

STUDENT HANDBOOK
2021-2022

KAMIAH MIDDLE SCHOOL

906 12TH Street (physical)
1102 Hill Street (mailing)
Kamiah, ID 83536

Main office: 208-935-4040

“Today’s Achievements Create Tomorrow’s Accomplishments”

This handbook belongs to:

Name _____
Address _____
City _____ Zip _____
Phone _____

Education, A Cooperative Venture
Kamiah Elementary and Middle School
Student/Teacher/Parent Compact

As students, teachers, and parents we are reminded of the benefits and value of cooperative planning and combined efforts. When the student, parent and teacher all work together, student achievement increases. Please take a few minutes to review the compact with your child. Feel free to discuss these guidelines with his/her teacher at any time.

TEACHER

Student achievement is one of our primary goals. Therefore, I will strive to do the following:

1. Be aware of your child's needs.
2. Provide appropriate, meaningful assignments for students.
3. Provide necessary assistance to parents so they can help their children with assignments.
4. Encourage students and parents by providing information about student progress.
5. Help your child grow to his/her fullest potential.

STUDENT

It is important to work to the best of my ability. Therefore, I will strive to do the following:

1. Work cooperatively with my classmates, teachers and parents.
2. Come to school prepared; ready to complete and return homework assignments.
3. Pay attention and do my best to achieve.
4. Obey the rules and respect the rights of others.

PARENT

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- 1. Establish time for homework and review homework regularly.**
- 2. Encourage my child.**
- 3. Be aware of what my child is learning.**
- 4. Read with my child and let my child read to me.**

SCHOOL PROGRAMS

Programs that are offered in addition to the regular academic programs for grade K-8 include the following:

Special Education This program is designed to aid those students who have recognized special challenges including learning, emotional, physical, speech, hearing, vision, or any combination of these.

Title 1 The Title 1 program provides assistance to students who do not qualify for Special Education. Kamiah provides Title 1 assistance to all students through a "school wide" delivery. Assistance is provided to all students as the need is identified by staff and parents.

Additionally, parents may request information regarding the professional qualifications of the student's classroom teacher.

The Kamiah School District, a partnership of students, parents, educators, and community members, is committed to ensuring a safe, nurturing environment where people are challenged to academic excellence, individual responsibility, personal success, and lifelong learning while reflecting community values and respecting diversity.

Every Student Succeeds Act requires schools to notify parents that they may request information regarding the professional qualifications of their student's teachers and paraprofessionals. Examples of information that may be requested are as follow:

- Has the teacher met the state qualifications and licensing criteria for the grade level and subject area in which the teacher provides instruction?
 - Is the teacher teaching under an emergency or other provisional status?
 - What is the baccalaureate degree/major of the teacher?
 - Are there graduate certifications or degrees held by the teacher?
 - What are the qualifications of the paraprofessionals that provide services to their students?
- Currently all our teachers are highly qualified within both state and federal guidelines. Parents requesting further information on programs or staffing should contact the building principal.

Administrative Staff

Christine Cearley, Pre-K-8th Principal
 Stacey Skinner, Secretary

Faculty

Brooke Martin-4th Grade	Kilee Wilson-6th Grade	Jim Engledow-Social Studies
Trisha Skinner-4th Grade	Hailee Niemi-6th Grade	Mr. Smith-English
Lydia Bremer-5th Grade	Joe Sams- 7th/8th Grade	Science and PE
Jordyn Hagen-5th Grade	TBD-Math	Peggy Flerchinger-Special Ed.
Teresa Chapman-Special Ed.		
Shannon Engledow-Title I	Jeff Mercer-Shop	
Genese Simler-Library	Kylee Lowen-Aide	Tammy Bower-Aide

Respect of Faculty and Staff

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The staff is responsible for supervision of students anywhere on school property and while at school-sponsored activities.

Fees

Activity cards..... \$40.00 (Required for sports participants)
 Pay to Participate.....\$25.00 (Required for sports participants, **PER** sport)

*Students not purchasing an activity card will be charged normal student prices to attend activities in both the middle and the high school.

Kamiah Breakfast and Lunch Program

The Kamiah School District has received a Federal grant, providing free breakfast and lunch for all students K-12, regardless of income. Students can have a second breakfast for \$2.50. A student's second lunch would be \$4.25. Adult breakfast cost is \$2.50. Adult lunch cost is \$4.25.

Lunch for 4th – 6th grade is 11:30 a.m. – 11:50 a.m.
 Lunch for 7th & 8th grade is from 11:50 a.m. – 12:15 p.m.

All students will sit at assigned tables and will not share tables with high school students. Students will wait in line in an orderly manner.

- All food and drink will be kept in the lunchroom. Throwing food will not be tolerated.
- Salad bar guidelines must be followed.
- No outside drinks allowed in the lunchroom.
- At least three items must be taken at breakfast.
- Students will remove hats when entering the lunchroom, and when leaving, will exit through the doors near the restrooms.
- Choosing not to follow these rules will result in eating lunch in an alternative setting. .

Lockers

Lockers will be assigned to 7th and 8th grade students who are then responsible for the number assigned. There will be no changing of lockers during the school year (unless authorized by the building principal). Students will leave lockers clean inside and out with a proper, functioning and closing mechanism. **Do not leave money or valuables in your locker.** The school cannot be responsible for valuables left in lockers. Students may purchase their own lock but must give the office an extra key or the combination. If students choose to use a lock, they may get one from the office.

Kamiah Attendance Policy

All students are encouraged to have his/her parents or guardians call the school, 9:00 a.m., the day they are absent. If the parent has not called to excuse the absence, the student must provide the school with a note the day they return. The absence must be cleared the day they return. Failure to comply will result in detention and/or loss of credit for work assigned during the unexcused absence.

Tardies A student, who is not seated in the classroom with necessary materials when the tardy bell rings, and up to 10 minutes past the tardy bell, is considered tardy. After 10 minutes the student is considered absent. The following policy will be enforced:

Any three tardies during a nine (9) week grading period will result in detention. Each three additional tardies will result in detention. When a student has been assigned three detentions, the next consequence for three tardies will be a one day suspension. The parent and child will meet with the principal for re-entry conference after the day of suspensions. Continued problems will be dealt with as truancy violations.

Excused Absences Students will be excused from the school day when they are ill and when illness or a death in their family requires their absence. Any verification of absences by parents must be received within one day after return to school. Only parents or guardians may excuse a student's absence. Medical days of absence verified with a doctor's note are exempt from the 18 days of absence calculation. This note shall be brought to school within three days of the student's return to school following absence. Parents may request a pre-arranged excused absence in advance for extended absences for important family events subject to approval by the school principal. Make-up work will be provided for classes missed. **For a pre-arranged absence the work given in advance is DUE the day the student returns.** After an accumulation of more than 16 absences in a school year, the student and parent will meet with the principal and review the attendance policy and discuss the need and options for improved attendance. Excused absences count toward the accumulated absences.

Regular Attendance Required of all Students: Kamiah School District #304 will maintain the 90% attendance policy insofar as it applies to the earning of credit. Absences from any class for any reason including illness or family convenience shall be counted when the percentage of attendance and consequent eligibility for credit is calculated. A student whose attendance at class is less than 90% will be asked 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 and parent. Beyond sixteen (16) days of absence in a school year, the parent and child will meet with the attendance committee to put a plan of action into place for the child.

1. The 90% attendance rule as it applies to earning credits shall be interpreted as allowing

only eight absences per class of the same class 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 8 absences. Once the letter is generated it will be mailed on a weekly basis for the remainder of the semester. ***IF parents wish to contest the decision by the attendance review committee to deny credit**, they must do so within five school days after the decision has been rendered. At 16 days, of absence a letter will be mailed out notifying the parent of potential loss of credit in the class or classes affected by absence.

ICU (Response to Intervention)

Response to Intervention (RTI)

Response to Intervention is a program that identifies students that need an academic intervention to help with understanding material and concepts in a subject/class. The indicators can be missing assignments in a specific classroom that would normally be a check for understanding. If students are missing assignments then the student is added to the database and is required to meet with a teacher. The teacher will check in with the student and encourage the student to complete assignments or speak to the subject teacher to get additional help in completing the assignment. Kamiah Middle School uses a program called ICU for our RTI process.

ICU Objectives

Students are expected to complete assignments in classes and earn a grade for understanding of acquired knowledge and application of content obtained from a class. We recognize that some students need extra time completing assignments or catching up on work in the classroom. Students that attend the ICU process have the opportunity to be successful in completion of missing work and understanding. If students are placed into the ICU database, parents will receive email notification and possibly a phone call for each missing assignment that is entered. The notification will give the parent an opportunity to ensure that the student completes the assignment and turns in that assignment.

Friday School

The ICU process also employs a component of additional time on certain Friday's (when school is typically closed) to complete all assignments that are missing without the worry of additional work being given in classes. If a student is recommended for Friday school and does not attend; the teacher that has those missing assignments will proceed to assign a zero (0) grade to all of the missing assignments and the student will not be allowed to make up that work.

Consequences

Students listed in the ICU database as well as being on the ICU list will be required to attend ICU at the beginning of lunch. ICU begins promptly at the start of lunch. Students will be allowed to attend lunch halfway through lunch hour.

If students skip the ICU process; then that student will be given detention for the refusal to attend ICU. If the student skips detention then they will be in defiance of the detention and could receive additional detentions or an In School Suspension.

Our goal is to have students and parents be responsible for their education. Kamiah staff will give the students opportunities to be successful within the classroom with the idea that there are consequences if there is a breakdown in the process.

Withdrawals

Withdrawals shall be done during regular class time unless a student must be checked out immediately. Students will fill out a "check out" sheet with teacher initials, pay all fines/fees, lunch charges, and return all books.

Grading System

Each school year is divided into two semesters, which consist of two quarters as set by the school board and administration. The following grades are given:

A-Superior	C-Average	F-Failure
B-Above Average	D-Below Average	I-Incomplete

*The letter "I" will indicate incomplete work by the student. When an incomplete is given, the students will have ten school days to make up the missing work. Failure to complete all work will result in the issuance of an "F" grade for the incomplete.

Report Cards

Report cards will go out following the close of each semester. Report cards and progress reports may be mailed home or sent home with the student. The method used will be announced prior to the distribution of progress reports or report cards.

Retention Policy 4-5

Kamiah Joint School District No. 304 INSTRUCTION 2600

Promotion/Retention/Placement Grades K-5

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. The RTI team will meet and review academic, social-emotional, and Light's retention scale data when making a decision to retain a student.

The Board recognizes that homeschooled students may opt to attend public school at various ages. A grade level placement decision will be made by a team including the building principal/lead teacher and (2) classroom teachers after reviewing appropriate assessment data given to the student prior to enrollment.

If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention or promotion was a parent decision and not recommended by the school.

The Superintendent will develop a procedure for decision making regarding the determination of Promotion/Retention/Placement.

Retention Policy 6-8

Kamiah Joint School District No. 304 INSTRUCTION 2605 Advancement Requirements (Grades 6 through 9)

The District has established a set of advancement requirements for 6th through 9th grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the District sets the following advancement requirements:

1. To advance to the 7th grade, students must earn at least 80 percent of the credits attempted in 6th grade and be in compliance with the District's attendance policy;

2. To advance to the 8th grade, students must earn at least 80 percent of the credits attempted in 7th grade and be in compliance with the District's attendance policy.

3. To advance to the 9th grade, students must earn at least 80 percent of the credits attempted in 8th grade and be in compliance with the District's attendance policy; and

4. Students who have failed more than 20 percent of the courses attempted in the 6th, 7th, or eighth 8th grade may make up the credits needed to achieve the minimum portion of credits attempted by retaking the necessary course(s) during the summer, online, or through correspondence.

Extra-Curricular Activities

All middle school students participating in extracurricular activities must read and sign the Kamiah School District Athletics/Activities policy. Parents must read and sign the policy also. Coaches/advisors will provide policy guidelines for each sport/activity. The purchase of a student activity card is required for participation in extracurricular activities. An additional \$25.00 "pay to play" fee will be charged per activity.

Mandatory Drug / Alcohol / Nicotine Testing

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 prescription 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.

Insurance

Every student participating in a sports program at Kamiah Middle School must carry insurance. School District #304 requires proof of insurance and a signed waiver that has been approved by KMS to be on file prior to participation. The school district has insurance brochures to issue each student, and parents may purchase this insurance for the school year. Each student must participate in the blanket insurance program or provide evidence of adequate insurance coverage. **This is not school insurance**, simply a company offering insurance for the school year.

Check out Procedure

If students need to leave school at any time during the day, they **MUST** check out in the office. The office will check with the parent by phone to okay the checkout. If the student returns within the school day, they must check in on the same form.

Text Book Usage

Students borrowing school textbooks will maintain them in the best possible condition. Students will be expected to pay for any lost or damaged books.

Social Activities

The various classes, clubs and organizations at Kamiah Middle School may hold social functions throughout

the year, which will be scheduled and arranged as follows:

The faculty/advisor and/or president of any group wishing to plan a social function, money-raising event, etc. will obtain permission from the principal prior to the planned event. At that time, the date of the event will be written on the school calendar in the principal's office. The faculty/advisor of the group/class will be in attendance at all planning sessions for the activity and at the function itself. Attendance at all social activities is limited to Kamiah Middle School students.

Dance Regulations

1. After entering the dance, no student will leave and then re-enter the dance.
2. Without exception, any student suspected of being under the influence of a foreign substance (alcohol, drugs, etc.) will be held until their parents can be contacted and come to school to remove them from the school grounds. If the parents will not and/or cannot come, law enforcement agencies will be called and the student will be turned over to them. The student in question and parent or representative will meet with the appropriate school officials at the earliest possible day following the incident.
3. The school dress code is enforced at all dances and 8th grade celebration.

DRESS CODE: Inappropriate Dress/Disruptive Dress: The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents and guardians. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography or hate speech are prohibited. Kamiah Middle School asks that the students adhere to the following expectations.....

- All undergarments will be covered.
- Hats, stocking caps, hoods, bandanas and sunglasses can not be worn in the buildings.
- Sleep wear can not be worn during the school day or activities unless part of a celebration event.
- Shorts/skirts/dresses must be 4 inches above the knee, if shorter leggings must be worn.
- Shirts must be long enough that when raising the arms the abdomen is not exposed. Shirts with cut outs are not permitted. Tank tops must have a strap width of at least 1 ½ inches.
- Chains on jeans are not allowed.

A student's attire or grooming should not be grounds for seclusion from his or her participation in school classes or programs or in school-related activities. If however, the attire or grooming of a student poses a threat to the health or safety of any other person, or to be disruptive to the educational process, an appropriate solution will be issued..

Students Rights/Responsibilities

As ordained by the Constitution and the laws of the State of Idaho, every student has a right to the full range of educational opportunities provided by our public education system. Those rights cannot be abridged except by law. Each student has the right to be enrolled in any class for which he/she qualifies and adequate facilities exist. Every effort will be made to assign students to classes on the basis of maximum benefit for the students.

Staff Duty & Responsibility

Staff are always on supervisory duty in the building or on the campus. They have the right and the responsibility to stop students for any infraction of school regulations. A student who does not comply with the regulations after being warned, or who is defiant of staff's authority when stopped will be referred to the administration.

Media Center

The mission of the KMS library is to provide useful educational support services for both faculty and students. The library/media center is a member of the VALNET library consortium, providing students access to books and materials at more than 45 other libraries. The library is open for general use before school and after

school, as well as during class times. Rules and regulations are as follows:

1. The library is a study zone. Socializing should take place elsewhere.
2. No food or drink allowed in the library.
3. Books may be checked out for a period of four weeks or longer at the discretion of the librarian and may be renewed up to two times.
4. Overdue fines are \$.05 per day. When using inter library loans, you must follow the loan/fine policies of the lending institution.
5. Overdue books and/or unpaid fees will result in withholding of report cards.

Printing

Students must have print approval. The following limited Internet printing rules must apply: 1) print only selections-not entire documents, 2) black and white copies only unless teacher/librarian approves of color.

Computer Use

Log on/off, save to the google drive or flash drive, do not personalize settings or modify computers in any way, do not download software/programs to the computer. Students will not share or permit the use of their Username and password with anyone.

Internet Use

Primary purpose is research; no general surfing, no chat rooms, no games, no sites with gratuitous sexual content.

Kamiah Joint School District #304 STUDENTS 3270P

Acceptable Use of Electronic Networks

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

Terms and Conditions

1. All use of the District's electronic network must be either in support of education or research and in furtherance of the District's stated educational goals; or for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

1. Privileges: The use of the District's electronic networks is a privilege, not a right, and Inappropriate use of the District's electronic networks may result in cancellation of those privileges. The system administrator and/or building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. His or her decision is final.

2. Unacceptable Uses: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following:

A. Using the network for any illegal activity, or to access websites encouraging illegal activity

including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law;

B. Accessing sites which allow or promote online gambling;

C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons;

D. Uses that cause harm to others or damage property;

E. Unauthorized downloading, installation, or copying of software, regardless of whether it is copyrighted or checked for viruses;

F. Downloading copyrighted material or trade secret information;

G. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials;

H. Using the network for private financial or commercial activities;

I. Wastefully using resources, such as file space or the printer;

J. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities;

K. Uploading a worm, virus, or other harmful form of programming and other uses the jeopardize 3270P-2 (ISBA 6/20 UPDATE) the security of the network;

L. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;

M. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;

N. Posting material authored or created by another person, or pictures of another person, or another person's private information or messages without his or her consent;

O. Posting anonymous messages or messages using a name other than one's own;

P. Using the network for commercial or private advertising;

Q. Uses that are commercial transactions;

R. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;

S. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm;

T. Accessing sites which advocate discrimination or which promote intolerance.

U. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying;

V. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation;

W. Using the network while access privileges are suspended or revoked;

X. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;

Y. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;

Z. Students are prohibited from using e-mail unless authorized to do so by District staff. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity; and Any other unacceptable uses as outlined in District Policy 3270.

3. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. Be polite. Do not become abusive in messages to others.

B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

C. Do not reveal personal information (including the addresses or telephone numbers) of other students or staff.

D. Recognize that District email is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

E. Do not use the network in any way that would disrupt its use by other users.

F. Consider all communications and information accessible via the network to be private property.

4. Security: Network security is a high priority. If the user can identify a security problem with the District's electronic devices or services, the user must notify the system administrator, Internet 3270P-3 (ISBA 6/20 UPDATE) Safety Coordinator, or building principal.

The user shall not demonstrate the problem to other users. Users shall keep their account and passwords confidential. Users shall not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

5. Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.

6. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.

A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.

B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Printed evidence of the status of “public domain” documents must be provided.

C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

E. Student work may only be published if there is written permission from both the parent/guardian and the student.

F. Violation of the copyright web publishing rules may result in denial of access to the network.

7. Use of Email

A. The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and as an education tool.

B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.

C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

D. Each person should use the same degree of care in drafting an electronic email message that would be put into a written memo or document. Nothing should be transmitted in an email that would be inappropriate in a letter or memorandum. 3270P-4 (ISBA 6/20 UPDATE)

E. Email from a District account carry with them an identification of the user’s internet domain. This domain name identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all emails transmitted to external recipients.

F. Any message received from an unknown sender should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any electronic based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

G. Use of the District’s email system constitutes consent to these regulations Internet Safety

1. Internet access is limited to only those “acceptable uses,” detailed in these procedures.

2. Staff members shall supervise students while students are using District internet access at school, to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

3. Each District computer with Internet access shall be equipped with a filtering device that blocks that are obscene, pornographic, or harmful or inappropriate for students as defined by the Children’s Internet

Protection Act and as determined by the Superintendent or designee. Students must use the District's filtered network for all online activities on school grounds or using District equipment.

4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student Internet access. Student Use of Social Media: Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others. All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

Kamiah Joint School District #304 STUDENTS 3275

Students Allowed to Take Devices Home

District Provided Mobile Computing Devices

The Kamiah Joint School District #304 is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

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

Students may take the devices out of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for students to request permission to take the device with them.

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

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

Care and Safety

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

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property; 3275-2 (ISBA 12/19 UPDATE)
6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with an anti-static cloth or any other soft, dry cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;

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

Use at School

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

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

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

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

Personalizing Mobile Computing Devices

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

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

Managing Files

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

Students should also back up their work frequently using removable file storage or by e-mailing important documents to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.
3275-3 (ISBA 12/19 UPDATE)

Software

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

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

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

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities. Students wishing to load additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering

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

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

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

Remote Access of Devices

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

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy.

Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities. 3275-4 (ISBA 12/19 UPDATE)

Protecting and Storing Devices

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

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

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

Repair of Devices

Students are to report all device problems to the building principal. The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Electronic Communication Devices:

Students may possess electronic communication devices including, but not limited to cell phones, tablets, etc. during the school day from the first bell to the last bell under the following conditions: **Must be turned off, put away, and remain out of sight prior to entering the building.** Electronic communication devices may be possessed and used after school and at school-sponsored or school-related activities. If a student needs to text/call a parent they may ask permission from a teacher or do so in the office. Students in violation of this policy will be subject to disciplinary action, including but not limited to:

*Item is confiscated and returned to the parent only.

*It is the responsibility of the student to inform his/her parent that the cell device is being held in the office.

Office staff will assist students in contacting a parent in cases of forgotten items, illness or emergencies.

The Kamiah School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a personal computing device/cell phone to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents/guardians. Students should take all responsible measures to protect against the theft or damage of their personal device. It is not the responsibility of the Kamiah School District to provide access to charging of personal computing devices. Students are expected to:

1. **Ask for permission before using the device and prior to accessing the Internet with a personal computing device.**
2. **Turn off the device at the request of school personnel.**

Kamiah School District Technology/Internet Use Discipline Procedure

District computers and other technologies are provided to students for educational purposes only. The following is prohibited on district and personal devices: gaming, shopping, social networking, streaming music and videos, personal email and other non-school related internet access. Consequences for violating the district's technology policies will be consistent with the seriousness of the violation and with each school's discipline policies. Student violations will be handled using the following steps but not limited to:

1st Violation: Verbal warning by a district staff member

2nd Violation: Referral to the building principal, parent notification of the infraction. The building principal may

add additional consequences at his/her discretion.

3rd Violation: (9) Week account suspension. All internet access will be prohibited. Access to computers/technology may be granted by building principal permission only. Exceptions can be made by the building principal's discretion on a case by case basis. At the end of the nine weeks the student will have an opportunity to use district computers/technology as determined by the building principal.

*The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

Contracts and Bills

The board of Trustees of School District #304 requires that the principal have the responsibility for the Associated Student Body funds. No contracts or bills in the name of the Kamiah Middle School Associated Student Body or any of its sub-organizations will be entered into without the principal's written approval. The teacher or advisor in charge of the organization, prior to approval by the principal, must sign student activities purchase orders.

Fire Drill Procedures

Fire Drill procedures, routes and exits are posted in each classroom. The exit used will depend on the location of the fire.

Kamiah School District Transportation Progressive Discipline Plan

The Kamiah Joint School District No. 304 Transportation Department utilizes a progressive discipline process to ensure students and staff remain safe. The use of district transportation by students is a privilege and the right to ride may be removed if behavior of the student results in an unsafe environment or frequent discipline infractions occur. Based on the incident severity and frequency, drivers, transportation director, and school administrators follow progressive steps to manage student behavior. The 4 steps below outline the overall process

1. Drivers are encouraged to manage students with Positive Behavior Support including positive praise and practicing student expectations.
2. If a misbehavior arises, drivers will remind students of expectations for safe behavior on the bus. A note may be sent home or a phone call made as a form of communication with the parents from the driver prior to implementation of progressive discipline.
3. Should the behavior continue, a Transportation Discipline Referral will be created and progressive disciplinary action will be taken based on severity and frequency.
4. Should the behavior be critical in nature or frequent, immediate discipline will take place including loss of riding privileges for a designated period of time. All transportation suspensions may be appealed to the District Superintendent and then to the Board of Trustees.

Progressive Discipline reasons are categorized into three groups; Minor, Moderate and Critical. Each bus incident can be different and require a different approach to maintain a safe bus environment. The progressive steps in each group provide guidance and consistency with flexibility within each step to provide students with a positive path of learning and improvement. For each group of reasons there is a defined progression of actions.

A - Minor Reasons

Step 1 (1st occurrence) - The driver will document the 1st occurrence as "minor behavior" on the driver behavior log and date the incident.

- The driver will talk to the student and repeat the bus expectations to help educate the student. The driver may send a note home with the student or call parents.

Step 2 (2nd occurrence) - The driver will document the 2nd occurrence as "minor behavior" on the driver behavior log and date the incident.

- The driver will talk to the student and repeat the bus expectations to help educate the student. The driver may send a note home with the student or call parents.

Step 3 (3rd occurrence) - If there is a 3rd occurrence within the same semester the driver will document the incident on the driver behavior log as "continued minor behavior" and the following progressive steps will take place.

- A Transportation Discipline Referral will be completed by the driver and given to the transportation director.
- The transportation director will call the parent to inform them of the incident and ask for assistance in developing an action plan of learning and improvement.
- The transportation director may talk to the building administrator to discuss the most appropriate action. This may result in a meeting (in person or over the phone) between the driver, parent, student, and transportation director if appropriate to develop an action plan of learning and improvement.

Further Occurrences - If there are any further "minor behavior" incidents within the same semester the driver will escalate the referral type to "moderate behavior" and the progressive discipline will increase. **Note:** For "minor behavior" the progression of steps start over at semester.

B - Moderate Reasons

Step 1 (1st occurrence) - The driver will document the 1st occurrence as "moderate behavior" on the driver behavior log and date the incident.

- The driver will talk to the student and repeat the bus expectations to help educate the students.
- A Transportation Discipline Referral will be completed by the driver and given to the transportation director.
- The transportation director may call the parent to inform them of the incident and ask for assistance in developing an action plan of learning and improvement.
- The transportation director may talk to the building administrator to discuss the most appropriate action. This may result in a meeting (in person or over the phone) between the driver, parent, student, and transportation director if appropriate to develop an action plan of learning and improvement.

Step 2 (2nd occurrence) - The driver will document the 2nd occurrence as "moderate behavior" on the driver behavior log and date the incident.

- The driver will talk to the student again and repeat the bus expectations and assign a seat in the front of the bus.
- A Transportation Discipline Referral will be completed by the driver and given to the transportation director and building administrator.
- A School Discipline Referral will be generated, documented into PowerSchool and the building administrator will provide the parent a copy.
- A meeting (in person or over the phone) is scheduled with the parent, student, transportation director, driver and building administrator to address the concern and discuss the appropriate action.
- The transportation director will call the parent and notify them that the student is removed from the bus until this meeting has occurred. The student should not be removed from the bus longer than 1 day until a meeting is scheduled.

Step 3 (3rd occurrence) - The driver will select the "moderate behavior" referral type.

- A Transportation Discipline Referral will be completed by the driver and given to the transportation director and building administrator.
- A School Discipline Referral will be generated, documented into PowerSchool and the building administrator will provide the parent a copy.
- The transportation director will call the parent and notify them that the student is removed from the bus, progressive action starts at 1-5 days as determined by the transportation director.
- The student and parent must have a re-admittance meeting in person with the transportation director, driver and building administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future consequences. The meeting will be scheduled and facilitated by the transportation director.

Further Occurrences - If there are any further "moderate behavior" incidents within the same year the student will be removed from district transportation for 4-8 days. **Note:** For moderate reasons the progression of steps will not start over at the semester. Each time a conduct referral type is completed, the action taken must be progressive from the previous action.

*All Transportation Suspensions may be appealed to the District Superintendent and then Board of Trustees.

C - Critical Reasons

All incidents that fall under the critical reasons category require immediate notification to the transportation director and school administrator. A bus conduct referral type "critical behavior" will also be completed. All actions taken must be clearly communicated to the transportation department and driver.

- A Transportation Discipline Referral will be completed by the driver and given to the transportation director and building administrator.
- A School Discipline Referral will be generated, documented into PowerSchool and the building administrator will provide the parent a copy.
- The transportation director will call the parent and notify them that the student is removed from the bus, progressive action starts at 4-8 days as determined by the transportation director.
- The student and parent must have a re-admittance meeting in person with the transportation director, driver and building administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future consequences. The meeting will be scheduled and facilitated by the transportation director.

Further Occurrences - If there are any further "critical behavior" incidents within the same year the student will be removed from district transportation until a meeting is held with the Superintendent. The Superintendent may remove the student from all district transportation for the remainder of the year. **Note:** For critical reasons, the progression of steps will not start over at the semester.

*All Transportation Suspensions may be appealed to the District Superintendent and then Board of Trustees.

BUS CONDUCT REFERRAL REASON DEFINITIONS

REASON	DEFINITION
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A1- Boarding the bus with prohibited items	The following items are not allowed on the bus: Breakable containers (e.g. glass bottles, aquariums). All forms of animal life, with the exception of service animals. Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or causes a distraction to the driver).
A2- Distracting the driver	It is important to not distract the driver while the bus is in operation, except in emergencies.
A3- Eating or drinking on the bus	Eating, drinking and/or chewing gum is prohibited.
A4- Not disposing of trash properly	Any trash should be taken off the bus or placed in the trash can.
A5- Not following rules at the bus stop	Students are not to engage in horseplay and are to respect the property of the homeowners in the area.
A6- Not keeping out of the bus aisle	Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
A7- Not keeping your hands to yourself	Overly aggressive play or touching another person.
A8- Not maintaining proper voice level	No screaming, yelling or other loud noises are allowed that would distract the driver.
A9- Not obeying the bus driver or monitor	The driver is in full charge of the bus and riders at all times. Students are expected to be kind and respectful to fellow students, and the driver.
A10- Not sitting properly	Students are to remain seated, facing forward while the bus is in operation.
A11- Not using appropriate language	Swearing, vulgar comments or inappropriate use of words.
A12- Other	Other items not specifically listed.
B1- Getting off the bus at the wrong stop	Students must only get off at their assigned bus stop unless a signed bus pass is given to the driver.

B2- Not keeping your head or hands inside bus	Bus windows are only opened with the driver's permission and are limited to 2 notches. Hands, arms, heads and legs are to be kept inside the bus at all times.
B3- Not riding the assigned bus	Students must only ride their assigned bus unless a signed bus pass is given to the driver. Parents must call the building to notify the secretary of a change to bus assignment or drop off location.
B4- Spraying an irritant on the bus	Spraying or applying perfume, deodorants or anything with a strong odor while on the bus.
B5- Throwing items on or out of the bus	Throwing objects of any kind on, out, in or near the bus is prohibited.
B6- Other	Other items not specifically listed.
C1- Destruction of district property	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping or poking holes in seats/graffiti...)
C2- Destruction of personal property	Deliberately impairs the usefulness of personal property/destruction of personal property.
C3- Fighting	Serious physical contact/injury between two or more students.
C4- Harassment, Intimidation, and Bullying	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on...)
C5- Sexual Misconduct, Inappropriate Touching	Sexual statements, harassment, or touching someone in an unwanted sexual way. Showing someone an inappropriate sexual image or exposing oneself.
C6- Using or possessing alcohol, tobacco, or other drugs	Possessing or use of tobacco, vapes, alcohol, or illegal drugs / substances.
C7- Weapon brought on the bus	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices/objects capable of causing an unsafe or perceived unsafe environment or harm.
C8- Other	Other items not specifically listed.

- A-Minor
- B-Moderate
- C-Critical

Transportation To And From School Events

The district will provide transportation to all school-sponsored activities scheduled outside Kamiah Joint

School District #304. 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 Middle 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 or 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.

Family Rights And Privacy Act of 1974

Kamiah Schools maintain confidential information about pupils and their families for legitimate educational purposes including instruction, guidance, and research. Educational amendments of 1974 provide that parents may review and inspect all official records and data directly related to their children. This right is given to parents or any student 18 years or older to inspect and review any and all records.

Medication at School

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

1. You may come to school and give the medication to your child at the appropriate time.
2. You may obtain a copy of the District 304 medication form from the school nurse or 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 secretary cannot administer any medication without the medication form being filled out and signed. Prescription medications must be brought to 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.
3. 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.**

All students are required to follow Kamiah School District #304 Policies, even if the policies are not stated in this agenda!

Provisions for Disciplinary Action

Violations of school, civil, or state laws, or acts which bring discredit to the school, faculty, and administration will be grounds for discipline. Due process shall be afforded any student before any disciplinary action may be taken. Administration will be responsible to afford the due process and issue necessary disciplinary action.

Weapons Policy

Please refer to the section on Weapons Policy, Policy NO: 541.

Expulsion: Denial of attendance at any single subject, class, activity, or any full schedule of subjects, classes 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 been given written notice to the parent/guardian of the pupil, which notice shall be the grounds for the proposed expulsion and the time and place where such witnesses and submit evidence on its behalf, and to cross-examine any adult witnesses who may appear against him.” (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions. The handicapping condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student. .

Harassment, Threats & Intimidation

Please refer to pages on Harassment Policies “Hazing, Harassment, Intimidation, Bullying, Cyber Bullying.”

Sexual Harassment

It is the policy of Kamiah School District to maintain learning and working environment that is free from sexual harassment. The School District prohibits any 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 or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of an acceptable nature. Sexual harassment refers to sexual overtures or conduct that is not welcome, that is personally offensive, that affects morale, that may create a hostile environment, and that, interferes with a student’s ability to study or participate in school activities.

1. Students who believe they are being harassed should report the situation to school personnel.

2. Any employee of the school district receiving a report of harassment from anyone will report the matter to a school administrator immediately.

The school district will act to investigate all complaints, formal or informal, verbal or written, and to discipline or take appropriate action against any student who is found to have violated this policy.

Cheating

Students who are caught cheating on assignments or tests will receive a zero on that assignment or test. Repeated occurrences of cheating may result in loss of credit.

Plagiarism

Plagiarism means presenting someone else’s words or ideas as your own. It is a form of stealing and is a serious offense. You must credit your sources for any ideas you use that are not common knowledge and are not your own. Work submitted containing plagiarized materials for credit will result in a zero. Repeated offenses may result in loss of credit for the course.

Forgeries

A student who takes the liberty of forging a faculty member’s signature, a parent’s signature or another person’s signature can be suspended up to five (5) school days.

The following 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 options that may be exercised.
2. Principals (or their designee) may suspend up to five days per incident. The Superintendent or School Board may also extend the days of suspension assigned by the principal (designee).
3. Suspension/Expulsion: Any student who is suspended/expelled is not allowed to come on school property at any time (24 hours/day, 7days/week)
4. Students who are suspended (out of school) will have the opportunity to make up work missed during the period of suspension. Students are encouraged to keep current with their work, so that they are not behind when they return to school.
5. 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.
6. Elementary consequences will always start with school discipline and detention. Suspension and expulsion are

options for K-4 students in all categories.

7. Consequences for students in grades 5-12 are shown on the following charts.

8. Length of expulsion will be determined by the Board of Trustees based on recommendations made by the building principal, except for those areas indicating "one year calendar".

9. Inappropriate dress (Item #19 on chart):

1st Offense: Students' parents bring a change of clothing, or the child will be sent home to change. 2nd

Offense: Students will change clothing and receive detention.

3rd Offense: Student will be suspended with a parent conference.

10. For the purpose of this policy, assault shall be defined as: An intentional contact with another person that would be harmful or offensive to the ordinary person who is not duly sensitive; or an act done with unlawful force, with intent to inflict bodily injury of fear or fear of such injury, even if no injury be inflicted.

<u>OFFENSE</u>	<u>Detention</u>	<u>Suspension</u>	<u>Expulsion</u>	<u>Notification</u>
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.		In-school Out-of-School	Emergency	Non-School Agency
1. Alcohol: Possessing, using, or being under the influence of alcohol, at school, school functions, or activities		Up to 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 Up to -20 days with 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 inflicting substantial or great bodily harm by any means.		1 st Up to -20 days with Counseling	2 nd	X

5. Burglary: Entering or remaining unlawfully in a district building with intent to commit a crime.		Up to 20 days		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/Alcohol/Tobacco Policy) Possessing, using, or being under the influence of drugs, inhalants, or controlled substances, or in possession of drug paraphernalia		1 st Up to -15 days and 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)		Up to 5 days		
10. Tobacco Use or possession: See Drug and Alcohol policy. Use or possession of any tobacco products including storing or maintaining such products in lockers, on self, or on property of the district or at school sponsored events.		1 st -1 day suspension, notification of Law Enforcement 2 nd -5 day suspension, notification of Law Enforcement		X
		3 rd -15day suspension, notification of Law Enforcement		
11. Criminal Acts as Defined by Law not to otherwise addressed in this policy: Refer		X	X	X

to State, County, and Federal criminal codes				
12. 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, or busses.		Upto 5 Days	X	X
13. Disruptive Behavior: Conduct which interferes with the educational process, disruptive behavior in school, assemblies, school activities or on busses.		Upto 5 Days	X	X
14. 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 or force.		Upto 20 Days with Counseling	X	X
15. Fighting: The Act Of Quarreling involving any physical altercations		Upto 5 Days	X	X
16. Forgery: Fraudulently Using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data		Upto 5 Days	X	X
17. Harrassment: Intimidating or harassing a person because of that person's race, color, sex, religious beliefs, ancestry, national origin, or any other reason. Threats To Cause injury, property damage, or physical		Upto 10 Days with Counseling		X

confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.				
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18. Inappropriate Display of Affection		1 st -1 day 2 nd -2 days 3 rd -3 days		X
19. 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		
20. Lewd Conduct/Indecent Exposure: Behavior that is either obscene, such as mooning, exposing oneself, sexual misconduct etc.		Up to 10 days	X	X
21. Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.		Up to 20 days	X	X
22. Robbery: Taking another's property by force or threat of force.		Up to 20 days	X	X
23. Theft: Stealing		1 st -3 days 2 nd -5 days 3 rd -10 days		
24. Trespass: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events/or refusing to leave when		Up to 5 days		

asked.				
25. Use of Obscenity or profanity: Oral, written, gestures, or on computer networks.		1 st 1 day 2 nd 2 days 3 rd 3 days	X	X

26. Malicious Mischief: Destroying or damaging property, such as: Breaking windows, graffiti, defacing desks or lockers, damaging or destroying other people's belongings, interfacing with or damaging electronic information systems, etc.		Up to 20 days plus damages	If over \$300 damage: Expulsion	X
27. Weapons and Explosives: The district has a no tolerance policy of 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
28. Truancy: Unexcused absence(s)	X	X	X	X
29. Tardiness: Being late to class or school without a valid excuse. (Handled by principals at building level)	X	X		