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Every student of Kamiah Joint School District No. 304 has a basic right to attend school. His or her primary purpose in attending school is to engage in learning, and his or her cooperation and dedication is fundamental to obtaining a quality education.

The board of trustees seeks to protect the rights of each student and promote the welfare of the student body. These student policies are intended to facilitate a quality experience for students in all activities related to the educational program. Each student should have the experiences that will enable him or her to become a useful and productive citizen.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
All student handbooks are approved policy of the Kamiah Joint School District No. 304 Board of Trustees and are identified under the above policy number. The complete student handbook for each school is on file at the district administration office and at the respective schools.

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the district policies.

LEGAL REFERENCE:
Idaho Code Section 33-512(6)

ADOPTED:
7-19-99
Included in the curriculum of Kamiah Joint School District No. 304 may be school publications or other expressive activities that are designed to impart particular knowledge or skills to the student participants. These publications are not a public forum. District administrators and certificated employees are entitled to regulate the contents of school publications in any reasonable manner.

* * * * * * *

LEGAL REFERENCE:
Bethel School District No. 403 v. Fraser, 106 S. Ct. 3159 (1986)

ADOPTED:
7-19-99
The board of trustees seeks to provide an educational environment that respects the dignity and value of the individual student and district employee. While students have the right to express concerns, grievances, and viewpoints before school officials and fellow students, school officials may govern the time, place, and manner of such activity. At no time are students allowed to engage in speech or expression that is defamatory, illegal, invades or threatens to invade the rights of others, presents the likelihood of substantial disorder, or is disruptive to the educational process.

Language that is profane, vulgar, lewd, obscene, threatening, disruptive, discriminatory, or offensive in nature or content is prohibited on school premises, at school activities or events without regard to location, or on school sponsored transportation.

Use of such language may result in progressive discipline of the student to be established by the principal. In all circumstances, the principal may elect to take an incident directly to the board for expulsion, depending on the severity of the incident.

LEGAL REFERENCE:
LaVine v. Blaine School Dist., 257 F.3d 981 (9th Cir. 2001)

ADOPTED: January 2006

REVIEWED:

REVISED:
POLICY TITLE: Student Harassment

It is the policy of this district to maintain a learning environment that is free from harassment. Each student and employee has the right to attend school and work in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;

2. Prohibited from sexually harassing other students, district employees, and patrons; and

3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district’s premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district’s premises that has an adverse affect upon a student’s educational environment.

DEFINITION OF HARASSMENT

Harassment is defined to include verbal, written, graphic, photographic, audio or video depictions of any kind, or physical conduct relating to an individual’s sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district’s programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.

2. Unreasonably interferes with an individual’s educational performance.

3. Otherwise adversely affects an individual’s educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim’s sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;

2. Demeaning jokes, taunting, slurs, and derogatory “nicknames,” innuendos, or other negative remarks relating to the victim’s sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim’s sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability; and

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

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

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the student’s relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct, including those that relate to the student’s sexual orientation, that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student’s ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation in the educational process;

2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

1. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;

2. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;

3. Unwelcome cyber communications, including, but not limited to, sending sexually explicit photographs or messages via any electronic communication devices ("sexting");
4. Unwelcome sexual behavior or communications, regardless of the method of such communication, accompanied by implied or overt threats concerning an individual’s education;

5. Unwelcome behavior or communications directed at an individual because of his/her gender; and

6. Stalking or unwelcome, sexually motivated attention.

REPORTING PROCEDURES

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

2. Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.

3. Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.

4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

INVESTIGATION AND REPORT

When a report of harassment is received by the principal or the superintendent, immediate steps will be taken to do the following:

1. Obtain a written statement from the complainant regarding the allegations;

2. Obtain a written statement from the accused;

3. Obtain written statements from witnesses, if any; and

4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation, or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

DISCIPLINARY ACTION

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to
support the allegation, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegation, disciplinary action, up to and including suspension or expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegation, no record will be made of the allegation in the complaining student’s permanent record. No record of the allegation will be placed in the accused employee’s personnel record or in an accused student’s permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

PROTECTION AGAINST RETALIATION

No retaliation will be taken by this district or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

CONFIDENTIALITY

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

RECORD OF ALLEGATIONS

This district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district’s administrative offices and will not, at any time, be purged by district personnel.

LEGAL REFERENCE:

SECTION 500: STUDENTS
Idaho Code Sections
16-1619
18-917A
33-205
33-512(6)

Title IX of the Education Amendments of 1972
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other
Students, or Third Parties (U.S. Dept. of Education Office of Civil Rights, January 2001)

ADOPTED: January 18, 2010

AMENDED:
It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Harassment, intimidation, and/or bullying, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

DEFINITION

Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim. Harassment, intimidation, and/or bullying is generally characterized by aggressive or intentionally harmful behavior, which is carried out repeatedly over time.

PROHIBITED BEHAVIOR

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.

2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.

3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

4. Cyberbullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.

5. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student that:
   a. A reasonable person under the circumstances should know will have the effect of:
      (1) Harming a student; or
      (2) Damaging a student's property; or
(3) Placing a student in reasonable fear of harm to his or her person; or
(4) Placing a student in reasonable fear of damage to his or her property; or

b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

6. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including, but not limited to, the use of a landline, car phone, or wireless telephone, or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

**INVESTIGATION**

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

**DISCIPLINARY ACTION**

Students who engage in harassment, intimidation, or bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion.

**REPORT TO LAW ENFORCEMENT**

The school administrator will refer allegations of bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct, including harassment, intimidation, and/or bullying, in violation of Idaho Code Section 18-917A.

**LEGAL REFERENCE:**
Idaho Code Sections
18-917A
33-512

| ADOPTED: January 18, 2010 |

| AMENDED: |
Kamiah Joint School District No. 304 will allow foreign exchange students to enroll at the district high school under the following conditions:

1. Any student exchange agency, wishing to place students in this district, must submit an application and gain admittance to the high school by July 1st of the school year the student wishes to attend.

2. Sponsoring organizations must provide the district with the same information regarding the exchange student as is required for resident students.

3. The exchange student will be required to follow all of the rules, regulations, and policies of the district and pay the same fees as required of resident students.

4. This district reserves the right to deny admittance to any exchange student or exchange student agency.

5. Foreign exchange students, who complete their senior year at Kamiah High School, will be eligible for a “Certificate of Participation” and may take part in the end of the year graduation and ceremonies.

6. Failure to follow the above procedures may result in an exchange agency no longer being allowed to place students in Kamiah High School.

LEGAL REFERENCE:
Idaho Code Section 33-506(1)

ADOPTED:
10-16-00
In compliance with the illegal Immigration Reform and Immigrant Responsibility Act of 1996, this district will cooperate with the Bureau of Citizenship and Immigration Service (BCIS) in tracking foreign students and foreign exchange visitors, and, when required, will collect fees.

DEFENITION

"Foreign student" or "F-1 visa holder" means an alien having a residence in a foreign country which he or she has no intention of abandoning who is a bona fide student qualified to peruse a full course of study, and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study at an established academic high school particularly designated by him or her and approved by the Attorney General after consultation with the Secretary of Education.

"Foreign exchange visitor" or "J-1 visa holder" means an alien having a residence in a foreign country which he or she has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, or other person of similar description, who is coming temporarily to the United States as a participant in a sponsor program designated by the Director of the United States Information Agency for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, or receiving training. The terms "foreign exchange visitor" or "J-1 visa holder" also included the spouse and minor children of any such alien if accompanying him or her or following to join him or her.

COLLECTING INFORMATION

This district will collect and forward to the BCIS, via the SEVIS automated system, and within the required timeframes and format, the following information regarding each foreign student or foreign exchange visitor enrolled in the district:

1. Identity and current address;

2. Start date of the student’s next semester;

3. Nonimmigrant classification, date of visa issuance, and date of extension or change of status;

4. Student’s failure to enroll, or complete the educational program;

5. Current academic status, including whether the student is maintaining full-time status, or, in the case of an exchange visitor, whether the student is satisfying the terms and conditions of the exchange program;
6. Any change of the student’s legal name or address;

7. Any disciplinary action taken by the district as a result of a criminal conviction of the student, or in the case of an exchange visitor, any change in J program participation as a result of the alien’s conviction or a crime.

8. Date of early graduation, if applicable.

LEGAL REFERENCES
Illegal Immigration Reform and Immigrant Responsibility Act of 1996
Immigration and Nationality Act
8 CFR 214.3(g)

ADOPTED: Jan, 2006

REVIEWED:

REVISED:
ANNUAL NOTIFICATION REQUIREMENTS

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Kamiah Joint School District No. 304 will provide parents/guardians and eligible students (students over the age of eighteen (18)) an annual notification of their rights under FERPA. The annual notice will contain information regarding the right to inspect their children’s records, the right to seek an amendment of a record, and the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U.S. Department of Education.

RIGHT TO INSPECT EDUCATIONAL RECORDS

Parents or eligible students may inspect and review educational records. This district will comply with a request for access to records within a reasonable period of time, but in no case more than forty-five (45) days after it has received the request. This district will respond to reasonable requests for explanations and interpretations of the records. A copy of the records will be given to the parent or eligible student upon request. The school district will not destroy any educational records if there is an outstanding request to inspect and review the records.

DISCLOSURE OF STUDENT RECORDS TO NONCUSTODIAL PARENT

A noncustodial parent’s access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child’s custodial parent. However, information concerning a minor child’s address will be deleted from all records supplied to a noncustodial parent if the custodial parent has advised the school district in writing to do so.

DEFINITION OF EDUCATIONAL RECORDS

Educational records are defined as those records directly related to a student and maintained by this district or by a party acting on behalf of this district. Educational records include, but are not limited to, the cumulative file, special education records and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the individual buildings. The building principal, individual teachers and special education personnel may also have a file containing particular educational records. All past records of high school graduates are kept in the high school safe.

Section 500: Students
PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information will not be released from an educational record without the prior written consent of the parent or eligible student, except under specific circumstances. Personally identifiable information is defined as such information including, but not limited to:

1. The student’s name;

2. The name of the student’s parent or other family member;

3. The address of the student or student’s family;

4. A personal identifier such as the student’s social security number or student number;

5. A list of personal characteristics that would make the student’s identification easily traceable; or

6. Other information that would make the student’s identity easily traceable.

RELEASE OF INFORMATION WITHOUT PRIOR CONSENT

Personally identifiable information will be released without prior written consent of the parent or eligible student under the following conditions:

1. The disclosure is to other school officials, including teachers within this district who have a legitimate educational interest. A legitimate educational interest includes performing education- or discipline-related tasks in connection with a student, providing services to a student or a student’s family, or performing administrative or other educational responsibilities prescribed by the school or the district;

2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll;

3. The disclosure is to state and local educational authorities;

4. The disclosure is in connection with financial aid for which the student has applied or which the student has received;

5. The disclosure is to organizations conducting studies for, or on behalf of, this school district to develop, validate or administer predictive tests, administer student aid programs or improve instruction;

6. When information is disclosed to organizations as set forth in paragraph five (5), the study must be conducted in such a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. The information must be destroyed when no longer needed for the purposes for which the
study was conducted. If a third party violates the requirement to destroy the information when it is no longer needed, this school district may not allow that third party access to personally identifiable information from educational records for at least five (5) years;

7. The disclosure is to an accrediting organization to carry out its accrediting function;

8. The disclosure is to parents of a dependent student as defined by the Internal Revenue Code;

9. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that this school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. However, the prior notification requirement does not apply where the subpoena is issued by a federal grand jury or for any law enforcement purpose and the issuing court or agency has ordered that the subpoena not be disclosed;

10. The disclosure is in connection with a health or safety emergency;

11. The disclosure is information that this school district has designated as “directory information”;

12. The disclosure is to the parent of a student who is not an eligible student, or to the student.

This school district will maintain a record of each request for access to and each disclosure of personally identifiable information from the information record of each student. This record of access will be maintained with the educational records of each student as long as the records are maintained. The access log will specify the individuals who have requested or received personally identifiable information from the educational records and the legitimate interest the parties had in requesting or obtaining the information. If the information was released without prior parental consent, the specific exception for such consent will also be set forth.

DIRECTORY INFORMATION

Directory information is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Student name;
2. Address;
3. Telephone listing;
4. Date and place of birth;
Major field of study;
Participation in officially recognized activities such as sports;
Weight and height of members of athletic teams;
Dates of attendance, degrees and awards received; and
The most recent previous educational agency or institution attended.

This school district may disclose directory information after giving public notice to parents of students in attendance and eligible students in attendance that:

1. All information as set forth in the definition of directory information has been designated as directory information by this school district;

2. A parent or eligible student has the right to refuse to allow this school district to designate any or all of the types of information about the student as directory information;

3. A parent or eligible student must notify this school district in writing that the parent or eligible student does not want any or all of those types of information about the student released within thirty (30) days after receiving notice that directory information may be disclosed;

4. This school district may disclose directory information about former students without notice.

PROCEDURE TO AMEND RECORDS

If a parent or eligible student believes that the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student’s right of privacy or other rights, this school district may be asked to amend the record. The following procedure will be followed:

1. Within thirty (30) days of receiving a request to amend the record, this district will decide whether to amend the record as requested.

2. If it is determined by this school district not to amend the record as requested, it will inform the parent or eligible student of its decision and the right to a hearing.

3. The parent or eligible student, on request, has an opportunity for a hearing to challenge the contents of the student’s educational records on the grounds that the information contained in the educational records is inaccurate, misleading or in violation of the privacy or other rights of the student.
4. If this school district determines that the information being contested is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the records and inform the parent or eligible student of the amendment in writing.

5. If this school district decides that the information in the educational record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the district will inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of this school district, or both.

6. If such a statement is received by this district, it will remain as part of the record for as long as the student’s record is maintained and the statement will be disclosed whenever this district discloses the portion of the record to which the statement relates. This district will hold the requested hearing within a reasonable time after it receives a request for the hearing. Notice of the date, time, and place will be given to the parent or eligible student within a reasonable amount of time prior to the hearing.

7. The hearing may be conducted by any individual, including an employee of this district, who does not have a direct interest in the outcome of the hearing. The hearing will give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

8. This district will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

EDUCATIONAL RECORDS OF STUDENTS WITH DISABILITIES

This district will allow parents of students of disabilities the right to inspect and review any educational records relating to their children that are collected, maintained, or used by this district.

The district will also comply with a request to inspect and review records without unnecessary delay, in no case more than forty-five (45) days after the request has been made, in these situations:

1. Before any meeting regarding an Individualized Education Program (IEP);

2. Before any hearing relating to the identification, evaluation, or educational placement of a child; or

3. Before any hearing relating to the provision of a Free Appropriate Public Education (FAPE) to a child.

In dealing with the educational records of exceptional students with disabilities, this district will
inform parents when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, this district may maintain a permanent record of the student's name, address, and phone number, his or her grades, attendance records, classes attended, grade level completed, and year completed without time limitation.

LEGAL REFERENCE:
Idaho Code Section 32-717A
The Family Educational Rights and Privacy Act of 1974
  20 USC 1232g
  34 CFR Part 99
Individuals with Disabilities Education Act
  20 USC 1412(2)(D) and USC 1417
  34 CFR Section 300.560 through Section 300.576

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the district, but also the atmosphere in which the student attends school. To the extent possible, this district is committed to providing an educational setting where the students feel safe, are challenged to grow academically and personally, are treated with respect by district personnel and other students, and are disciplined fairly by district personnel.

To provide such an educational setting, this board of trustees has adopted policies and procedures, as mandated by the Idaho State Board of Education in the following areas:

1. Discipline
2. Student Health
3. Violence Prevention
4. Gun-free Schools
5. Substance Abuse—tobacco, alcohol, and other drugs
6. Suicide Prevention
7. Student Harassment
8. Drug-free School Zones
9. Building Safety including Evacuation Drills

The board of trustees will review these policies and procedures on an annual basis to determine whether or not they are meeting the needs of the students, school district and community.

Students will be notified, in writing, of changes to the above policies and procedures that may result in a disciplinary action, modification of academic criteria, or other direct consequences to the student. Notification of changes will be provided at least five (5) days before such changes become effective.

The student handbook will inform students and their parent/guardian of the district policies and school rules and regulations regarding school climate.
LEGAL REFERENCE:
Idaho Code Section 33-1612
IDAPA 08.02.03.600

ADOPTED:
7-19-99
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 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. 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.

RECORDS

The results of the evacuation drills will be recorded and evaluated for continued improvement. The superintendent or designee will periodically provide the board of trustees with an evacuation/fire drill report.
Records including the time and date of each fire drill, the person conducting the drill, the time required to evacuate the building(s), and any other information thought to be pertinent to the drill are to be maintained on school premises. These records are to be made available to the fire department for review.

/legal reference:
Idaho Code Section 33-512
IDAPA 08.02.03.160
IDAPA 17.10.01
IDAPA 17.10.08
Uniform Fire Code, 1997

/adopted: 7/19/99

/reviewed: January 2007

/revised: February 2007
Certificated employees of Kamiah Joint School District No. 304 are responsible for the safety of students in their classrooms. Employees are not to release a student to anyone other than the parent/guardian without first consulting with the principal. If someone attempts to remove a student from the classroom without authorization, the employee must immediately notify the building principal so appropriate action may be taken. All district employees are required to be observant of student safety and report suspicious individuals to the building principal, immediately.

Parents/guardians who need to have their child released during the course of the school day must notify the principal’s office.

* * * * * *

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
It is the policy of Kamiah Joint School District No. 304 to cooperate fully with the law enforcement agencies, as well as the Department of Health and Welfare, for the benefit of all students.

CRIMINAL ACTIVITY

Alleged criminal activity, occurring on district property or at district sponsored events, will be immediately reported to law enforcement.

LAW ENFORCEMENT INTERVIEWS/INVESTIGATIONS

Law enforcement agents, including child protection investigators, may meet with any student during the school day upon reporting to the administrative office and obtaining permission to speak to the student. If the student is in class, the agent may be asked to delay the meeting until a break occurs. If, however, an emergency exists, the student will be immediately removed from the classroom. The administrator will provide a private office for the meeting and no district personnel will be present unless specifically requested by the agent. Administrators will not participate in meetings between law enforcement agents and students, unless specifically requested to do so by the agent.

If the law enforcement agent has an arrest warrant for the student, or Health and Welfare is removing the student relative to a child protection allegation, the administrator will immediately remove the student from class or other activity he or she may be engaged in, and deliver the student to the agent. The administrator must examine and retain a copy of the signed documentation of the agency's right to custody of the student before delivering the student to the agent.

PARENTAL NOTIFICATION

The administrator will confer with the law enforcement agent regarding whether or not the administrator should notify the student's parent/guardian of the investigation or arrest. The administrator will notify the parent/guardian that the student met with a law enforcement agent or was arrested, unless specifically instructed otherwise by the law enforcement agent. No substantive information regarding the nature of the investigation or arrest will be provided by the administrator to the parent/guardian. Under no circumstances will the administrator notify the parent/guardian that a child protection investigation is ongoing.

If the administrator is unable to contact the parent/guardian by telephone, a written notice will be mailed within 24 hours.
DOCUMENTATION

The administrator will document any contact with a law enforcement agency, whether initiated by the district or the agency. Documentation will identify any students interviewed by the agent, purpose of the investigation if known to the administrator, whether or not an administrator was present during the interview, whether or not the student was removed from district property by the agent, and whether or not the student’s parent/guardian was contacted.

LEGAL REFERENCE:
Idaho Code Section
33-512
18-705
A.G. OP’N NO.93-2

ADOPTED:
7-19-99
All Kamiah Joint School District No. 304 students enrolling in kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who 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 will be allowed to enter the first grade.

For resident students with disabilities who qualify for special education and related services under Public Law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, “school age” will begin at the age of three (3) and continue through the semester of school in which the student attains the age of twenty-one (21) years.

PROOF OF IDENTIFICATION AND AGE REQUIRED

Upon enrolling a student for the first time in this district’s elementary or secondary schools, the district will notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student’s birth certificate or other reliable proof of a student’s identity and birth date must be provided to the district. If proof other than a birth certificate is provided, that proof must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student’s identity and birth date may include a passport, visa or other governmental documentation setting forth a student’s identity.

If the person enrolling the student fails to comply with the proof of age and identification requirement, the district will immediately notify the local law enforcement agency of such failure, and will notify the person enrolling the student, in writing, that he/she has ten (10) additional days to comply.

The district will immediately report to the local law enforcement agency any documentation or affidavit received to prove the student’s identity and age which appears inaccurate or suspicious in form or content.

If the district receives notification from the Department of Law Enforcement of a missing or runaway child report regarding a particular student, the district will flag the record in a manner so that whenever a copy of or information regarding the record is requested, the district will be alerted to the fact that the record involves a missing or runaway child. The district will immediately report any request concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The flag on a student’s record will be removed by the district upon notification by the Department of Law Enforcement.

A parent/guardian enrolling a student in this district who fails to provide the required documentation of a birth certificate to this district after being requested by the local law enforcement agency may be found guilty of a misdemeanor.
Proof of Age and Identification—continued

LEGAL REFERENCE:
Idaho Code Sections
  33-201
  18-4511

ADOPTED:
7-19-99
Good school attendance is important for all students because it promotes success both in the classroom and in the life of the individual as he or she develops self-responsibility and dependability. A student is expected to be in class every day that school is in session unless:

a. Excused by parent/guardian for illness or a pre-approved absence.

b. Absent from school due to school sponsored activities.

For the same reasons that attendance is important, a student is expected to be prompt in arriving at class during the school day.

Recognizing that time on task is very important to the educational process, Kamiah Joint School District No. 304 students are required to attend school at least ninety percent (90%) of the time school is in session during each school term. The 90% attendance rule allows elementary and middle school students to miss eighteen (18) days per school year, and allows high school students to miss nine (9) classes per course per semester. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session, even if the student is receiving passing grades.

Absence from class for any reason, excluding absence due to school approved activities, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. **Excused and unexcused absences will be treated in the same manner for the purpose of calculating the 90% attendance.** A student is not considered absent if the scheduled classes have been canceled by the district due to school closure, participation in an alternative, school-sponsored program (achievement testing, assemblies, etc.) and other circumstances as deemed appropriate by the superintendent. Except in extraordinary cases, students are expected to be present at school and in their assigned classroom.

The following applies to extra-curricular activities:

a. Every effort will be made to not allow extra-curricular activities to interfere with the normal school day. All athletics, except district and state competition, will be scheduled in such a manner that students do not miss any school time. Exceptions may only be granted with prior approval of the principal/superintendent.

b. Activity meetings will be conducted outside scheduled class times.

c. Participation in extra-curricular activities interrupting the school day must have prior approval of the administration. Any assignments, test, or projects must be made up ahead of time, unless prior arrangements are made with the individual instructor.
EXCUSED ABSENCES

Excused absences are absences from school with the parent/guardian’s knowledge and consent. Absences that will be considered as excused, but will count towards the nine (9) days or nine (9) class periods per semester are as follows:

a. Student illness.
b. Death in the immediate family.
c. Appointment with a doctor, dentist, and/or other medical practitioner, for the time required only, if necessary, during school time.
d. Quarantine.
e. Presence required in court.
f. An emergency situation at home that requires the student’s presence.
g. College visitations for seniors - one (1) trip for the purpose of visiting a college or colleges; the maximum duration of this trip is to be two (2) school days. The visitation slip(s) must be signed at the college(s) and returned to the high school office. [(The intent of this rule is to provide a senior with one (1) excused college trip and that one (1) trip is to be no longer than two (2) school days for the purpose of examining a college or colleges.)]

Except in the case of unexpected excused absences, a written excuse from the parent/guardian must be presented to the school’s administrative office. If the excused absence is unexpected, written verification from the parent/guardian must be presented to the school administrative office upon return to school.

UNEXCUSED ABSENCES

Unexcused absences are absences without the prior knowledge and consent of the student’s parent/guardian. The penalty for unexcused absences is at the discretion of the principal, as per district policy. Continued truancy may result in suspension from school.

Unexcused absences will be as follows:

a. Any absence which is without the knowledge of the student’s parent/guardian.
b. An absence which is with the knowledge of the parents, but for reasons not recognized as legitimate by the school principal.
c. An unexcused absence includes the following:

1. Work for persons other than parents.
2. Truancy and/or suspension.
3. Trips with or without the student’s parent/guardian and not approved by school officials in advance.

At the high school level, all absences will be counted towards the nine (9) days of nine (9) class periods of the same class per semester. None are exempt from being counted against the
attendance requirement. Each absence will be evaluated to consider if extraordinary circumstances exist beyond the control of the pupil, the parent, or the school.

Students are required to bring a note from their parent/guardian upon returning to school after an absences.

**STUDENT RESPONSIBILITIES WHEN ABSENT**

Each student is responsible to get lessons missed and complete all necessary make-up work, regardless of whether the absence is excused or unexcused. A student will have two (2) school days for each day missed to complete the work. The student will receive no credit for work not completed within the two (2) school days, unless pre-approval from the teacher. For any pre-arranged absences, the student shall make arrangements for work that can be completed during the absence and turned in upon return to school.

**NOTIFICATION TO THE PARENT OR GUARDIAN**

The principal, or designee, will inform the parent/guardian of excessive absences and the potential for losing credit, or not being promoted. The parent/guardian will be notified by a telephone call and follow-up letter after a student misses six (6) periods of the same class [or six(6) days] in a given semester. If the parent or guardian cannot be reached by telephone, the letter will be sent by certified, return-receipt mail.

When the student misses more than nine (9) periods of the same class per semester, the principal or designee will notify the parent/guardian of the violation of the 90% attendance rule by certified, return-receipt letter.

**REQUEST FOR WAIVER BY BUILDING ATTENDANCE COMMITTEE**

Within five (5) working days of receipt of notice that absences exceed the 90% attendance rule, the student’s parent/guardian may request that the attendance requirement be waived. The request must be in writing and state the reason why the parent/guardian believes that extraordinary circumstances exist. The attendance committee will consist of the principal, counselor, a parent who does not have a child at the school, and a teacher designated by the principal. The attendance committee will review the records and the circumstances, make recommendations for credit or no credit, and may assign the student to an attendance contract. The attendance committee will meet within five (5) working days of receiving the request. The parent/guardian may attend the attendance committee meeting. The attendance committee will immediately notify the parent/guardian of its decision in writing.

**APPEAL PROCESS**

Within five (5) working days of the date the notice was mailed or hand delivered, the decision of the attendance committee may be appealed to the superintendent. The written appeal must state the reason for the appeal. The superintendent will render a decision on the appeal within five (5) working days after receiving the appeal. The superintendent’s decision may be appealed to the board for a final determination. The appeal must be in writing, state the reasons for the appeal,
and be filed with the superintendent’s office within five (5) working days after the superintendent’s decision was mailed or hand delivered to the parent/guardian. The board will review the appeal in executive session, at the next regularly scheduled board meeting. The board’s decision to deny or grant the request for waiver of the attendance requirements will be final.

LEGAL REFERENCE:
Idaho Code Section
33-506

ADOPTED:
7-19-99
It is the policy of Kamiah Joint School District No. 304 to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student. The record of attendance for each student will be entered upon his or her permanent student record.

Each building principal will establish a system of accounting for absences and truancy under which all student absences will be classified as unexcused or excused. Such accounting system will be subject to approval by the superintendent.

LEGAL REFERENCE:
Idaho Code Section 33-1002
Family Educational Rights and Privacy Act
34 CFR Part 99

ADOPTED:
7-19-99
POLICY TITLE: Student Driving Privileges

Any student of Kamiah Joint School District No. 304, eighteen (18) years old or younger, applying for a driver’s license or an instruction permit must provide written verification from this district to the Idaho Department of Transportation that he or she is enrolled in school and meets this district’s attendance requirements. Written verification will be obtained from the student’s school.

In the event a student fails to meet the enrollment and attendance requirement of this policy, the building principal, or his or her designee will provide written notification on a form provided by the Idaho Department of Transportation to the student and his or her parent/guardian of this school district’s intent to request that the Idaho Department of Transportation suspend the student’s driving privileges because the student has dropped out of school and has failed to comply with the enrollment and attendance requirements.

The student or his or her parent/guardian will have fifteen (15) calendar days from the date of receipt of the above-mentioned notice to request a hearing before the building principal, or his or her designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing will be held within thirty (30) calendar days after the receipt of the request.

The building principal, or his or her designee, may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver’s license for his or her own or his or her family’s employment or medical care. The building principal, or his or her designee, will take into account the recommendations of teachers, other school officials, guidance counselors or academic advisors prior to granting a waiver. Such hardship waiver must be requested by the student, or the student’s parent/guardian, at the initial hearing.

If the building principal, or his or her designee, denies a hardship waiver, that decision may be appealed to the board of trustees for this school district within seven (7) calendar days of receipt of the principal’s or designee’s decision. The hearing before the board will be held at a mutually convenient time. The board will have the authority to uphold the decision of the building principal, or his or her designee, or reverse the decision and grant the hardship waiver.

Students of Mennonite and Amish faiths are not required to comply with school attendance requirements for purposes of obtaining an Idaho driver’s license, driver training permit or instruction. Such students must be reported to the Idaho Department of Transportation as not being enrolled in school and not in compliance with this district’s attendance policy. The Idaho Department of Transportation will make the determination as to whether a religious exemption applies.

This district shall provide the following information to the Idaho Department of Transportation on appropriate forms provided by the Idaho Department of Transportation:

SECTION 500: STUDENTS

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959-DO/12/96-M1/14/99-SC00/0
1. The necessary verification that a student applying for a driver’s license or instruction permit meets the requirements set forth in this policy at the request of a student;

2. A request that the Idaho Department of Transportation suspend a student’s driving privileges because the student has dropped out of school and has failed to comply with this district’s enrollment and attendance requirements;

3. The names of students granted or denied hardship waivers under this policy;

4. Written verification that a student is again in compliance with the requirements of this policy;

5. Reports setting forth the number of:
   a. Notifications issued of possible student driver’s license suspensions based on nonattendance;
   b. Requests to the Idaho Department of Transportation to suspend a driver’s license; and
   c. Student driver’s licenses actually suspended.

LEGAL REFERENCE:
Idaho Code Sections
  33-211  49-326
  49-303  49-305
  49-303A  49-310

Idaho Department of Transportation letter, October 4, 1996
Wisconsin v. Yoder, 406 US 205 (1972)

ADOPTED:
7-19-99

*Reviewed by the Coordinator for Driver’s Education, Idaho Department of Education, and the Driver’s License Supervisor, Idaho Department of Transportation.
Students of Kamiah Joint School District No. 304 are expected to be at school ten (10) minutes prior to the start of school and to leave immediately at the end of the school day unless they require additional help or are engaged in an extracurricular activity. The splitting of bus runs may cause students to arrive early. Access to the building will be available for students required to arrive early due to school transportation schedules. Special arrangements may be made for early or late activities by the person responsible for the activity.

Students in grades K-8 are not allowed to leave the school grounds during the school day without permission of the building principal. Students in grades 9-12 have an open campus.

The district urges parents and guardians to develop a plan to insure the safety of students in the event an emergency requires that school be closed at mid-day. If the plan requires some special action on the part of the school, please notify the building administrator’s office either by writing or telephone.

LEGAL REFERENCE:
Idaho Code Section 33-511

ADOPTED:
7-19-99
RIGHTS OF PARENTS

Each parent of a child, whether or not the parents are or have ever been married to each other, are presumed to have the right to access his or her child at school and gain information regarding the child’s educational records, unless those rights have been limited by a court order. District personnel may be confronted by parents who are in conflict with each other and disagree about these rights. It is not the responsibility of the district or its personnel to determine and facilitate a parent’s exercise of such rights. However, district personnel will at all times attempt to comply with court orders that have been provided to the school.

Unless the district receives a copy of a signed court order (e.g., final divorce decree, custody modification order, or restraining order), which specifically denies visitation or other custodial rights to a parent, each parent is presumed to have the right to:

1. View and receive copies of the student’s school records;

2. Receive school progress reports;

3. Visit the student at school;

4. Attend school-sponsored activities to which parents are invited;

5. Pick-up and drop-off the student; and

6. Participate in parent and teacher conferences (not necessarily together in the same conference).

The parents are responsible for providing the building principal a copy of any court order that may limit a parent’s right to custody of his/her child(ren).

Upon receiving such a court order, the building principal will comply with the court order denying a parent access to his/her child. If a parent attempts to visit his/her child and/or remove the child from the school in violation of the court order, the building principal will immediately contact law enforcement and the superintendent or designee.

ENROLLMENT OF STUDENTS

In the event the parents of a student are divorced or estranged, either parent with whom the child lives on a part- or full-time basis, and who resides within the district boundaries, may enroll the student in school. For the district’s purposes, the enrolling parent has no greater rights or responsibilities relative to the education of the student unless the district has been notified that there exists a court order that specifically denies visitation or other custodial rights to the other parent.
REDACTING HOME ADDRESS

The district will redact the home address of the student from education records prior to providing such records to the noncustodial parent, if requested to do so in writing by the custodial parent.

LEGAL REFERENCE:
Idaho Code Section 32-717A
Family Educational Rights and Privacy Act, 34 C.F.R. part 99

ADOPTED: January 18, 2010

AMENDED:
Students of Kamiah Joint School District No. 304 are expected to conduct themselves in such a manner so as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable, age-appropriate, rules and consequences necessary to maintain orderly conduct in the school. Any rules established by the principal must be published in the student handbook or otherwise distributed so as to provide adequate notice to all students.

Teachers are responsible for enforcing board policies governing behavior and discipline, as well as the rules established for the school in which they teach.

Students are expected to obey all district policies and rules. Additionally, students are required to be respectful of district personnel, other students and school visitors. Students are expected to obey the reasonable requests and directives of teachers and other adults authorized by the district.

A student’s parent/guardian is expected to meet with teachers, counselors, administrators, or the board if deemed necessary because of behavior or discipline issues.

LEGAL REFERENCE:
Idaho Code Sections
33-512

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 is committed to providing a safe environment for all students and staff. This district has a "zero tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process.

Possession of implements manufactured, used, or intended for use as weapons, or facsimiles thereof intended to intimidate or threaten, and/or use of these objects/substances at school or at any school-sponsored activity, will result in formal suspension procedures and possible expulsion. Students found in possession of these items may immediately be referred to the appropriate law enforcement agency and will be suspended from school until a thorough investigation is made of the circumstances.

The definition of a weapon includes, but is not limited to: firearm, dirk knife, bowie knife, dagger, metal knuckles, or other dangerous weapon as defined by 18 United States Code Section 930(g)(2), or any other object capable of being used as a weapon. The use, or threat of use, of any normally non-dangerous implement as a weapon also falls within this definition.

A dangerous weapon under 18 United States Code Section 930(g)(2) 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 (2 ½) inches in length.

In particular situations, the board of trustees is mandated to expel a student for violation of federal and/or state law. An expulsion will occur when:

1. A student is determined by a court to have violated Idaho Code Section 18-3302D by carrying a weapon while on school property.

2. A student is found by school district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 United States Code Section 930(g)(2) on school property. The expulsion will be for a period of not less than one (1) year, twelve (12) calendar months. The board may modify the expulsion order on a case-by-case basis.

The board retains the discretion for expulsion for all other violations of this policy.

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

This district will not admit a student who has been expelled from another school district until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code Section 33-205.
LEGAL REFERENCE:
Idaho Code Sections
   33-205
   18-3302D
   18 USC 930(g)(2)

ADOPTED:
7-19-99
The constitutional rights of students do not stop at the schoolhouse gates. Therefore, students have a right to be protected from unreasonable searches by school officials. However, it is the intent of the board of trustees to provide a safe and orderly environment for all students, conducive to the pursuit of educational goals. As a result, it may be necessary for school officials to search a student, his/her personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. This policy applies to only those searches conducted by school officials; it does not apply to searches by law enforcement officers.

DEFINITIONS

“Contraband” means all substances or materials which students are prohibited from possessing by district policy. Examples include, but are not limited to, cell phones, beepers, and articles containing gang symbols.

“Reasonable suspicion” means that the school official initiating the search has a well-founded suspicion—based on objective facts that can be articulated—of either criminal activity or a violation of district policy by a particular student(s). Reasonable suspicion is more than a mere hunch or supposition.

RANDOM SEARCHES

In the interest of maintaining safe and drug-free schools, school officials may conduct random or “blanket” searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

The superintendent or designee will develop and implement a “lottery” system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. Random searches may be conducted for any reason at any time without notice, without student consent, and without a search warrant. Random searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

REASONABLE SUSPICION SEARCHES

To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

1. A crime or violation of school policy has been or is being committed;
2. A particular student has committed a crime or violated district policy;

3. Physical evidence of the suspected crime or violation of district policy is likely to exist; and

4. Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or district policy violation.

The search based on reasonable suspicion must be reasonable in its scope. The areas or items to be searched and the methods utilized must be reasonably related to finding physical evidence of the crime or violation of district policy. The search must not be excessively intrusive, given the age and gender of the student and the circumstance of the search.

School officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.

STUDENT’S PERSON OR POSSESSIONS

At any time when the student is on school property or at a school-sponsored event, school officials may search the student’s person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

Such searches shall be conducted in an appropriate manner, in private and witnessed by another adult. Students may be required to remove outer clothing (jacket, shoes, etc.) and empty pockets as part of the search. If the search is of the student’s person (“pat-down” search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstances is a school official authorized to conduct a “strip search” of a student.

LOCKERS

Lockers assigned to students are the property of the school district and remain under the control of the district at all times. The student will be responsible for the proper care and use of the locker assigned for his or her use. Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol.

School officials may randomly open and inspect lockers for any reason at any time. If the random search produces evidence of criminal activity or violation of district policy, it may serve as a basis for a reasonable suspicion search of the locker’s contents, including the student’s property.

School officials may open and inspect lockers when there is reasonable suspicion that the lockers may contain illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security. Searches of lockers, whether
random or reasonable suspicion, may be conducted without notice, without consent, and without a search warrant.

AUTOMOBILES

Students are permitted to park on school premises as a matter of privilege, not of right. School officials are authorized to conduct routine patrols of school parking lots, inspecting the exteriors of vehicles parked on school property. The interiors of vehicles on school property may be searched whenever an authorized school official has reasonable suspicion to believe that illegal or contraband materials, other evidence of a crime or violation of district policy, or items which may be a threat to safety or security, are contained inside. Such patrols and searches may be conducted without notice, without consent, and without a search warrant.

USE OF DRUG DOGS

The district may elect to use specially trained drug dogs to alert the dog’s handler to the presence of controlled substances, at the discretion of the superintendent or designee. The use of a drug dog shall comply with district policy and applicable law.

The drug dogs will be present for the purpose of detecting controlled substances in lockers, personal items or vehicles on district property only when there are no students or employees present. Only the trained dog’s handler will determine what constitutes an alert by the dog.

A drug dog’s alert constitutes reasonable suspicion for the district officials to search the lockers, personal items or vehicles. Such a search by district officials may be conducted without notice or consent, and without a search warrant.

SEIZURE OF CONTRABAND OR ILLEGAL MATERIALS

School officials may seize and retain, or turn over to law enforcement officials, any contraband or illegal items, or evidence of a crime or violation of district policy, found as a result of any search conducted pursuant to this policy.

NOTICE

Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the student handbook.
LEGAL REFERENCE:
Idaho Code Section 18-3302D
New Jersey v. TLO, 469 U.S. 325 (1985)
Tinker v. Des Moines, 393 U.S. 503 (1969)

ADOPTED: 07-19-99

AMENDED: 03-21-2016
Students' constitutional rights do not stop at the schoolhouse gates. However, Kamiah Joint School District No. 304 Board of Trustees must provide an atmosphere conducive to the pursuit of educational goals. This may include the right to search the student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy.

**STUDENT'S PERSON OR POSSESSIONS**

Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is a reasonable suspicion that the student is secreting evidence of an illegal act, including, but not limited to possession of weapons, controlled substances, etc.

A student's person may be searched with the student's permission. A witness should be present to verify that the student's permission was obtained and to verify the search process.

**LOCKERS**

Lockers assigned to students are the property of the district. The student is responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a student for the storage of illegal or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. The district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety or security. District administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in automobiles. The superintendent will determine what methods will be used to search lockers, including, but not limited to, using drug-sniffing dogs.

**AUTOMOBILES**

Students are permitted to park on district premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of parking lots and inspections of the exteriors of automobiles on district property. The interiors of vehicles on district property may be inspected whenever an authorized district official has reasonable cause to believe that illegal materials are contained inside. District administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in a school locker. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant. The superintendent will determine what methods will be used to search automobiles parked in the school parking lot, including, but not limited to, using drug-sniffing dogs.
LEGAL REFERENCE:
Idaho Code Section 18-3302D
*New Jersey v. TLO*, 469 US 325 (1985)

ADOPTED:
7-19-99
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.

The temporary suspension by the principal will not exceed five (5) school days in length. The superintendent may extend the temporary suspension an additional ten (10) school days. 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 therefor, 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.

LEGAL REFERENCE:
Idaho Code Sections
18 -917A
33-205
33-209
33-522(6)

ADOPTED: 7-19-99
REVIEWED: January, 2007
REVISED: February, 2007
Kamiah Joint School District No. 304 Board of Trustees may deny a student enrollment, or may deny a student attendance at any of its schools by expulsion, for the following reasons:

1. The student is a habitual truant, who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continually disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other students.

2. The student has been expelled from another school district in this state or any other state.

3. The parent/guardian fails 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 or disciplinary action involving the student.

Any student having been denied enrollment or expelled may be enrolled or readmitted to school, by the board, upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission will not prevent the board from subsequently expelling such student for cause.

The board will expel from school for a period of not less than one (1) year, twelve (12) calendar months, or may deny enrollment to, a student who has been found to have carried a weapon or firearm on school property in this state or any other state, except that the board may modify the expulsion or denial of enrollment order on a case-by-case basis. An authorized representative of the board will report such student and incident to the appropriate law enforcement agency.

Discipline of a student with disabilities will be in accordance with the requirements of federal law Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) as well as the provisions of this policy.

No student will be expelled or denied enrollment without first receiving the following due process rights:

1. The board, through the superintendent or his or her designee, will give written notice to the parent/guardian of the student;

2. The notice will state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the board to deny school attendance;
3. The notice will also state the right of the student to be represented by counsel, to produce
   witnesses, and submit evidence on his or her own behalf, and to cross-examine any adult
   witnesses who may appear against him or her.

4. Within a reasonable period of time following such notification, the board will grant the
   student and his or her parent/guardian a full and fair hearing on the proposed expulsion or
   denial of enrollment.

5. The board will allow a reasonable period of time between such notification and the
   holding of such hearing to allow the student and the parent/guardian to prepare their
   response to the charge.

6. Any student who is within the age of compulsory attendance, who is expelled or denied
   enrollment as herein provided, will come under the purview of the Juvenile Corrections
   Act, and an authorized representative of the board will file a petition with the magistrate
   division of the district court of the county of the student’s residence in such form as the
   court may require under the provisions of the Juvenile Corrections Act.

LEGAL REFERENCE:
Idaho Code Sections
   33-205
   33-209
   20-527

ADOPTED:
7-19-99
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.

   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.

LEGAL REFERENCE:
IDEA Amendments of 2004
   20 U.S.C. Chapter 33, Section 1415(k)
   34 C.F.R. Part 300
*IDAPA 08.02.03.600*
Idaho Special Education Manual, September 2001

ADOPTED: 7-19-99

REVIEWED: January 2007

REVISED: February 2007
This policy addresses disciplining students with disabilities, as defined by Section 504 of the 1973 Rehabilitation Act. For those students with disabilities under the Individuals with Disabilities Education Act (IDEA), the disciplinary procedures required by the IDEA will be followed. In the event a student has disabilities under both Section 504 and the IDEA. The IDEA policy shall be followed in determining appropriate disciplinary actions.

SUSPENSION

A student with a disability, as defined by Section 504 of the 1973 Rehabilitation Act, may be suspended for not more than ten (10) consecutive school days per incident.

Whenever a school considers suspending a student with a disability for more than ten (10) cumulative school days in a school year, a 504 team will be convened to determine if the cumulative suspensions constitute a significant change in placement by reviewing the following factors:

1. Whether the misconduct for which the student was suspended on the last occasion was substantially similar to the previous occasions;
2. The length of each suspension;
3. The proximity of the suspension to one another; and
4. The total amount of time the student is excluded from school.

The 504 team will consist of individuals who are knowledgeable about the student, the student’s school history, the student’s individual needs, the evaluation data, and the placement options.

If the 504 team determines that the exclusion would constitute a significant change in placement, the school will conduct a manifestation determination as set forth below.

EXPULSION

Prior to submitting an expulsion recommendation to the board of trustees for any student with a disability as defined by Section 504 of the 1973 Rehabilitation Act, a 504 team will make a “manifestation determination.” A manifestation determination involves a review of the student’s misconduct, the student’s disability and the services provided to determine:

1. Was the conduct in question caused by, or did it have a direct and substantial relationship to, the student’s disability?
2. Was the conduct in question the direct result of the district’s failure to implement the 504 plan?
In reviewing the questions set forth above, the 504 team will review information regarding the student’s disability that is recent enough to afford an understanding of the student’s current behavior. In the absence of reasonably current information about the student’s disability, the school district will conduct or cause to be conducted additional evaluation(s) regarding the student’s disability before making the manifestation determination. If either manifest determination question answer is “yes,” the student will not be expelled. However, the 504 team may determine that a placement change is necessary for that student.

If the answers to both the questions set forth above are “no,” the school may proceed with the recommendation of expulsion to the board in the same manner as for similarly-situated students who do not have disabilities.

If the student’s parent/guardian disagree with the 504 team’s determination of the manifestation determination, a hearing may be requested under this district’s Section 504 hearing procedure. Although the parent/guardian may disagree with the manifestation determination findings, the student may be expelled after following the proper procedures. Educational services may cease after expulsion.

LEGAL REFERENCE:
Section 504 of the 1973 Rehabilitation Act
29 U.S.C. Ch. 16 Sacs 706(8) and 794-794b
34 CFR Part 104
Idaho Code Section 33-205
Discipline of Students with Disabilities in Elementary and Secondary Schools, OCR, October 1996
Portsmouth (VA) Pub. Sch., 48 IDELR 229 (OCR 2006)

| ADOPTED: January 18, 2010 |

AMENDED:

*Language in text set forth in italics is optional.*
It is the policy of Kamiah Joint School District No. 304 that corporal punishment may be administered only for flagrant offenses or after other methods of discipline have proven to be ineffective with a particular student. Students will not be maltreated or abused.

In determining whether corporal punishment is appropriate for a particular student, the following will be considered:

1. The student has been informed that specific misbehavior could result in corporal punishment.

2. The administration of corporal punishment must take into account the following factors:
   a. The need for corporal punishment; given the student's behavior and prior disciplinary actions.
   b. The relationship between the need and the amount of punishment to be administered;
   c. The extent of injury which could be inflicted as a result of the punishment; and
   d. A determination that the punishment must be administered in a good faith effort to maintain discipline.

3. Corporal punishment will only be administered in the presence of a second school official who has been informed in the presence of the student of the reason for the punishment. Under no circumstances will corporal punishment be administered in the presence of other students.

4. The student's parent/guardian must be informed of the punishment and the reason therefore. A written explanation must be provided upon request. A written statement must be placed in the student's discipline file.

5. Corporal punishment will not be inflicted on the basis of anger.

6. Corporal punishment will not be inflicted to enforce an unreasonable rule.

7. Corporal punishment will only be administered by the principal or the superintendent.

This policy will in no way prohibit a teacher from reasonably defending against a physical attack by a student.
LEGAL REFERENCE:
Ingram v. Wright, 97 S. Ct. 1401 (1988)
State Board of Education Statement on Corporal Punishment

ADOPTED:
7-19-99
Vandalism, including defacing, destroying or mutilating any real or personal property owned by the Kamiah Joint School District No. 304, and theft of district property are prohibited. Additionally, vandalism and theft of another individual’s property while located at a school site are prohibited. Students who violate this policy may be subject to disciplinary measures, including, but not limited to, suspension and expulsion. The district will hold students, and their parent/guardian, liable for any damages the student causes to district property. The district may refer any vandalism or theft to the local law enforcement agency for investigation and prosecution under the law.

The superintendent or designee will calculate the amount of damage caused by the student. The superintendent or designee may specify a payment schedule or allow the student to work off the debt, if necessary.

LEGAL REFERENCE:
Idaho Code Section 6-210

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 has a legitimate educational objective of curtailing gangs and gang activities. In furtherance of this educational objective, all gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited in any of the public schools in this district and at all school functions.

It shall be unlawful for any person, group or organization to establish a fraternity, sorority or other secret society whose membership is comprised in whole or in part of students enrolled in this district’s public schools, or to solicit a student in any of this district’s schools to become a member of such organization; and no student enrolled in this school district will be or become a member, or pledge him/herself to become a member of any such organization.

Furthermore, student use of unauthorized, portable electronic communication devices (such as pagers, cellular phones, etc.) is prohibited. Any student using such a device on school grounds will have the device confiscated until the end of the school day. If a subsequent use of the device occurs, it will be confiscated until the end of the year, or a parent/guardian picks it up.

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

LEGAL REFERENCE:
Idaho Code Sections
33-1901
33-1902

ADOPTED:
7-19-99
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: 7-19-99

REVIEWED: January, 2007

REVISED: February, 2007
ELIGIBILITY

The Idaho High School Activities Association has established eligibility criteria for non-traditional high school aged people to participate in activities which they sponsor. Non-traditional high school aged people may take a nationally normed achievement test and score in the average/proficient range or higher for the appropriate grade level. Non-traditional high school aged people can also establish academic eligibility by demonstrating composite grade-level proficiency on any state board of education recognized test, portfolio, or other mechanism as provided for in the state board of education rules. Portfolios are to include many examples of work for multiple subjects that must include math, science, language arts and reading. The building administrator will establish a review committee to assist in evaluating the portfolio. Approval or rejection of the portfolio will be determined in the committee under the direction of the building administrator.

NOTE: Athlete/Student and Parent/Guardian: retain this policy.

SEE ATTACHMENT:

DRUG TESTING OF ACTIVITY STUDENT CONSENT FORM

Philosophy

The administration, staff, many students and parents believe a mandatory drug testing program for all students in grades seven through twelve who participate in student athletic activities is important for the following reasons:

1. Health and safety of the individual and others – anyone participating in extra-curricular activities under the influence of an illegal drug is a potential danger to everyone.
2. Prevention – students will potentially be able to say no to drugs because they will have a legitimate reason: "I want to participate."
3. Intervention – individuals desiring to participate in activities will be encouraged to seek help if there is a drug problem.
4. Real Life- The current work force relies heavily on drug testing and trends indicate that this will continue and expand into most work places as an insurance requirement. We believe that it is important that our students understand the realities of future employment practices and can accurately assess their personal ability to deal with this standard.

It is the hope of Kamiah School District that this policy will benefit all students who participate in athletic activities. This philosophy is an effort to address what we perceive to be a real problem in our society and in the schools. We believe this program will help create a drug free environment in Kamiah School District.

Definitions

Athletic Season: Athletic seasons begin on the first day of practice allowed by the coach/advisor of that program and end on the last day of that program including travel from an activity to the school.

Student Athlete: Any student participating in an athletic activity program governed by the Idaho High School Activities Association.

Appropriate School Personnel: A coach, advisor or leader of student athletic activities. Notification to these individuals will be made for health and safety considerations if a student in their program or activity has a positive urine sample.

Drug: Controlled substances as defined by Idaho State Code, Section 37-2701, the Idaho High School Athletic Association, and the National Federation of School Associations rules defining banned substances, except those possessed and/or used pursuant to a valid prescription. Tested substances include, but are not limited to: Alcohol, tobacco, marijuana, cocaine, amphetamines (meth, crack, crank, etc) and morphine.

Reasonable Suspicion: An act of judgment which leads to a reasonable and prudent belief that a student is in violation of use or being under the influence of drugs.

Policy Statement

Kamiah School District conducts a mandatory drug-testing program for students who participate in athletic activities, grades seven through twelve. Its purpose is threefold: (1) to provide for the
health and safety of all students who participate in athletic activities; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or misuse of prescriptive drugs; and (3) to encourage students who use drugs to participate in receiving an assessment from a State certificated substance abuse counselor, of which all costs will be the responsibility of the parent or legal guardian. All students participating in athletic activities who test positive will have the custodial parent or legal guardian notified so he/she can obtain an assessment from a state certificated substance abuse counselor and follow the recommended program completely. All costs associated with the assessment and the recommended programs are the responsibility of the parent or legal guardian. This policy is in effect from the first day of fall practice and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA to the end of the athletic season. Seasons and activity programs may overlap.

Procedures

Consent: Each student wishing to participate in any athletic program and the student’s custodial parent or guardian shall indicate consent by completing and signing, under the seal of a Notary Public, the attached form (Exhibit A) which shall then be valid for the remainder of the student’s high school enrollment in a School District school. No student participating in athletic activities shall be allowed to participate in any athletic program without such consent.

Student Selection

At the option of Kamiah School District, all students in athletic activities, Groups A & D, (Appendix A) will be drug tested at the beginning of their first activity season each year. In addition, random testing will be conducted every other week during the activity season. Selection for random testing will be by lottery drawing from a "pool" of all students participating in athletic activities in Kamiah School District at the time of the drawing. At the time of the drawing, two alternative numbers will be drawn in the event a student’s name is pulled twice in a row. The superintendent or his/her designee will conduct lottery drawings. The building principal or his/her designee shall take all reasonable steps to assure the integrity and random nature of the selection process including, but not necessarily limited to: assuring that the names of all athletic activity participating students are in the pool; assuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular students for the testing; assuring that the identity of students drawn for testing is not known to those involved in the selection process; and assuring direct observation of the
selection process. Urine and/or saliva will be used for drug testing. A student may be selected for testing by the building administrator, if he/she feels a student may be under the influence of drugs. This selection process will be based only on reasonable suspicion.

Sample Collection

Samples will be collected from the student athlete at the time and day specified by the principal or his/her designee by a certified professional collector. There will be a male collector for male student athletes and a female collector for the female student athletes. In the case of a student athlete’s inability to provide a sample quickly, the student athlete will remain at that location until a sample can be given. Discretion may be used on the part of the principal or his/her designee if unusual circumstances occur making it difficult to provide a sample. All student athletes providing urine samples will be given the option of doing so in any individual stall with the door closed. Student athletes should rinse off their hands with water prior to giving a urine sample. It is recommended to use the appropriate locker room as a test gathering site.

Prescription Medication

Student athletes who are taking prescription medication need to inform the collector of any prescription medications they are on at that time. If a person is taking prescription medicine and has been selected to test, they need to provide a note from their doctor within 24 to 36 hours of being selected or a parent or guardian may supply the prescription bottle. Student athletes who refuse to provide such verification and test positive will be subject to the actions specified below for the appropriate "positive test."

Scope of Tests

In the case of a Second Positive, a medical facility will be instructed to test for drugs in the urine sample provided by the student athletes and for anything used to alter or falsify a urine sample.

Limited Access to Results

In the case of a Second Positive, a medical facility will be authorized to report results only to the building principal or superintendent. Positive test results will be shared with the parent/guardian
and appropriate school personnel.

Procedures in the Event of a Positive Result

Whenever a student athlete's test result indicates the presence of illegal drugs ("positive test"), the following will occur:

1. The results will be verified by the building administrator and/or the Athletic Director before the student would be ineligible to participate in the competition held that day.

2. If a student tests positive on the day of a competition, the student will be ineligible to participate in a competition held that same day.

3. The student will be asked to provide another sample as soon as possible. This test is for confirmation purposes only, not as a second test. The test will be sent to the medical facility to confirm first results. If the student refuses to provide another sample or unduly delays in providing such sample (longer than 24 hours) the results of the first sample shall be considered accurate. In the event of a second sample a chain of custody form will be filled out.

4. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the student, the custodial parent or legal guardian, and the student's building principal.

5. A second test will be taken to the medical facility for validation of results as soon as possible with the chain of custody form.

6. If the student participant's test is confirmed positive his or her number will be removed from the pool until he or she has completed Policy requirements at which time the number will be returned to the pool.

First Positive Result

The student athlete will be removed from competition/performance for fourteen calendar days and must sit out a minimum of two competitions/performances. Student athletes are to attend all practices during the fourteen-day penalty and are to attend all regular season competitions/performances, but must not participate in them. Traveling with the team for competition will be left to the discretion of the head coach. The level and intensity of practices rests with the coach of each athletic activity. The student athlete may also quit the activity in which he/she is participating, realizing that the penalties will be applied to the next activity in which he/she participates. A student athlete quitting after a first positive urine sample, and confirmation of the results, may try out for another athletic activity but the same restrictions will apply only upon
agreeing to submit to six consecutive weeks of mandatory drug testing. Any positive urine test
during this six weeks will constitute a second positive drug test and the student athlete must abide
by the appropriate consequences.

Student athletes testing positive for cocaine, amphetamines and morphine are expected to have
negative tests within one week from the initial positive test. According to Comprehensive
Toxicology Services, in Tacoma, Washington, continued positive tests are a result of continued or
new use of the previously mentioned three substances. A positive test after one week for cocaine,
amphetamines and/or morphine will be considered a second positive result. THC, an active chemical
in marijuana, will take longer for the body to flush. A student athlete should test negative for THC
within three weeks if use is discontinued. Long term heavy marijuana users may take six weeks to
clear their systems of THC. At the end of a six-week testing period for THC, if the student is still
testing positive, it will be considered the second positive result.

Second Positive Result

While enrolled at a Kamiah School District, the student athlete will be suspended from
participation in activities for the next forty-five calendar days during a school year. The building
administrator will begin the forty-five day count as soon as he/she is notified that the urine sample
is positive. School holidays and breaks will be included as part of the forty-five days. Consequences
for positive results may overlap from one school year to the next. In the event a second positive
test occurs at the end of a school year, the student will be required to take a drug test before
participating in athletics the following year. ALL COSTS ASSOCIATED WITH THE DRUG
ASSESSMENT AND ANY FOLLOW-UP PROGRAM ARE THE RESPONSIBILITY OF THE
PARENT/GUARDIAN.

Third Positive Result

While enrolled at a Kamiah School District; the student athlete will be suspended from participation
in athletics for the remainder of his/her school career. It is encouraged at this time that the student
and his/her parent or guardian seek a state certified substance abuse counselor for assessment.
ALL COSTS ASSOCIATED WITH THE DRUG ASSESSMENT AND ANY FOLLOW-UP PROGRAM ARE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Nature of Policy

The results of drug tests pursuant to this policy will not be documented in any student athlete’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. Kamiah School District shall not solicit any such process as a result of mandatory drug testing. In the event of service of any such subpoena or legal process, the student and/or the student’s custodial parent or legal guardian will be notified before response is made by Kamiah School District. A record of a positive result(s) will be kept through the student athlete’s senior year. A record of student’s positive result(s) shall be kept confidential in a file.

Voluntary Testing Program

Kamiah School District is truly concerned and committed to helping students who are encountering substance abuse problems. We realize that a student with a drug dependency or use problem is not able to work to his/her potential and stands a greater chance of coming into contact with law enforcement due to increased criminal activity. We also recognize that drug testing in the workplace is becoming very common and students must learn this reality prior to departing high school and entering the workforce. To assist in the ultimate goal of drug free schools and drug free students, we will provide drug testing to any student whose custodial parent or legal guardian requests the testing be done. The nature of the testing is a urine or saliva sample specific to the request of the parent and according to the suspected by the parent. The testing is provided at no cost to parents and any consequences of a positive result rest with the custodial parent or guardian and student. In the event of a positive test, any further lab tests will be at the expense of the parent or guardian. No legal or criminal action will be taken, and no disciplinary action from Kamiah School District will result from the testing. There will not be a record kept. This service is offered solely for the information of the custodial parent or legal guardian, and it is ultimately his/her decision what to do with the information.

Guidelines and Procedures for Testing

At the beginning of a student athlete’s first athletic activity each school year in a Kamiah School
POLICY TITLE: DRUG TESTING OF STUDENT ATHLETES

District, each student who wishes to participate in said athletics will submit a signed (notarized) consent form from his/her parent(s) or legal guardian allowing testing to be done. This only needs to be done once during a student athlete's enrollment in a Kiamia School District school. From the date of the first test until the date of the final completion for said activity, one student from each athletic activity will be tested every other week. Random drawings will select those to be tested.

To assure the anonymity of the student athlete tested from the person randomly selecting, only numbers will be used. The building administrator or his/her designee will conduct lottery number drawings for random drug testing. Only the building principal or his/her designee will know these numbers and corresponding names. The building principal or his/her designee will keep number lists in a secure place where access is limited only to them. All lists will be destroyed at the end of each school year.

After numbers are drawn for a particular week, the student athletes tested will have their number returned to the pool of numbers; this will assure randomness of draw. It is possible that a student athlete could be randomly drawn several times during the season, or likewise, not drawn at all.

Falsification of a Urine Sample

A pure urine sample is required from the student athlete upon request. Failure to appear at a scheduled drug test will automatically be considered a first positive. Any attempt to falsify, dilute or otherwise contaminate a urine sample will result in removal from all athletics sponsored by Kiamia School District as specified by the second positive result penalty. If a student athlete has intentionally compromised a urine sample and has already had a second positive test, the appropriate discipline would fall under the third positive test penalty.

Other

In addition to the penalties specified, it shall be within the discretion of the principal, athletic director, and coaches to determine whether or not a participant will be eligible for continued participation, awards or honors after a conduct that tends to bring discredit to the activity or sport, and to the student’s school, or is a violation of a stated school/coach policy or procedure that has
been approved by the superintendent, principal and athletic director. The athlete/student may also quit the athletic activity in which he/she is participating realizing that any penalties may be applied to the next sport in which he/she chooses to participate.

This policy is in effect from the first day of the fall athletic practices and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA to the end of the athletic event. Seasons and sports may overlap. Participation in these activities is not a right but is a PRIVILEGE. Particular specific Athletic activities are defined in Appendix A, Groups A & D.
Appendix A

Group A  High School
IHSAA athletics (includes)  
Wrestling  
Football  
Volleyball  
Cross Country  
Girls Basketball  
Boys Basketball  
Golf  
Track  
Softball  
Tennis  
Baseball  
Soccer  
Cheerleading

Group B  High School
IHSAA non-athletic activities (includes)  
Drama  
Debate  
Speech  
Solo Music

Group C  
Non-IHSAA activities  
Drill Team  
Knowledge Bowl

Group D  Middle School
Athletics (includes)  
Boys Basketball  
Girls Basketball  
Volleyball  
Football  
Wrestling  
Boys Track & Field
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 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, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

“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 a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the “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; and

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 a controlled substance, 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 building 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 drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee.
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 to believe 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 alleged 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:  7-19-99

REVIEWED: January, 2007

REVISED: February, 2007
POLICY TITLE: Portable Communication and Other Electronic Devices

Cell phones, pagers, ipods, mp3 players and other electronic devices not only detract from but also interrupt the educational process of this school. These devices need to be kept in a backpack or locker and cannot be used during the school day excluding lunch hour. The Kamiah School District shall not assume any responsibility for theft, loss or damage of an electronic communication device, or unauthorized use of such device.

Students may use electronic communication devices before and after school, during the lunch break, as long as they do not create a distraction or disruption. They are not to be taken into the classrooms. Use of electronic communication devices, except approved laptops and PDA’s at any other time is prohibited and they will be powered completely off, concealed and secured in hall lockers or vehicles during the academic day, but not locker room lockers.

Electronic communication devices, with the exception of approved laptops or PDAs, are strictly prohibited in classrooms, locker rooms, restrooms and shower facilities. Students violating this allowable use provision shall be subject to discipline. On the first violation the student will receive a warning. On the second violation the device will be confiscated and not returned until a parent or guardian picks it up. Any subsequent violations will result in the suspension of electronic use for seven days.

Laptops and PDAs can be used for educational purposes such as taking notes and writing papers after obtaining prior permission of the Principal with a signed disclaimer by both parent/guardian and student. While the use of electronic communication devices by students is allowed subject to these rules, the capability of some devices to take, store or transmit pictures is allowable for education purposes only. Any use of these devices that poses a threat to the freedoms of privacy such as the exploitation of personal information will result in the suspension of electronic use.

District administration can enforce stricter rules regarding cell phones or electronic devices when needed.

LEGAL REFERENCE:
Idaho Code Section 33-512

ADOPTED August 16, 2010

REVIEWED ______

REVISED ______
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 METERED-DOSE INHALER

1. Any student for whom a metered-dose inhaler or a dry powder inhaler is prescribed by a physician or other authorized medical professional, for treatment of asthma or other potentially life-threatening respiratory illness, 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 or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; and
   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:

AMENDED:

*Language in text set forth in italics is optional.
If a student requires blood glucose insulin injections testing or during the school day, the following policy applies.

**ELEMENTARY, MIDDLE OR JUNIOR HIGH SCHOOL STUDENTS**

Students will complete blood glucose testing and insulin injections in the health room, under the supervision of a school nurse or designee, unless there is a documented reason not to do so. Students and staff are required to use universal precautions for the disposal of waste.

Parents are responsible for notifying the school administrator of the student's diabetes management plan and signing medical releases as necessary. The school nurse will be responsible for implementing the student's diabetes management plan, monitoring hypoglycemic and hyperglycemic reactions, and documenting the medical care provided.

If the parent or guardian of an elementary, middle, or junior high student requests that the student practice his/her diabetes management outside of the health room, the school administrator and school nurse will review the request and grant or deny it based on relevant considerations, including, but not limited to, the age and maturity of the child, the ability to self-administer, understanding the practice of universal precautions, and adherence to diabetes management plan.

If an elementary, middle, or junior high student is allowed to self-administer, the parent or guardian, student, and the school nurse must complete and sign a plan for independent diabetes management, documenting how the nurse, student, and parent will continue to work together.

**HIGH SCHOOL STUDENTS**

Students may self-administer blood glucose testing and insulin injections. In practicing self-administration, students are required to practice universal precaution for the disposal of waste.

**UNIVERSAL PRECAUTIONS**

Universal precautions for the disposal of waste will be posted in the health room and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported and appropriate medical response accessed.

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LEGAL REFERENCES:
Idaho Code Sections
  33-506(1)
  33-512(4)

ADOPTED: Jan, 2006

REVIEWED:

REVISED:

*Language in text set forth in italics is optional.
Pursuant to authority in Idaho Code Section 33-512(7), the Kamiah Joint School District No. 304 Board of Trustees has the power to exclude from school students with contagious or infectious diseases or who are under quarantine. The board will also close school on order of the State Board of Health or local health authorities.

The board delegates to the superintendent or designee its authority to exclude from school students with contagious or infectious diseases or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities. Any exclusions or closures under this policy will be reported to the board of trustees at the next regular meeting.

Students excluded from school because they have a contagious or infectious diseases or are under quarantine must provide the district with a medical provider’s statement releasing the student to return to school.

CONTAGIOUS OR INFECTIOUS CONDITIONS NOT REQUIRING EXCLUSION

Parents/guardians and students should adhere to the following guidelines regarding contagious or infectious diseases or conditions which may not require exclusion from school:

1. Students who have been absent from school due to an elevated temperature should not attend school until the temperature has been normal for at least twenty-four (24) hours.

2. Students with conjunctivitis (pink eye) and impetigo should not attend school without approval of the school nurse or personal physician.

3. Students with ringworm may attend school if they are being treated.

4. Students with fungal infections (athletes foot), who are being treated, may participate in all classes and activities, including physical education and sports, but will not be allowed to take showers.

LEGAL REFERENCE:
Idaho Code Section 33-512(7)

ADOPTED:
7-19-99

SECTION 500: STUDENTS
Pediculosis (head lice) is a common condition in the school-age child. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items.

In Kamiah Joint School District No 304, the school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit and lice free.

CASE FINDING

1. As determined to be necessary by the superintendent or designee, all students may be examined for head lice at any time. Any new student may be examined upon request for entry to school.

2. If two or more students are found in a classroom, the whole class will be examined. Also notification will be sent to the parent/guardian of each student in the classroom the same day the head lice are discovered.

ADMINISTRATIVE HANDLING

1. When head lice are discovered, the school will contact the parent/guardian to come pick up the infested child. If the parent/guardian cannot come to the school, the infested student will be isolated and sent home with a note at the end of the day.

2. When the child returns to school, he or she must check in at the school office. The student must present a signed statement from the parent/guardian that he or she has been treated and all nits have been removed.

3. The student will re-examined for lice and nits before re-admission.

4. If the student returns without proof of treatment or any remaining nits, he or she may be refused re-admission to school and sent home with a copy of the second letter to parent/guardian.

5. If the student remains infested or untreated, he or she will need to be accompanied by their parent/guardian to return to school.

ADDITIONAL GUIDELINES

1. If head lice are discovered at home, parent/guardians are urged to contact the school so that identification and treatment can be implemented.
2. If people cannot afford treatment or need additional educational materials and supplies, the school nurse can assist families as needed.

3. Complete head lice treatment includes total nit (egg) removal.

LEGAL REFERENCE:
Idaho Code Sections
33-512.7
IDAPA 16.02.10.025.032 c.iv

ADOPTED:
7-19-99
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.

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.

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LEGAL REFERENCE:
Idaho Code Section 33-512(4)
Doe v. Durtzchi, 110 Idaho 466 (1986)
Idaho State Department of Education
HIV/AIDS Policy Guidelines

ADOPTED: July 7, 1999
REVIEWED: Jan, 2007
REVISED: March, 2007
At the time of first admission to any public school within Kamiah Joint School District No. 304, and before attendance, all students must present an immunization certification statement signed by a physician or physician’s representative stating the type, number and dates of immunizations received.

All students are required to have the following immunizations:

1. One (1) dose of Measles, Rubella and Mumps vaccine administered to the student on or after his or her first birthday; and

2. Diphtheria, Tetanus (DT Pediatric) and/or Tetanus, Diphtheria (Td). Any combination of four (4) or more doses of DTP (Diphtheria, Tetanus, Pertussis), DT Pediatric (Diphtheria, Tetanus) and/or Td (Tetanus, Diphtheria) vaccine, unless fewer doses are medically recommended; and

3. Three (3) or more doses of Polio vaccine, unless fewer doses are medically recommended; and

4. For children born after November 22, 1991, three (3) doses of Hepatitis B vaccine, unless fewer doses are medically recommended.

The parent/guardian of a student who is in the process of receiving, or has been scheduled to receive, the required immunizations must provide the school with the information listed below. The information must be provided to the district at the time of first admission and before attendance, and must be on a form provided by the Idaho Department of Health and Welfare or on a substantially similar form:

1. Name and age of the student;

2. School attending and grade in which the student is enrolled;

3. Type, number and dates of immunizations administered;

4. Signature of the legal parent/guardian providing the information; and

5. Signature of a physician or physician’s representative.

If a student is admitted to school and fails to continue the schedule of intended immunizations, that student will be excluded from school until documentation is presented setting forth the administration of the required immunization(s).

A student who supplies documentation to the district of one (1) or more of the following
conditions is not required to undergo the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above;

2. A signed statement of a licensed physician stating that the student has had Measles or Mumps disease diagnosed by the physician upon personal examination;

3. A signed statement of a licensed physician that the student’s life or health would be endangered if any or all of the required immunizations are administered; or

4. A signed statement of the legal parent/guardian on a form provided by the Idaho Department of Health and Welfare setting forth the following information:

   a. Name of the student; and

   b. A statement of objection on religious or other grounds.

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by the district. Any student denied attendance will not be allowed to attend any schools within this district until he or she is in compliance with this policy.

This district will exclude from school students who are diagnosed or suspected of having a contagious or infectious disease and students who have been exposed to contagious or infectious diseases for which they have not been immunized. This district will also close school on order of the state board of health or the local health authorities.

LEGAL REFERENCE:
Idaho Code Sections
  33-512 (7)
  39-4801
  39-4802
IDAPA 16.02.15

ADOPTED:
7-19-99
Neither Kamiah Joint School District No. 304, nor any teacher employed by the district, will have a duty to warn of a student’s suicidal tendencies absent the teacher’s knowledge of direct evidence of such suicidal tendencies.

“Direct evidence” is defined as evidence which directly proves a fact without inference and which in itself, if true, conclusively establishes that fact. Direct evidence includes unequivocal and unambiguous oral or written statements by the student which would not cause a reasonable teacher to speculate regarding the existence of the fact in question. Direct evidence does not include equivocal or ambiguous oral or written statements by a student which would cause a reasonable teacher to speculate regarding the existence of the fact in question.

LEGAL REFERENCE:
Idaho Code Section 33-512B

ADOPTED:
7-19-99
POLICY TITLE: WELLNESS

PHILOSOPHY

The Kamiah School Board believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. The Board also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. The Kamiah School Board has developed this policy, as well as oversees the Health Council Committee whom is responsible for implementation of the policy and all that applies to the policy. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

NUTRITION

Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn. All Food Service staff as well as the Health Council will be responsible for implementation of nutrition in all buildings.

1. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district’s Food Services Department. Menu and product selection shall utilize student, parent, and staff whenever possible.
2. Nutrition services policies and guidelines for reimbursable meals shall follow federal and state regulations require.
3. A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents, and staff.
4. Vending Machine:
   - All snack vending machines and concessions shall adhere to Smart Snack regulations
   - Single serve snacks with at least 50% of the items having, 300 or fewer calories, six grams of fat or less, or less, one or more grams of fiber, and at least 10% of RDA of calcium, iron, vitamin A or vitamin C.
   - All beverage vending machines in school public areas and all faculty/staff areas at school and district shall adhere to Smart Snacks and offer:
     a. water
     b. 100% fruit or vegetable juice in 12oz portions or less
     c. non-carbonated drinks with less than 10 calories per fluid ounce
     d. no more than 1/3rd of the choices will be carbonated drinks
5. Nutrition services shall support classroom activities for all students that include hands-on applications of good nutrition practices to promote health and reduce obesity.
HEALTH EDUCATION AND LIFE SKILLS

Healthy living skills shall be taught by School day teachers as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

1. Each school shall provide for interdisciplinary, sequential skill-based health and nutrition education programs based upon state standards and benchmarks.

2. Students shall have access to valid and useful health information and nutrition and health promotion products and services.

3. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.

4. Students shall be taught communication, goal setting and decision making skills that enhance personal, family, and community health.

PHYSICAL EDUCATION AND ACTIVITY

Physical education shall be taught by a certified specialist. Physical activity shall be provided by a qualified staff member. Physical education and physical activity shall be an essential element of each school’s instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

Physical Education Program

The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

1. Participation in such physical activity shall be required for all students in kindergarten through grade six for a minimum of thirty minutes one day a week, or the equivalent.

2. Such instruction shall be provided for grades 7-8 through formal physical education courses, integration into other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.

3. High schools shall require one (1) credit of physical education for graduation.

Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.
HEALTHY AND SAFE ENVIRONMENT

A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community. Administration, School Staff, Community members and Health Council will be implementing a healthy and safe environment.

1. School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe, and in good repair.

2. Each school and district site shall maintain an environment that is free of tobacco, alcohol and other drugs.

3. Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

4. Each work site, school and classroom shall work to create an environment where students, parents/guardians, and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

SOCIAL AND EMOTIONAL WELL-BEING

Programs and services that support and value the social and emotional wellbeing of students, families and staff build a healthy school environment.

1. Each school shall provide a supportive environment that includes guidance, counseling, and social work services that encourages students, families, and staff to request assistance when needed and links them to school or community resources.

2. Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.

3. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.

4. Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors which may interfere with health development.

HEALTH SERVICES

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

SECTION 500: STUDENTS
1. Primary coordination of health services shall be through a trained school health care practitioner with the support and direction of the Kamiah School District and the North Central District Health Department.

2. Kamiah School District shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.

3. A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.

FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIP

Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community. Health Council will oversee the implementation of partnerships. The Health Council will include community members, parents, school administration, Physical education Instructors, school health professionals, students, food service staff, public health officials and school board members.

1. Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes.

2. The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.

3. Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.

4. Schools and the district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

STAFF WELLNESS

The district and each work site shall provide information about wellness resources and services.

1. Each school and district site shall be in compliance with drug, alcohol and tobacco free policies.

2. Each school and district site shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.

LEGAL REFERENCE:
Adopted 06/20/2016
Revised 05/25/2016

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3. A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents, and staff.

4. Vending Machines.

   • All snack vending machines and concessions shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories, six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, vitamin A or vitamin C.

   • All beverage vending machines in school public areas and all faculty/staff areas at school and district sites shall include:
     a. water
     b. 100% fruit juice
     c. non-carbonated drinks with less than 150 calories per container
     d. no more than 1/3rd of the choices will be carbonated drinks

5. Nutrition services shall support classroom activities for all elementary students that include hands-on applications of good nutrition practices to promote health and reduce obesity.
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LEGAL REFERENCE:

Adopted 3/20/06
Reviewed
Revised

SECTION 500: STUDENTS
POLICY TITLE: Extracurricular Student Activities

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 required to have parental permission to participate in any extracurricular activities sponsored by the district. Prior to joining any extracurricular club or organization, or participating on any athletic team, the student participant must submit to the advisor/coach a permission form signed by the parent/guardian, authorizing the student's participation in the club or athletic team.

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 requires that all student participants, regardless of the activity, pay a nominal fee. The Student Activity Fee Schedule upon recommendation by the Superintendent shall be approved by the Board.

<table>
<thead>
<tr>
<th>High School</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>$35.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>$35.00</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>$35.00</td>
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<tr>
<td>Boys Basketball</td>
<td>$35.00</td>
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<tr>
<td>Wrestling</td>
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<tr>
<td>Baseball</td>
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<td>Softball</td>
<td>$35.00</td>
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<tr>
<td>Track</td>
<td>$35.00</td>
</tr>
<tr>
<td>Dance</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

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.

The purchase of a student activity card is required for participation in extracurricular activities.

* * * * *
In planning a fee schedule a school must take care not to discriminate, i.e.: The district may not charge a higher fee for participation in boys' athletic activities than it does for girls' athletic activities.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED: March 19, 2007

REVIEWED: 

REVISED: 
Interscholastic activities and competition are recognized as a valid part of the total school program at Kamiah Joint School District No. 304. Expenditure of school district funds, in accordance with the district’s expenditure and budgetary regulations, is authorized for support of these activities. The district will maintain membership in the Idaho High School Activities Association for the appropriate grade levels.

All interscholastic activities and competitions in which the students of this district participate, must comply with the rules of the Idaho High School Activities Association.

The following guidelines will be followed in interscholastic activities and competitions:

1. The director, coach, or other adults involved in the district’s interscholastic activities program must be qualified to direct such activity.

2. All interscholastic activities and competition should be scheduled as far in advance as possible and, except in extraordinary circumstances, not interfere with the regular school day.

3. All students involved in interscholastic activities and competitions, whether as a participant or a spectator, are required to demonstrate good sportsmanship, respect and cooperation with officials.

4. All activities and competitions will conform to:
   a. The Idaho High School Activities Association’s rules and regulations;
   b. This district’s Activities Association’s rules and regulations;
   c. Local city ordinances and the laws of the state of Idaho; and
   d. This district’s policies.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED:
7-19-99
ELIGIBILITY

The Idaho High School Activities Association has established eligibility criteria for non-traditional high school aged people to participate in activities which they sponsor. Non-traditional high school aged people may take a nationally normed achievement test and score in the average/proficient range or higher for the appropriate grade level. Non-traditional high school aged people can also establish academic eligibility by demonstrating composite grade-level proficiency on any state board of education recognized test, portfolio, or other mechanism as provided for in the state board of education rules. Portfolios are to include many examples of work for multiple subjects that must include math, science, language arts and reading. The building administrator will establish a review committee to assist in evaluating the portfolio. Approval or rejection of the portfolio will be determined in the committee under the direction of the building administrator.

NOTE: Athlete/Student and Parent/Guardian: retain this policy.

SEE ATTACHMENT:

DRUG TESTING OF ACTIVITY STUDENT CONSENT FORM

Philosophy

The administration, staff, many students and parents believe a mandatory drug testing program for all students in grades seven through twelve who participate in student athletic activities is important for the following reasons:

1. Health and safety of the individual and others – anyone participating in extra-curricular activities under the influence of an illegal drug is a potential danger to everyone.
2. Prevention – students will potentially be able to say no to drugs because they will have a legitimate reason: "I want to participate."
3. Intervention – individuals desiring to participate in activities will be encouraged to seek help if there is a drug problem.
4. Real Life: The current work force relies heavily on drug testing and trends indicate that this will continue and expand into most work places as an insurance requirement. We believe that it is important that our students understand the realities of future employment practices and can accurately assess their personal ability to deal with this standard.

It is the hope of Kamiah School District that this policy will benefit all students who participate in athletic activities. This philosophy is an effort to address what we perceive to be a real problem in our society and in the schools. We believe this program will help create a drug free environment in Kamiah School District.

Definitions

Athletic Season: Athletic seasons begin on the first day of practice allowed by the coach/advisor of that program and end on the last day of that program including travel from an activity to the school.

Student Athlete: Any student participating in an athletic activity program governed by the Idaho High School Activities Association.

Appropriate School Personnel: A coach, advisor or leader of student athletic activities. Notification to these individuals will be made for health and safety considerations if a student in their program or activity has a positive urine sample.

Drug: Controlled substances as defined by Idaho State Code, Section 37-2701, the Idaho High School Athletic Association, and the National Federation of School Associations rules defining banned substances, except those possessed and/or used pursuant to a valid prescription. Tested substances include, but are not limited to: Alcohol, tobacco, marijuana, cocaine, amphetamines (meth, crack, crank, etc) and morphine.

Reasonable Suspicion: An act of judgment which leads to a reasonable and prudent belief that a student is in violation of use or being under the influence of drugs.

Policy Statement

Kamiah School District conducts a mandatory drug-testing program for students who participate in athletic activities, grades seven through twelve. Its purpose is threefold: (1) to provide for the
health and safety of all students who participate in athletic activities; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or misuse of prescriptive drugs; and (3) to encourage students who use drugs to participate in receiving an assessment from a State certificated substance abuse counselor, of which all costs will be the responsibility of the parent or legal guardian. All students participating in athletic activities who test positive will have the custodial parent or legal guardian notified so he/she can obtain an assessment from a state certificated substance abuse counselor and follow the recommended program completely. All costs associated with the assessment and the recommended programs are the responsibility of the parent or legal guardian. This policy is in effect from the first day of fall practice and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAAN to the end of the athletic season. Seasons and activity programs may overlap.

Procedures

Consent: Each student wishing to participate in any athletic program and the student’s custodial parent or guardian shall indicate consent by completing and signing, under the seal of a Notary Public, the attached form (Exhibit A). This shall then be valid for the remainder of the student’s enrollment in the Kamiah School District. No student participating in athletic activities shall be allowed to participate in any athletic program without such consent.

Student Selection

At the option of Kamiah School District, all students in athletic activities, Groups A & D, (Appendix A) will be drug tested at the beginning of their first activity season each year. In addition, random testing will be conducted during each activity season. Selection for random testing will be by lottery drawing from a "pool" of all students participating in athletic activities in Kamiah School District at the time of the drawing. At the time of the drawing, two alternative numbers will be drawn in the event a student’s name is pulled twice in a row. The superintendent or his/her designee will conduct lottery drawings. The building principal or his/her designee shall take all reasonable steps to assure the integrity and random nature of the selection process including, but not necessarily limited to: assuring that the names of all athletic activity participating students are in the pool; assuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular students for the testing; assuring that the identity of students drawn for testing is not known to those involved in the selection process; and assuring direct observation of the selection
process. Urine and/or saliva will be used for drug testing. A student may be selected for testing by the building administrator, if he/she feels a student may be under the influence of drugs. This selection process will be based only on reasonable suspicion.

Sample Collection

Samples will be collected from the student athlete at the time and day specified by the principal or his/her designee by a certified professional collector. There will be a male collector for male student athletes and a female collector for the female student athletes. In the case of a student athlete’s inability to provide a sample quickly, the student athlete will remain at that location until a sample can be given. In the event a student cannot provide an adequate sample within 1 (one) hour, it will be considered a First Positive Result. Discretion may be used on the part of the principal or his/her designee if unusual circumstances occur making it difficult to provide a sample. All student athletes providing urine samples will be given the option of doing so in any individual stall with the door closed. Student athletes should rinse off their hands with water prior to giving a urine sample. It is recommended to use the appropriate locker room as a test gathering site.

Prescription Medication

Student athletes who are taking prescription medication need to inform the collector of any prescription medications they are on at that time. If a person is taking prescription medicine and has been selected to test, they need to provide a note from their doctor within 24 to 36 hours of being selected or a parent or guardian may supply the prescription bottle. Student athletes who refuse to provide such verification and test positive will be subject to the actions specified below for the appropriate "positive test."

Scope of Tests

In the case of a Second Positive, a medical facility will be instructed to test for drugs in the urine sample provided by the student athletes and for anything used to alter or falsify a urine sample.

Limited Access to Results

In the case of a Second Positive, a medical facility will be authorized to report results only to the building principal or superintendent. Positive test results will be shared with the parent/guardian and appropriate school personnel.
Procedures in the Event of a Positive Result

Whenever a student athlete’s test result indicates the presence of illegal drugs ("positive test"), the following will occur:

1. The results will be verified by the building administrator and/or the Athletic Director before the student would be ineligible to participate in the competition held that day.

2. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the student, the custodial parent or legal guardian, and the student’s building principal.

3. A second test will be taken to the medical facility for validation of results as soon as possible with the chain of custody form.

4. If the student participant’s test is confirmed positive his or her number will be removed from the pool until he or she has completed Policy requirements at which time the number will be returned to the pool.

First Positive Result

The student athlete will be removed from competition/performance for 10% of total competition dates. Student athletes are to attend all practices during the penalty and are to attend all regular season competitions/performances, but must not participate in them. Traveling with the team for competition will be left to the discretion of the head coach. The level and intensity of practices rests with the coach of each athletic activity. The student athlete may also quit the activity in which he/she is participating, realizing that the penalties will be applied to the next activity in which he/she participates. A student athlete quitting after a first positive urine sample, and confirmation of the results, may try out for another athletic activity but the same restrictions will apply only upon agreeing to submit to six consecutive weeks of mandatory drug testing to begin 2 weeks after the First Positive. Any positive urine test after the six weeks will constitute a second positive drug test and the student athlete must abide by the appropriate consequences.

Student athletes testing positive for cocaine, amphetamines and morphine are expected to have negative tests within one week from the initial positive test. According to Comprehensive Toxicology Services, in Tacoma, Washington, continued positive tests are a result of continued or new use of the previously mentioned three substances. A positive test after one week for cocaine, amphetamines and/or morphine will be considered a second positive result. THC, an active chemical
in marijuana, will take longer for the body to flush. A student athlete should test negative for THC within three weeks if use is discontinued. Long term heavy marijuana users may take six weeks to clear their systems of THC. At the end of a six-week testing period for THC, if the student is still testing positive, it will be considered the second positive result.

Second Positive Result

While enrolled at a Kamiah School District, the student athlete will be suspended from participation in activities for the next forty-five calendar days during a school year. The building administrator will begin the forty-five day count as soon as he/she is notified that the urine sample is positive. School holidays and breaks (excluding summer vacation) will be included as part of the forty-five days. Consequences for positive results may overlap from one school year to the next. In the event a second positive test occurs at the end of a school year, the student will be required to take a drug test before participating in athletics the following year. ALL COSTS ASSOCIATED WITH THE DRUG ASSESSMENT AND ANY FOLLOW-UP PROGRAM ARE THE RESPONSIBILITY OF THE PARENT/GUARDIAN

Third Positive Result

While enrolled at a Kamiah School District; the student athlete will be suspended from participation in athletics for the remainder of his/her school career. It is encouraged at this time that the student and his/her parent or guardian seek a state certified substance abuse counselor for assessment.

ALL COSTS ASSOCIATED WITH THE DRUG ASSESSMENT AND ANY FOLLOW-UP PROGRAM ARE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Nature of Policy

The results of drug tests pursuant to this policy will not be documented in any student athlete's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.
Kamiah School District shall not solicit any such process as a result of mandatory drug testing. In the event of service of any such subpoena or legal process, the student and/or the student’s custodial parent or legal guardian will be notified before response is made by Kamiah School District. A record of a positive result(s) will be kept through the student athlete’s senior year. A record of student’s positive result(s) shall be kept confidential in a file.

Voluntary Testing Program

Kamiah School District is truly concerned and committed to helping students who are encountering substance abuse problems. We realize that a student with a drug dependency or use problem is not able to work to his/her potential and stands a greater chance of coming into contact with law enforcement due to increased criminal activity. We also recognize that drug testing in the workplace is becoming very common and students must learn this reality prior to departing high school and entering the work force. To assist in the ultimate goal of drug free schools and drug free students, we will provide drug testing to any student whose custodial parent or legal guardian requests the testing be done. The nature of the testing is a urine or saliva sample specific to the request of the parent and according to the suspected by the parent. The testing is provided at no cost to parents and any consequences of a positive result rest with the custodial parent or guardian and student. In the event of a positive test, any further lab tests will be at the expense of the parent or guardian.

No legal or criminal action will be taken, and no disciplinary action from Kamiah School District will result from the testing. There will not be a record kept. This service is offered solely for the information of the custodial parent or legal guardian, and it is ultimately his/her decision what to do with the information.

Guidelines and Procedures for Testing

At the beginning of a student athlete’s first athletic activity each school year in a Kamiah School District, each student who wishes to participate in said athletics will submit a signed (notarized) consent form from his/her parent(s) or legal guardian allowing testing to be done. This only needs to be done once during a student athlete’s enrollment in a Kamiah School District school. From the date of the first test until the date of the final completion of said activity, 10% from total athletic participants in a season will be selected for random testing. Random drawings will select those to be tested.

To assure the anonymity of the student athlete tested from the person randomly selecting, only
numbers will be used. The building administrator or his/her designee will conduct lottery number drawings for random drug testing. Only the building principal or his/her designee will know these numbers and corresponding names. The building principal or his/her designee will keep number lists in a secure place where access is limited only to them. All lists will be destroyed at the end of each school year.

After numbers are drawn for a particular week, the student athletes tested will have their number returned to the pool of numbers; this will assure randomness of draw. It is possible that a student athlete could be randomly drawn several times during the season, or likewise, not drawn at all.

Falsification of a Urine Sample

A pure urine sample is required from the student athlete upon request. Failure to appear at a scheduled drug test will automatically be considered a first positive. Any attempt to falsify, dilute or otherwise contaminate a urine sample will result in removal from all athletics sponsored by Kamiah School District as specified by the second positive result penalty. If a student athlete has intentionally compromised a urine sample and has already had a second positive test, the appropriate discipline would fall under the third positive test penalty.

Other

In addition to the penalties specified, it shall be within the discretion of the principal, athletic director, and coaches to determine whether or not a participant will be eligible for continued participation, awards or honors after a conduct that tends to bring discredit to the activity or sport, and to the student’s school, or is a violation of a stated school/coach policy or procedure that has been approved by the superintendent, principal and athletic director. The athlete/student may also quit the athletic activity in which he/she is participating realizing that any penalties may be applied to the next sport in which he/she chooses to participate.

This policy is in effect from the first day of the fall athletic practices and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA to the end of the athletic event. Seasons and sports may overlap. Participation in these activities is not a right but is a PRIVILEGE. Particular specific Athletic activities are defined in Appendix A, Groups A & D
Appendix A

Group A High School

IHSAA athletics (includes)
Wrestling
Football
Volleyball
Cross Country
Girls Basketball
Boys Basketball
Golf
Track
Softball
Tennis
Baseball
Soccer
Cheerleading

Group B High School

IHSAA non-athletic activities (includes)
Drama
 Debate
Speech
Solo Music

Group C

Non-IHSAA activities
Drill Team
Knowledge Bowl

Group D Middle School

Athletics (includes)
Boys Basketball
Girls Basketball
Volleyball
Football
Wrestling
Boys Track & Field

Approved: 08/15/2016
Kamiah Joint School District No. 304 recognizes that student participation in extracurricular activities is a privilege, and the student is not entitled to participate. The district adopts all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (IHSAA). Students wishing to participate in extracurricular activities must meet the IHSAA eligibility requirements.

Eligibility will be assessed at the beginning of each semester and students who do not meet the IHSAA academic standards will not be allowed to participate in the extracurricular activity.

Additionally, the activity director or coach will establish, in writing, a reasonable practice schedule, which will be provided to the students at or before the first practice session. Students are required to attend practice sessions, unless specifically excused by the director or coach; comply with all training policies which are designed to allow the maximum benefit from participation in the extracurricular activities.

Student participants will not have in their possession or use tobacco, alcohol, illegal drugs and/or paraphernalia. Any student involved with any of these substances or items may be suspended or expelled from all participation in contests for a period of time to be determined by the appropriate coach/advisor and school superintendent. During any suspension period, the student will be required to adhere to training rules and practice sessions. The student will be required to attend home events. A student suspended from athletics may not dress down with the team or travel with the team to away contests during the period of suspension.

If sufficient evidence is received concerning a second violation, the student participant may be expelled from participation in extracurricular activities for the remainder of that school year.

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**LEGAL REFERENCE:**
Idaho Code Section 33-512(12)

**ADOPTED:**
7-19-99
Kamiah Joint School District No. 304 will not allow student athletes to participate in any interscholastic athletic program without insurance coverage and the written permission of the parent/guardian. Before engaging in practice sessions or athletic events, the following must occur:

1. Each student must participate in the blanket insurance program adopted by this school district or provide evidence of adequate insurance coverage and sign a waiver; and

2. The parent/guardian must give permission for the student athlete to participate in the athletic program.

The building principal will inform the parents of the limits of protection provided by the school policy in the event of an athletic injury.

This district does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletes participate at their own risk.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED:
7-19-99
Transportation to all school-sponsored activities scheduled outside Kamiah Joint School District No. 304 will be provided by the district. All student participants are required to ride the bus to and from these scheduled events. Students on such trips are required to comply with the rules and regulations governing daily school transportation.

In the event a student must travel to an activity from a location other than Kamiah High School, due to child visitation requirements, the student’s parent/guardian must make prior arrangements with the school administrator. In the event the building administrator is not available the coach may approve the request.

If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent/guardian directly with the coach/advisor. The parent/guardian may transport only their child(ren).

Under no circumstances will student participants be allowed to transport themselves.

LEGAL REFERENCE:
Idaho Code Section 33-512(12)

ADOPTED:
7-19-99

REVIEWED: 4-16-01
REVISED: 5-21-01
The Kamiah Joint School District No. 304 Board of Trustees recognizes that students benefit from educational experiences outside the classroom. Field trips designed to provide such an experience for the student may be approved on a case-by-case basis. Factors such as the age of the students, quality and uniqueness of the experience, and availability of chaperones and transportation, among others, will be considered in determining whether or not a field trip will be approved.

1. Requests for approval of field trips must be submitted to the principal at least seven (7) days in advance of the field trip. The proposal must be in writing, identifying the purpose of the field trip and its educational value to the students. The principal may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval. A field trip outside the district’s boundaries must be approved by the superintendent.

2. All students must return permission slips for the field trip, signed by a parent/guardian before they will be allowed to participate in the field trip. The teacher will retain the permission slips until the end of the school year. Alternate lesson plans must be available for those students not participating in the field trip.

3. Private automobiles will not be used for any field trip.

**Student Responsibilities**

Field trips are an extension of the classroom and students must follow all district policies pertaining to student conduct. Students who violate any school policy during a field trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

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**LEGAL REFERENCE:**
Idaho Code Section 33-512(2)

**ADOPTED:**
7-19-99
The Kamiah Joint School District No. 304 Board of Trustees recognizes the educational and developmental value of allowing students to participate in extended student trips. Extended trips are field trips, tours, excursions, contests and athletic events which involve overnight or out-of-state travel. Extended student trips must be consistent with and reflect the district curriculum guidelines, and provide a valuable educational learning experience. Extended trips should be scheduled after regular school hours, on weekends, or during vacations, whenever possible.

Upon recommendation of the superintendent, the board shall render final approval of a proposal for an extended trip. The written proposal/request for approval must be submitted to the superintendent at least 90 days prior to the date of the trip and have the principal’s support. In limited instances, such as athletic tournaments, the lead time for requests may be waived.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the administration.

Written permission and waiver must be obtained from the parent/guardian of every student who intends to participate in the extended trip.

PROPOSALS FOR EXTENDED TRIPS

1. The proposal for an extended trip must have strong support from the building principal, teachers, parents/guardians, and students. [District approved extended trips will be covered by the district’s liability insurance.]

2. The proposal must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperons, teachers, and students.

3. The total number of school days missed must be included in the written proposal. Advanced makeup of school work will be required when the trip exceeds one (1) school day.

4. Proposals for extended trips must include financial information, including the cost to the class, club, department or organization, and the projected cost to the individual student. Fundraising drives to defray costs must be pre-approved by the principal. Alternative funding for students financially unable to participate in the extended trip must be identified.

5. The specific proposal will include the names and numbers of students, names of chaperons, the itineraries, and a breakdown of the estimated cost. The administration will have the authority to deny permission to participate in an extended trip to specific students for disciplinary reasons.
6. If participation in an extended trip is required for a particular class, or in any way affects the student’s grade, the instructor must provide an alternative assignment for any student unable to participate.

7. Following an extended trip, the instructor may be asked to prepare and present a summary and evaluation of the trip to the board.

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.

1. Proposals will include student recognition and affirmative support of all district policy and rules contained in the school handbook.

2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

CHAPERONS

The proposal must include the names and number of chaperons, including both male and female chaperons, if the proposal is for a mixed group of students. The superintendent may waive having chaperons of both sexes depending on the circumstances.

District employees serving as chaperons and developing the proposal for the extended trip must perform the following duties:

1. Hold a pre-trip meeting with students, parents/guardians, and chaperon, when requested by the superintendent.

2. Provide detailed written information about the activities of the trip to the students, parents/guardians, chaperons, and administration.

3. Discuss district policy regarding student conduct, including student responsibilities, while on a school-sponsored activity, with the students, parents/guardians, and chaperons.

4. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.

5. Make periodic checks to insure strict compliance with all school rules.
6. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.

The chaperons are required to exhibit leadership and strong moral values while on the extended trip. This includes refraining from the use of tobacco, alcoholic beverages, and drugs, as well as conducting oneself in the manner which would be appropriate for a teacher or volunteer at the district schools.

At the discretion of the superintendent, non-employee chaperones may be required to undergo a criminal history check.

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LEGAL REFERENCE:
Idaho Code Section 33-512(2)

ADOPTED:
7-19-99
Kamiah Joint School District No. 304 will periodically schedule dances for the middle and senior high schools. The dances will be sponsored by one or more school organizations. Dances will be held on the school premises unless the superintendent grants permission to hold the dance at an alternate location. School dances will be supervised by two (2) school district employees and four (4) adult volunteers.

Regardless of which school organization sponsors the dance, school dances are not public events and the district has the right to grant or deny admission to non-students and students suspended or expelled at the time of the dance. Students who are reasonably suspected to be under the influence of alcohol, tobacco or controlled substances will not be admitted to the dance and law enforcement may be called. The district also has the right to deny re-admission to the dance for a student who has left the building.

SCHOOL PARTIES

Classroom parties may be scheduled by the certificated employee, with the approval of the principal. Parties will not be permitted in middle and senior high classes unless they are curriculum oriented and the principal approves the party one (1) week in advance.

For health reasons, caution should be utilized when homemade foods are served at class parties.

In no event will students be required to contribute money for a class party.

LEGAL REFERENCE:
Idaho Code Section 33-506

ADOPTED:
7-19-99
POLICY TITLE: Expenses for Extra-Curricular Activities  
Policy No. 578

Kamiah Joint School District #304 recognizes that student participation in extracurricular activities is important for a well-rounded education.

In an effort to support extracurricular activities the School district shall pay for the following:

1. Salaries of coaches or advisors.
2. Grounds and buildings associated with any activities held on Kamiah’s campus.
3. Bus transportation.
5. Dues for the Idaho Activities Association.
6. Donation of $3,000.00 per year to the Youth Endowment for Activities, Inc. until such time that the Kamiah district is a vested member.

The student body account of each school shall pay the following expenditures for extracurricular activities:

1. Referees for athletic contests.
2. Required uniforms for activities such as athletics, band, etc.
3. Other equipment or supplies as approved by the building administrator.
4. Lodging for all competitions for students, coaches, bus drivers, and chaperones when distance is such that lodging is required.
5. Meals for all students, coaches, bus drivers, and chaperones when required.

**Need Clause:

If it is determined, by the building principal, that the student body funds cannot support a specific expense of extracurricular activities a petition shall be put before the school board for financial assistance. The school board will make the final decision concerning payment of the expense.

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ADOPTED: 1-18-2000
REVIEWED: 3-20-06
REvised:
SECTION 500: STUDENTS
Recommended Practices for Use of Social Media Sites, Including Personal Sites

Think Before Posting

Privacy does not exist in the world of social media, therefore the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster, the District, or its patrons. Search engines can turn up posts years after they are created and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media or a colleague, consider the propriety of posting it online.

Employees must be respectful and professional in all communications at all times. Employees may not use obscene, offensive, profane, or Vulgar language, or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity, sexual behavior, sexual harassment, bullying, or the inappropriate use of alcohol or illegal drugs.

Employees may not act as a spokesperson for the district or make comments as a representative of the district, except as authorized by the board, Superintendent or designee. When authorized as a spokesperson for the district, employees must disclose their employment relationship with the district.

If information is posted on a social media network that evidences that the employee has engaged in conduct in violation of applicable federal and state law or district policies, the district may take disciplinary action, up to and including termination.

Be Respectful

Posts should be considered carefully in light of how they would reflect on the poster, colleagues, the District, and its students, patrons, and employees.

Remember Your Audience

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before publishing to ensure the post will not unecessarily alienate, harm, or provoke any of these groups.

Contact with Students

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all electronic communications with students
should be through the official District e-mail or your work phone. Do not list current students as friends on social media sites, do not give students your personal e-mail address or phone number, and do not text individual students.

**Keep Personal and Professional Use Separate**

Staff members who decide to engage in personal social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Such uses will be considered a violation of District policy and may result in disciplinary action. The District reserves the right to monitor communications transmitted and received through the District network. This may include social media messages and updates sent to a District e-mail account.

**District Social Media Sites**

**Notify the District:** Employees that have or would like to start a school social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent reserves the right to shut down or discontinue the site if he or she believes it is in the best overall interest of the school district.

**Have a Plan:** Districts should consider their messages, audiences, and goals, as well as their strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

**Protect the District Voice:** Posts on District affiliated social media sites should protect the District’s voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

**Procedure History:**
Revised on: 08-21-2017
Approved on: 08-21-2017