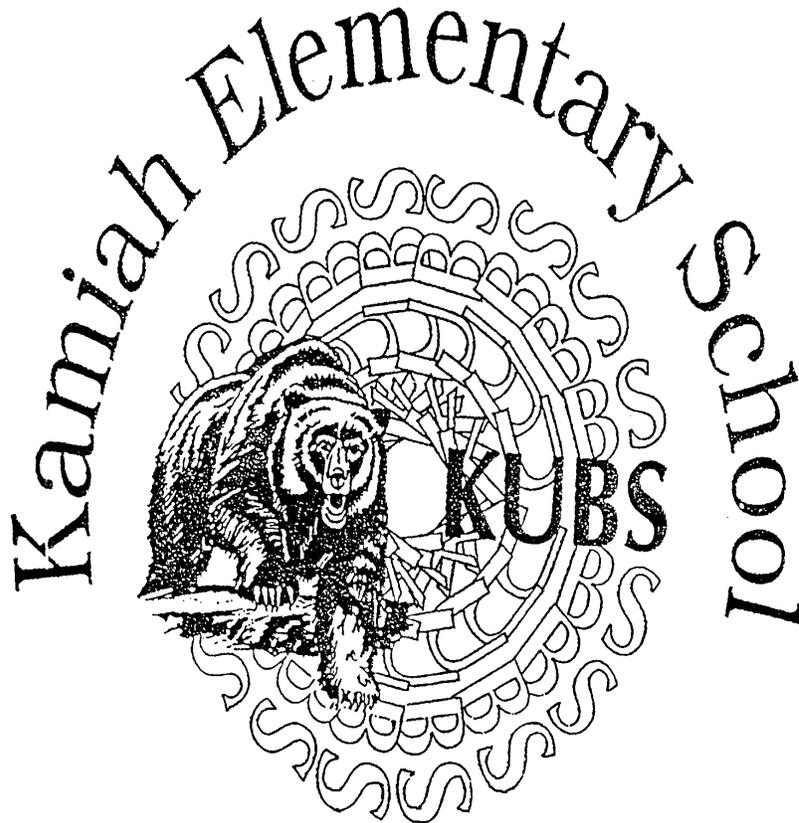


KAMIAH ELEMENTARY SCHOOL

Parent-Student Handbook

2020-2021



Enter: Ready to Learn
Exit: Prepared for the Future

Dear Parents/Guardians,

The staff of Kamiah Elementary School welcomes you! We believe that education is a cooperative effort which includes the school, parents, students, businesses, special interest groups, and the community. Each area is very important in providing an academic and socially based education.

We will strive to keep all lines of communication open in our effort to help children develop their greatest potential. This handbook should be read carefully. Students, faculty, and parents are responsible for following the guidelines stated. This is by no means a complete list of procedures for the school. It is our hope that this handbook will provide helpful information and that you will save it for future reference. If you have any questions, please call or schedule a time for a visit or conference.

Sincerely,

Kamiah Elementary Staff

KAMIAH ELEMENTARY SCHOOL PHILOSOPHY AND GOALS

The elementary faculty and administration of the Kamiah School District believes that each child is endowed with individual capacities and characteristics, and that we, to the best of our ability, should provide each child with an education that best fits the individual. We know that needs of children are similar, but not identical, and will try to differentiate our teaching to fill individual needs.

We will strive to provide for the intellectual, emotional, and physical well-being of each child and in doing so, focus on social skills, citizenship, positive attitude, and academic achievement.

We believe a spirit of free inquiry is essential in a democracy and will strive to teach critical thinking and problem solving skills in an effort to help students achieve higher level skills.

It is our belief that a strong foundation in reading, math, and language is necessary for the ultimate success of each child. In addition, we will create interest in science, social studies, and the arts; with an emphasis on developing communication.

Our students need to exist within an atmosphere that is conducive to the development and maintenance of a positive self-image. Our goal is to instill, in each student, the desire and ability to make responsible choices, to practice the art of self-discipline, and to be accountable for their actions.

We believe it is a shared responsibility between parents and educators to guide, nurture, and be responsive to the needs of each child. The ultimate goal is for each child to realize his/her potential, and in the development thereof, become a productive member of our society.

(Reviewed: 2019)

KAMIAH ELEMENTARY SCHOOL VISION STATEMENT

Kamiah Elementary School provides a Safe environment where students are respectful and respected as individuals. Students are supported by staff, parents, and community. They encourage students to make responsible choices, explore, grow, challenge, and use resourcefulness as they reach for success and academic excellence.

(Reviewed: 2019)

Administrative Staff

Dr. Ben Merrill.....Superintendent/ Federal Program Director

Bill McFall.....Principal

Terri Musgrave..... Secretary

School Dist. #304 Board of Directors

Rikki Simler.....Chairman, Zone #1

Brandon DeGrootTrustee, Zone #2

Damon Keen.....Trustee, Zone #3

Don Skinner.....Trustee, Zone #4

Jesse Hunt.....Trustee, Zone #5

School Phone Numbers

Elementary Office 935-4012

School Lunchroom 935-4010

District Office 935-2991

KAMIAH ELEMENTARY TEACHERS

Teacher	Grade	Room
Michelle Sonnen	Pre School/Sp. Education	14
Cheryl Morris	Sp. Education	13
Elizabeth Bryant	KG	10
Teresa Gorges	KG	17
Amy Sams	1	5
Trena Schlieper	1	4
Carrie Bain	2	3
Eva Squires	2	16
Ashley Winterringer	3	12
Jody Brown	3	15
Shannon Engledow	Lead Teacher / Title 1 Teacher	11
Cally Stone/Nicole Roberts	Speech	2A
Melinda Wimer	Librarian	
Darra Snyder	Nurse	8 & H.S.

Paraprofessionals

Teresa Oatman JOM 6

Rhonda Kay Jody Pethel

Becky Brazell Nicole Weeks

Mandy Lusk

Lunchroom Personnel

JoAnne Trudeau	Supervisor
Wilda Woehler	Cook
Judy Pessetto	Cook
Betsy Walker	Cook
Joy Miller	Cook

Maintenance

David Hunt	Custodian
Cheri Heberling	Custodian
Tami Foy	Custodian
Mark Brown	Custodian

Bus Supervisor

Patrick Foy

PARENT INFORMATION

ABSENCES (REPORTING)

Good attendance patterns are developed early in life. We encourage you to help your child form good attendance habits.

For the safety of your children, please notify the school, between 8:00 AM and 9:00 AM; on the day your child is absent.

When your child returns from an absence, a note or telephone call is required. All students are required to check into the office for an admit slip. Students will not be admitted to class without an admit slip.

If your child is absent, or going to be absent, for several days, parents should contact the student's teacher for make-up work. This can be arranged by a phone call to the office. Forms are available in the office for prearranged absences.

ARRIVAL TIME FOR STUDENTS

Breakfast is served from 7:40 AM to 8:00 AM. Students wanting to eat breakfast should arrive no earlier than 7:40 AM and report directly to classrooms.

Students not wishing to eat the school breakfast **should not** arrive **before** **7:40 AM**. School **starts** at **8:00 AM**. Dismissal time is **3:36 PM**.

FIELD TRIPS-SPECIAL ACTIVITIES

Parent/Guardian need to sign a written permission slip for educational field trips. As the field trip nears, permission slips will be sent home with your child stating when and where the class is going and if money is needed.

ILLNESS OR INJURIES AT SCHOOL

Simple first aid will be administered by school personnel. If we feel the injury might be of a serious nature, parents will be notified immediately. If parents cannot be located, we will attempt to call the emergency number on the enrollment sheet. Please notify the school at once if your emergency number changes. If necessary, procedures outlined on the "Emergency Care Permit" will be followed.

District Health Policy

Proof of Immunization Required

Every student attending school must have an immunization record on file. Under the provisions of this law, Idaho Code Section 39-4801, parents are required to provide school authorities with immunization information for any child enrolled in preschool and K-12th grades in any Idaho public, private, or parochial school. If School authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received and the child is in compliance with the following requirements:

- 1: Five (5) or more doses of DPT, DT, DTaP, or TD (diphtheria, Tetance, and pertussis) unless fewer doses are medically recommended.
- 2: Three (4) or more doses of polio (OPV or IPV) vaccine unless fewer doses are medically recommended.
- 3: Two (2) dose of measles, mumps and rubella (MMR) vaccine given on or after the child's first birthday.
4. Three (3) Hepatitis B
5. Two (2) Varicella
6. Two (2) Hepatitis A

In 1997, all five (5) year old children born after November 22, 1991, who are entering kindergarten, will be required to have three (3) Hepatitis B vaccinations.

Exemptions: Under the provision of Idaho Code 39-4802, a child will not be required to undergo the required immunizations if one or more of the following conditions exist and the supporting documentation in their possession of school authorities:

1. A parent or guardian has submitted to school officials a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child.
2. A parent or guardian has submitted a signed statement to school officials stating their objections on religious or other grounds shall be exempt from the Idaho Code, 39-4801.

The required immunizations are available at the Health Department. The Health Department phone number is 935-2124.

Contagious Diseases

Kamiah Joint School District No. 304 will treat all communicable diseases in accordance with Section 33-512 I C., which excludes from school, pupils with contagious or infectious diseases.

Diseases which are contagious and warrant immediate treatment, and could result in suspension until possibility of transmitting is past, could include:

Chicken pox	conjunctivitis (pink eye)	scabies
Impetigo	pediculosis (head lice)	hepatitis

THE KAMIAH SCHOOLS HAVE ADOPTED THE FOLLOWING HEAD LICE POLICY:

The school will conduct two to three Kindergarten through 6th grade screenings each year under the supervision of the school nurse. Any child suspected of having head lice will be sent home immediately. The child may not return until treated with a proper shampoo. The family may take the child to their physician or the Central Health District, or purchase a pediculicide shampoo at a pharmacy. The child, family members, and other close contacts should be checked for head lice and treated if lice or nits are found. After treatment, the eggs (nits) should be removed either with a fine tooth comb or by manually pulling them from the hair shaft. The school can provide other information regarding treatment and treating the home environment.

When returning to school, the student must report to the school's secretary.

Children experiencing repeated problems with head lice may be excluded from school until they are nit free.

Medication Policy

If your child must have medication of any type given during the school hours, including over-the-counter (OTC) drugs, you have the following choices:

- (1) You may come to school & give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of the medication form from the school nurse or the school secretary.

Complete the form by listing the medication(s) needed, dosage, route (oral, eardrops, etc.), and the time the medication is to be administered. The School secretary cannot administer any medication without the medication form being filled out and signed. Prescription medications must be brought to the school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over the counter medications

must be received in the original container and will be administered according to the written instructions. You may discuss with your Physician an alternative schedule for administering medication. For the school to administer any medication the parent must have the medication form completed and the medication must be received in the original container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy. **Do not send the medication with your child.**

SCHOOL NURSE

A school nurse is available intermittently throughout the week or the school secretary can get a hold of her when needed. An “Emergency Care Permit” is required of all students and is included on your enrollment form for your child. Please keep this form updated in case of an emergency. If your child has a specific illness, special need, or medical problem, please notify the office in writing.

INCLEMENT WEATHER

Please see that your child is dressed appropriately for the changing seasons. During extreme cold or wet weather, students will be kept in the building.

CLOSED CAMPUS POLICY

Kamiah Elementary maintains a closed campus. A closed campus means that students are not to leave the school grounds for any reason, until the end of the day. The only time students are allowed to leave the school grounds during the course of the day is if they have been checked out at the elementary office and are leaving the school with their parent/guardian. If a parent wishes for another adult to check out their child during school, then the parent/guardian needs to make prearrangements by way of a note sent to the secretary or a phone call to the secretary. Students may request special permission from the Principal in an emergency. No friends will be allowed to go home with other students.

PERSONAL PROPERTY

Please use a permanent marker, or identification tag, to identify all boots, hats, gloves, coats, lunch boxes, school supplies, etc. Students are discouraged from bringing toys from home. We are not responsible for items that are not school property.

LOST AND FOUND

The lost and found is located in the hall, near the office. Valuable items will be kept in the office. Parents are requested to look in the lost and found when visiting the school.

SCHOOL LUNCHES

Adult Breakfast	\$ 2.50
Student Lunch (Kg-4)	Free
Student Lunch (5-8)	Free
Student Lunch (9-12)	Free
Student reduced lunch	Free
Adult Lunch	\$4.25
Milk	\$.50

Kamiah Joint School District #304 is participating in the *Community Eligibility Provision*. All children will receive free meals, both breakfast and lunch.

The school lunch program has a vital place in school because it contributes to the learning experiences of each child who uses its facilities. It is a part of the total educational program for your child. The school lunch program provides nutritious food. If children are well fed, they are better prepared to learn. The lunch program also affords opportunity for a coordinated effort of teachers and lunch personnel in teaching about nutrition.

Parents are welcome to join their children for lunch. If you would like to join us, for lunch, please notify the office by 9:00 AM. on that day.

Birthday Treats / Classroom Snacks

We are asking for your cooperation in meeting the safety needs of all our children by bringing items that are purchased with an ingredient label.

With the increased number of food allergies that our children have, the school cannot take the risk of providing cakes, cookies and other foods that could cause allergic reactions and medical emergencies.

LUNCH ROOM POLICY

All lunches will be eaten in the cafeteria area. No food or drink is to be taken to the playground. All students are expected to have exemplary behavior while in the lunchroom. You are expected to speak in a quiet conversational voice. **NO LOUD TALKING OR YELLING!** Throwing of food is not permitted.

LUNCH ROOM RULES

1. Enter quietly.
2. No saving seats.
3. Once seated stay seated.
4. Use low soft quiet voice.
5. No sharing food.
6. No eating on the bleachers.
7. All paper products belong in the trash/can.
8. Empty your tray before buying treats.
9. All food is to be eaten in the lunchroom.
- 10.** When leaving the lunchroom go directly outside.

INFRACTIONS IN THE LUNCH ROOM

1. One warning
2. Visit Office

KAMIAH PARENT/TEACHER ORGANIZATION

(P.T.O.)

We recognize that a well-organized P.T.O. is a vital part in the education of our students. We realize the value of teachers and parents in building and maintaining a strong and cooperative relationship between home and school. The Kamiah Elementary P.T.O. works towards cultivating an atmosphere of genuine cooperation with parents, students, and teachers. Your support is essential to the success of this vital organization.

SPECIAL SERVICES

The following special services are available for students: Psychologist/Speech Therapist, Occupational Therapy, Physical Therapy and Resource Room (learning disability specialists).

SCHOOL VISITATION

Students

The primary goal of Kamiah Elementary is to provide the best possible education to our students with the least amount of interruptions or disruptions. It is because of this policy that we do not allow student visitors.

Parents

Parents are welcome to visit. If you plan to visit your child's classroom, please contact the office to make arrangements. **Please sign in and secure a visitor's pass from the school's office.**

Parents are requested to observe the following guidelines when visiting classrooms:

- a. Listen quietly during discussion periods and group activities.
- b. Refrain from talking or whispering; except during work periods.
- c. Jot down questions and comments to discuss when the classroom teacher is not serving student needs.
- d. Feel free to move around and observe students during work periods.
- e. Always remember that school is your child's job and that he/she is here to learn.

SURVEILLANCE CAMERAS

We have cameras on all doors, hallways, workroom and nurses room so that we can protect and assure students and parents of the safety in our building.

STUDENT RETENTION POLICY

There are times when it is necessary to retain students. The decision for determining if a student should be retained will be premised upon a review of the student's educational, physical, intellectual, social and psychological characteristics. The child study team in conjunction w/classroom teacher will review all data and make an informed recommendation.

PARENT/TEACHER CONFERENCES

The administration and faculty of Kamiah Elementary School welcome the opportunity to discuss the progress of students with parents. Parent/Teacher Conferences will be scheduled for the first grading period. Parents will be notified in advance as to the time. Close cooperation between the home and school increases the opportunities for your child.

DIRECTORY INFORMATION

In accordance with the Family Education Rights and Privacy Act of 1974, the Kamiah School District No. 304 hereby gives notice to all parents and legal guardians that the following information is being categorized as directory information: student's name, address, telephone number, date of birth, place of birth, participation of officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be released without prior parental consent unless parents object, in writing, to the release of directory information as allowed by state statute, within fifteen (15) days after the first day of school.

LOCAL PUBLICATIONS

Students involved in various activities (awards etc.) may be pictured with name, in school and local publications, unless parents object on the photo/video permission form.

Student Information

BICYCLES

Students are to walk their bikes on and off the school grounds. Bicycles are to be placed in bicycle racks (see school map). Students should lock and identify their bicycles. Kamiah School District **is not** responsible for damaged or stolen bicycles.

BUSING

Buses are provided for all students who do not live within walking distance of the school. Students should remember that riding a school bus is a privilege and not an undeniable right. Along with this privilege the

student has a responsibility of maintaining proper behavior while on the bus and at the bus stop. Bus citations can/will be issued if a discipline problem occurs while loading, riding unloading and at their bus stop. Citations could lead to a loss of bus privileges.

DRESS CODE

Students are to dress in an appropriate manner for the educational environment. Inappropriate dress is that which disrupts school activities, the classroom atmosphere and which does not meet requirements of cleanliness and good taste, as outlined in the dress code letter that is sent home with your child the first day of school.

TARDIES

Tardies are a habit that are easy to start and hard to stop. You are considered tardy when you are not in your desk when the bell stops ringing. Three (3) tardies a semester is considered excessive.

If you arrive late for school, you will need to get a pass from the office, before going to your classroom. You will not be admitted to class without a pass.

STUDENT USE OF TELEPHONES

Telephones are for business use only. Students will be allowed to use these phones only in the case of an emergency. Students will not be called to the telephone to accept calls. You are expected to discuss activities with your parents before you arrive at school, not after you arrive. Plan ahead!

TEXTBOOK RESPONSIBILITY

Students are held responsible for issued textbooks. You may receive a fine for lost or damaged textbooks and library books.

TRUANCY

Idaho state law requires all children between the ages of 7-16 to attend school. Any unauthorized absence is considered a truancy. This shall include partial periods or entire days. Individual truanancies will be handled by the building principal, superintendent, or by the school board.

Habitual truancy will be handled through the prosecuting attorney's office.

ATTENDANCE POLICY

Regular school attendance is very important for every student. It is the responsibility of parents to see that their child does not miss days that are not necessary. Kamiah School District #304 will maintain the 90% attendance policy. Absence from any class for any reason including illness or family convenience shall be counted when the percentage of attendance is calculated. A student whose attendance at class is less than 90% will be ask to come before the attendance committee for review of absences; parent or legal guardian should also be present. For purposes of this requirement, extraordinary absences shall include absences which are beyond the control of the student or parent. They generally will not be repetitive in nature.

1. The 90% attendance rule shall be interpreted as allowing only nine (9) absences per semester.
2. Parents will be adequately informed of excessive absences and the potentiality of loss of academic credit. Such information will take place in form of a letter mailed out when the student reaches five (5) absences.

DISCIPLINE

*See Discipline Policy at end of book.

Discipline is the process of training a child so that the desired character traits and habits can be developed. By having a consistent discipline policy, the goal of educating children can be most efficiently reached.

All students are expected to conduct themselves in a courteous and orderly manner. Students will treat staff members and fellow students with respect.

We believe that:

1. Teachers have a right to teach and students have the right to learn.
2. Parents have a responsibility to teach their children basic rules of decency and conduct.
3. All children are required to behave in a positive manner.
4. All students will maintain a level of self-discipline that is motivated from within.

In short, no student shall interfere in the instructional process, either by interfering with another student's right to learn or by preventing a teacher from doing their job.

Individual classroom discipline plans will be posted in each classroom and a copy of them sent home the first week of school.

BUS DISCIPLINE POLICY

Safety is of prime importance for students being transported to and from school and for school sponsored activities. Bus safety depends on bus driver alertness and courtesy as well as good conduct by students being transported. Safety requires the cooperation of students, parents/guardians, and school personnel.

The Kamiah Board of Trustees may, for just cause, deny transportation to any student in any equipment operated by the district (Board). When transportation is denied, written notice will be given to the student's parents or guardians.

All students transported by district busses shall abide by safety regulations as interpreted by the drivers. Failure to comply will be sufficient reason for suspension of riding privileges.

The Kamiah School District Board of Trustees has adopted the following regulations governing pupils riding school buses to and from school and on school sponsored activities.

REGULATIONS GOVERNING PUPILS RIDING BUSES.

Bus Safety Rules

1. Obey the bus driver at ALL times. Remain seated while the bus is moving. Do not litter or damage the bus.
2. Respect the rights of others. Keep hands, feet and other objects to yourself. Do not throw anything ON or OUT of the bus.
3. Talk in a normal voice. NO YELLING, loud noises or profane language.
4. NO eating, chewing gum, or drinking on the bus. No animals, alcohol, tobacco or weapons allowed on the bus.

FIRST OFFENSE

The driver will notify the Transportation Director and the principal of the student involved, using the form provided. A copy of the form will be mailed to parents/guardians.

SECOND OFFENSE

Upon the second offense the principal will set up a meeting time to discuss the problem with the student, bus driver, transportation supervisor, and parents/guardians. Transportation may be denied for five (5) days as a result of a second offense. Failure to attend this meeting may result in a denial of transportation.

THIRD OFFENSE

The principal will set a meeting to discuss the problem with student, bus driver, transportation supervisor, and parents/guardians. A copy of the incident report and the basis for the suspension will be hand delivered or mailed to the parents/guardians.

Consequence for third offense—transportation may be denied for up to the remainder of the school year. The decision to remove a student for the balance of the school year may be appealed to the Board of Trustees if the appeal is made within ten (10) school days of the decision to deny transportation. A written appeal must be submitted to the superintendent requesting a hearing before the Board of Trustees stating why the decision should be changed or reconsidered.

Any violation of a serious nature may result in denial of transportation immediately. Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for 1 calendar year.

HALLWAY RULES

Students are to:

1. Be in the halls only when necessary

2. Show respect by:
 - a. hats off in the building
 - b. walk quietly and stay to the right
 - c. line up for drinks – stay quiet
 - d. no gum, food, or sunflower seeds.
3. Students go directly to their rooms on rainy days.

BATHROOM ETIQUETTE

1. Enter quietly
2. Use the facilities
3. Flush
4. Wash your hands
5. Leave promptly

BUS LANE RULES

1. Go directly home or to the bus after school.
2. When the buses arrive in the morning, unload, cross in front of the bus.
3. When the bus is unloading do not cross the lane during playtime.
4. When the gate is open, stay out of the bus lane.
5. After school, cross the bus lane only at the side walk.

LUNCH ROOM RULES

1. Enter quietly, alphabetically and stay behind the black line.
2. No saving seats.
3. Once seated, stay seated.
4. Use low, soft, quite voices.
5. No sharing of food.
6. No eating on the bleachers.
7. All paper products belong in the trash can.
8. Empty your tray before buying treats.
9. All food is to be eaten in the lunchroom.
10. When leaving the lunch room go directly outside.

PLAYGROUND RULES

1. No arguing with persons on duty.
2. Leave toy weapons, expensive toys, and electronic equipment at home.

3. In the interest of safety and good manners, you must not:
 - a. spit
 - b. fight
 - c. swear
 - d. throw snowballs or rocks
 - e. trip others
 - f. pull on clothing
 - g. tackle
4. Every child shall play safely and fairly for themselves and others, keeping their hands to themselves
5. When the bell rings – stop playing, line up, and go inside.
6. Use equipment as it was intended to be used.
7. Climb down, rather than jump down, from high levels.

SLIDES

1. One person at a time
2. Sit down and slide down feet first.

SWINGS

1. Sit on swings.
2. Stop swing before getting off. Don't jump
3. Keep chains untangled.
4. No pushing or running under swings.

TAG

All tag games are to be played on the field.

RINGS AND CROSS BARS

1. Stay under the bars, do not get on top.
2. Go in one direction when crossing.

JUNGLE GYM

1. Climb down, do not jump.

INFRACTIONS

1. *Warning*
2. *Time out*
3. *Sent to the office*

Anyone fighting goes directly to the office.

Playground behavior slips will be issued by the recess duty and will be given to the child's classroom teacher.

SCHOOL COUNSELOR

Individual rights for students, parents, and the school counselor, the guidance curriculum guide and student goals are listed in the back of this guide.

PHILOSOPHY

The Counselor will guide, assess, listen, and lend support to students who need services beyond the scope of the regular classroom.

EMERGENCY PROCEDURES

The Kamiah School District is in the process of updating the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, by bus, or by transportation provided by parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL THAT PROHIBITS RE-ENTRY TO THE BUILDING STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO AN ALTERNATE SITE.

We ask that you follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO to KORT - Grangeville or KIYE - Tribal Station - Kamiah**
We will keep the media informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.**

Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions.

- a. If for any reason the "school" must be evacuated during regular school hours, your child will be taken to and cared for at the high school track.
- b. Stay tuned to the radio for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

STUDENT/PARENT DUE PROCESS PROCEDURE

If a parent feels there is a problem or is unhappy with a situation, they are encouraged to try to resolve the issue by:

1. Setting up a parent/teacher conference to discuss your concerns with your child's teacher.
2. If unsatisfied with the results of the conference, you are encouraged to call for an appointment with the building principal.
3. Should the problem still not be resolved to your satisfaction, you are encouraged to set up an appointment with the district superintendent.
4. The final step in the district would be to set up a hearing with the district school board.

Dear Parents:

This is a copy of the Kamiah Elementary School Discipline Policy. Please take time to review the policy with your children.

Let us emphasize the statement made in the first paragraph under “Basic Philosophy”. “Students and parents share, with the administration and staff, the responsibility of developing and maintaining a climate in the school that is conducive to wholesome learning and living.” Only together can we create this optimum learning environment.

We want to thank the following committee members for their hours of hard work and commitment to help develop a policy that will continue to enhance the educational program for your children:

KAMIAH ELEMENTARY DISCIPLINE POLICY

I. BASIC PHILOSOPHY

Attendance is both a right and privilege. By taking advantage of the right and privilege to attend school, students and their parents also incur responsibilities. These responsibilities include regular school attendance, conscientious effort by the student in classroom work and adherence by students and their parents to school rules and regulations. Most of all, students and their parents share, with the administration and teaching staff, the responsibility of developing and maintaining a climate in the school that is conducive to wholesome learning and living. All students have the right to learn, just as teachers have the right to teach. Every time disciplinary action is taken, teaching time is lost.

Our goal is to maintain a positive, safe, and healthy learning environment at Kamiah Elementary School. Our objectives are: 1.) to develop strategies to promote positive attitudes and appropriate behavior 2.) to implement a comprehensive Student Discipline Procedure for grades K-4. In doing so, we emphasize that education is a right and privilege and must be guarded by appropriate conduct on the part of all concerned.

I. SECTION 33-1224 IDAHO CODE

“Powers and Duties of Teachers.” In absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall conduct himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the board of trustees in controlling and

maintaining discipline. Teachers shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees.”

II. GENERAL RULES

Play is identified as, “An activity in which everyone involved is having safe fun.”

1. Obey all school rules.
2. Respect the rights, property, and feelings of others.
3. Be on time with the appropriate supplies and have a ready to learn attitude.
4. Follow directions the first time.
5. Work and play safely.
6. Keep a healthy mind and body.

III. DISCIPLINARY STEPS

The following steps show the procedure of communications to be used when a student fails to comply to school and classroom rules and regulations, the Principal and Parent/Guardian may be involved in any of these steps.

1. Student-(Review conflict management strategies).
2. Student-Teacher
3. Student-Teacher-Parent
4. Student-Teacher-Principal
5. Student-Teacher-Principal-Superintendent
6. Student-Teacher-Parent-Principal-Superintendent-School Board

V. EXAMPLES OF UNDERSIRABLE AND INAPPROPRIATE BEHAVIOR

- 1.) Disruptive classroom behavior
- 2.) Disturbances at school
- 3.) Open defiance
- 4.) Fighting (hitting, kicking, tripping, shoving, spitting, intimidation, inappropriate gestures, etc.)
- 5.) Profane or abusive language (includes name calling, etc.)
- 6.) Defacing school property
- 7.) Excessive tardies
- 8.) Truancies
- 9.) Theft

- 10.) Serious behavior problems
- 11.) Use of tobacco, drugs, or alcohol
- 12.) Throwing rocks, snowballs, grass, leaves, sticks, etc.

VII. EXPULSION

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

The Board of Trustees may deny attendance at any of its schools by expulsion for just cause.

“No pupil shall be expelled without the Board of Trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the acting of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses who may appear against him.” (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions.

The condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student.

VIII. SUSPENSION

Suspension is the denial of attendance, by the Principal, in school for a period of time not to exceed five (5) school calendar days for any given suspension. The superintendent and school board can extend the suspension by the principal

Suspension may be in the following forms:

- 1.) Suspension from school
- 2.) In-school suspension - Student remains in school and serves designated suspension period.
- 3.) Shadowing – Parent accompanies student throughout the designated suspension period.

*All class work is subject to no credit during suspension period.

Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parents. Due process procedures will be followed in all suspensions.

The handicapping condition of an identified special education student will be taken into consideration prior to initiating a suspension of the student.

Suspension, **WILL RESULT** for the following offenses:

- 1.) Carrying or using weapons or instruments designed to do bodily harm.
- 2.) Use of alcohol, tobacco, or narcotics.
- 3.) Any serious verbal or physical act of defiance against any school employee or student.
- 4.) Theft
- 5.) Fighting

ELEMENTARY SCHOOL COUNSELOR

PRIMARY FUNCTION: To provide a comprehensive counseling program for all children in elementary schools, to consult with teachers staff and parents to enhance their effectiveness in helping students: to provide support to other elementary educational programs.

MAJOR JOB RESPONSIBILITIES

ILLUSTRATIVE KEY DUTIES

- | | |
|---|---|
| 1. Implement the elementary counseling curriculum. | IMPLEMENT THE ELEMENTARY COUNSELING CURRICULUM: conduct classroom counseling lessons in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year: consult with and/or provide resources to teachers to facilitate the infusion of counseling content into the regular education curriculum. |
| 2. Guide individuals and groups of students through the development of educational, personal, social and career | GUIDE INDIVIDUALS AND GROUPS THROUGH THE DEVELOPMENT OF EDUCATIONAL AND CAREER EXPLORATION: work with teachers in preparation for transition from one school to another: coordinate/oversee career awareness activities from one school to another and participate in beginning-of-the-year orientation activities. |
| 3. Counsel with individuals and groups of children with counseling problems. | COUNSEL INDIVIDUALS AND SMALL GROUPS OF CHILDREN WITH PROBLEMS: conduct structured, goal-oriented sessions in systematic response to identified needs of individual or groups of children—recurrent topics include academic failure, family issues, child abuse, behavior problems, peer problems, substance abuse, etc. |
| 4. Consult with teachers, parents and staff regarding children's | CONSULT WITH TEACHERS, PARENTS, AND STAFF REGARDING CHILDREN'S NEEDS: |

needs.

Participate in staffings, conduct in-service programs for faculty; act as resource person for faculty, staff and parents; consult with individuals (parents, staff, and students) to design specific approaches/programs to meet the educational, psychological, and social needs of students; conduct conferences with teachers and/or parents; conduct or provide opportunities for parent education programs; and assist families with school related problems.

5. Refer children with problems and their parents to special programs, specialists, and outside agencies.

REFER CHILDREN WITH PROBLEMS AND THEIR PARENTS TO SPECIAL PROGRAMS, SPECIALISTS, AND OUTSIDE AGENCIES: Consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, social workers and psychologists, and community-based psychologists, service agencies, and physicians.

6. Participate in activities which contribute to the effective operation of the school.

PARTICIPATE IN ACTIVITIES WHICH CONTRIBUTE TO THE EFFECTIVE OPERATION OF THE SCHOOL: contribute to the school district and individual building goals for enhancing education; act as an advocate for groups or individual students as system decisions are made.

7. Plan and evaluate the counseling program.

PLAN AND EVALUATE THE COUNSELING PROGRAM: annually review, with the other staff, parent representatives, and administration, the counseling program content based on student needs as determined through the Idaho Counseling Program Model Guide; establish the Counseling Department calendar and evaluate the counseling learning activities as they are implemented.

8. Pursue continuous professional growth.

PURSUE CONTINUOUS PROFESSIONAL GROWTH: develop and participate in professional growth plan through extended courses, in-service and workshops.

9. Perform other duties as assigned.

PERFORM OTHER DUTIES AS ASSIGNED: as Per building administrator or district superintendent.

GUIDANCE CURRICULUM GUIDE – STUDENT GOALS

A COUNSELOR WORKS WITH STUDENTS EACH DAY TO HELP THEM: become oriented to the school setting, learn responsibility, develop self-concept, gain career awareness, develop social/interpersonal skills and cope with crisis.

	PERSONAL/SOCIAL	EDUCATIONAL DEVELOPMENT	CAREER DEVELOPMENT
	Liking yourself Being a part of a group Making simple choices Identifying feelings Learning self-care	Learning about school environment Getting ready for learning Introducing listening skills	Learning about community helpers

	<p>Learning self-direction and self-control Developing responsibility Recognizing logical consequences Learning coping skills</p>	<p>Developing task commitment Accepting responsibility for individual work Adjusting to school environment</p>	<p>Learning about parent's jobs Learning about other community workers</p>
	<p>Developing individual responsibility Understanding feelings Understanding family relationships Learning coping skills</p>	<p>Developing independence Developing decision making skills Following written/oral directions Enhancing task commitment</p>	<p>Gaining knowledge of necessary jobs in the community Learning responsibilities and duties of community workers</p>
	<p>Encouraging self-awareness Developing awareness and acceptance of individual differences Applying self-control</p>	<p>Developing awareness of individual strengths and weaknesses Developing test-taking skills Learning to set goals</p>	<p>Becoming aware of job clusters Developing awareness of the wide variety of occupations Understanding cooperation in work setting</p>
	<p>Introducing the physical and mental maturation process Understanding group relationships Learning responsible behavior Improving decision making skills Developing self-care</p>	<p>Developing study skills Accessing strengths and weaknesses</p>	<p>Learning about job clusters Learning the value of working Developing of occupational stereo-typing Understanding inter-relatedness of industry</p>

INDIVIDUAL RIGHTS

Rights of the School Counselor

Immunity

Idaho Code 16-1620 “Any person who has reason to believe that a child has been abused, abandoned, or neglected and acting upon the belief, makes a report of abuse abandonment or neglect as required in section 16-1619, Idaho Code, shall have immunity from any liability, civil, or criminal; that might otherwise be incurred or imposed or any participation in any such judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this section.”

Confidential Relations and Communications

Idaho Code 9-203 “There are particular relations in which it is the policy of the law to encourage confidence and to preserve to inviolate: therefore a person cannot be examined as a witness in the following cases. . . .

Any certified counselor, psychologist or psychological examiner, duly appointed, regularly employed and designated in such capacity by any public or private school in this state for the purpose of counseling students, shall be immune from disclosing, without the consent of the student, any communication made by any student so counseled or examined in any civil or criminal action to which such student is a party. Such matters so communicated shall be privileged and protected against disclosure.”

INDIVIDUAL RIGHTS

Rights of Parents/Guardians

To Be Informed

Parents have the right to be informed of the school plan for a comprehensive guidance and counseling program. The rights of parent to inspect all school records concerning their child are defined in the Family Educational Right and Privacy Act of 1974 (amended 7/76 by legal opinion).

To Give Permission

1. Idaho Code SS 9-203 (6), 16-1619 and the Idaho Rules of Civil Procedure, Rule 515, and the Hatch Act provide that prior parental permission for a student under the age of eighteen (18) is necessary for that student to participate in group counseling or support groups.
2. If a student under the age of eighteen (18) has been referred for counseling or if the counselor initiates counseling, parental/guardian consent is required.
3. The parents will be notified of the Personal/Social Development Curriculum topics of their child's grade level. Parents will be responsible to notify the school if there are any topics they wish to review or exclude their child/children from participating.
4. No permission will be necessary in the Educational Development Curriculum of the Career Development Curriculum.

INDIVIDUAL RIGHTS

Rights of Students

Individual Counseling

Every student has the right to seek the services of a school counselor on a one-to-one basis, the information given to the school counselor is confidential and no prior written consent is necessary.

(Quotations below are from the Attorney General's Office)

“Idaho Code SS 9-203 (6), 16-1619 and the Idaho rules of Civil Procedure, Rule 515, provide that all communications between a school counselor and a student are confidential while the school counselor is acting in his/her capacity and the information is not intended to be disclosed to third persons . . . without the consent of the student or the parents of the student. The only exception to the confidentiality requirement is if a counselor has reason to believe that a particular student is being abused, abandoned or neglected. See Idaho Code S 16-1691.

Group Counseling/Support Groups

“Based on the Hatch Act and the Idaho Code sections cited above, prior parental permission for a student under the age of eighteen (18) or written consent of a student over the age of eighteen or an emancipated youth, . . . is necessary in order for that student to participate in group counseling or support groups . . . An emancipated minor in Idaho is defined by rule as a student who has not resided with his/her parent or guardian for thirty (30) days or more.”

Conclusion

“In conclusion, for those schools wishing to offer group counseling or support groups to its students, prior written consent should be received in order for a student to participate. On the other hand, if a student seeks the services of a school counselor, on a one-to-one basis for a non-reoccurring issue, the information given to the school counselor is confidential and no prior written parental consent is necessary.”

DISTRICT HEALTH POLICY

Kamiah Joint School District No. 304 will treat all communicable diseases in accordance with Section 33-512 I.C., which excludes from school pupils with contagious or infectious diseases.

Every student attending school must have an immunization record on file. Under the provisions of this law, Idaho Code Section 39-4801, parents are required to provide school authorities with immunization information for any child enrolled in preschool or k-12th grades in any Idaho public, private, or parochial school. If school authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received and the child is in compliance with the following requirements:

1. Five (5) or more doses of DPT, DT, DTaP, or TD (diphtheria, tetanus, and pertussis) unless fewer doses are medically recommended.
2. Three (3) or more doses of polio (OPV or IPV) vaccine unless fewer doses are medically recommended.
3. Two (2) dose of measles, mumps and rubella (MMR) vaccine given on or after the child's first birthday.

4. In 1997, all five (5) year old children born after November 22, 1991, who are entering kindergarten, will be required to have three (3) Hepatitis B vaccinations.

Diseases which are contagious and warrant immediate treatment, and could result in suspension until possibility of transmitting is past, could include:

chicken pox	conjunctivitis (pink eye)	scabies
impetigo	pediculosis (head lice)	hepatitis

Exemptions: Under the provision of Idaho Code 39-4802, a child will not be required to undergo the required immunizations if one or more of the following conditions exist and the supporting documentation is in their possession of school authorities:

1. Laboratory proof (a written record) of immunity to any of the six (6) childhood diseases for which immunity is required.
2. A diagnosis of measles or mumps disease by a license physician. A signed statement from the physician who diagnosed the measles or mumps disease is required.
3. The child's life or health would be endangered if given any or all of the required immunizations. (A signed statement from a physician is required.)
4. A signed statement of religious or other objections is provided by the parent, custodian or legal guardian. In these instances, however, the parent should be informed that in the event of a disease outbreak, all children who cannot present documentation of immunity will be excluded from school until such time it is determined the outbreak has ended.

DISCIPLINE POLICY
Kamiah School District # 304

This chart shows the range of consequences administrators can use in disciplining students. This range of consequences is progressive. Repeated offenses in any one category, or combination of categories, will result in more severe sanctions.

NOTES:

1. X---Indicates option(s) that may be exercised.
2. Suspension/Expulsion
Any student who is Suspended/Expelled is not allowed to come on school property at any time (24 hours/day, 7 days/week).
3. Students who are Suspended (out of school) or Expelled will not receive credit for assignments/tests missed during the period of Suspension or Expulsion. However, students are encouraged to keep current with their work, so that they are not behind when they return to school.
4. Students on In-School suspension will be allowed full-credit, for all work done, if all work is turned in upon return to regular classes. In-School suspension will be utilized for doing school work.
5. Elementary consequences will always start with School Discipline and Detention.
Suspension and Expulsion are options available for K-4 students in all categories.
6. Consequences for students in Grades 5-12 are shown on the following charts.
7. Length of Expulsion will be determined by the Board of Trustees based on a recommendation made by the building principal, except for those areas indicating "one calendar year."
8. Inappropriate Dress (Item #17)
1st offense---Parent notified to bring a change of clothes. If parent is not available, In-School Suspension for that day.
2nd offense---2 days out of school.
3rd offense---Refer to consequences for Item #11 (Disruptive Behavior)
NOTE: Inappropriate dress is defined as follows: The following apparel will not be worn on school property: Excessively long belts, gang-related colors, Armbands, heavy metal necklaces, bandannas, sexually offensive clothing, shirts with bare midriffs, displaying alcohol/drug related clothing, chains, Or sagging/bagging pants, shirts or coats. Hats may not be worn inside the building.
9. Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent and amendments, (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act shall follow federal guidelines as well as the provisions of this policy.
10. Counseling of students will be at the expense of parents.
11. The consequences listed are maximums.
12. Examples of Non-School Agencies are Law Enforcement, Health & Welfare, Probation, etc.
13. When policy states more than 5 days suspension, the principal suspends for 5 days with recommendation to the Superintendent/Board for additional days. The Superintendent can suspend 10 days and the Board for an additional five days.
14. Parent/Guardian will be notified for all major discipline incidents and suspensions.

Revised (6-11-10)

Range of Consequences Chart

<i>For the purpose of this policy, assault shall be defined as: An intentional contact with another person that would be harmful or offensive to an ordinary person who is not duly sensitive; or an act done with unlawful force, with intent to inflict bodily injury or fear of such injury, even if no injury be inflicted.</i>				
Offense “The following list is not exclusive of other behaviors for which a student may be disciplined up to, and including, expulsion and notification of non-school agencies.”	Detention	Suspension In-School/ Out-of School	Expulsion/ Emergency	Notification Non-School Agency
1. Alcohol: Possessing, using, or being under the influence of alcohol, at school or school functions, in Kamiah or away.		1 st 15 days & counseling	2 nd 1 calendar year	X
2. Arson: Knowingly or recklessly cause a fire or explosion which is dangerous to human life; or damages or threatens damage to any structure or vehicle.			1 st 1 calendar year	X
3. Assault and or battery, harassment, threats or abuse of district personnel: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence.		1 st 20 days w/ counseling	2 nd	X
4. Grievous Assault and/or battery on Students: Assaulting another with intent to inflict substantial or great bodily harm, or knowingly inflict substantial or great bodily harm by any means.		1 st 20 days with counseling	2 nd	X
5. Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.		20 days	2 nd	X
6. Cheating: For example, copying, plagiarism, using crib notes, etc.		1 st – zero on assignment 2 nd – drop letter grade for each repeated offense		
7. Controlled substances: (See Drug and Alcohol/tobacco Policy) Possessing, using, or being under the influence of drugs, inhalants, or controlled substances, or in possession of drug paraphernalia.		1 st 15 days w/counseling	2 nd 1 calendar year	X
8. Controlled substances: Selling or distributing controlled substances.			1 calendar year	X
9. Over the counter medicines: Sharing or distributing (See medication policy).		5 days		
10. Criminal Acts as Defined by Law not otherwise addressed in this policy: Refer to state, county and Federal criminal codes.		X	X	X
11. Disrespect and/or Defiance of School Authority (Willful Disobedience): Refusal to obey reasonable directions for requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc 1		5 days	X	X
12. Disruptive Behavior: Conduct which interferes with the educational process, disruptive behavior in school, assemblies, school activities, or on busses.		3 days	X	X
13. Extortion, intimidation, Blackmail, Coercion: Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat of force.		20 days with counseling	X	

Range of Consequences Chart

	Detention	Suspension In-School/ Out-of School	Expulsion/ Emergency	Notification Non-School Agency
14. Fighting: The act of quarreling involving any physical altercations.		5 days	X	X
15. Forgery: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data.		5 days	X	X
16. Harassment: Intimidating or harassing a person because of that person's race, color, sex, religious beliefs, ancestry, national origin, or any other reason. Threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.		10 days w/ counseling		X
17. Inappropriate Display of Affection:		1st - 1 day 2nd - 2 days 3rd - 3 days		X
18. Inappropriate Dress/Disruptive Dress: Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the district dress code.		See Note # 8		
19. Lewd conduct/Indecent Exposure: Behavior that is either obscene, such as mooning, exposing oneself, sexual misconduct, etc.		10 days	X	X
20. Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.		20 days	X	X
21. Robbery: Taking another's property by force or threat of force.		20 days	X	X
22. Tardiness: Being late to class or school without a valid excuse. (Handled by individual principals at building level)	X	X		
23. Theft: Stealing		1st-3 days 2nd-5 days 3rd-10 days		
24. Tobacco-Use or Possession: See Drug and Alcohol/Tobacco Policy. Use or possession of any tobacco products including storing or maintaining such products in lockers or other property of the district or at school-sponsored events.		15 days w/ counseling		X
25. Trespass: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events/or refusing to leave when asked.		5 days		
26. Use of Obscenity or Profanity: Oral, written, gestures, or on computer networks.		1st- 1 day 2nd- 2 days 3rd- 3 days	X	X
27. Malicious mischief: Destroying or damaging property, such as: breaking windows, graffiti, defacing desks of lockers, damaging or destroying other peoples belongings, interfacing with or damaging electronic information systems, etc.		20 days plus damages	If over \$300 damage expulsion	X
28. Weapons and Explosives: The district has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other item capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons. (Note: This includes pocket knives.)			1 calendar year	X
29. Truancy: Unexcused absence (s).	X	X	X	X
30. Transportation: As per transportation district policy.	See District Policy			
31. Parking		X		X

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received a copy of the Kamiah Elementary School Parent/Student handbook.

I understand that my child/children will be held responsible for the rules, regulations, and guidelines that are contained in this handbook.

Parent/Guardian signature _____

Date _____

Student signature _____

Student's name (print please) _____

Student's teacher _____

*Please sign and return this page to your child's classroom teacher.

Thank you,

Kamiah Elementary School Staff