communication and entertainment devices in classrooms during instructional hours, unless expressly authorized to do so by the principal or designee. Any student found using such a device in any classroom, unless so authorized, will have the device confiscated. The principal or designees will confiscate any such device being used by a student in violation of this policy.

For the first violation, the device will be confiscated until the end of the school day and the student may reclaim it.

If a subsequent use of such a device occurs in violation of this policy, the principal or designee may confiscate the device for any period of time until the end of the semester. Devices confiscated on two (2) or more occasions must be reclaimed by the student with his/her parent or guardian present.

The district will use reasonable care to safeguard confiscated devices by designating a locked storage area, but does not assume liability in the event such confiscated device is lost, stolen, or damaged.

**DEFINITION**

“Electronic communication and entertainment devices” shall include, but not be limited to, personal cell phones, iPODs, Blackberries, pagers, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device.



**LEGAL REFERENCE:**

Idaho Code Section 33-512

ADOPTED: 11/17/08

AMENDED:

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).

All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

#### Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

#### Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.



**LEGAL REFERENCE:**

ADOPTED: 3/8/2010

AMENDED:

It is the policy of the Highland Joint School District to maintain a learning atmosphere and working environment that is free from sexual harassment. The subject of an employee or student to incidents of sexual harassment will not be tolerated.

Sexual harassment is hereby defined as any unwanted sexual advances or contact, requests for sexual favors, the use of unsolicited written or oral comments or gestures, or any behavior of a sexual nature that creates an uncomfortable or hostile environment.

It is imperative that all individual acts that could be defined as harassment in nature be reported to the proper administrator of the district. The Affirmative Action/Title IX administrator for the Highland Joint School District is Bill Gehring. If this person cannot be contacted, the superintendent of schools should be informed.



**LEGAL REFERENCE:**

Board Action

ADOPTED: 5/9/94

AMENDED: 6/13/05

This district prohibits students from committing acts of violence against other students, district personnel, or other persons. Any assault or battery by a student on an employee of this district, another student, or other person, occurring on or near the school grounds or at a school sponsored event will result in the student being disciplined.

Further, any person, including a student, who, while on school grounds, willfully threatens, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds will be referred to law enforcement for prosecution.

**DEFINITIONS**

“Assault” is defined as any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

“Battery” is defined as the willful and unlawful use of force or violence, or the actual, intentional, and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm.

“Deadly and dangerous weapon” means a weapon, device, instrument, material, or substance that is used for, or is readily capable of, causing death or serious bodily injury.

“Firearm” means any weapon, whether loaded or unloaded, from which a shot, projectile, or other object may be discharged by force of combustion, explosive, gas, and/or mechanical means, regardless of whether such weapon is operable.

“On school grounds” means in, or on the property of, a public or private elementary or secondary school or at an event sponsored by the district.



**LEGAL REFERENCE:**

Idaho Code Section 18-901, *et seq.*  
BLACK’S LAW DICTIONARY 105 (5th ed. 1979)

ADOPTED: 11/13/06

AMENDED:

## **PHILOSOPHY**

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

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco (including Electronic Cigarettes or E-cigarettes) use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

## **DEFINITIONS**

“Controlled substances” include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

“Course of conduct” involves a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.

“Drug” includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance or mood altering substance, any abused substance, any medication not approved and registered by the school authorities, and/or any substance which is intended to alter mood.

“Intentionally harass” means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

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

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

## **POLICY**

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

Any student will violate the district’s drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs, on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises.
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

## **ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE**

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

1. Disclosure is held confidential on a faculty need-to-know basis;
2. Notification of the disclosure and availability of counseling is provided to the student’s parent/guardian.

## **ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT**

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

## **ENFORCEMENT PROCEDURES**

The procedures to enforce this policy are as follows:

1. **Suspension/Expulsion:** Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate by the superintendent, he or she may request that the board expel a student who has violated this policy for a second or third offense.

2. **Referral to Law Enforcement:** The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or controlled substances, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the school principal or designee.

- 3. Search and Seizure:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of alcohol, drug paraphernalia or drugs. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. When a pat down search of a student is conducted, the person conducting the search shall be the same sex as the student. A witness of the same sex as the student shall be present during the search.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

- 4. Parent Contact:** The student's parent/guardian will be contacted as soon as possible following any violation of this policy.
- 5. Conduct Contract:** Any student violating this policy must sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.
- 6. Drug, Alcohol, and Tobacco Assessment/Treatment:** The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse.

## **STUDENTS WITH DISABILITIES**

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

## **IMMUNITY FOR GOOD FAITH IMPLEMENTATION**

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

**INTENTIONAL HARASSMENT**

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

**NOTICE**

Upon adoption of this policy, the board will provide notice of the policy to each student, parent/guardian, or custodian by publishing such notice in a newspaper of general circulation in the district. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian or custodian, at the time of initial registration in a district school.



**LEGAL REFERENCE:**

Idaho Code Sections

33-205

20-516

33-210

37-2705

37-2732C

Drug-Free Schools and Communities Act of 1988

PL 100-690 and all subsequent amendments

Individuals with Disabilities Education Act

PL 94-142 and subsequent amendments

Section 504 of the 1973 Rehabilitation Act

Americans with Disabilities Act

**ADOPTED:** 5/10/2004

**AMENDED:** 6/13/05, 1/9/07, 9/8/14

The schools in this district will develop a well-rounded and age-appropriate extracurricular activities program that provides opportunities for students to participate in a variety of activities which may include, but are not limited to, journalism and yearbook, music, speech and drama, and interscholastic athletics. To provide a variety of activities for students, the district will periodically assess the types of activities offered, the scheduling of facilities and activities, and the expenditure of funds.

**PARENTAL PERMISSION**

Students are not required to have parental permission to join extracurricular clubs but must have parental permission to participate in any athletic team. In addition, extracurricular clubs may engage in specific activities for which parental permission must be obtained prior to the student participating in the specific activity.

**FEES FOR EXTRACURRICULAR ACTIVITIES**

Recognizing the importance of a well-rounded activities program to the academic, social, and physical development of students, and recognizing the limited funding available for such activities, this district may require that student participants, pay a nominal fee for certain clubs and activities as indicated on the District's fee schedule and any changes to such fee schedule shall be duly publicized

Fees will be held in a dedicated fund to offset costs of operating the student activities program. Students who are unable to pay the fee may receive a full or partial waiver as determined by the superintendent or designee on a case-by-case basis.



**LEGAL REFERENCE:**

Idaho Code Section 33-512(12)

ADOPTED: 1/9/2007

AMENDED:

ADMINISTRATIVE RULE  
LEWIS COUNTY, Nezperce/Highland Activity Code  
(as it pertains to Cooperative Activities under policy #426.1)

A Highland/Nezperce student on a school sponsored trip represents his/her school and must demonstrate excellent conduct at all times. The purposes of the Nezperce/Highland High School's activity program are to promote skill development, teach teamwork and good citizenship, and provide worthwhile activities for students outside of class time. The following rules exist to further these goals.

1. Participation in extracurricular activities is a privilege, not a right, and students may lose the privilege through misconduct. Participants are representing their school and community, and high standards of behavior are expected of them.
2. Students and their parent or guardian must sign this activity code prior to their first participation in extra-curricular activities each school year. After that, the regulations remain in effect until the last event of the student's final extracurricular participation that school year. Any infractions will affect the student's current or next participation during that time. Consequences which cannot be implemented during the current school year will be completed during the following school year.
3. All participants in extracurricular activities must obey civil laws. A participant who is arrested for behavior not detailed in this policy may be removed from participation temporarily or permanently.
4. Violations of this code will affect the student's participation in both athletic and non-athletic activities.
5. Coaches and advisors may implement reasonable rules for their activities in addition to those listed here. These rules will be in writing, approved, and on file in the Principal's office.
6. If a participant is in attendance at a location where drugs are present, or alcoholic beverages are being consumed by minors, the participant will be suspended from participation in any activity up to ten school calendar days, unless the student can show that, once the illegal behavior was recognized, the student immediately left the location.
7. Any student detected by a member of the staff using drugs, alcohol, or tobacco on a school sponsored trip the following rules will apply:
  - a. S/he will be suspended from extra-curricular participation for 90 school calendar days. (Possession of alcohol, tobacco, or drugs during a trip will result in the same penalty).
  - b. Students suspended will not be awarded any extra-curricular awards for the school year.

- c. The responsibility of carrying out these penalties will rest with the directors of the activities.
- d. It is understood the 90 school calendar days will carry over into the next activity season or next school calendar year.
- e. Violations of this code which occur while the student is on an activity trip may result in the parent or guardian being required to transport the student home from the trip.

8. If a student participant who is not on a school sponsored trip is detected using alcohol, tobacco, or drugs during their time of participation in an activity the following rules apply:

- a. S/he will be suspended from competition/activities for 21 school calendar days and placed on probation. The participant, his parent (or parents), his advisor or coach, and a school administrator will meet to determine any other appropriate action.
- b. It is understood the 21 day suspension will carry over into the next activity season or school calendar year if the infraction takes place at the end of the school year.

9. If a participant who is not on a trip is detected using alcohol, tobacco, or drugs for a second time during a school year the following rules will apply:

- a. S/he will be suspended from participation from activities for 60 school calendar days.
- b. It is understood the 60 school calendar days will carry over into the next school calendar year if applicable.
- c. The participant, his/her parents, his/her advisor, and a school administrator will meet to determine an appropriate course of drug-alcohol counseling for the participant. S/he must undergo such counseling, *at parental expense*, before s/he can be reinstated as a participant.
- d. S/he will not receive any award for the event in which the 2<sup>nd</sup> violation takes place.

10. Any participant who is detected using alcohol, tobacco, or drugs for a third time in any school year the following rules will apply:

- a. S/he will be suspended from all participation for one calendar year from the date of offense and will not receive any sort of award from the school.
- b. One calendar year carries over from school year to school year.

- c. The participant, his/her parents, his/her advisor, and a school administrator will meet to determine an appropriate course of drug-alcohol counseling for the participant. S/he must undergo such counseling, *at parental expense*, before s/he can be reinstated as a participant for competition.

11. The “bona-fide” complaints of patron and non-activities staff members will be accepted at once and investigated. A bona-fide complaint is defined as one in which the patron or staff member is willing to name names, indicate places and testify to the breaking of participation rules.

- a. The complaint will be in writing and signed.

12. A participants arrest and conviction for possession of alcohol, possession of drugs, use of alcohol, or use of drugs will carry the same penalty as if detected by a member of the staff. His/her advisor will question any students suspected by the staff of participation violations. His/her word will be taken, but if later evidence proves that he/she was lying the proper penalty for the violation (#1, #2, #3) will be assessed immediately.

13. Students who are absent from school during any part of the school day may not participate in activities until the next school day unless the Principal or designee grants permission based on unusual circumstances.

14. Students who do not come to school the day following participation in an activity at the regular time will not be allowed to participate in their next scheduled activities unless they have a valid excuse signed by their parent, such as a doctor’s appointment

15. Students who are truant from school will not be allowed to participate in any activity until all of their detention time has been served.

- a. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the principal in cases such as a trip bus leaving immediately after school dismissal.

16. Participants who self-report of rule infractions will be suspended from competition for 14 school calendar days; this will be based on the first offense only.

17. Any policy that does not appear in the Athletic/Activity code, but is in other school documents will be enforced.

18. Student athletes are required to meet the IHSAA GPA guidelines which include a 2.0 GPA. Students not meeting the GPA minimum can be placed on a weekly plan of improvement.

*Note: Approved by board action 4/14/08*

The most important function of a school activity program is to teach discipline, self-control, and good sportsmanship. The first responsibility of this discipline will be seen as courtesy to all officials and good sportsmanship and courtesy toward the competitors and activity directors of rival schools. Activity directors and school officials of the Highland Athletic programs should endeavor at all times to stress to competitors that they are the most frequently seen and the best known representatives of the student body. As such, they have an obligation to conduct themselves so as to bring credit to the school. Every activity director shall convey to his competition rules for courtesy to officials, opponents, and rival activity directors. These rules will generally follow the sportsmanship guidelines of the Idaho High School Activity Association. The Athletic Director will retain copies of such rules and will enforce some form of discipline on violators. The head coach in any sport has the responsibility for providing rules for student training and conduct, which coincides with his philosophy and the school's. He has the responsibility to make these rules clear to all the competitors in the sport and reaffirm these rules at any time he feels that they are being misunderstood.

A student participating in extra-curricular activities of the district must meet at least the eligibility requirements of the Idaho High School Activities Association. The high school may take more stringent requirements. The student is also expected to follow all reasonable rules of the district and the personnel assigned the responsibility to direct the activity.

Highland Schools take great pride in expecting students who participate in extra-curricular activities to maintain passing grades and to exhibit satisfactory work attitudes and work habits in all of their classes every week of the season. All teachers are provided with a roster of all extra-curricular teams or groups. Teachers are asked to report any scholastic problems to either the coach/advisor or the principal before they become large problems.

Highland High School requires that individual students participating in the HHS activities programs maintain a minimum "C" (GPA = 2.0) average. A student's cumulative GPA and previous semester grades will determine who is eligible to participate in an activity. Progress reports are sent home during the fifth week of each quarter.

The following is the general policy of District #305 concerning the training rule violators. Highland students, while on a school sponsored trip, are to keep in mind that they are representing the Highland School District #305 and must demonstrate excellent and appropriate conduct at all times.

1. Any student detected by a member of the staff using drugs, alcohol, or tobacco on a trip will be suspended from competition for the remainder of the school year. (Possession of alcohol, tobacco, or drugs during a trip will result in the same penalty.) Students who have been suspended will not be awarded athletic letters for the school year and will be requested to return any letters previously awarded during the school year. Individuals who are suspended

will not be candidates for any special awards such as “Most Valuable Player” or “Most Inspirational Player”. The responsibility for carrying out these penalties will rest with the directors of each activity.

2. When a student competitor who is not on a trip is detected using alcohol, tobacco, or drugs by a member of the activity staff during a sport season, the following rules apply.

He will be suspended from all competition for two contest days and placed on probation. The competitor, his parent (or parents), his coach, and a school administrator will meet to determine any other appropriate action. He will not be a candidate for a special award in that activity.

It is understood that if only one contest remains in a particular season, the competitor will not be eligible for the first contest of his next competition.

3. If a competitor who is not on an athletic trip is detected using alcohol, tobacco, or drugs for a second time during a school year, he will be suspended from all competition until he has had four weeks of suspension or until the sport season in which he is competing is over, whichever is longer.

The competitor, his parents, his coach, and a school administrator will meet to determine an appropriate course of drug-alcohol counseling for the competitor. He must undergo such counseling before s/he can be reinstated as an athletic competitor for “Highland”. He will not receive any award for the sport season in which the 2<sup>nd</sup> violation takes place.

4. Any competitor who is detected using alcohol, tobacco, or drugs for a third time in any school year will be suspended from all activities for one year from date of offense and will not receive any sort of award from the school. This third time penalty carries over from sport season and school year to school year.
5. The words “his” and “he” in these statements are intended in the general sense. This policy covers all student athletes, both men and women.
6. The “bona-fide” complaints of patrons and non-coaching staff members will be accepted at once and investigated. A bona-fide complaint is defined as one in which the patron or staff member is willing to name names, indicate places, and testify to the breaking of training.

The complaint shall be in writing and shall be signed.

7. A competitor's arrest and conviction for possession of alcohol, possession of drugs, use of alcohol, or use of drugs will carry the same penalty as detection of a member of the activity staff.
8. Any student suspended by the staff for training violations will be questioned by his coach. His word will be taken, but if later evidence proves that he was lying the proper penalty for his violation (#1, #2, and #3) will be assessed immediately.
9. Students who are counted absent during any part of the school day will not be allowed to participate in any contest, which takes place during the day unless they have a valid excuse such as a doctor's appointment or a non-injury accident.
10. Students who do not come to school the day following participation in an activity at the regular time will not be allowed to participate in their next scheduled activity unless they have a valid excuse.
11. Students who are truant from school will not be allowed to participate in any contest until all of their detention hours have been served.
12. Students who must serve detention time for any reason are not eligible to participate in any contest until all detention time has been served. An exception can be made by the principal in cases such as a trip bus leaving immediately after school dismissal.
13. Any student who receives an out of school suspension or who is expelled from Highland School District #305 will not be allowed to attend or participate in any school activity. This will be applied during the time of their suspension or expulsion.

These rules on absences will be enforced by the activity staff of the sport or activity in which a student participates (after the coaches' examination of the absence records maintained in the office) and will apply to all participation in grades 6-12 (junior high, 9<sup>th</sup> grade, J.V., and Varsity).

Parents will be notified at the time any disciplinary action is taken.



**LEGAL REFERENCE: Board Action**

ADOPTED: 7/13/87

AMENDED: 4/12/93, 3/8/99, 6/13/05, 7/9/07, 8/10/15

The Board of Trustees of Highland School District #305 recognizes the Idaho High School Activities Association as the governing board for extra-curricular activities in Idaho. The rules and regulations of the IHSAA will be the official rules that govern IHSAA activities in the school district.



**LEGAL REFERENCE: Board Action**

ADOPTED: 3/19/90

AMENDED: 7/30/90, 6/13/05

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor/coach/or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Prior to the trip, the instructor/coach/or adult sponsor shall notify each parent of the complete itinerary and contact or notification phone numbers of the trip.

Student groups with ten (10) or more students participating will be transported in school bus approved or commercial vehicles.

Groups of ten (10) or less may use private vehicles if proper liability insurance is on file at the district office before leaving, the driver (being a staff member, parent, grandparent or guardian) and vehicles are approved by administration.

There will be no reimbursement for practice travel by the district.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

The School Bus Contractor and Contractor's drivers have the authority to make decisions concerning student discipline up to and including loss of riding privileges. The District shall support the actions of the Contractor and Contractor's drivers in order to maintain safe conditions while being transported.

In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety or moral of other pupils. Incidents shall be reported in writing to the District following completion of the route. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

If a student causes a disruption or hazard on the bus that cannot be resolved at the bus level, a hearing will be held with the principal, bus supervisor, driver, instructor/coach/ or adult sponsor, parent/guardian and student. The bus supervisor, driver, instructor/coach/or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal

their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during the semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during the semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety of others, the bus supervisor or principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

#### Appeal Process

1. This appeal process may be used by students and their parent/guardian only in those instances where transportation to an extra curricular or co-curricular activity exceeds nine (9) school days.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) days of the request.
4. If the panel determines that the evidence reviewed at the appeal supports the disciplinary action, the disciplinary action of the student from extra-curricular and/or co-curricular activity shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activity transportation within two (2) school days of the panel's decision.
6. The panel's determination is final, and is not appeal able to the Superintendent or Board of Trustees.

Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.



LEGAL REFERENCE: IC 33-512(12)

ADOPTED: 9/19/77

AMENDED: 7/13/02, 6/13/05, 10/9/06

Highland School District #305 sponsors athletic teams, which compete with those of other schools. We urge our patrons to support these teams and to support those who coach them. The basic purpose of our school, however, is learning. We consider competitive athletics to be a learning experience, but we want it to interfere as little as possible with classroom learning. We want our athletes and their coaches to present themselves as good examples of both our school and our community. With these things in mind, we propose the following rules for athletic competition.

Coaches:

First, coaches will not hold “two a day” practices. These tire the student for classroom learning.

Second, coaches will not hold practices on Sunday. This day is reserved as a family day. If there is to be an “open gym” for recreational purposes, the coaches will refrain from formal drills and may never penalize athletes for failure to attend. The only purpose for an “open gym” is recreational, and both family members and students who are not on athletic teams should be encouraged to attend an “open gym”.

Third, athletes and coaches should avoid swearing or using vulgar language during practice time, during games, during halftime, and during pre game and post game conferences. Appropriate, but not excessive penalties should be set for such language. Both coaches and athletes should be subject to them. Among the things we hope athletics teaches is self-control in difficult situations.

Fourth, it is sometimes necessary to hold practices during holiday times, such as Thanksgiving vacation, Christmas vacation, and Spring Break. These practices should not be mandatory for those athletes who want to travel with parents. Students taking vacation time with relatives should notify their coaches, but they may not be penalized for missing practice when they give such notification. Vacation practices should be held to a minimum. No practices should ever be held on Thanksgiving Day, Christmas Day, New Year’s Day or Easter. Practices before the school year begins are usually necessary to meet state athletic association rules. These practices are not considered holiday practices under this policy.

Fifth, coaches shall observe all safety regulations. Doors shall not be locked during coaching conferences with the team. Locked inside doors are forbidden by our fire code. If the coach wants privacy to discuss issues with the team, he can post a manager or assistant coach outside the door.

Patrons and Parents

Coaching is a difficult profession. No coach can please all his athletes, parents or patrons. All coaches, however, deserve protection. They are directors of a school

activity and must be guaranteed a safe workplace. Athletics deserve the same protection from outside criticism or abuse, as they would enjoy in a classroom.

First, parents who have some problem with a coach should contact that coach. They have a right to be heard. If they feel their comments have been ignored, they have the right to take their problems to the school principal, the superintendent, the ultimately, to the school board. Coaches have the right to decide what players to play and what drills, offenses, and defenses to use. Parents, however, have the right to disagree, providing no verbal or physical abuse is offered. When an athletic director or school administrator is present, he or she should keep exchanges between parents and coaches civil.

Second, physical violence has become a problem in some schools. We condemn such violence and the threat of such violence. When anyone threatens any member of our coaching staff or our teaching staff with physical violence, that staff member must report it to the superintendent of schools, who must, in turn, report it to the sheriff's office or to the other law enforcement officials. If a patron is threatened by a coach, the superintendent should be informed and he must contact law enforcement officials. The superintendent will also investigate the allegations to determine whether school district discipline is necessary for the coach or employee.

Third, abusive language toward a coach in the presence of his athletes is forbidden. Any person who attends a practice or enters the locker room and then abuses a coach or a player will be requested to leave and if he/she refuses will be reported to local law enforcement officials. Such conduct must be reported by the coach to the superintendent for referral to the police. Any parent or patron may enter the locker rooms after games if the coach gives permission.

Fourth, parents and patrons may not criticize or abuse team members during practice or in the locker room areas. Such criticism is the job of the coaches. Dissatisfied parents should contact coaches when team members are not present.

Fifth, anyone who is requested by coaches or school administrators to leave team practices or team locker room areas must do so. Should they feel that such dismissal is not called for, they may contact school administrators later.



**LEGAL REFERENCE: Board Action**

ADOPTED: 5/13/02

AMENDED: 6/13/05

Before any new interschool activity and/or athletic competition can be sponsored by a school within the district, the activity must be reviewed by the Board and Board approval given.

No activity other than a related educational activity will be approved by the district below the sixth (6<sup>th</sup>) grade level.

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**LEGAL REFERENCE:**  
*Idaho Code Sections 33-*

ADOPTED: 9/17/77

AMENDED: 6/13/05, 7/9/07

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

## PROHIBITIONS

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

1. Students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
  - a. Drug usage, including alcohol and tobacco;
  - b. Controlled substances of any kind;
  - c. Drug paraphernalia;
  - d. Gangs;
  - e. Violence;
  - f. Sexually explicit, lewd, indecent, or offensive material; or
  - g. Illegal acts.
2. If the building administrator or designee has a reasonable belief that gang activity is or may be present in the school, students are prohibited from wearing, using, or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang.
3. Students are prohibited from wearing clothing which reveals a student's breasts, abdomen, or buttocks.
4. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee.
5. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates otherwise.

- 6. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity.

**DISCIPLINE**

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

**ACTIVITY DAYS**

The building administrator or designee may determine appropriate attire options for special activity days.

**DEFINITIONS**

- 1. “Controlled substance” includes, but is not limited to, opiates; opium derivatives; hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant; any material, compound, mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.
- 2. “Drug” includes any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance as defined above, any illegal substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities, and/or any substance which is intended to alter mood.
- 3. “Drug paraphernalia” includes all equipment, products, and materials of any kind which are used, intended for use, or designated for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.
- 4. “On school premises or at any school-sponsored activity, regardless of location” includes, but is not limited to, buildings and grounds on the school campus, school buses, school parking areas, and the location of any school-sponsored activity.



**LEGAL REFERENCE:**

Idaho Code Section 33-512

ADOPTED: 11/13/06

AMENDED:

Student Publications

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of student self-expression.
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside the school.
3. It is partially supported by tax funds.
4. It is an influence on the public relations of the entire district since content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of “freedom of the press” under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District’s curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

2. The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined below. The principal of each school shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.
  
3. All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication that is ungrammatical, inadequately researched, obscene, defamatory, advocates racial or religious prejudice, invades the privacy rights of others, is unsuitable for the audiences for which the publication is intended, contributes to the disruption or interruption of the educational process or the operation of the school, or otherwise is contrary to District policy or applicable federal or state law. The school principal may also exclude material that may serve to associate the District with any position other than neutrality on matters of political controversy.
  
4. The principal of each secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, or alcoholic beverage advertisements or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements which are factually inaccurate, defamatory, obscene, advocate racial or religious prejudice, contain either explicit or implicit sexual content or overtones, or are of poor production quality may be excluded. The school principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy.
  
5. In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or his/her designee. The decision of the Superintendent or his/her designee will be final.
  
6. Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees.



**LEGAL REFERENCE:**

- Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

ADOPTED: 2/12/08

AMENDED:

Acceptable Use of Electronic Networks

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

Terms and Conditions

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

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
  - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  
- f. Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

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



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

ADOPTED: 2/8/2012

AMENDED:

**INTERNET ACCESS CONDUCT AND  
MOBILE COMPUTING DEVICE AGREEMENT**

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

I have read, understand, and agree to abide by the terms of the Highland School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 429.2). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

I have read, understand, and agree to abide by the terms of the Highland School District's policies regarding District-provided mobile computing devices (Policy No. 429.3). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home and may be responsible for the repair or replacement cost, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student  Patron  I am 18 or older  I am under 18

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

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 429.3 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

I also understand that a district provided e-mail may be set up for students under the age of 13 for use in the educational setting at Highland Schools.

Parent / Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.

ADOPTED: 2/8/2012

AMENDED: 12/10/12

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

General

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

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

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

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

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

Acceptable Uses

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

via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

**2. Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
- D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- E. Uses that are commercial transactions outside of official school business purposes. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.

Internet Safety

The District network shall have an Internet filtering system so that each computer with District Internet access is blocked from entry to content with visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

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

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is defined in Section 18-1514(6), Idaho Code as meaning one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
  - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
  - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
    - Intimate sexual acts, normal or perverted, actual or simulated; or
    - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is

intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.

- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

### Internet Filtering

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

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

429.2 (ISBA 7/11 UPDATE)

- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

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

The system administration staff and/or building principal(s) shall monitor student Internet access.

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

#### Confidentiality of Student Information

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

#### Internet Access Conduct Agreements

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

Warranties/Indemnification

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

Violations

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

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

Submission to State Department of Education

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

Cross Reference: 3330 Student Discipline

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



**LEGAL REFERENCE:**

Cross Reference: Student Discipline

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

ADOPTED: 2/8/2012

AMENDED:

Highland Joint School District #305 is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21<sup>st</sup> Century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

### Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Internet Access Conduct and Mobile Computing Device Agreement. Each form must be signed by the student and by their parent or guardian if they are less than eighteen years of age.

The District may provide parent orientations on the mobile computing device program. A student's parents or guardians are encouraged to attend an orientation before the student takes a device home with them.

Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District's device, network, and/or software may be subject to a public records request depending upon the content of the document or communication, including email.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

### Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

- No food or drink is allowed next to a device while it is in use;
- Insert and remove cords, cables and removable storage devices carefully;
- Shut down the device when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the device;
- Do not vandalize the devices or any other school property;
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day;
- Do not place anything near the device that could put pressure on the screen;
- Clean the screen with a soft, dry cloth or anti-static cloth;

- Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;

The Superintendent will designate an individual or office at the school level where the devices must be taken if they break or fail to work properly.

### Use at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone parents/guardians to bring them to school. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

### Personalizing Mobile Computing Devices

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

### Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage or by e-mailing important document to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes and/or school activities.

Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct and Mobile Computing Device Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his/her device.

### Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

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

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student and/or parent will be required to follow the Internet Access Conduct and Mobile Computing Device Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to district technology personnel.

Cross Reference: 429.1 Internet Access Conduct and Mobile Computing Device Agreement  
429.0 Acceptable Use of Electronic Networks

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



ADOPTED: 12/10/2012  
AMENDED:

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm Highland Joint School District #305's commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all members of Highland Joint School District #305's community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and Highland Joint School District #305's employees.

Title IX Coordinator

The Superintendent serves as Highland Joint School District #305's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the Business Manager at Highland School at 208-924-5211.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school district which the District has an agreement with;
2. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

#### Mandatory Reporters

Highland Joint School District #305 has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Policy 443.4 – Abused and Neglected Child Reporting.

#### Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to Highland Joint School District #305 Title IX Coordinator (or deputies, if applicable) using the contact information below:

**Superintendent  
112 Boulevard Ave, Craigmont ID 83523  
208-924-5211, (call if needed for Superintendent's email)  
www.sd305.org**

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office  
Office for Civil Rights  
U.S. Department of Education  
915 Second Avenue, #3310  
Seattle, WA 98174-1099  
OCR.Seattle@ed.gov  
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at [www.sd305.org](http://www.sd305.org).
3. Report by phone at 208-924-5211.

When notice is received regarding conduct that may constitute Title IX sexual harassment, Highland Joint School District #305 shall provide information about supportive measures and how to file a formal complaint, as described in Policy 430P, Title IX Sexual Harassment Grievance Process and Retaliation and Policy 430F, Title IX Notice of Investigation & Allegation.

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase “document filed/signed by the alleged victim” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim’s physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child’s behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of Highland Joint School District #305’s grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Policy 430P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in Student Handbook, General Bullying, Harassment and Intimidation procedures, Relationship Abuse and Sexual Assault Prevention and Response procedures.
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures as appropriate.



**LEGAL REFERENCE:**

Legal References:	20 U.S.C. §§ 1681 - 1682	Title IX of the Education Amendments of 1972
	34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

ADOPTED: 11/09/2020

AMENDED:

*Note: May also be used for initial Interview Request*

Date \_\_\_\_\_

Respondent \_\_\_\_\_

Respondent Mailing or email address:

\_\_\_\_\_

On \_\_\_\_\_ the Title IX Coordinator or designee received a formal complaint from \_\_\_\_\_, (“complainant”) alleging that you may have engaged in behavior that potentially violates District policy, including misconduct alleged on \_\_\_\_\_ (day) at \_\_\_\_\_ (location(s)).

Specifically, it is alleged that you \_\_\_\_\_  
\_\_\_\_\_.

This letter serves as formal notice that the District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in Policy 430 found at [www.sd305.org](http://www.sd305.org). The District’s Title IX Sexual Harassment Grievance Procedure is compliant with applicable federal and state law, including the 2020 Title IX implementing regulations. A copy of this notice has also been provided to the complainant.

Specifically, you are alleged to have violated the following provision(s) of Policy 430 Sexual Harassment, Discrimination and Retaliation Policy and face the following potential sanctions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are considered “not responsible” for violating District policy, unless and until clear and convincing evidence proves that a violation of policy has occurred. The burden is on the District to gather evidence, investigate the allegations, summarize all relevant evidence in a final investigation report, and make a final determination of responsibility (subject to appeal). No determination of responsibility will be made until the conclusion of the process and after the parties have been given an opportunity to inspect, review, and respond to all directly related and/or relevant evidence obtained by the District.

Should the allegations need to be modified, or if additional allegations emerge over the course of this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.

Below, you will find details included to ensure that the District process is transparent to you, so that you fully understand your rights and the District's procedures.

1. The District's applicable procedures can be found online at [www.sd305.org](http://www.sd305.org). If you need a hardcopy or accessible copy of these procedures, you should direct a request to the Business Manager with contact information.
2. You are expected to preserve any evidence in your possession related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic conversations (e.g., Snapchat, Facebook Messenger, WhatsApp, TikTok, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.
3. Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them beforehand. Originals are preferred to copies, and all materials should be in unaltered form. Expect that you will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.
4. You may not record any meetings pursuant to this process. Doing so is a violation of Policy 430P. The District will record or transcribe proceedings, and those recordings or transcriptions will be made available to you.
5. Breaks are permitted during the interview, upon request.
6. You should plan to be available for the interview for at least an hour.
7. You may bring materials into the interview that are relevant to the investigation, but no other materials, bags, backpacks or personal items are permitted. Your phone should be silenced if you will have one with you.
8. You will be permitted to ask questions of the investigator(s), and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to maintain decorum during the interview and to respect the serious nature of the proceedings.
9. The District cannot obligate you to participate in the interview. If you do not intend to attend, please notify Title IX Coordinator at 208-924-5211.
10. Your rights in the process are detailed throughout the District's procedures.

Investigation and Interview

An Investigator, \_\_\_\_\_ has been assigned to this matter. The investigator(s) are neutral professionals whose role is to objectively collect and compile all available information relevant to the allegations and compose a thorough, detailed investigation report. They will be taking notes and/or recording during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing, to the investigator(s).

If you have any questions regarding the qualifications or training of the investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you must raise that issue with me prior to your scheduled interview.

At this time, we ask you to schedule an interview with the District’s investigator(s). Two suggested times that work for an appointment to interview you are below, and we have already checked to make sure that these times work with your class schedule. Please contact the investigator(s) at 208-924-5211 to confirm which of these times work best for you.

1. \_\_\_\_\_
2. \_\_\_\_\_

Specific procedures if the Student/Employee has been subject to emergency removal.

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Check box if there is to be a No Contact Order:

If checked, effective immediately, I am instituting a no contact order that prohibits you and the complainant from having direct or indirect contact with one another. This information will also be provided to the complainant and other appropriate officials as needed. This order is not a determination that Policy 430 has been violated. If you have questions or concerns about the no contact order, please contact me.

Advisors

You have the right to an advisor of your choosing, who can be an attorney, to accompany you to all meetings, interviews, and hearings and to assist you in this process. Upon request, a pre-interview meeting between you, your advisor, and the investigator(s) to explain the District process and answer any questions may be arranged by contacting the investigator.

### Retaliation

This letter also serves as a reminder that District policy prohibits retaliation, as defined in Policy 430P. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The District will impose sanctions on any faculty, student, or staff member found to be engaging in retaliation, and on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

### False Statements and/or False Information

Please also be reminded that Policy 430P prohibits making false statements and knowingly providing false information in the course of a District grievance process.

To ensure that the investigator(s) can obtain as much accurate and objective information about this matter as possible, please do not suggest to any witness that they distort or align their accounts.

Should it be alleged that you have violated these rules, the District reserves the right to address those allegations inside of this process or to address the allegations as a separate matter pursuant to Policy 430P.

### Confidentiality

You have the right to discuss this matter with your advisor and others, but the District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The District asks for your discretion in what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The complainant has been provided with the same information.

### Campus Resources

I understand that receiving this notice may result in many questions and potential distress. I encourage you to avail yourself of any of the following resources that you may find helpful as you work to resolve this matter.

### Disability Services

If you or another individual needs reasonable accommodations due to a qualifying disability in order to fully and meaningfully participate in this process, please contact the Title IX Coordinator at 208-924-5211 prior to any meeting or interview in which reasonable accommodations may be needed.

Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at 208-924-5211.

Title IX Coordinator

208-924-5211

email:

**Highland Joint School District #305**

**STUDENTS**

**Policy No. 430F2**

Sexual Misconduct Reporting Form for Students

School \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

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

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

\_\_\_\_\_

Describe the incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If so, name the individual(s) and explain their roles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone witness the incident(s)?  yes  no

If so, name the witnesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you take any action in response to the incident?  yes  no

If yes, what action did you take? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any prior incidents?     yes     no

If so, describe any prior incidents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardian \_\_\_\_\_

### Scope of Procedure

This Title IX Grievance Process applies to all members of Highland Joint School District #305's community, including students, employees, and Board members as well as District patrons, guests, visitors, volunteers, and invitees.

### Purpose of This Policy and Procedure

Highland Joint School District #305 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this District procedure or its related policy may result in discipline to either students or employees.

### Guiding Principles

Title IX requires school districts to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the District has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the District must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the District exercises control.

### Grievance Procedure

#### **1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment**

Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the District shall first determine whether to initiate a formal or informal response. Thus, any and all complaints, reports, or information received by any District employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the District's Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator (Coordinator) shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint, and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

*Emergency Removal (of students):* Nothing in this procedure prevents the District from removing a respondent from a District education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any student or other individual arise from the allegations of sexual harassment that justify removal. The Coordinator and Superintendent shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

*Administrative Leave (of employees):* Nothing in this procedure precludes the District from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

## **2. Providing Supportive Measures**

If an informal complaint is filed, (for instance, because the complainant does not wish to file a written formal complaint,) as well as during the pendency of the investigation and the decision concluding a formal complaint, the following supportive measures may be implemented to restore or preserve the complainant's access to the District's educational programs without unreasonably burdening the other party (also referred to herein as respondent).

Supportive measures may include actions taken to protect the safety of all parties or the District's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where

prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

### **3. Filing a Written Formal Complaint**

Upon receipt of a written formal complaint, the Coordinator or designee is required to provide written notice to all known complainants and respondents of the allegations and the resulting investigation.

- A. General Notice Requirements: The notice will include the District's Title IX grievance process as well as information regarding the District's informal resolution process.
- B. Specific Notice Requirements: The written notice shall include the following information:
  - i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview, and shall be delivered to the parties in enough time to allow their preparation for the initial interview.
  - ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).
  - iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
  - iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.
  - v. The notice must inform the parties that District policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.
  - vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must be informed that no District employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has

made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination are made for the purpose of interfering with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. The District shall keep confidential the identity of:

- a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
- b. Any complainant;
- c. Any individual who has been reported to be the perpetrator of sex discrimination;
- d. Any respondent; and
- e. Any witness,

except:

- a. As may be permitted by FERPA ( 20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99);
- b. As required by law; or
- c. To carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

- C. **Additional Charges:** If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.
- D. **Consolidation:** The Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances and if in the course of an investigation, it is determined that:
  - i. There is more than one respondent and/or more than one complainant;  
or

- ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

#### **4. Conduct of the Investigation, Informal Resolution**

In the course of their investigation, the District's Coordinator and designees shall comply with the following requirements.

##### *Investigation*

- A. **Burden of Investigation:** The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the District's investigator(s) and not the parties. However, the District's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.
- B. **Evidence Offered by Parties:** The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
- C. **No Restrictions:** The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.
- D. **Equal Representation Rights:** All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings.
- E. **Notice of Interviews and Hearings:** Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at a hearing, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
- F. **Evidentiary Considerations:** The investigation shall not consider:
  - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
  - ii. The character of the parties; or

iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten business days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination of adult parties.

H. Investigative Report: At least ten business days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

*Informal Resolution:* The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The District may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint was submitted to the Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Coordinator to initiate the informal resolution by process. In so doing, the Coordinator is required to comply with the following:

A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include the fact that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the

grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the District as part of the record, and may be used by the Decision-Maker to determine responsibility.

- B. Require the parties submit voluntary, written consent to participate in the informal resolution process.
- C. Ensure that the informal resolution process is **not** made available to resolve allegations that an employee sexually harassed a student.
- D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

*Dismissal of a Formal Complaint:* A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and prior to a finding of responsibility:

- A. After investigating the allegations of the written formal complaint, dismissal is required if:
  - i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
  - ii. The alleged conduct did not occur in a District education program or activity; or
  - iii. The alleged conduct did not occur against a person in the United States.

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the District's Code of Conduct or other District Policy.

- B. If the Complainant notifies the Coordinator in writing that he or she would like to withdraw the formal complaint or any allegations contained therein.
- C. If the respondent is no longer enrolled or employed by the District.
- D. If specific circumstances exist which prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed, and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance the Appeals portion of this procedure, below.

## **5. Decision-Maker's Participation**

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process then, (following completion of the investigation, including issuance of the investigator's final investigation report,) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility until ten business days after the date the final investigation report is transmitted to the parties and the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker, and inform the parties and their advisors.

The Decision-Maker(s) may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than two business days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall give the Decision-Maker(s) a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days prior to any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.

The Notice shall contain the following:

- A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
- B. The time, date, and location of any meeting.
- C. Any technology that will be used to facilitate the meeting.
- D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias.

- Such objections must be raised with the Coordinator at least two business days prior to the meeting.
- E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
  - F. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.
  - G. A copy of all the materials provided to the Decision-Maker(s) about the matter.
  - H. An invitation for the parties to review and submit a written response to the final investigation report within five business days of the date of the notice.
  - I. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within five business days of the date of the notice.
  - J. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.
  - K. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least five business days prior to the meeting/final determination.
  - L. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 430 and Policy 430P, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The District will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

- A. **Evidentiary Consideration by the Decision-Maker:** Whether at a hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may be considered. The Decision-Maker will not consider:
  - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
  - ii. The character of the parties; or
  - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the

questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.

The parties may each submit a written impact statement for the consideration of the Decision-Maker(s) at the sanction stage of the process when a determination of responsibility is reached.

- B. **Hearing Procedure and Exchange of Questions Procedure:** At the time the matter is referred to the Decision-Maker(s), the Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker(s) shall review the evidence and issue a determination of responsibility based on the following circumstances and procedures.
- C. **Exchange of Questions Procedure:** Where a party involved is an elementary student, or where the Coordinator otherwise determines that a hearing is not appropriate under the circumstances, the Coordinator will initiate the Exchange of Questions Procedure, which provide as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker(s) shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:

- i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

- i. The relevant written questions to be answered; and
- ii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a ten business day period.

**D. Hearing procedure:** Where both parties are adult employees, or a mature secondary school student, the Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions procedure shall be followed by the Decision-Maker(s). The Hearing Procedure shall include the following:

At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the District to restrict the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to all parties. At the request of either party, the District must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the District shall

provide without fee or charge to that party, an advisor of the District's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- i. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

In cases where both parties are 18 or older, if a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) is prohibited from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, that the Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. The District shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged violations of policy or procedure that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set for in these procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator(s), unless all parties and the Decision-Maker agree to the witness's participation.

If the parties and Decision-Maker do not agree to the admission of evidence newly offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Coordinator, and/or

preserve them for appeal. If bias is not in issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

## **6. Decision Making Process and Determination Requirements**

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker, (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, the District's burden of proof — clear and convincing evidence — must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

- A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
- B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding application of the District's code of conduct to the facts.
- E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the District's educational programs and activities to be provided to the complainant.
- F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
  - i. The nature, severity of, and circumstances surrounding the violation(s);
  - ii. The respondent's disciplinary history;
  - iii. Previous allegations or allegations involving similar conduct;
  - iv. The need for discipline to bring an end to the Title IX sexual harassment;
  - v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
  - vi. The need to remedy the effects of the Title IX sexual harassment;

- vii. The impact on the parties; and
  - viii. Any other information deemed relevant by the decision-maker(s)
- G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.
- H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either, (where an appeal is filed,) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

## **7. Appeals**

Any party may file a request for appeal in writing with the Coordinator within five business days of the delivery of the notice of a final decision.

A single appeal decision-maker shall handle the appeal. No appeal decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

- C. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter;

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

- A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.
- B. Ensure the appeal decision-maker(s) is not:
  - i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
  - ii. The person who issued the dismissal;
  - iii. The investigator; or
  - iv. The Coordinator.
- C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
- D. The appealing party shall have ten business days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding party shall have ten business days following the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.
- E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
- F. Provide the written decision simultaneously to all parties.

#### Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

- 1. Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this procedure has been

completed. Until a final determination of responsibility has been issued only “supportive measures” may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the District’s education program or activity. Such remedies may include the same individualized services described as “supportive measures;” however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent

2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a violation of policy or procedure and evidence that supports the conclusion the respondent did not. Credibility determinations may not be based solely on an individual’s status or participation as a complainant, respondent, or witness.
3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process including the Coordinator, investigator(s), decision-maker(s) and appeal decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of District participating staff:** Any individual designated by the District as a Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The District shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of “sexual harassment” set forth in this procedure, the scope of the District’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as required by this procedure. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this procedure. All materials used to train Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefor.

5. **Presumption of innocence:** The District presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 430 or Policy 430P prohibiting sex discrimination and sexual harassment has been violated.
6. **Promptness:** Investigations are completed promptly, normally within 30 calendar days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

The District shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Notwithstanding the above, The District may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

The District shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The District will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the District will implement supportive measures as deemed appropriate.

District action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the District's action(s) or processes.

7. **Description of sanctions.** The following describes the range of sanctions that may be implemented following a finding of responsibility.

Student Discipline: The following are the usual sanctions that may be imposed upon students singly or in combination:

- A. A warning;
- B. Required counseling;
- C. A required substance abuse treatment program;
- D. Exclusion from participating in extracurricular activities or other District programs/activities;
- E. Alternative placement;
- F. Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;

- G. Expulsion (in compliance with I.C. § 33-205); and
- H. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions deemed appropriate.

Employee Sanctions: Sanctions for an employee may include:

- A. A verbal or written warning;
- B. A performance improvement plan or management process;
- C. Enhanced supervision, observation, or review;
- D. Required counseling;
- E. Required training or education;
- F. Probation;
- G. Denial of pay increase or pay grade;
- H. Loss of oversight or supervisory responsibility;
- I. Demotion;
- J. Transfer;
- K. Reassignment;
- L. Assignment to a new supervisor;
- M. Restriction of professional development resources;
- N. Suspension with pay;
- O. Suspension without pay;
- P. Termination (in compliance with I.C. § 33-513(5), in the case of certificated employees);
- Q. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.

8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 430 or Policy 430P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the clear and convincing evidence standard; which requires that the evidence proves there is a high probability that the respondent violated the policy or procedure.

9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within five business days of the delivery of the notice of a final outcome.

10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:

- A. Referral to counseling, medical, and/or other healthcare services;
- B. Referral to the Employee Assistance Program;
- C. Referral to community-based service providers;

- D. Visa and immigration assistance;
- E. Education of the school community or community subgroup(s);
- F. Altering work arrangements for employees;
- G. Safety planning;
- H. Providing school safety escorts;
- I. Providing transportation accommodations;
- J. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
- K. Academic support, extensions of deadlines, or other course or program-related adjustments;
- L. Emergency warnings;
- M. Class schedule modifications, withdrawals, or leaves of absence;
- N. Increased security and monitoring of certain areas of the school; and
- O. Any other actions deemed appropriate by the Coordinator.

11. **Recognition of privileges:** At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. **Recordkeeping;**

- A. The District shall maintain for a period of seven years, records of:
  - i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
  - ii. Any appeal and the result therefrom;
  - iii. Any informal resolution and the result therefrom; and
  - iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.
- B. For each response to a report of harassment or discrimination based on sex, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in

response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken or to be taken.

### Title IX Grievance Procedure Definitions

The following definitions apply to the identified terms used in this procedure:

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to:

1. The District's Coordinator; or
2. Any District official possessing the authority to institute corrective measures on behalf of the District; or
3. Any employee of the District.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as set forth in this procedure.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the District does not recognize the defense of “consent,” however it is defined. Where the parties are both adults, however, the following definition of “consent” will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or

unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent, or is otherwise incapacitated.

“Incapacitation” occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the “who, what, when, where, why, or how” of their sexual interaction.

“Formal Complaint” means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the District. A formal complaint may be filed with the Coordinator in person, by mail, or by electronic mail, or by using the contact information listed on the District’s website. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission, (such as by electronic mail or through an online portal provided for this purpose by the District,) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure, and must otherwise comply with the requirements of this procedure.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. “Quid pro quo” harassment, which occurs when a District employee conditions the provision of a District benefit, service, or assistance on an individual’s participation in unwelcome sexual conduct;
2. “Hostile Environment,” which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to District education program or activity; or
3. Physical threats and attacks, including “sexual assault,” defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed

to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.

“Elementary school” and “secondary school” as used in this procedure refer to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this District.

Revision of These Procedures

The District reserves the right to make changes to these procedures as necessary. Once those changes are posted online, they are in effect. If laws or regulations change or court decisions alter the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

References: 34 CFR Part 106 Nondiscrimination on the Basis of Sex in  
Educational Programs or Activities Receiving  
Federal Financial Aid

Procedure History:

Promulgated on: 11/9/2020

Revised on:

Reviewed on:

A school nurse is available to students upon their request or in emergency need. The nurse is willing and able to provide information to students about health-related issues. She/He cannot provide ongoing medical treatment. For such problems, the nurse will make referrals to the appropriate community resources for the student if requested.

Diet/Allergy Information

Any student who has special dietary needs or food allergies should contact the school office for the necessary documentation/accommodation.

Medication

In the case of students who must take medication, the office shall be notified, and the appropriate documentation completed by the parents/guardians. All medication shall be kept in the office. Students should not keep medication in their lockers, etc.



**LEGAL REFERENCE:**

*General Education Provision Act, 20 U.S.C. 1232h(b)*

ADOPTED: 6/13/05

AMENDED:

In light of the integral role that school districts play in protecting the health and safety of the district's employees, students, and their families, and the resource that school facilities may provide in the community, the board of trustees adopts this policy regarding readiness and response to emergency situations in the local community, such as an influenza pandemic, or other health emergency, or a state or national emergency

#### LIAISON WITH GOVERNMENT AGENCIES

The superintendent will appoint a designee(s) to act as the liaison with state and local law enforcement personnel and/or public safety officials to provide for the safety and security of students, district personnel, and patrons in times of a state or national emergency as declared by the Governor or President.

#### EMERGENCY PLAN

The superintendent or designee(s) will prepare an emergency plan to address the potential contingencies that may occur in such emergencies. The board will approve the emergency plan and review it annually.

The emergency plan will address the ongoing operation of the district schools during an emergency and will allow the district to coordinate response efforts with local and regional agencies. The components of the emergency plan will include but are not limited to the following:

1. Continuity of educational programs;
2. Alternative means for continuing educational programs, in the event of school closure;
3. Continuity of extracurricular programs, if appropriate;
4. Continuity of essential operations, such as, but not limited to, payroll and the supply of necessary utilities, including drinking water and sanitation;
5. Effective communications with students, parents, and employees, ensuring language, culture, and reading level appropriateness in communications;
6. Effective infection prevention procedures to help limit the spread of disease;
7. First aid/nursing/counseling services for those who become ill or are otherwise impacted while at school;
8. Use of district facilities by state and regional agencies;
9. Reporting absenteeism to the local district health department, as may be required; and
10. Providing for the security of the school facilities.

#### SECTION 400: PUPIL AND PUPIL PERSONNEL SERVICES



**LEGAL REFERENCE:**

<http://www.pandemicflu.gov/plan/schoolchecklist.html>

Idaho Pandemic Influenza Response (Idaho Dept. of Health & Welfare, March 2006)

ADOPTED: 11/13/06

AMENDED: 1/14/08

## HEALTH RECORDS

Each school within this district will maintain the following health records for each student:

1. A record showing the medical history and pertinent information relating to immunizations; and
2. Information setting forth:
  - a. The name of the family doctor;
  - b. The name of a contact person in case the parent/guardian cannot be reached in an emergency;
  - c. Any physical or medical condition the student might have that may require school personnel attention;
  - d. Authorization from the parent/guardian to obtain emergency medical attention if the parent/guardian is not available.

## EMERGENCY CARE

All employees of this district will protect the health of the public school students and will take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school-sponsored event.

## PRECAUTIONS AGAINST CONTACT WITH BODILY FLUIDS

All district employees and volunteers will take all reasonable precautions to avoid direct contact with blood, blood products, or other infectious bodily fluids of any person.

Whenever district employees or volunteers are required to assist ill or injured persons, the following procedures must be followed to minimize direct contact with blood or bodily fluids:

1. Appropriate barrier precautions will be used when contact with blood or other bodily fluids is anticipated. Gloves will be worn whenever blood and bodily fluids, mucous membranes, or non-intact skin must be touched. Gloves will also be worn when handling items or surfaces soiled with blood or bodily fluids. Gloves are for a single use and then shall be discarded consistent with universal precautions.
2. Hand and other skin surfaces will be washed with soap and water immediately and thoroughly whenever contaminated with blood or other bodily fluids.

## SECTION 400: PUPIL AND PUPIL PERSONNEL SERVICES

3. Extra precautions will be taken to prevent injuries caused by needles or other sharp instruments or devices and for disposal of such items.
4. Soiled clothing, uniforms, and linen will be handled as little as possible so as to prevent microbial contamination of air and other persons. Contaminated clothing and cloth materials will be washed separately using hot water and detergent. Dry cleaning will also inactivate known pathogens.
5. Surfaces that are contaminated with blood will be decontaminated with appropriate products made for this purpose. Care should be taken to avoid contaminating the solution or the container of the solution. Sufficient contact time (three (3) to five (5) minutes) should be allowed to ensure surfaces are adequately disinfected.



**LEGAL REFERENCE:**

Idaho Code Section 33-512(4)

Czaplicki v. Gooding Joint School District, 116 Idaho 326 (1989)

Doe v. Durtschi, 110 Idaho 466 (1986)

Idaho State Department of Education  
HIV/AIDS Policy Guidelines

ADOPTED: 1/9/2007

AMENDED:

This district has a statutory duty to protect the health of all students enrolling in the district. Medical personnel who are employed by the district or whose medical services are contracted by the district also have statutory duties to adhere to certain protocols. Based upon these statutory duties, this district's medical personnel or health care providers will honor a DO NOT Resuscitate (DNR) order or identification presented by or on behalf of a student who has a terminal condition, unless an exception applies.

In the event a DNR order or identification for a student enrolled in this district is presented to district personnel by the student or his or her parent/guardian, a copy of the order, and/or a notation that the student has DNR identification, will be placed in the student's educational record. Nursing staff will also be notified and provided a copy of such order or notation. The individual presenting the DNR order or identification will be informed of this policy.

In the event emergency medical services personnel are called by this district to assist a student, district personnel knowledgeable of a DNR order or identification will make a reasonable effort to inform the medical services personnel of the DNR order or identification. Emergency medical services personnel have a statutory authority to follow a DNR order or identification. Medical personnel, health care providers, or district contracted health providers, if on site at the time of a medical emergency, will comply with the DNR order or identification and provide comfort care, unless an exception applies.

A DNR order may be disregarded by medical personnel or health care providers in the following situations, pursuant to Idaho Code Section 56-1027: 1) if the health care provider believes in good faith that the order had been revoked; 2) to avoid verbal or physical confrontation; or 3) if ordered to do so by the attending physician.

## DEFINITIONS

"Comfort Care" means treatment given in an attempt to protect and enhance quality of life without artificially prolonging that life.

"Do Not Resuscitate order" or "DNR Order" means a documented directive from a licensed physician that emergency life-sustaining procedures would not be administered to a particular person.

"DNR identification" means a bracelet or necklace issued to an individual consistent with a valid DNR order which is in place. Typically, such bracelets or necklaces will also contain the words "Comfort ONE".

"Emergency medical services personnel" means the personnel of a service engaged in providing initial emergency medical assistance, including, but not limited to first responders, emergency medical technicians, advanced emergency medical technicians, and paramedics.

“Life-sustaining procedure” means cardiopulmonary resuscitation (CPR) or a component of CPR.

“Medical personnel or health care provider” means any person licensed, certified or otherwise authorized by law to administer health care in the ordinary course of business or practice of a professional, including emergency and other medical personnel.

“Terminal condition” means an incurable or irreversible condition that, without the administration of life-sustaining procedures, will, in the opinion of the attending physician, result in death within a relatively short time.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-501 (4), 56-1020 through 56-1035*

*Czaplicki v Gooding Joint School District No. 775 P.2d 640 (1989)*

ADOPTED: 6/11/07

AMENDED:

The board recognizes that students attending the schools in this district may be required to take medication while at school, either on a short-term or daily basis. The role of the district is to protect the health and safety of all students. If requested by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

If a student must take medication during the school day, the district will implement the following guidelines:

- A. SELF-ADMINISTRATION OF PRESCRIBED INHALER OR EPINEPHRINE AUTO-INJECTOR
1. Any student for whom a physician or other authorized medical professional has prescribed a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, or an epinephrine auto-injector for severe allergic reaction (anaphylaxis), will be permitted to self-administer such medication during the school day.
  2. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler at all times.
  3. A student who is permitted to self-administer medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the school nurse or the school administrator.
  4. For purposes of section A of this policy:
    - a. “Medication” means a meter-dosed inhaler, dry powder inhaler, or epinephrine auto-injector prescribed by a physician and having an individual label.
    - b. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.
- B. OTHER PRESCRIPTION MEDICATIONS
1. The parent/guardian must submit a written request to the school if he or she wants the school to store and/or administer the medication.
  2. The medication must be in its original container.
  3. The student’s name, prescription number, doctor, and directions must be clearly set forth on the container.

**C. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS**

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.

**D. ADDITIONAL GUIDELINES**

1. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should be dispensed at school only when necessary to meet the health needs of the student.
2. Parents/guardians are responsible for notifying the school that a student requires medication on a regular or emergency basis, and supplying the medications and instructions for dispensing the medications.
3. All medications that are not self-administered will be kept in a secured area in the school office or nurse's room.
4. It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student has a disability and is unable to do so.
5. No medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission from the student's parent/guardian.
6. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students upon request. Students must supply their own medications.
7. Any medication which a student must have in case of emergency will be kept in an easily accessible location.
8. Elementary students are not allowed to possess prescription or non-prescription medications on district property or at district-sponsored events unless specifically authorized to do so by the building administrator.
9. Secondary students may keep and administer their own medication, but are prohibited from bringing more than one (1) day's supply of the medication to school. A note from the parent/guardian must be on file in

the office or in the student's possession identifying the medication and the dosage.



**LEGAL REFERENCE:**

Idaho Code Sections  
33-506(1)  
33-520

ADOPTED: 11/17/08

AMENDED:

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

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

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

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

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

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

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

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



**LEGAL REFERENCE:**

*Idaho Code Sections 33-512*

**ADOPTED: 6/7/99**

**AMENDED: 6/7/99, 6/13/05**

### Gun-Free Schools

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

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

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

### Possession of a Weapon on School Property – Misdemeanor

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

As used in this section of this Policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
- (b) "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carried or stores a weapon in a school building or on school property except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry or store a weapon in a school building.

This section of this policy does not apply to:

- 1. Law enforcement personnel;
- 2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a

- firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, non-threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
  4. A person or an employee of the school or school district who is authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-205, 917, 18-3302D, 33-1224*

*29 U.S.C. 701*

*20 U.S.C.8921, et seq.*

ADOPTED: 12/8/97

AMENDED: 7/10/00, 6/13/05

All contact between the school and the police department on matters involving students shall be made through the administration office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or Superintendent.

- A. If the police have a warrant for the student’s arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal’s office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
- B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained.
- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to questioning;
- F. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.



LEGAL REFERENCE:

ADOPTED: 9/19/77

AMENDED: 6/13/05

**FORM FOR SIGNATURE OF INTERVIEWING OFFICER**

I, \_\_\_\_\_, a duly sworn peace officer and member of  
the \_\_\_\_\_ Department,  
\_\_\_\_\_ division, have asked that \_\_\_\_\_, a student in  
the Highland School, be made available for interview.

Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Time \_\_\_\_\_  
Badge Number \_\_\_\_\_

**School Action**

Date and time parents notified (if more than one attempt is made, include such information here)

---

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator



**LEGAL REFERENCE:**

ADOPTED: 3/8/2010

AMENDED:

**FORM FOR SIGNATURE OF ARRESTING OFFICER**

I, \_\_\_\_\_, a duly sworn peace officer and member of the \_\_\_\_\_ Department, \_\_\_\_\_ division, have asked that \_\_\_\_\_, a student in the Highland School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Time \_\_\_\_\_

Badge Number \_\_\_\_\_

**School Action**

Date and time parents notified (if more than one attempt is made, include such information here)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator



**LEGAL REFERENCE:**

ADOPTED: 3/8/2010

AMENDED:

The Board believes that the use of video taping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video camera on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student &/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

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

Video cameras may be installed in public locations as deemed appropriate by the Superintendent and shall not be installed in areas with a reasonable expectation of privacy.

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

Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act. Employee records are held confidential pursuant to Idaho Code Section 33-518. All videotapes that are not made a part of the educational record or a part of the

personnel record shall remain the property of the district, are public records under Idaho Code Section 9-337(11), and are subject to public disclosure.

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**LEGAL REFERENCE:**

*Idaho Code Sections 33-512, 18-6701, 33-518, 9-337(11)*

*Brooks v Logan 127 Idaho 486,903 P .2d73 (1995) Rife v Long 127 841, 908 p2d 143 (1995), 34 C.F.R. Part 99, Family Educational Rights and Privacy Act (FERPA)*

ADOPTED: 6/13/05

AMENDED: 1/9/2007, 7/21/08

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child abandonment or neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child: Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items; .... See I.C. § 16-1602(25).

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

The school district employees of the District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. I.C. § 16-1606.

In addition, "any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or

with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.” I.C. § 16-1607

Any District employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.



**LEGAL REFERENCE:**

I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect

I.C. § 16-1606 Immunity

I.C. § 16-1607 Reporting in Bad Faith-Civil Damages

I.C. § 16-1602 Definitions

ADOPTED: 12/8/08

AMENDED:

**Report of Suspected Child Abuse, Abandonment or Neglect  
(Re: Policy #443.4)**

Original to: Local Law Enforcement \_\_\_\_\_  
Department of Health and Welfare \_\_\_\_\_  
Copy to: Superintendent \_\_\_\_\_  
Building Principal \_\_\_\_\_

From: \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons contacted: \_\_\_Principal \_\_\_Teacher \_\_\_School Nurse \_\_\_Other \_\_\_\_\_

Name of Minor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Attendance Pattern: \_\_\_\_\_

Father: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Guardian or Step-Parent: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Any suspicion of injury/neglect to other family members:  
\_\_\_\_\_

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected:  
\_\_\_\_\_  
\_\_\_\_\_

Previous action taken, if any:  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up by Local Law Enforcement / Department of Health and Welfare (copy to be completed and returned to the Superintendent/Building Principal):

Date Received: \_\_\_\_\_ Date of Investigation: \_\_\_\_\_

The district will endeavor to respond to and resolve all complaints in a fair, equitable, and prompt manner. The individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally.

When a parent of a student has a complaint against an employee of the district that cannot be resolved at the informal level, the following procedure shall apply:

1. The parent will contact the principal to inform him/her of the nature of the complaint.
2. The principal will arrange for a meeting between the teacher or employee to whom the complaint was brought forth and the parent or student. The arrangement for such meeting shall be made as soon as possible.
3. If the complaint is not resolved at this level, the superintendent /principal shall meet with all parties involved in the complaint to mediate a resolution.
4. If the complaint is not resolved at the superintendent/principal level, the parent or student must submit a written complaint to be filed at the Board of Trustees.

Cross Reference: Policy # 424.1 Hazing/Harassment/Intimidation/Bullying/Menacing



**LEGAL REFERENCE:**

Board Action

ADOPTED: 6/13/05

AMENDED:

The district will enforce section 33-512 Idaho Code , which provides for the removal from the schoolhouse or school grounds of any individual(s) who disrupt the educational process or whose presence is detrimental to the moral, health, safety, academic learning or discipline of the pupils. Violators will be considered as (1) any person(s) who loiters in the schoolhouse or on school grounds or who cause student’s attention to be distracted from academic studies without first gaining approval from the building principal and (2) any person(s) who by their actions endangers the health and safety of students or causes disruptive behavior by students.

Persons who are in violation of this policy shall have a criminal complaint filed against them through the Lewis County Prosecutor’s office by the school district. This action shall be at the most immediate time.



**LEGAL REFERENCE:**

*Idaho Code Sections 33-512(11), 33-205*

ADOPTED: 9/19/77

AMENDED: 6/13/05

REVIEWED: 10/21/98, 5/10/99

To protect the morals, health, and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or any building used for school activities to registered sex offenders, or persons required to register under the sex offender registration act of whom the district has knowledge. District officials will make a good faith effort to identify registered sex offenders residing within the district's boundaries or who have children or wards enrolled in the district by periodically reviewing the Idaho State Police registry of sexual offenders. District officials shall notify each registered sex offender identified that access to the school premises shall be prohibited unless expressly permitted by the superintendent or designee, or the individual is exercising the right to vote in public elections at a polling place located on the school premises.

#### EXCEPTIONS

The superintendent or designee may grant a limited exception to this prohibition for the following individuals:

1. An enrolled student of the district;
2. A parent or guardian of a student attending a school within the district, and who's right to educational information or access to his/her child or ward has not been limited by court order. Such parents or guardians may be permitted access to a particular school or school event, with or without limitations, as determined appropriate by the superintendent or designee, including to transport a child or children or to attend an academic conference or other scheduled school activity at which school officials are present and in which his/her child is participating.
3. An individual who is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items as part of the individual's employment. The delivery person's employer is responsible for contacting the district and obtaining permission for the individual to be on school premises. The superintendent or designee may grant admission to such individual, deny admission, provide direct supervision, or require that the delivery person's employer provide appropriate supervision.
4. Individuals who have a legitimate need to access the school or building as determined by the superintendent or designee.

The decision to grant or deny the request for an exception, and/or impose other restrictions, is not appeal able to the board.

The decision shall be based upon review of all of the relevant circumstances, including the risk to the morals, health, and safety of other students, employees, and patrons.

District administrators will immediately report to law enforcement any registered sex offender or persons required under the sex offender registration act who has not been granted permission pursuant to this policy and who is observed or known to be on the premises, or loitering within 500 feet of the property line of a school or other location where a school activity is scheduled to occur.

School personnel shall not use information received by the district regarding any registered sexual offender to harass, intimidate, commit a crime against, or cause harm to any person.

For purposes of this policy, "school premises" shall mean all school buildings, grounds, or where district sponsored activities will occur, without regard to the location of the event or activity, and shall include means of transportation sponsored, owned, leased, or contracted by the district.

**POSTING OF NOTICES**

The district will cooperate with the property owner of any non-school location at which school activities will occur to post notices that the property is being used by a school, pursuant to Idaho Code Section 18-8329. Such notices shall be at least 100 square inches, refer to Idaho Code Section 18-1829, include the term "registered sex offender" and shall be placed at the commonly used entrances to the property and every 660 feet along the property line.



**LEGAL REFERENCE:**

Idaho Code Sections  
3-512(4) and (11)  
18-8301, et seq.  
18-8325  
18-8329

ADOPTED: 1/9/2007

AMENDED: 1/12/2009

### Definition

A Student Sex Offender is defined as a student who had been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

### Notification to School District

The Superintendent of public instruction is required by state law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The superintendent is also required to notify the district or school of the offender's probationary status or treatment status, if known. The Superintendent of the district or his designee shall make contact with the State Department of Education in order to receive regular updates of this information.

### Educational Placement

The Superintendent of the district or his designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in the district school. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender would be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

### Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and

state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.



**LEGAL REFERENCE:**

IC 18-8402, 18-8408, 33-205

ADOPTED: 12/14/09

AMENDED:

It is the intent of the board of trustees of this district to take reasonable actions to provide a safe environment for all participants and spectators at school-sponsored events. While the board encourages students, parents, and patrons to take an interest in the district's educational programs, including extracurricular activities, and attend those events open to the public, the board has an obligation to maintain an atmosphere of respect, order, and professionalism on district premises and at school-sponsored events.

In addition, this district adopts the sportsmanship standards imposed by the Idaho High School Activities Association (IHSAA). Individuals attending events sponsored by the district and/or IHSAA are expected to demonstrate respect, order, and good sportsmanship.

#### PROHIBITION

Any conduct, including, but not limited to, verbal and/or physical assault of another individual, on district premises or at school-sponsored events that is determined by school officials to be disruptive to the educational process or detrimental to the morals, health, safety, academic learning, or discipline of students is prohibited.

Additionally, all persons, while on school grounds, are prohibited from willfully threatening, by word or act, to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds. Such threats, if known to school personnel, will be immediately reported to law enforcement. For purposes of this policy, "school grounds" means any district-owned property or vehicle, or location where a school-sponsored event is occurring.

#### DENIAL OF ENTRY

The superintendent or designee has the authority to determine if an individual's conduct violates this policy. In the event such disruption or detrimental conduct is determined to have occurred or is occurring, the individual(s) causing the disruption will be notified in writing, or verbally, to immediately leave the district premises or school-sponsored event. The superintendent or designee may determine that such individuals will be denied entry to future school-sponsored events, upon giving notice to the individual.

In the event the individual(s) refuse to leave or, without permission or invitation, return and enter the district premises or school-sponsored event, it will be deemed to be trespassing and may be referred to law enforcement.

In the event a student or staff member causes the disruption or detrimental conduct, other appropriate disciplinary action may also be imposed.



**LEGAL REFERENCE:**

Idaho Code Sections

18-3302I

18-7008

33-512(11)

ADOPTED: 1/9/2007

AMENDED:

The Board grants the Superintendent or designee with the power to close the schools or dismiss students early in the event of hazardous weather or other emergency, which threatens the safety or health of the students or staff.

When such emergency closure occurs, the Superintendent shall bring it to the attention of the Board at the next regular meeting for approval.

•••••

**LEGAL REFERENCE:**

*Idaho Code Sections 33-512 (1)*

ADOPTED: 6/7/99

AMENDED: 6/13/05

To prepare students and personnel to promptly and safely respond to fires or other disasters, the superintendent or designee will be responsible for formulating an emergency plan for the evacuation of all occupants from each of the district's school buildings.

### **DISTRICT EMERGENCY PLAN**

The district's emergency plan will include the following:

- Procedures for reporting emergencies to the proper responding agencies;
- Procedures for notifying, relocating, or evacuating students, personnel, and other occupants of the building(s);
- Assigned staff duties during emergencies;
- Floor plans including the locations of portable fire extinguishers, other fire extinguishing equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and secondary evacuation routes for each classroom and other areas of occupancy; and locations of interior refuge; and
- Site maps identifying the designated exterior assembly area for each evacuation route.

The district's emergency plan will be submitted to the local fire department for review and input. The superintendent or designee will review and update the emergency plan annually and when structural or occupancy modifications occur.

### **DUTIES, ASSIGNMENTS AND TRAINING**

All school personnel will be trained to perform assigned duties during emergency and evacuation drills. Training will be part of a new employee orientation and will occur at least yearly thereafter. Training will address the following:

- The employee's assigned duty(ies);
- Identification of evacuation routes, refuge areas (interior as well as exterior), and exterior assembly areas;
- Procedures for leading groups of students or assisting individual students to evacuate;
- The locations and proper use of portable fire extinguishers;
- Fire alarm signals; and
- Emergency action(s) which may be required for potential emergency conditions.

- Each teacher/adult must assure that all electrical equipment is shut off before leaving a room.
- Teachers are to bring grade books and check rolls when the class is in the assigned evacuation area. The name of any student not accounted for will be immediately reported to the Building Administrator.

Each school principal or designee has the general responsibility to daily inspect exit facilities to ensure that stairways, doors, and other exits are in proper working condition. Any condition likely to interfere with the safe egress should be corrected immediately. If not possible, then the condition should be reported at once to the proper authority. Particular attention should be given to:

- Keeping all doors unlocked during school hours;
- Keeping doors that protect evacuation paths (e.g., doors on stairway enclosures) closed; under no circumstances are they to be blocked open;
- Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice; and
- Keeping outside exit doors free from any materials that would interfere with rapid escape from the building(s).

### **EMERGENCY EVACUATION/FIRE DRILLS**

Each school building's principal or designee will implement, schedule, and carry out evacuation/fire drills in compliance with the emergency plan.

Evacuation/fire drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel, and visitors) from the building(s), or portions of the building(s) used for educational purposes. The first Fire Drill of the school year must be completed within ten days of the beginning of classes.

Identified special needs of students and personnel will be considered, analyzed, and incorporated into the school's emergency plan. The drills must include suitable procedures to ensure that all people subject to the drill are able to participate. The drills may be postponed during episodes of severe weather.

Fire drills are to be conducted in a manner that requires the procedures set forth in the emergency plan are followed. During the fire drill the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.

Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

### Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

### Fire Evacuation Plan

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after the evacuation have been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or Emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

### Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy assembly point
  - b. The location of fire hydrants.
  - c. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes
  - c. Secondary evacuation routes
  - d. Accessible egress routes
  - e. Areas of refuge
  - f. Manual fire alarm boxes
  - g. Portable fire extinguishers
  - h. Occupant-use hose stations
  - i. Fire alarm annunciators and controls

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
7. Identification and assignment of personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

**RECORDS**

Records shall be maintained of emergency drills and include:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish a complete evacuation.

These records are to be made available to the fire department for review.

Cross Reference : District Crisis Plan Manual



**LEGAL REFERENCE:**

Idaho Code Section 33-512, 41-253

IDAPA 08.02.03.160

IDAPA 17.10.01

IDAPA 17.10.08

IDAPA 18.01.50

Life Safety Code Handbook, 2000

Uniform Fire Code, 1997

2006 Idaho Fire Code

ADOPTED: 6/7/99

AMENDED: 6/13/05, 11/13/06, 3/8/2010

Policy # 447.1

HIGHLAND SCHOOL DISTRICT NO. 305

P.O. Box 130. 112 Boulevard  
Craigmont, Idaho 83523-0130

***CRISIS PROCEDURE MANUAL***

Updated 4/2005

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**TO: Parents and/or Guardians of Highland School District #305**

**FROM: Superintendent**

**RE: Emergency procedures for Highland School District #305**

The Highland Schools have just updated the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he or she gets home safely by walking, by bus, or by transportation provided by parents.

It is impossible to foresee all potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. We share the responsibilities as school administration and you as parents.

**IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD/CHILDREN ATTEND(S) THAT PROHIBITS REENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE, OR TOXIC CHEMICAL SPILL), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO AN ALTERNATE SITE.**

We ask that you follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOU RADIO OR TELEVISION.** We will keep the media informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD/CHILDREN AT SCHOOL.** Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions.
  1. If for any reason “school” must be evacuated during regular school hours, your child will be taken to and cared for at an alternative site.
  2. Stay tuned to the radio and television stations for information provided by the school district administration about when and where to pick up your child.

**PLEASE GLUE THIS INFORMATION INSIDE THE COVER OF YOUR PHONE BOOK.**

COMMUNICATION PROCEDURE FOR PERSON IN CHARGE

**Step One INITIAL CRISIS IDENTIFICATION/RESPONSE DETERMINATION**

**One** Building Person in Charge identifies the nature of the crisis, who/what is involved, and what immediate or emergency response is required.

**Step Two CONTACT EMERGENCY SERVICES/IMPLEMENT NECESSARY SAFETY PROCEDURES**

**Two** This action is initiated by the building Person in Charge. The person designated to contact emergency services should tell the dispatcher where the building command center is located (i.e., where the Person in Charge can be contacted) and remain available at this site until help arrives. If it is necessary to send anyone to a hospital by ambulance because of a serious injury, a staff member will be sent along to serve as a liaison between the hospital and district administration with instructions to relay progress reports as soon as possible.

Implement safety procedures appropriate for the crisis situation.

**Step Three IMMEDIATELY REPORT CRISIS TO:.....District Office**

**Three** Clair Garrick, Superintendent of Schools 924-5452/ 924-5211  
Home - 924-5155  
Becky Heartburg, Principal Home - 924-5375

**Step Four ADMINISTRATIVE CHAIN OF COMMAND (Person in charge)**  
**Persons listed below will handle media relations:**

<b>Name</b>	<b>Home</b>
1. <u>Shannan Randall</u>	<u>208-924-5359</u>
2. <u>John Savage</u>	<u>208-924-5888</u>

## MEDIA PROCEDURES

**The only means to inform the general public is by the mass media (radio, television, and newspaper).** We must provide prompt, accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore MUST BE AVOIDED.

### **PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE:**

After calling emergency services and following safety procedures for your building, it is imperative that employees IMMEDIATELY relay factual information regarding any emergency or disaster to the Superintendent's office.

### **CRISIS ASSISTANCE TEAM (Called by Crisis Team Leader) DISTRICT OFFICE 208-924-5452–208-924-5211**

Clair Garrick	208-924-5155
Becky Savage-Heartburg	208-924-5375
Nathan Leigh	208-924-5352
Shannan Randall	208-924-5359
Julie Yochum	208-924-7421
John Savage	208-924-5888
Bette Stone	208-924-5469

## ALTERNATE SCHOOL LOCATIONS

Sometimes the crisis situation might require the evacuation of a school, for instance, in a fire or toxic spill situation; and students must be relocated. Students will be immediately transported to the nearest and most appropriate alternate school building in the district. This decision will be made by the principal in conjunction with the crisis team, and the Superintendent will be notified.

In the rare event an alternate site is needed, a phone call **MUST** be made to alert the people in the alternate facility.

NOTE: Some students may need special transportation. Make arrangements following instructions under the tab “References Unique to Your Building.”

- At the sound of the of the fire alarm, all students must walk as rapidly as possible into the hall and out the exit nearest their room, without crowding or running. The teacher will check to see that all students are out of the room and close the door
- The first students outside must move away from the building so they do not block the exit for those following. When outside, students should follow the direction of their immediate supervisors.
- Teachers are responsible to see that students move away from the building, crossing the street when necessary to clear the area.

The principal of each building will prepare an evacuation diagram for each floor of the building under his/her supervision.

## **PRINCIPAL'S CHECKLIST**

1. Ascertain that a Crisis Procedure Manual is prominently displayed by each telephone in your building.
2. Confirm that each manual and checklist has current names of the Crisis Team listed.
3. Determine the command post in your building, with access to a phone. Appoint a person to manage the phone contacts.
4. Assign written chain of command; i.e., Building Principal, Crisis Team Leader, Superintendent's office, police or fire department, transportation, emergency health services, etc.
5. Have first aid equipment and instructions in designated area in your building.
6. Review procedures annually at the beginning of the school year.
7. Follow procedure for specific type of crisis.
8. Additions specific to your building:

## **CUSTODIAN CHECKLIST**

1. Cut off electricity, gas, and water supplies ONLY if directed to do so by the Person in Charge.
2. In the event of an earthquake or crisis that damages building, provide the Person in Charge with condition report and damage survey. Always send two people for initial damage assessment.
3. Immediately contact Main District Office and report emergency actions taken.

## **TEACHER CHECKLIST**

**IF INDOORS:**

1. If advised by Person in Charge, stay in your room.
  1. Immediately take roll count of students.
2. Take protective action if building is threatened.
  1. Keep students away from windows and outside walls.
  2. Take shelter under desks, tables, and heavy furniture.
  3. Move from under light fixtures and other suspended objects.
  4. Shut off or disconnect any electrical or gas operated appliances.
  5. Be alert to any developing threats such as broken water pipes or electrical wires.
  6. Communicate roll count of students and situation to Person in Charge as soon as it is safe.
  7. Be prepared to evacuate if advised to do so.
  8. If advised to evacuate, follow fire drill plan.
3. **EARTHQUAKE ONLY**–Leave doors to room open to prevent jamming.

### **HAZARDOUS MATERIAL SPILLS**

The main threat is toxic fumes. Keep students inside.

#### **IF OUTSIDE:**

1. Move upwind.
2. Don't step in spilled material.

### **SUICIDE THREATS**

1. Students who indicate they are thinking of suicide should be referred immediately to the counselor. Staff members will usually hear such threats before or after school and should ask the students to accompany them to the counselor's office. If the student does not want to discuss the matter with the counselor but prefers the teacher instead, the counselor

should extend the use of his office and cover the teacher's class.

2. In discussions with the potential suicide, teachers or other staff members must gently remind the students that parents must be notified and that something must be done. A "confidentiality law" does not cover teachers. Counselors may be and must exercise their own discretion but should remember that confidentiality prohibits their discussion of the material with anyone else without the student's permission. As a general rule, "parents ought to know".
3. A counselor or teacher who has contracted a potential suicide should try to find other adult references with which the student would be willing to talk. Contact and conference should be arranged with these individual. (Pastors and those in charge of young peoples' programs are common references.)
4. The thing most needed from the potential suicide is a pledge not to do anything harmful to him/her self without first contacting the person picked as advisor. (It is well to involve at least two adults in such a "pledge" so one may be available.) This has to be a 24-hour day-night type pledge. Two or more adults sharing the problem with the student also seems to reduce the chance of suicide attempts. It is very difficult to get students to volunteer a second person that they will trust, but it is important for them to have one. Usually a student who goes initially to a teacher will accept the counselor as a second person. A student who goes to the counselor may not accept a teacher or a family member. It is important to get this shared responsibility. It is also important to group conference with such individuals and the student.
5. Counselors and teachers who ask other staff members to assist in monitoring behavior on the part of a suicidal student should stress confidentiality. Gossip does not prevent suicide and may even help cause it.
6. The principal should schedule conferences with parents of suicidal students. These conferences should include parents, counselors, the principal, and hopefully, a second person that the student has indicated he would accept. At some time, the student should be brought (willingly) into the conference if this is possible.
7. Parents should also be encouraged to use all available non-school resources.
8. Counselors should arrange follow-up conferences with the suicidal student until certain the crisis has been handled.

### **ACTUAL SUICIDE ATTEMPT**

1. If a staff member sees an attempted suicide or has one reported to him/her by a student, the following steps should be followed:

1. Remain with the student doing what can be done to safely restrain the student. Or go to the reported scene and do the same;
  2. Send a student to the counselor or administrator for help, asking that an EMT be notified and sent to the scene;
  3. If you have an idea that a harmful substance has been ingested, find out what it is, if possible, and be prepared to help contact a poison control center;
  4. If some form of physical violence has been attempted render what help you can, particularly if you have some knowledge of first aid.
2. EMT should be called as soon as the information of the suicide attempt reaches the office.
  3. Administrators must notify the parent or emergency number immediately.
  4. Parents must also be notified formally by certified mail with the statement of the staff member who saw the attempted suicide (or who had it reported to him) included in the mailing.
  5. Basically, suicide attempts must be treated just as if they were severe accidents.
  6. Counseling process can take place after the attempted suicide has received medical treatment. The process is exactly the same as that for threatened suicide. After a suicide has been actually attempted, however, the school must insist that outside help be obtained, must notify Mental Health authorities, and must follow up with the parents. This process is the responsibility of the principal and should not be allowed to drag on.

### **SUICIDE/DEATH IN STUDENT BODY OR ON STAFF**

1. Counselor will contact (and obtain permission from) this list of individuals. Each will be asked to assist as a grief counselor in crisis situations.  
Crisis Team members and Bob Smith

2. When there is a death in the student body, the high school and grade school principals will contact the individuals on the list asking for their help.
3. One room will be designated in the high school for use as a grief-counseling center. The crisis team to double classes and free this room for the next school day after the death will draw up a plan. This plan will be shared with staff and students in the same manner as a fire drill so everyone knows where to go.
4. The counselor's office and the grade school principal's office will be available for individual counseling for those who ask for it. The Chapter I Reading room can be utilized.
5. K-6 students usually prefer in-class counseling. An adult should be assigned to each room to assist the instructor and individual counseling should be available for those students who desire it.
6. High school students may prefer to remain in their own rooms but usually want to go in small groups to contact either school personnel or contact one of the adults listed.
7. Students should be made aware of the identity of the adults who will assist. The only way to do this is to make a list available during the morning announcements. This list should give names and locations. Students should be informed that standing in the hall is not the proper way to deal with grief and that they should go to one of the counseling rooms.
8. School grief, like family grief, has to have some closure. One day of grief counseling to groups should be enough to blunt the feelings. After that, a regular routine for the second day is recommended with several counselors available to talk to individuals who are still hard hit.
9. Some students will want to discuss their grief with favorite teachers. Two substitutes should be hired for the "first" day and students should be made aware that teachers are available if they are needed.
10. In-service for K-12 staff should be arranged by the crisis team. This need not be terribly long but should cover major points of handling grief as well as the routine, which will be utilized.
11. Crisis team will arrange a de-briefing session for all staff members.

## **CRISIS TEAM PLAN OF ACTION**

1. **NOTIFICATION**
  1. Team leader is notified; sets meeting time and place, and implement the Crisis Team "telephone tree" for notification of members.
  2. Team leader notifies district administrators and crisis media designee. One person is

designated to handle all press releases and interviews with the media.

2. **CRISIS TEAM MEETS** with the affected building administration and support staff.

1. Scope and nature of the crisis are determined.
2. Sequence of events is determined and responsibilities assigned.
3. One person is designated a recorder.

3. **FACULTY ORIENTATION**

1. Notify faculty through “ telephone tree” if at home.
2. Hold faculty meeting, as appropriate.
3. Review facts; dispel rumors.
4. Present plans for presenting information to and dealing with students.
5. Plan student/faculty crisis room.
6. Have substitutes available for teachers who need them.

4. **CRISIS TEAM SERVICES**

1. Walk the halls throughout the day.
2. Follow the victim’s class schedule.
3. Staff the crisis room.
4. Establish contact with parent(s).
5. Provide personal assistance to persons having special needs.
6. Provide other services deemed necessary.

## **STUDENT ORIENTATION**

1. Announce crisis rooms available and staffed by team.
2. Give information as appropriate.
3. Announce availability and procedures for referring individuals who have difficulty

coping.

4. Advise students to refer media to Superintendent.
5. Remind students and staff of the importance of privacy of the family involved.

## **1. CLOSURE**

1. Provide opportunity for faculty to meet again at the end of the day.
2. Provide more information and dispel lingering rumors.
3. Assess needs that may still need attention.
4. Consider community/faculty outreach to other survivors.

## **2. DEBRIEFING**

1. Review and analyze crisis response.
2. Recorder will summarize brief description of crisis and response, along with debriefing comments, for the historical log.
3. During a crisis response, assure every action is communicated immediately to the building Person in Charge, and Team members.

## **BOMB THREAT PROCEDURES**

1. Use your Threat Call Checklist.
2. Upon receipt of a bomb threat, the person receiving the call will make every attempt to:
  1. Prolong the conversation as much as possible.

2. Identify background noises.
  3. Note distinguishing voice characteristics.
  4. Interrogate the caller as to description of bomb, where it is, and when it is due to explode.
  5. Determine the caller's knowledge of the facility.
  6. DON'T HANG UP THE PHONE! (Use another phone to call authorities.)
3. The person receiving the call will immediately alert the police at 911.
  4. The principal will confirm notification of police.
  5. The principal will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
  6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed perfectly ordinary objects. A briefcase, toolboxes, and pieces of pipe have been used. You will be looking for something that doesn't belong.
  7. If what appears to be a bomb is found, DO NOT TOUCH IT. The police department will take charge.
  8. If the caller indicates a time the bomb is due to explode and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
  9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to the alternate locations.
  10. After all students have been evacuated, all utilities should be turned off.
  11. Check absentee list for possible clues to who might have phoned in the bomb scare.
  11. Attendance will be taken when the students are assembled away from the school. Head teacher will give roll count to Person in Charge.
    1. Fellow staff will supervise students until head teachers have given permission to release students.
  12. Alert Office of Superintendent of Schools.

## **THREAT CALL CHECKLIST**

**DON'T HANG UP THE PHONE.** (Use another phone to call the police.) Record the exact words used by caller:

**ASK:**

What time is it set for?

Where is it?

What does it look like?

Why are you doing this?

Who are you?

**VOICE ON THE PHONE:**

Man\_\_\_\_\_

Child\_\_\_\_\_

Intoxicated

Woman\_\_\_\_\_

Accent\_\_\_\_\_

Speech Impediment

Other

**BACKGROUND NOISE:**

Music\_\_\_\_\_

Children\_\_\_\_\_

Talk\_\_\_\_\_

Airplanes\_\_\_\_\_

Traffic\_\_\_\_\_

Typing\_\_\_\_\_

Machines\_\_\_\_\_

Other

**DON'T HANG UP THE PHONE.** (Use another phone to call police.)

***POLICE NUMBER 911***

***PERSON RECEIVING CALL WILL IMMEDIATELY NOTIFY THE PERSON IN CHARGE AND ALERT ADMINISTRATIVE OFFICE.***

Date:\_\_\_\_\_Time of Call: Call received by:

**INTRUDER IN THE BUILDING**

1. First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify principal.
2. Principal or his representative will sound a preplanned alarm.
  - a. Two long bells.
3. Alarm sounded means LOCK THE CLASSROOM DOOR (S), CLOSE BLINDS. STUDENTS AND FACULTY SIT ON THE FLOOR UNTIL ONE LONG BELL RINGS.

4. Teachers take a rough count of students.
5. Communicate with office if any information regarding intruder. Send messages through computer to Shannan Randall and Nathan Leigh. For classrooms with a phone Shannan's # is 500 and Nathan's is #104.

.....

LEGAL REFERENCE

Board Action

Adopted: 6/13/05

Amended:

**Student Information Management System (PowerSchool)**

The Board of Trustees of Highland School District #305 District directs the Superintendent to comply with the requirements set forth in I.C. § 33-120A Idaho Student Information Management System as well as the responsibilities set forth in I.C. § 33-512 (17). The Superintendent in his/her discretion may enact procedures to implement district compliance with district and/or state policy.

**Purpose:**

This policy provides direction for establishment, operation and maintenance of a district-wide education information management system and the subsequent integration with the Student Information Management System (PowerSchool) .

Board of Trustees – The Board shall provide for, and oversee the establishment and ongoing operation and maintenance of a district-wide PowerSchool implementation through local resources. The Board may utilize PowerSchool data to inform governance decisions and to create and implement effective policy leading to efficiencies in the delivery of educational services as well as increasing student achievement.

Administration – District administration will implement, operate and maintain PowerSchool district-wide as directed by the Board of Trustees. Moreover, administration will utilize data from PowerSchool to aid in the creation of greater effectiveness and efficiencies in the management of district resources with a focus on student achievement.

Instructional – instructional staff will utilize PowerSchool to aid in the day-to-day process of student management and to inform instruction with the goal of increased student achievement.

Non-instructional – non-instructional staff will utilize PowerSchool to aid in the management of the day-to-day operations of the district’s educational system.

Parent/Guardian – parents or legal guardians will be provided access to the PowerSchool portal for communicating with the school administration and instructional staff. The portal will provide a conduit for real-time information and data on their student’s progress.



**LEGAL REFERENCE:**

- I.C. § 33-105 Authority of the State Board of Education
- I.C. § 33-120A Idaho Student Information Management System
- I.C. § 33-512 Local Authority and Duties of School Boards

ADOPTED: 7/12/04

AMENDED: 6/13/05

**Purpose:**

This policy provides for security and confidentiality ensuring all student data, including student identifiers, records, and class materials will be maintained in compliance with Federal and State law and State Board rule governing the confidentiality of student information.

**Security and Confidentiality:**

The State data system will be structured to provide real-time, appropriate access to educational data. The district will develop procedures to further define appropriate access and use of student data inter and intra-district.

Subject to Board approval, the Superintendent will:

- Create a process to authenticate requests for access to the district and state systems from parents, educators, and government agencies which comport to state and federal laws and regulations.
- Create the secure transfer of data within the district education information management system (PowerSchool) to the state system
- Approve changes to the definition of appropriate access and procedures; however, such changes are subject to board ratification at the next scheduled board meeting.



**LEGAL REFERENCE:**

I.C. § 33-105 Authority of the State Board of Education  
I.C. § 33-120A Idaho Student Information Management System (ISIMS)  
I.C. § 33-512 Local Authority and Duties of School Boards

ADOPTED: 6/14/04

AMENDED: 6/13/05

It is the policy of the Highland School District #305 Board of Trustees to adhere to all existing School District Policy, state and federal law identified by the Family Education Rights and Privacy Act (FERPA) regarding the access and disclosure of identifiable student information and health information contained in a student’s educational record.

**Purpose:**

This policy provides direction for the transfer of confidential student data within the Student Information Management System (PowerSchool) .

For the purposes of this policy “confidential information” means any information regarding a child receiving services supported in part or in whole by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is contained in the student’s educational record and is required by state or federal law or rule to be maintained in a confidential manner.

The school district will follow the rules promulgated by the State Board of Education for authorizing access to and transfer or release of confidential information for the purpose of gathering statistical information, conducting studies or state and federal accountability reporting as authorized by law or State Board Rule.

The school district will transfer and release confidential information for the above stated purposes in accordance with this policy to:

1. The State Department of Education
2. The State Board of Education
3. The State Division of Professional-Technical Education

Unless otherwise permitted by state or federal law or regulation, confidential information will only be electronically released or transferred to the below described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by the state to execute such consent (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

1. The Department of Corrections
2. The Department of Health and Welfare
3. Statutorily-constituted juvenile bureaus or agencies
4. Other school districts upon their request and compliance with the law
5. Idaho Youth Court
6. Military Recruiters
7. Other



**LEGAL REFERENCE:**

I.C. § 33-105 Authority of the State Board of Education  
I.C. § 33-120A Idaho Student Information Management System  
I.C. § 33-512 Local Authority and Duties of School Boards  
I.C. § 33-209 Transfer of Student Records  
I.C. § 32-717A Parents Access to Records  
Family Educational Record and Privacy Act, 20 USC  
123g, 34 CFR Part 99  
State Board Policy, Section IV, Agency Affairs, Paragraph  
B. State Department of Education, Item 10.

ADOPTED: 6/14/04

AMENDED: 6/13/05, 5/12/14

**MODEL STUDENT DATA PRIVACY AND SECURITY POLICY**

Drafted by the Data Management Council and adopted by the Idaho State Board of Education

Effective August 14, 2014

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

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.<sup>1</sup>

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.<sup>2</sup> Violation of the Idaho Data Accountability Act may result in civil penalties.<sup>3</sup>

**Defined Terms**

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

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

**Data Breach** is the unauthorized acquisition of PII.

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<sup>1</sup> [Data Management Council](#)

<sup>2</sup> [Data Management Council Policies and Procedures](#)

<sup>3</sup> [Idaho Code Title 33, Section 133](#)

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

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

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

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

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

### **Collection**

- School districts and public charter schools shall follow applicable state and federal laws related to student privacy in the collection of student data.

### **Access**

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

### **Security**

- School districts and public charter schools shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- School districts and public charter schools shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of

Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

- School districts and public charter schools shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

### **Use**

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- School district or public charter school contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
  - Requirement that the vendor agree to comply with all applicable state and federal law;
  - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
  - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
  - Requirement for data destruction and an associated timeframe; and
  - Penalties for non-compliance with the above provisions.
- School districts and public charter schools shall clearly define what data is determined to be directory information.
- If a school district or public charter school chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

### **Resources**

FERPA: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20-chap31-subchapIII-part4-sec1232g.pdf>

Electronic Code of Federal Regulations pertaining to FERPA: 34 CFR Part 99  
<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rgn=div5&view=text&node=34:1.1.1.1.33&idno=34>

U.S. Department of Education, Family Policy Compliance Office  
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, Idaho Code Title 33, Section 133 <http://legislature.idaho.gov/legislation/2014/S1372E1.pdf>



**LEGAL REFERENCE:** Idaho Code Section 33-133

**ADOPTED:** 12/8/2014

### Concussion Guidelines

Many students within Highland Joint School District No. 305 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

### Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

### Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District

employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a

physician or physician’s assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines  
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>  
<http://www.cdc.gov/concussion/sports/index.html>  
<http://www.cdc.gov/concussion/sports/recognize.html>



**LEGAL REFERENCE:**

ADOPTED: 8/13/2012

AMENDED:

**ACKNOWLEDGMENT OF RECEIPT OF CONCUSSION GUIDELINES**

**Parent's/Guardian's Signature**

I, (print name) \_\_\_\_\_, acknowledge that I am the parent or guardian of the student (below), that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against \_\_\_\_\_ School District, No. \_\_\_\_\_, its employees, agents, and trustees, related to any injury or damages that my student may experience or incur as a result of participation in such school athletics leagues or sports.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student's Signature**

I, (print name) \_\_\_\_\_, acknowledge that I am a student of \_\_\_\_\_ School District, No. \_\_\_\_\_, or otherwise am allowed to participate in school athletics leagues or sports, that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and accept the risk of the potential consequences of such dangers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.**



**LEGAL REFERENCE:**

ADOPTED: 8/13/2012

AMENDED:

**AUTHORIZATION TO RETURN TO PLAY OR PARTICIPATE IN STUDENT SPORTS**

I hereby state that I am a:

\_\_\_\_ Physician licensed pursuant to chapter 18, title 54, Idaho Code.

\_\_\_\_ Physician’s assistant licensed pursuant to chapter 18, title 54, Idaho Code.

\_\_\_\_ Advanced practice nurse licensed under section 54-1409, Idaho Code.

\_\_\_\_ A licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician licensed under chapter 18, title 54, Idaho Code. My directing physician is \_\_\_\_\_, and his/her license number is \_\_\_\_\_, and address is \_\_\_\_\_.

I further state that I have met with \_\_\_\_\_ ( hereinafter referred to as “student athlete”) to evaluate the student athlete for a concussion. I have discussed with the student athlete the potential ramifications of continuing to play sports after having received a concussion or exhibiting concussion like symptoms. I am satisfied that the student athlete can return to play and/or participate in school athletic leagues or sports without significant likelihood of danger or injury, and I therefore authorize student athlete to return to play and/or participation in school athletic leagues or sports.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
License No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Directing Physician  
(if signed by a Licensed Health  
Care Professional)

\_\_\_\_\_  
Date



**LEGAL REFERENCE:**

ADOPTED: 8/13/2012

AMENDED:

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer’s responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the District;
- Is excluded from the definition of “employee” under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by the District in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the District’s policy mandating background checks.

The superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 455.1

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.



**LEGAL REFERENCE:**

*School Board*

ADOPTED: 6/11/07

AMENDED:

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. Complete a Criminal History Records Check. Any volunteer who has **unsupervised access** to children must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements.

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he/she may not perform volunteer services in the District.

Background Check.

The District shall conduct, at District expense, a state criminal records check on all volunteers who have **unsupervised** contact with students, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

#### Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

#### Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

#### Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

#### Orientation and Training.

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

#### Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Lecturing on special topics
- Assisting in technology
- Helping set up science experiments
- Acting as hostess for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

#### Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including

what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
  - Volunteer guidelines, policies and procedures
  - Expectations for creating positive school climate
  - Safety and security issues
  - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
  - Transportation
  - Dress Code
  - Sexual Harassment
  - Blood borne pathogens
- D. Volunteers may receive initial training from any school or from the district office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

#### Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the District rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.

- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.



**LEGAL REFERENCE:**

*School Board*

ADOPTED: 6/11/07

AMENDED:

**HIGHLAND SCHOOL DISTRICT NO. 305  
VOLUNTEER APPLICATION**

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. If a volunteer is to have **unsupervised access** to students, a criminal history/fingerprint check will be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Home Phone: (208) \_\_\_\_\_ Business Phone: (208) \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Selection:

1. List all schools where you will volunteer:

_____	_____
_____	_____
_____	_____

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Grade: \_\_\_\_\_

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Education Information:

Provide highest level of education completed: \_\_\_\_\_

Employment Information:

Current Employer \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Years with Employer: \_\_\_\_\_

Past Volunteer Experience:

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Can we contact Supervisor? Yes No

Name of Supervisor & Supervisor's Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

When did you volunteer? From: \_\_\_\_\_ To: \_\_\_\_\_

References:

List two references who have known you for at least one year and are not related to you.  
Please notify your references to expect us to contact them.

Name # 1: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_

Name # 2: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_

Background Security Information:

To safeguard the children we serve, Highland School District screens volunteer applicants. All information is confidential and will not be shared.

Yes No I will cooperate with the Highland School District in obtaining fingerprint background check.

Yes No Have you ever been convicted of a felony? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Yes No Have you ever committed any criminal offenses against a minor?

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district’s policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Highland School District from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

\_\_\_\_\_  
Signature  
Name Printed \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTEER CONFIDENTIALITY**

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the Highland School District requires all Volunteers to sign this Volunteer Code of Confidentiality.

**Volunteer Code of Confidentiality**

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student’s grade or behavior, with anyone other than the student’s teacher.
6. Directory information, including student’s and staff’s name, address, telephone number, date and place of birth, student’s photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Board Adopted Form 6/11/07

It is the belief of the Highland 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 Highland School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential. Healthy eating is demonstrably linked to reduced morbidity and risk for mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

#### Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

#### Goals for Wellness Promotion

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the “Smarter Lunchroom” tools and strategies.

To ensure the health and well-being of all students, it is the policy of the District to:

1. Ensure that foods sold and promoted at school during the school day meet or exceed the nutritional standards required by the USDA’s National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations standards. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;
2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the

school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);

4. Ensure that celebrations that involve food during the school day be limited to no more than one party per class per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents/guardians and teachers.

[Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

The District shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:

1. Ensure that all District schools become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;
2. Host at least one health fair each year;
3. Draft and regularly distribute a wellness newsletter for students and parents/guardians;
4. Review Smarter Lunchroom Movement best practices and evaluate each school's ability to implement them;
5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
6. Provide 120 minutes of physical education per week to elementary students and 160 minutes per week to middle school students;
7. Offer a recognition or reward program for students who exhibit healthy behaviors.
8. Start a walking or physical activity club at each school;
9. Offer some after school physical activity programs;
10. Ensure student have access to hand-washing facilities prior to meals;
11. Annually evaluate the marketing and promotion of the school meal program;
12. Share school meal nutrition information with students and families;
13. Offer students taste-testing or menu planning opportunities;
14. Participate in Farm to School activities and/or have a school garden;
15. Advertise and promote nutritious foods and beverages on school grounds;
16. Offer nutritious foods and beverages at lower prices than other foods and beverages;
17. Offer fruits or non-fried vegetables everywhere foods are sold;

18. Use student feedback to improve the quality of the school meal programs;
19. Offer a staff wellness program;
20. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and
21. Participate in community partnerships to support wellness programs, projects, events, or activities.

### Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available and promoted on school grounds during the school day.

### Community Participation

The District shall invite parents/guardians, students, and representative food service staff of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to model local school wellness policies; and
- A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

### Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;
2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;
3. Documentation of the assessment of the wellness policy; and

- 4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.



**LEGAL REFERENCE:**

Cross-Reference: ISBA 2310 Nutrition Education  
 ISBA 2315 Physical Activity Opportunities and Education  
 ISBA 8230 Nutrition Standards

Legal Reference: P.L. 108-265 Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004  
 42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010  
 42 USC § 1771 et seq. Child Nutrition Act of 1966  
 42 USC § 1751 et seq. National School Lunch Act  
 7 CFR Parts 210 & 220 Nutrition School Lunch and School Breakfast Programs: Final Rule  
 7 CFR § 210.30 Local School Wellness Policy

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education  
 Implementation and Monitoring Plan, Idaho State Department of Education  
 Wellness Policy Guidelines—Elements of Implementation for Final Rule, Idaho State Department of Education  
<http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

ADOPTED: 5/8/06

AMENDED: 9/9/13, 11/13/17, 1/15/20, 5/8/23

REVIEWED: 8/11/25

With the purposes of monitoring the implementation of the District's wellness policies evaluation policy progress, serving as a resource to school sites, and revising the policies as necessary, a District-wide nutritional committee is hereby established to develop, implement, monitor and review District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies.

Following initial development, the committee would meet a minimum of three (3) times annually for continued assessment.

Committee membership will consist of:

- District Food Service Coordinator
- Parent representation from each school level
- Student representative from each school level
- Staff member representative from each school level
- Administrative Representative, Co-Chair
- Physical Education and Health Program Leader, Co-Chair

Appointments to the Committee will be made by the School Administration.

### **Development**

To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

### **Monitoring**

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee with authority will ensure compliance with those policies in his/her school and will report on the school's compliance with the school district superintendent or designee.

School foodservice staff, at the school or district level, will also ensure compliance with nutritional policies within school foodservice areas and will report on this matter to the superintendent (or if done at the school level, to the school principal).

The superintendent or designee will develop a summary report every year on district-wide compliance with the district's established nutritional and physical activity wellness policies based on input from schools. That report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

•••••

**LEGAL REFERENCE:**

Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004

42 USC § 1758b, Section 204 Healthy and Hunger-Free Kids Act of 2010

42 USC § 1771 et seq. Child Nutrition Act of 1966

42 USC § 1751 et seq. National School Lunch Act

Other References: Idaho Wellness Policy Progress Report, Idaho State Department of Education  
Implementation and Monitoring Plan, Idaho State Department of Education  
Wellness Policy Guidelines—Elements of Implementation for Final Rule,  
Idaho State Department of Education

ADOPTED: 5/8/06

AMENDED: 11/13/2017

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing and nutritious meals for children in the District's schools. Because of potential liability to the District, the foodservices program shall not accept donations of food without the approval of the Board and the appropriate agency such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school meals.

#### Community Involvement

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District's website.

#### United States Department of Agriculture Foods

The District shall use food commodities made available under the Federal Food Commodity Program for school meals.

#### **Qualifications for School Foodservice Staff**

Qualified nutritional professionals will administer the school meal programs. As part of the school district's responsibility to operate a foodservice program, continuing professional development opportunities may be provided to select District nutritional professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

#### **Free and Reduced Price Food Services**

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch and Breakfast Programs and the laws, rules and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the National School Lunch and

Breakfast Programs. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to a designated hearing official.

The Board may establish programs whereby meals may be provided in the District in accordance with guidelines for the National School Lunch and Breakfast Programs.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and to prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

#### Summer Food Service Program

If more than 50 percent of a school's students are eligible for free or reduced-price school meals that school may sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year.



**LEGAL REFERENCE:**

42 U.S.C. 1751 et seq. National School Lunch Act  
7 CFR Parts 210.12 Student, Parent, and Community Involvement

ADOPTED: 5/8/06

AMENDED: 11/13/2017

The District shall provide school meals, which meet or exceed the nutritional standards required by United States Department of Agriculture (USDA) program regulations of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). Additionally, the District shall comply with requirements of the Healthy and Hunger Free Kids Act of 2010 and the Smart Snacks in Schools standards with regard to the nutritional content of all food sold or provided by the school, including school meals, a la carte items, foods sold from vending machines, and foods sold for fundraisers. The District permits the sale or distribution of nutrient dense, Smart Snack compliant foods for all school functions and activities as well as non-food items. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the federal nutrition standards cited above for the sale of food and beverages on school grounds.

The standards focus on reducing sugar, sodium and high-fat foods and increasing healthy food items like whole grains, fruits and vegetables.

#### Calorie Range

Schools shall ensure the meals offered to children comply with USDA calorie levels.

#### Trans Fat

Schools shall eliminate foods containing added trans fat on the nutrition label.

#### Whole Grains

All grain offerings shall be whole grain rich.

#### Fruits and Vegetables

Schools shall offer, at a minimum, one fruit on all points of service for breakfast. Schools shall offer at least one fruit and one non-fried vegetable at all points of lunch service each day. Schools shall offer a variety of fresh fruits and vegetables when possible.

#### Milk

Schools shall offer fat-free and low-fat unflavored milk at all points of service. Schools may not sell 2% or whole milk. Flavored milk offerings must be low fat or skim milk.

#### Water

Schools shall make water available to students during meal service free of charge.

Legumes

Schools shall offer legumes (dry beans and peas) at least one time per week along with other required vegetable subgroups.

Sodium

Schools shall limit sodium to meet NSLP and SBP standards.

Condiments

Schools shall not have salt shakers or packets available. Schools shall not have sugar dispensers or packets available. Schools shall accurately reflect condiment usage in nutrient analysis and on production records. Schools are encouraged to use low-fat condiments and/or control portions of high-fat condiments.



**LEGAL REFERENCE:**

Cross Reference: ISBA 2305 Nutrition Services  
ISBA 8250 Guidelines for Food and Beverages Sales  
ISBA 8230 Nutrition Standards

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act  
7 CFR Parts 210 Nutrition School Lunch and School Breakfast  
Programs: Final Rule  
Smart Snacks in School Regulations by the United States Department  
of Agriculture  
Smart Snacks in School Policy by the Idaho State Department of  
Education—Child Nutrition Programs

ADOPTED: 5/8/06

AMENDED: 5/10/10, 11/13/2017, 1/15/20

This policy supports the mission of the School District: Highland Schools exist to help all children learn so that they can succeed in life. Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

#### National School Lunch Program and the National School Breakfast Program

1. A full meal program will follow the United States Department of Agriculture (USDA)'s National School Lunch Program (NSLP) and the National School Breakfast Program (SBP) Nutrition Standards as well as Smart Snacks in School standards, and offer a variety of fruits and vegetables. All of the grains served shall be whole grain.
2. The meals served will be appealing and attractive to children.
3. The NSLP and SBP provider shall follow the Nutrition Standards for these programs when determining the items in a la carte sales.

#### Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, Highland School will:

1. to the extent possible, operate the School Breakfast Program;
2. to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, "grab and go" breakfast, or breakfast during morning break or recess.
3. serve breakfast to students and notify parents and students of the availability of the School Breakfast Program.
4. encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

#### Lunchroom Climate

1. A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.

2. It is encouraged that the lunchroom environment be a place where students have adequate space to eat and pleasant surroundings.

Meal Times and Scheduling Recommendations

Highland School, to the greatest extent possible should:

1. provide students with a least 15-20 minutes to eat after sitting down for breakfast and 15-20 minutes after sitting down for lunch;
2. schedule meal periods at appropriate times, e.g. lunch should be scheduled between 11 a.m. and 1 p.m.
3. not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
4. provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
5. take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g. orthodontia or high tooth decay risk.)



**LEGAL REFERENCE:**

Board Action

42 U.S.C. 1751 et seq. National School Lunch Act

7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule

ADOPTED: 5/8/06

AMENDED: 11/13/17, 1/15/20

The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during period of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperatures, staff members should remind students of the value of consuming water.

In addition, water sales should be a significant option through school vending and concessions services. Water should be available during mealtimes, at least through water fountains.

**Water Bottle Policy**

Teachers have discretion in determining classroom use.



**LEGAL REFERENCE:**

Board Action

ADOPTED: 5/8/06

AMENDED:

The Superintendent shall establish rules for the sale of foods during the school day.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines. Any food sales of an occasional nature must have the prior approval of the principal.

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**LEGAL REFERENCE:**

Board Action

ADOPTED: 5/8/06

AMENDED:

This policy shall apply to all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte snack lines, fundraisers, school stores, etc.

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) health food choice options should be available. All foods will adhere to Smart Snack regulations, unless approved by an administrator as an exemption.

#### Elementary School

The school food service program will approve and provide all food and beverage sales to students in elementary school. Given young children's limited nutrition skills, food in elementary school should be sold as balanced meals. If available, food and beverages sold individually should be limited to low-fat and non-fat milk, fruits, vegetables, and whole grains.

#### Junior High and High School

In Junior High and High School, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte (snack) lines, vending machines, student stores, or fundraising activities) during the school day.

#### Vending Machines

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the Superintendent. The Superintendent will have the authority to determine whether such machines may be installed, where they will be placed, and during which hours they might be used. All revenue produced from this source shall be deposited in the designated activity fund as approved by the Board. Revenues may be spent only on those purposes for which general revenue may be expended.

All vending sales shall comply with the standards of the Smart Snacks in Schools regulations and documentation of compliance shall be retained.

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage and will meet the standards of the Smart Snacks in Schools regulations. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The District will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents. The District will also use the Smart Snacks calculator.

If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursement through the National School Lunch Program

#### Fundraising Activities and Concessions

Any fundraising requires administrative approval and will be tracked by school site.

Any food items sold at the school site during the school day, defined as from midnight until a half-hour after the end of the instructional day, and intended for consumption there, must meet the requirements of the Smart Snacks in Schools regulations, except for exempt fundraisers. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education unless special permission is granted by the State Department of Education.

Any fundraising activities that involve foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt.

Foods sold at exempt fundraisers may not be sold in competition with school meals in the food service area during any meal service. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

1. Offer only non-food items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.; and
2. Whenever food and beverages are sold that raise funds for the school through fundraisers exempted as outlined above, include healthy food choices as well.

Organizations operating concessions at school functions should include healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower price to encourage selection by students. If these foods and beverages are consumed on school grounds, during the school day, and are not exempt fundraisers, they must comply with the Smart Snacks in Schools regulations.

#### School-Sponsored Events

Foods and beverages sold at school-sponsored events during the school day, from midnight until a half-hour after the end of the instructional day, and held on school grounds (such as, but not limited to, athletic events, dances, or performances) will meet the nutrition standards outlined in the Smart Snacks in Schools regulations, unless they are exempt fundraisers as described above. However, the Smart Snacks in Schools standards do not apply to items sold during non-school hours.



Cross Reference: 3420 Student Fund Raising Activities

Legal Reference: Board Action  
Smart Snacks in School Regulations by the United States  
Department of Agriculture

Other Reference: <http://www.sde.idaho.gov/cnp/sch-mp/snacks.html>

ADOPTED: 5/8/06

AMENDED: 6/9/08, 1/15/20

The Board of Trustees has determined that there shall be no installations of vending machines except as approved by the superintendent and with Board approval. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff and patrons. All revenue produced from this source shall be deposited in the designated activity funds as approved by the board of trustees. Revenues may be spent only on those purposes for which general revenue may be expended.

**Vending Machine Use**

1. Elementary Schools: Elementary students shall not have access to pop vending machines.
2. Junior High and High Schools. Vending machines may be operated in junior high and high schools on a 24 hour basis.
3. Students caught damaging vending machines will be subject to disciplinary measures.



**LEGAL REFERENCE:**

Board Action

ADOPTED: 5/8/06

AMENDED: 7/21/08

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

#### Definitions

1. “Third parties” includes, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. “District” include district facilities, District premises, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee at any District-sponsored, District approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student: requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusing behavior of a nonverbal, verbal, written, electronic or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.
5. “Harassment, intimidation, bullying” means any act that substantially interfered with or disrupts the educational environment or impinges on the rights of other students at school a student’s ~~educational benefits,~~ opportunities or performance, that takes place on or immediately adjacent to

- school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
- a. Harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
  - c. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.
6. Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement. "Intimidation" includes, but is not limited to, any threat or act intended to tamper substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis or race, color, religion, national origin, gender identity and expression, or sexual orientation.

#### Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### Confidentiality

It is recognized that harassment, hazing, intimidation, bullying and cyberbullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the District's policies and procedures will be included in student orientation material and in the student handbook.

**Complaint Procedures**

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyber bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.

All complaints will be investigated in accordance with the following procedures:

**Step I** Any hazing, harassment, intimidation, bullying, cyber bullying information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Appropriate Forms: Incident Report Form and Witness Disclosure Form**

**Step II** The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

**Step III** If the complainant is not satisfied with the decision at Step II; he/she may submit a Formal Complaint Form to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

**Step IV** If the complainant is not satisfied with the decision at Step III; a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within twenty working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

#### Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber bullying complaints and documentation will be maintained as a confidential file in the District Office and reported as required by the State Department of Education.

#### **Legal References**

20 USC §§ 1681 - 1682

34 CFR Part 106

IC § 18-917

IC § 18-917A

IC § 33-1631

IC § 33-205

IC § 33-512

IC § 67-5909

#### **Description**

Title IX of the Education Amendments of 1972

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Assault And Battery - Hazing

Student Harassment — Intimidation — Bullying

Requirements for Harassment, Intimidation and Bullying Information and Professional Development

Denial of School Attendance

District Trustees - Governance of Schools

Commission on Human Rights - Acts Prohibited

IDAPA 08.02.03.160

Safe Environment and Discipline

### Cross References

#### Policy

5265

#### Description

[Employee Responsibilities Regarding Student Harassment](#)

#### ISBA Model Policy References

2335

Digital Citizenship and Safety Education

3085

Sexual Harassment, Discrimination, and Retaliation Policy

3085-P(1)

Sexual Harassment, Discrimination, and Retaliation Policy -  
Title IX Sexual Harassment Grievance Procedure,  
Requirements, and Definitions

3085-F(1)

Sexual Harassment, Discrimination, and Retaliation Policy -  
Notice of Investigation & Allegation Template

3085-F(2)

Sexual Harassment, Discrimination, and Retaliation Policy -  
Reporting Form for Students

3260

Bring Your Own Technology Program

3260-F(1)

Bring Your Own Technology Program - Permission Form

3281

Gender Identity and Sexual Orientation

3296

Bullying Awareness Week

3297

Names, Pronouns, and Titles

3330

Student Discipline

4300

Conduct on School Property

Date of Adoption: 3/8/93

Reviewed 10/21/98, 5/10/99

Amended: 1/10/05, 6/13/05, 12/14/09, 9/9/24





**INCIDENT STATUS REPORT**

Is the Incident Resolved?      Yes \_\_\_\_      No \_\_\_\_

Explain:

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Further Action:

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Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Highland School District #305  
FORMAL COMPLAINT FORM**

Highland School District maintains a policy for prompt resolution of any complaint presented to a district administrator, supervisor, or Board Member. If you have been unsuccessful in resolving a complaint at the informal level and you wish your complaint to be addressed through this complaint procedure, please complete the following information regarding the complaint:

Complainant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Complaint: \_\_\_\_\_

Specific Complaint: Please provide detailed information including date, time, location, witnesses, and specifics of incident. (Continue on separate page if more space is needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you discuss this complaint with the person at the informal level? Yes \_\_\_ No \_\_\_

If so, where and when did that discussion occur?

\_\_\_\_\_

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

*Return to Building Principal, Supervisor, or Superintendent.  
Attach all pertinent forms: Incident Report Form, Witness Disclosure Form, Status Report Form*

**Original Adopted Date:** 12/9/2024

The Board adopts this policy to place controls on the use of student-owned electronic devices at school. There has been a rising concern that spending too much time on social media or using cell phones may be detrimental to students' physical and mental health. The Board's priority is that all students are engaged in learning without distraction.

By placing limits on the permissible use of such electronic devices, the Board intends to:

Adopt policy in alignment with State Department of Education guidance on cell phones;

1. Promote student safety;
2. Support staff in maintaining an environment that encourages learning;
3. Reduce distractions in the learning environment;
4. Improve academic focus;
5. Promote responsible technology use;
6. Prevent cyberbullying;
7. Mitigate the privacy concerns posed by personal electronic devices

This policy shall apply to any electronic device not issued by the District that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, tablets, laptops, e-readers, and smart watches.

#### Restrictions on Time and Location of Use

Students are prohibited from using cell phones in the following times and places:

1. During class time;
2. In bathrooms, locker rooms, or changing rooms during class

Students are permitted to use cell phones in the following times and places:

1. Before and after the school day;
2. At school activities outside of school hours;
3. During lunch;
4. During passing periods;
5. In class when specifically allowed by the teacher for academic purposes

Any use of an electronic device required by a student's 504 Plan or Individualized Education Plan (IEP) shall be permitted regardless of whether it would otherwise violate this policy.

Students may use a personal electronic device in the case of an emergency to contact help. In this policy, an emergency is an event that poses an immediate threat to the health or safety of any person or a risk of damage to property. If a student needs to use a personal electronic device in such an emergency, they should ensure they are in as safe a location as is feasible.

If a student's parent/guardian or their designee needs to contact a student in the case of an emergency at a time when student cell phone use is not permitted, the parent/guardian or designee should call the school office and ask staff to relay the message.

## Containment of Devices

When use of personal electronic devices is not permitted, such devices must be stored in:

1. The student's locker or cubby;
2. A location in the classroom designated by the teacher.

The Superintendent may set further procedures and schools may set additional rules to ensure this policy is followed. The District may also make use of technology-based approaches, such as monitoring or blocking internet access.

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.

## Use of Devices

Any use of personal electronic devices at school or at school events shall comply with Procedure 3270P Acceptable Use of Electronic Networks. Student-owned electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

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.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device with such a cord in any classroom, hallway, or any other location that may be a safety concern may be prohibited.

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

Students shall comply with any additional rules developed by the school and classroom teacher concerning appropriate use of personal electronic devices.

## Disciplinary Action

Students violating the provisions of this policy are subject to disciplinary action, which may include losing the privilege of bringing the device onto school property, detention, and/or confiscation of the device until it is retrieved by the student's parent/guardian. If a student or a parent/guardian wishes to appeal such disciplinary action, they can do so by submitting a written request for appeal to the building principal within four (4) school days. If the decision being appealed was made by the building principal, the appeal may instead be made to the Superintendent.

Violation of this policy may also result in suspension or expulsion, as described in Policy 3340 Corrective Actions and Punishment, if appropriate.

### Implementation & Review of Policy

The Board directs the Superintendent or their designee to inform staff, students, and parents/guardians about this policy and how it will be implemented. The Board also directs the Superintendent or their designee to develop practices that reinforce the importance of and ways of addressing:

1. Digital literacy lessons;
2. The effects of cyberbullying;
3. Privacy concerns; and
4. Online disinformation.

The Superintendent shall report to the Board each year about the effectiveness of this policy and shall recommend changes to it as needed.

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<b>Legal References</b>	<b>Description</b>
Executive Order 2024-11	Phone Free Learning Act
Policy Checklist for LEAs	by the Idaho Department of Education

### **Cross References**

<b>Code</b>	<b>Description</b>
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3340	Corrective Actions and Punishment
3340-P(1)	Corrective Actions and Punishment

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

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

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

In compliance with federal regulations, the District will notify annually all students, parents, staff, community members, and unions or professional organizations the District holds a collective bargaining agreement with of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator, as well as a statement that the District will provide equal access to the Boy Scouts and other designated youth groups. The notification will be provided in all handbooks.

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

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<b>Legal References</b>	<b>Description</b>
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
29 USC § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
42 USC § 6101, et seq.	Age Discrimination in Federally Assisted Programs
42 USC §§ 12101, et seq., & 12131, et seq.	The Americans with Disabilities Act of 1990
IC § 67-5909	Commission on Human Rights - Acts Prohibited

**Original Adopted Date: 10/14/2024**

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

### Voluntary Disclosure

The District shall strive to create an environment free from alcohol and illicit drugs. In the case of students who come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, they will immediately notify the student's parent/guardian, and the District will work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

### Use of Alcohol/Drugs Not Disclosed Voluntarily

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to suspension, and/or expulsion. The District shall notify the student's parent/guardian as well as local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/guardian will be immediately called. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
3. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
4. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may

include a search of the student’s locker, car, desk, or any other school property used by the student. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion may be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school.

Only persons who have a “need to know” may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

### Resources

When a student admits to using alcohol or drugs or is reasonably suspected of doing so, the student’s parent/guardian will be notified of available opportunities for counseling for the student.

When a student is expelled for such substance use, the Board may require, as a condition of readmission, that the student undergo assessment and counseling for alcohol and/or drug use if qualified District staff are available to provide these services.

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

The Board shall review this policy annually.

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### **Legal References**

IC § 33-210

### **Description**

Attendance at Schools —Students Using or Under the Influence of Alcohol or Controlled Substances

IC § 33-6000

Parental Rights

IC 37-2732C

Using or Being Under the Influence - Penalties

IDAPA 08.02.03.160

Safe Environment and Discipline

Pub. L. 100-690

The Anti-Drug Abuse Act of 1988 (as amended)

### **Cross References**

#### **ISBA Code**

### **Description**

3330

Student Discipline

3340

Corrective Actions and Punishment

3340-P(1)

Corrective Actions and Punishment

3370

Searches and Seizure

3370-P(1)

Searches and Seizure

3518

Treatment of Opioid Overdoses

**Original Adopted Date: 10/14/2024**

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

### Voluntary Disclosure

The District shall strive to create an environment free from alcohol and illicit drugs. In the case of students who come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, they will immediately notify the student's parent/guardian, and the District will work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. The incident shall be reported to law enforcement.

The mere fact that a student previously disclosed use of alcohol or controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

### Use of Alcohol/Drugs Not Disclosed Voluntarily

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to suspension, and/or expulsion. The District shall notify the student's parent/guardian as well as local law enforcement. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/guardian will be immediately called. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
3. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion.
4. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may

include a search of the student’s locker, car, desk, or any other school property used by the student. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion may be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school.

Only persons who have a “need to know” may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

### Resources

When a student admits to using alcohol or drugs or is reasonably suspected of doing so, the student’s parent/guardian will be notified of available opportunities for counseling for the student.

When a student is expelled for such substance use, the Board may require, as a condition of readmission, that the student undergo assessment and counseling for alcohol and/or drug use if qualified District staff are available to provide these services.

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

The Board shall review this policy annually.

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### **Legal References**

IC § 33-210

### **Description**

Attendance at Schools —Students Using or Under the Influence of Alcohol or Controlled Substances

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### **Cross References**

#### **ISBA Code**

### **Description**

3330

Student Discipline

3340

Corrective Actions and Punishment

3340-P(1)

Corrective Actions and Punishment

3370

Searches and Seizure

3370-P(1)

Searches and Seizure

3518

Treatment of Opioid Overdoses

**Original Adopted Date: 10/14/2024**

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. Fees may be waived in cases of financial hardship.

Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade). This includes online enrollment when solely a matter of preference.

The District may also offer for-fee educational programs which are to be solely paid for by the Empowering Parents Grant Program and in no instance subject the parent/guardian/student to a fee or cost for the program. Such programs shall not be for credit and shall not be required to obtain credit in any District course. Payment of such fees on behalf of a student through the grant distribution platform shall not cause the student to be counted for purposes of calculating public school enrollment.

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

**Legal References**

IC § 33-1034

**Description**

Definition

IC § 33-603

Payment of Fees or Returning of Property

**Cross References****ISBA Code**

2325

**Description**

Driver Training Education

2470

Self-Directed Learners

2470-P(1)

Self-Directed Learners - Procedure

2470-F(1)

Self-Directed Learners - Application for Self-Directed Learner Status

7500

New Fees or Increase of Fees

**Original Adopted Date: 9/9/2024 | Last Reviewed Date: 8/11/2025**

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parent/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/Guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents/guardians;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/Guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

The District will not furnish health care services or solicit to furnish health care services to a student without parent/guardian consent to do so or by court order, unless a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury; or
2. The health care provider can't contact the parent/guardian despite a reasonably diligent effort and the minor child's life or health would be seriously endangered by further delay in the furnishing of health care services.

Parents/Guardians may be given the option to provide blanket consent to the District furnishing health care services or soliciting to furnish health care services to a student.

If a parent/guardian declines to consent to a health care service for their student, the staff member responsible for seeking such consent shall document their efforts to contact the parent/guardian to obtain their consent and shall also document the parent/guardian's refusal of such consent or failure to respond. If such health service was offered because the student is suspected of having a health problem, the parent/guardian will be notified of this suspicion according to Procedure 2425P Parent Rights — Parent/Guardian Notification of Changes in Student Health and Well-being.

Further, parents/guardians will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

**Original Adopted Date: 9/9/2024 | Last Reviewed Date: 8/11/2025**

- 1. Required as a condition of attendance;
- 2. Administered by the school and scheduled by the school in advance; and
- 3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term “invasive physical examination” means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations. All parents/guardians will be notified of the requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Testing for Sexually Transmitted Infections

If the District provides testing for sexually transmitted infections, the District shall also provide information explaining current adoption practices and where to find resources and support in the State of Idaho.

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

- 1. Providing or performing an abortion;
- 2. Counseling in favor of abortion;
- 3. Referring for abortion; or
- 4. Dispensing emergency contraception, except in the case of rape.

**Legal References**

20 USC § 1232(h)

**Description**

FERPA: Protection of Pupil Rights

IC § 18-8701, et seq.

No Public Funds for Abortion Act

IC § 32-1015

Parental Rights in Medical Decision-Making

IC § 33-142

Adoption Education

IC § 33-6001

Parental Rights

IDAPA 08.02.03.160

Safe Environment and Discipline

**Cross References**

<b>Code</b>	<b>Description</b>
2140	<u>Student and Family Privacy Rights</u>
2140-F(1)	<u>Student and Family Privacy Rights - Consent Form</u>
2425	<u>Parental Rights</u>
2425-P(1)	<u>Parental Rights - Parent/Guardian Notification of Changes in Health and Well-being</u>
2425-F(1)	<u>Parental Rights - Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being</u>
3523	<u>Head Lice (Pediculosis)</u>
3540	<u>Emergency Treatment</u>

While the District has a responsibility to notify a student's parent/guardian regarding any known changes in the student's mental, physical, or emotional health or well-being, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or their designee to draft and implement procedures relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.

"Postvention" shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

These procedures may include, but are not limited to, the following measures:

1. Prevention:
  - A. Offering and providing help and assistance, including early identification;
  - B. Support and/or counseling by school support personnel for low-risk students;
  - C. Referral to appropriate sources outside the school for high and moderate-risk students;
  - D. The designation of a District-level school level suicide prevention coordinator(s) by the Superintendent to be responsible for planning and coordinating the implementation of procedures addressing suicide.
  - E. Encouraging staff to report to the coordinator students they believe may be at elevated risk of suicide.
  - F. Education of students on suicide prevention through age-appropriate curriculum.
  - G. Small group suicide prevention programming.
  - H. Offering resources to parents/guardians on suicide prevention.
2. Intervention:
  - A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
  - B. Contacting emergency services to assist a student who is at imminent risk of suicide.
  - C. Providing first aid until emergency personnel arrive, as appropriate.
  - D. Moving other students away from the immediate area of any suicide attempt on District property or at a District event.
3. Postvention:
  - A. After care support by the school for faculty, staff, and students after a sudden death has occurred.

- B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
- C. Notification of the suicide prevention coordinator, if applicable.
- D. The creation of a crisis team to respond to deaths by suicide that have a significant impact on the school community.
- E. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.
- F. Offering mental health services to students likely to be strongly affected by a recent death.
- G. Appointing a spokesperson to handle inquiries related to issues involving suicide in the District.

Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student's doctor or counselor stating that it is the doctor or counselor's opinion that the student is ready to return to school. The student and their parent/guardian may meet with the school counselor or Principal to create a plan for the student's return to school, including any appropriate accommodations needed by the student.

District personnel shall attend to the rights of the student and their family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness. This includes providing annual professional development to staff involved in preventing, intervening, and responding to suicide on:

1. School philosophy regarding school climate and the promotion of protective factors;
2. Data on suicide for the region or state, or both;
3. Risk and protective factors for students;
4. Suicide myths and facts;
5. How to develop community partnerships related to suicide prevention;
6. How to utilize safe and appropriate language and messaging when addressing students;
7. Warning signs of suicide ideation for students;
8. Local and school-based protocols for aiding a suicidal individual;
9. Local protocols for seeking help for self and students;
10. Identification of appropriate mental health services and community resources for referring students and their families;
11. Information about state statutes on responsibility, liability, and duty to warn;
12. Confidentiality issues;
13. The need to ask others directly if they are suicidal; and Evidence-based protocol for responding to a student or staff suicide.

**Legal References**

IC § 33-136

IC § 33-512B

IC § 33-6001

IDAPA 08.02.02.112

IDAPA 08.02.03.160

**Description**

Suicide Prevention in Schools

District Trustees — Suicidal Tendencies — Duty to Warn

Parental Rights

Suicide Prevention in Schools

Safe Environment and Discipline

Student RecordsNotification to Parents' and Students of Rights Concerning a Student's School Records

*This notification will be distributed annually and may be distributed by any means likely to reach the parent(s)/guardian(s). The District shall effectively notify parents and eligible students who are disabled and those whose primary or home language is not English.*

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

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records, including exemption documentation;
7. Attendance record;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of this record; and
17. Disciplinary information.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

When the student reaches 18 years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

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

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

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released

to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to:

- A. Academic grades of their child; or
- B. references to expulsions or out-of-school suspensions

if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

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

- 4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
- 5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

- A. Name;
- B. Grade level;
- C. Parents'/guardians' names and addresses;
- D. Academic awards, degrees, and honors;
- E. Information in relation to school-sponsored activities, organizations, and athletics;
- F. Major field of study;
- G. Period of attendance in school;
- H. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements or for any District informational or promotional use on its social media or other publications.

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

- 6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

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

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

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

Adopted: 9/9/2024