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SECTION 700

STUDENTS

701.0 EQUAL EDUCATIONAL OPPORTUNITIES

701.1 - General Policy Statement

The Board of Trustees of Culdesac Joint School District No. 342 affirms its belief that there shall be no discrimination against students on the basis of race, gender, color, national origin, religion, creed, marital status or disability in the educational programs and activities of this School District. The District will not discriminate against any student on the basis of sexual orientation.

**Idaho Code Section 16-1619
Title VI of Civil Rights Act of 1964
Title I of Education Amendments Act of 1972**

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

702.0 ENROLLMENT POLICIES

702.1 – Entrance, Placement and Transfer

Entrance, Date, and Age

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

Initial Enrollment

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

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental

documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he has an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

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

Placement

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

Transfer

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

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

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

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

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

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);

5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Transfer from Persistently Dangerous Schools

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

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

Legal Reference:

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

Revised: August, 2018
Adopted: August, 2000

702.6 - Exclusion from School

Culdesac Joint School District No. 342 shall exclude from attendance any students with contagious or infectious diseases or those who are not immune and have been exposed to said contagious or infectious diseases. Upon order of the Idaho State Board of Health or the District Health Department, school shall close if it is determined that a contagious or infectious disease is present in the student body or community that could affect the health of other students.

Idaho Code Sections 33-512, 39-4801

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

703.0 OPEN ENROLLMENT POLICIES

703.1 – Open Enrollment

The Board of Trustees recognizes that the state of Idaho has an open enrollment options program. Any student in this state has the opportunity to attend school in another school district in the state unless the trustees of a particular district vote not to receive any pupils other than those who reside within their own school district. The Culdesac School District will accept out-of-district students if there is space available in the class on a first come/first served basis. The student may not be accepted if he/she has attendance or grade issues or has been suspended from another school. The student will not be accepted if he/she has been expelled from another District.

Parents/guardians of a student accepted under this open enrollment policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries.

Whenever the non-resident parent or guardian of any student determines that it is in the best interest of the student to attend school within the Culdesac school district, the parent or guardian shall make a written application on the Culdesac school district approved open enrollment form. The application will be accompanied by a copy of the student cumulative folder from the home school district.

It is recommended that a student who is considering submitting an open enrollment application to the Culdesac School District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

An open enrollment application must be submitted annually for admission to Culdesac School. Applications for previously approved open enrollment students will be accepted from January 1 to February 1 of each year for open enrollment in the subsequent year. The application acceptance period may be waived for first time applications if there is space available in the class and/or program requested. Parents/guardians will be notified of the action taken by the Board on the open enrollment application.

Open enrollment students are required to comply with school rules and regulations as laid out in the Student Behavioral contract. Unacceptable behaviors by an open enrollment student or false or misleading information on their open enrollment application are grounds for the District to revoke an open enrollment application at any time by the Board of Trustees.

Legal Reference:

Idaho Code §33-512
Idaho Code §33-1401
Idaho Code §33-1402
Idaho Code §33-1404
Idaho Code §33-2001

Revised: September, 2018
Reviewed: July, 2008
Revised: January, 2006
Adopted: August, 2000

703.2 - Process for Non-Resident Enrollment

Whenever the non-resident parent or guardian of any pupil determines that it is in the best interest of the pupil to attend a school within this school district, the parent or guardian shall make a written application on the district-approved form for such attendance. The application shall be accompanied by the student's cumulative folder from the home district. Within sixty (60) days of the receipt of the application, this school district shall offer its written explanation on the enrollment application. All students listed on the Open Enrollment Application Form without an Idaho address must pay the monthly tuition rate as shown on the Annual Tuition Certificate.

Idaho Code Section 33-1402

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000
Revised: January 11, 2006

703.3 - Guidelines for Enrolling Non-Resident Students

Non-resident students will only be accepted on a "space available" basis in the school of this School District. When an application for attendance of a non-resident student is received, the administration shall make a determination if space is available in the building/program area where enrollment is sought. The criteria for determining whether space is available will be based, in rank order, on:

The number of students who live outside of the attendance area, but within this school district, who want to attend the district during the next semester.

The number of students who live outside of this school district, but attended the building during the most recent semester, and plan to request attendance for the next semester.

The number of students who live outside of this school district who have submitted completed applications for attendance during the next semester.

When the administration determines that a building/program area is at capacity, no out-of-district applications will be considered. When space is available in any particular building/program area after considering all student attendance requests in categories 1, 2, and 3 above, students with completed out-of-district applications will be granted permission to enroll on a first come/first served basis.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000
Revised: January 11, 2006

704.0 DUAL ENROLLMENT OF STUDENTS

704.1 - Statement of Policy

The Board of Trustees, after review of communications of explanation from the State Superintendent of Public Instruction, the State Department of Education and the Deputy Attorney General, has promulgated the following policies to attempt to comply with and to assist in the administration and implementation of the provisions of Idaho Code 33-203 (Dual Enrollment Statutes) consistent with other state statutes, this school Board's policies, and the State Board of Educational Rules and Regulations. Because of the complex nature of this statute and the vague and ambiguous language contained therein, it is contemplated that these policies may have to be amended from time to time as experience dictates.

Idaho Code 33-203

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

704.1.01 - Definitions

704.1.02- “Dual Enrollment”

A nonpublic student residing within the boundaries of this School district who is legitimately enrolled in a private, parochial, or home school setting, or at a post secondary institution and has not graduated from high school, who is also dual enrolled in this District’s school by meeting the criteria outlined herein.

Idaho Code: 33-203

Reviewed & Adopted: July 9, 2008

704.1.03 - “Nonpublic Student”

Any student who receives educational instruction outside a public school classroom and such instruction can include, but is not limited to, a private school or a home school.

Reviewed & Adopted: July 9, 2008

704.1.04 - “Primary Education Provider”

That person or entity providing the majority of the nonpublic student’s educational instruction outside the public school programs or activities.

Reviewed & Adopted: July 9, 2008

704.1.05 - “Program and Activity”

The terms “program” and “activity” as used in Idaho Code shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

Idaho Code: 33-203

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

704.2 - Dual Enrollment Entry Process

Any nonpublic student wishing to enroll in the school of this district must provide evidence of residence in this district, acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or suitable waiver), and must comply with the registration required by the District which includes providing complete records of the student's academic history.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

704.3 - Registration and Procedures

Before entering a program or activity a nonpublic student must complete registration and gain admission to the school of this District. Registration shall include in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement for the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

704.4 - Transportation

A nonpublic student, upon admission to a school in this district, may ride a school bus on regularly scheduled routes (including activity bus routes) and use regularly established bus stops or stops that would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a nonpublic student. If a nonpublic student attends only part time, the district may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. students). The District will not provide such transportation if there is no available space, if the alternation of the regularly established bus routes or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

704.5 - Mixed Curriculum

If a nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the nonpublic student. It shall be the nonpublic student's responsibility to contact the District to ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation need be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

704.6 - Interim Periods

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the premises other than when the program or activity for which the student is enrolled is taking place. The District shall not be responsible for the care or supervision of the student in any form for periods before, in between, or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

704.7 Extracurricular Nonacademic Activities

Any nonpublic student involved in an extracurricular activity shall be subject to all the same eligibility standards as a regular full time student.

Reviewed & Adopted: July 9, 2008

704.7.01 Testing to Meet Participation Standards

The parents or guardian of a nonpublic student are responsible for obtaining third party* testing for their child at their expense in accordance with Idaho Code 33-203 (4) and State Board of Education rules. Test results from the Iowa Test of Basic Skills (ITBS) or the Test of Academic Proficiency (TAP) must be provided to the school principal as a condition of enrollment. The student must achieve a minimum composite score of the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in nonacademic programs. Test results from a given year shall be used to determine academic eligibility for the following year and are valid for a period of twelve (12) months from the date the test results are released. *Third Party testing is optional.

Idaho Code Section 33-203

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

704.8 - Class Size/Disenrollment

If enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the public school of this District. If a class or program is full and includes a part time nonpublic student when a regular full time student transfers into the school during the semester or trimester, the district's normal enrollment procedure shall remain the same and the nonpublic student may not be disenrolled to provide space for the full time student. Regular full time students will be given priority for enrollment at the start of each semester or trimester.

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

704.9 - School Rules, Regulations, and Policies

A nonpublic student shall be subject to all the same policies, regulations, and school rules as any regularly enrolled student during the times that the nonpublic student is present at school. Such policies, regulations, and rules will include, but not be limited to, attendance, grades, prerequisites, classroom conduct and discipline.

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

704.9.01 - Prerequisites

A nonpublic student must meet all prerequisites for enrollment for a program or activity which is required of public school students.

Reviewed & Adopted: July 9, 2008

704.9.02 - Non-public School Student Testing

Non-public school students at those same grade levels are encouraged to participate at private school expense.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

704.11 - IDEA/ADA/Section 504 Students

Parents who wish nonpublic students to be enrolled in special programs must comply with the requirements of the Individuals with Disabilities Education Act (IDEA) of 1973 [Section 504]. If a request for referral is made by said parents and if the evaluation of the student by the multidisciplinary or child study team determines that special services are appropriate for the student, then such programs will be provided to the extent possible. Until such determination is made, such special educational services or accommodations will not be provided.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

705.0 REQUIRED INSTRUCTION AT ELEMENTARY LEVEL

705.1 - Elementary Grade Level Instruction

Culdesac Joint School District No. 342 will offer a core of instruction in Grades Kindergarten through Six that will include, but not be limited to, the following:

- a. Language Arts and Communication - including instruction in reading, writing, English, literature, technological applications, spelling, speech and listening.
- b. Mathematics - including instruction in addition, subtraction, multiplication, division, percentages, mathematical reasoning and probability.
- c. Science - including instruction in applied sciences, earth and space sciences, physical sciences, and life sciences.
- d. Social Studies - include instruction in history, government, geography, economics, current world affairs, citizenship, and sociology.

Section 08, IDAPA Rules

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

705.2 - Additional Elementary Grade Level Instruction

In addition to the Core Instruction in Policy 717.1, the Culdesac Joint School District will also offer instruction in the following areas to elementary students:

Physical education with an emphasis on fitness, wellness, and lifetime recreation
Health education with an emphasis on sound nutrition, healthy lifestyle choices
Fine arts with an emphasis on art, music, and dance

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

706.0 REQUIRED INSTRUCTION AT JUNIOR HIGH SCHOOL LEVEL

706.1 Junior High Grade Level Instruction

Culdesac Joint School District No. 342 will offer a core of instruction in the Middle School/Junior High School grades that will include, but not be limited to, the following:

Language Arts and Communication – including instruction in reading, writing, English, literature, technological applications, spelling, speech and listening

Mathematics – including instruction in addition, subtraction, multiplication, division, percentages, mathematical reasoning and probability

Science – including instruction in applied sciences, earth and space sciences, physical sciences, and life sciences

Social Studies – including instruction in history, government, geography, economics, current world affairs, citizenship, and sociology

All junior high school students will be required to pass 80% of courses in which they are enrolled and pass both semesters of core courses. Students who do not meet the above criteria will not be automatically promoted to the next grade level. To make up for failed classes, a student may be placed on an academic plan which may include Friday School, Summer School or online remediation.

Reviewed and Revised: April, 2018
Reviewed and Revised: January, 2011
Reviewed and Revised: July, 2008
Adopted: August, 2000

706.2 - Additional Junior High Grade Level Instruction with Required Participation

In addition to the Core Instruction in Policy 718.1, the Culdesac Joint School District will also offer instruction in the following areas in which middle school/junior high school students are required to take part:

- a. Physical education with an emphasis on fitness, wellness, and lifetime recreation
- b. Health education with an emphasis on sound nutrition, healthy lifestyle choices

Section 08, IDAPA Rules

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

706.3 - Junior High School Grade Level Instruction with Optional Participation

As a part of offering students a comprehensive curriculum, Culdesac Joint School District No. 342 directs the administrators in the Middle School/Junior High School wing to offer the following courses on a rotating basis so that all student have the opportunity to enroll if they so choose at some point during their Middle School/Junior High School years:

- Family and consumer sciences
- Fine and performing arts
- Vocational-technical courses
- Student advisory period (middle school mandatory)
- Exploratory period (middle school optional)

Section 08, IDAPA Rules

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

707.0 GRADUATION REQUIREMENTS

707.1 High School Graduation Requirements

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. The official transcript will indicate the specific courses taken and level of achievement.

The Board shall establish graduation requirements which, at a minimum, satisfy those established by the State Board of Education. Generally, any change in graduation requirements promulgated by the Board will become effective for the next class to enter the 9th grade. Exceptions to this general rule may be made where it is determined by the Board that the proposed change in graduation requirements will not have a negative effect on students already in grades 9 through 12. The Board shall consider and vote on whether to approve graduation requirements as recommended by the Superintendent.

A student who possesses a disabling condition shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

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

Credits

Students shall be expected to earn a total of **46** semester credits in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **31 semester credits:**

Secondary Language Arts and Communication 9 credits

English (language study, composition, literature) 8 credits

Speech or Debate 1 credit

Mathematics 6 credits*

Algebra I (or meets Algebra I standards) 2 credits

Geometry (or meets Geometry standards) 2 credits

Secondary Mathematics of the student's choice 2 credits

*(Two credits must be taken in the last year of high school in which the student intends to graduate. For the purposes of this procedure, the last year of high school shall include the summer preceding the fall start of classes. Students who return to school during the summer or the following fall of the next year for less than a full schedule of course due to failing to pass a course other than math are not required to retake a math course as long as they have earned six credits of high school level mathematics.)

Science 6 credits*

Secondary Science 6 credits*

*(4 credits shall be laboratory sciences)

Social Studies 5 credits

Government 2 credits

US History 2 credits

Economics 1 credit

Arts and Humanities 2 credits

Interdisciplinary humanities, visual and performing arts, or
Foreign language

Health and Wellness 1 credit*

*(For students who enter 9th grade in Fall of 2015 or later, each student shall receive a minimum of 1 class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally,

students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the school district, or 18 weeks of a sport recognized by the school district may choose to substitute participation for up to one credit of physical education.)

Advanced Opportunities 2 credits
Career and Life Planning 2 credits*

*(This class can be waived if the student has achieved an Industry Recognized certification or has participated in a recognized high school apprenticeship program.)

Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9th grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content, then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student's high school transcript and the student's parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student's parent or guardian may elect to not have the credits and grade transferred to the student's high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant in the 8 in 6 program.

College Entrance Examination

A student must take one or more of the following college entrance or placement examinations before the end of the student's 11th grade year: SAT, ACT, or COMPASS.

A student may elect an exemption in their 11th grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests;
2. Enrolled in a Limited English Proficient program for three academic years or less;
3. Enrolled for the first time in grade 12 at an Idaho high school after the spring statewide administration of the college entrance exam; or
4. Eligible to take an alternative assessment. In this case the student may instead take the ACCUPLACER placement exam during their senior year.

A student who misses the statewide administration of the college exam during the student's 11th grade year may instead take the examination during his or her 12th grade year in the student:

1. Transferred to an Idaho school district during his/her 11th grade year;
2. Was homeschooled during his/her 11th grade year; or
3. Missed the spring statewide administration of the college entrance exam for a documented medical reason.

Senior Project

A student shall complete a senior project that includes a written report and oral presentation by the end of grade 12.

Idaho Standards Achievement Tests (ISAT)

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

Civics Test

Beginning with the class of 2017, all secondary students must successfully pass the civics test or alternated path. "Civics test" as used herein means the 100 questions used by officers of the United States Citizenship and Immigration Services as a basis for selecting the questions posed to applicants for naturalization.

The school district will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The school district will document on the student's transcript that the student has passed the civics test.

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

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the principal may recommend, and the Superintendent may approve, minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, college and university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of a class/program supervised by the school.

All classes attempted at Culatesac High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

Selection of Valedictorian and Salutatorian

The valedictorian will be the graduating senior who has the highest grade point average (GPA) as of his/her seventh semester of high school and this GPA must be 3.50 or higher.

The salutatorian will be the graduating senior who has the second highest GPA as of his/her seventh semester of high school and this GPA must be 3.00 or higher.

The valedictorian and the salutatorian must have completed all graduation requirements of Culdesac High School. He/she must be enrolled in Culdesac High School for at least the last three (3) semesters of high school and must have passed all of the standardized test required by the State of Idaho for graduation.

The administration and Board retain the right to modify the final selection of valedictorian and/or salutatorian in the event of additional unforeseen atypical circumstances.

Nonpublic School Student Graduation

A nonpublic school student must meet all grade and other graduation requirements of this District in order to graduate and obtain a diploma from the schools of this District.

Reviewed and Revised: December, 2018

Reviewed and Revised: August, 2014

Reviewed and Revised: August, 2012

Reviewed and Revised: July, 2008

Adopted: August, 2000

707.5 – Early Graduation

If a student wishes to graduate at the conclusion of the 7th semester, a request for such a graduation shall be presented at or before the December board meeting.

Three alternatives will be considered in lieu of an 8th semester:

1. The student will enroll and successfully complete a college semester with a minimum of 15 quarter hours or 12 semester hours.
2. The student will enroll in an approved vocational program and successfully complete a period of training equivalent to one semester.
3. The student shall obtain and successfully complete a job for the duration of the 8th semester.
4. To be considered for the above alternatives the student must meet all state graduation requirements.
5. The student must have a registration receipt from the college in which he has enrolled or a letter verifying employment – written by the employer.

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

707.6 – Scholastic Probation

Secondary students of the Culdesac School District who are failing in one or more subjects will be warned that this problem exists and the parents or legal guardians will be informed by being sent warning slips. If the problem continues, the teacher, principal, and parents or legal guardians shall meet and discuss the matter.

If the failing condition continues, and the subject and/or subjects are required for graduation, the student will make up the deficiency.

The student will also be given the opportunity of taking the required subject or subjects failed, by attendance at or through correspondence from any institution of higher education accredited by the State Department of Education and upon the successful completion of the course of studies required to graduate and submission of positive proof of successful attainment, the superintendent will cause the diploma to be signed by the proper officials and present it to the former student.

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

708.0 STUDENT LEARNING PLANS

708.1 - Junior High School Students [Grades 7-8]

No later than the end of Grade eight (8) all students will develop parent-approved student learning plans for their high school and post-high school options. The learning plan will be developed by students and parents or guardians with advice and recommendation from school personnel. It will be reviewed annually and may be revised at any time. The purpose of a parent-approved student learning plan is to outline a course of study and learning activities for students to become contributing members of society. A student learning plan describes, at a minimum, the list of courses and learning activities in which the student will engage while working toward meeting the district's graduation standards. The school district will have met its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the learning plan. A learning plan will not be required if the parent or guardian requests, in writing, that no learning plan be developed.

IDAPA 08.02.03.104.03

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

708.2 - High School Students (Grades 9-12)

Students will maintain a parent-approved student learning plan for their high school and post-high school options. The learning plan will be developed by students and parents or guardians with advice and recommendation from school personnel. It will be reviewed annually and may be revised at any time. The purpose of a parent-approved student learning plan is to outline a course of study and learning activities for students to become contributing members of society. A student learning plan describes, at a minimum, the list of courses and learning activities in which the student will engage while working toward meeting the district's graduation standards. The school district will have met its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the learning plan. A learning plan will not be required if the parent or guardian requests, in writing, that no learning plan be developed.

IDAPA 08.02.03.104.03

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

709.0 STUDENT ATTENDANCE

709.1 - Responsibility of Board of Trustees

It is the responsibility of the Board of Trustees of Culdesac Joint School District No. 342 to adopt an attendance policy and to direct the administrators of the District to enforce it.

Idaho Code Section 33-202

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

709.2 - Responsibility of Student and Parent/Guardian

Regular school attendance is essential to the positive learning experience of the student. The main responsibility for attendance rests upon the student with the help of the parent/guardian. Whenever the student is absent from the classroom for reasons other than school-related activities, it is the responsibility of the parent/guardian to verify the absence to the school's satisfaction.

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

709.3 - 90% Attendance Rule

Student attendance is extremely important to student academic success. It is expected that a student will be in attendance at least ninety percent (90%) of the time that each class is taught. If a student is not in attendance at least ninety percent (90%) of the time a class is in session the Board of Trustees may deny promotion to the next grade or credit for the class, even if the student earned a passing grade.

Absence due to school-related activities, conferences with school administrators or counselors, discipline conferences, participation in school-provided services such as testing and assemblies, and emergency dismissals will not be counted against the student's attendance record. Additionally, extraordinary circumstances involving illness or medical treatment, death in the family or death of close friends, court proceedings, and medical or dental appointments may be excused upon proper documentation.

Absences for family convenience, such as shopping or vacations, hunting, etc. should be held to a minimum since they do count against the student's attendance record.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

709.4 - Excused Absences

It is the parents responsibility to contact the school either by phone on the day of the absence and/or by providing a written excuse when the student returns to school. If a written excuse is not presented on the day of the student's return to school, the absence will be unexcused. If a valid written excuse is supplied the next school day, the absence will be changed to excused. The school may require medical verification for prolonged absences or medical appointments.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

709.4.01 - Release Time - Grades 9-12

Upon application of a student's parent or guardian, a student attending Grades Nine (9) through Twelve (12) may be excused from school for a period not exceeding five (5) periods in any week, not exceeding one hundred sixty five (165) hours per student during any one school year, for religious or other purposes. No credit shall be awarded by the school or school district for completion of courses during release time for religious purposes. At the discretion of the Board of Trustees of Culdesac Joint School District No. 342 credit may be granted for release time used for non-religious purposes.

Idaho Code Section 33-519
Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

709.4.02 - Release Time - Grades K-8

The decision of a school district to permit release time programs for kindergarten through grade eight (K-8), as well as the decision of individual students to participate, must be purely voluntary.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

709.5 - Unexcused Absences

An unexcused absence occurs when a student is not in the assigned class for causes other than those allowable under Policy 709.3. An unexcused absence is one that occurs when the parent did not present just cause or arrange the absence with the school as prescribed. Make-up is allowed for unexcused absences only at the discretion of the teacher or building principal. If, in the opinion of the building administrator, unexcused absences are excessive or flagrant a student may be charged with being truant.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

709.6 ATTENDANCE REQUIREMENTS-

Students in grades K-12 are expected to attend school on a regular basis. Regular attendance is a critical factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.

K-6 Students

Administrative Procedures

- A. A letter will be sent to the parent/guardian of a student who has accumulated in excess of five (5) absences per year.
- B. The administrator will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated (10) absences per year.
- C. The administrator will request a conference with the parent/guardian of a student who has accumulated fifteen (15) absences per year. Other designated personnel may attend in order to resolve concerns regarding attendance.
- D. A Truancy Petition may be filed with the Nez Perce County Prosecuting Attorney's Office when a student has been absent in excess of fifteen (15) days, either excused or unexcused, during the school year. An administrator has the discretion to file a petition earlier on a case-by-case basis with the approval of the Superintendent.
- E. Students will be considered for retention for absences of more than twenty (20) days during any one school year.
- F. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

7-12 Students

Administrative Procedures

- A. A letter will be sent to the parent/guardian of a student who has accumulated in excess of five (5) absences per semester.
- B. The administrator will personally speak to the parent/guardian regarding the attendance policy, explain the ramifications of being absent or tardy, stress the importance of attendance and discuss appropriate intervention strategies when a student has accumulated eight (8) absences per semester.
- C. Students will be considered for retention for denial of credits for absences of more than eight (8) days during any one semester.

- D. The administrator will request a conference with the parent/guardian of a student who has accumulated ten (10) absences per semester. Other designated personnel may attend in order to resolve concerns regarding attendance.
- E. A Truancy Petition may be filed with the Nez Perce County Prosecuting Attorney's Office when a student has been absent in excess of ten (10) days, either excused or unexcused, during the school semester. An administrator has the discretion to file a petition earlier on a case-by-case basis with the approval of the Superintendent.
- F. At the beginning of each school year, the administrator will send an awareness letter to parents/guardians of students who missed fifteen (15) or more days the previous school year.

Legal Reference:
Idaho Code 33-205

Reviewed and Revised: May, 2017

Adopted: August, 2000

711.0 STUDENT TESTING

711.1 - Required Testing Program

All students in grades three through eleven (3-11), are required to participate in the standardized portion of the statewide testing program approved by the State Board of Education and funded. In addition, all students in grades four (4), eight (8) and eleven (11) are required to participate in the Direct Writing Assessment and all students in grades four (4) and eight (8) are required to participate in the Direct Mathematics Assessment portions of the statewide testing program. Exceptional students currently receiving special services, it is recommended that they be enrolled in the regular education program for basic skills instruction in reading, language arts, mathematics, science and social studies at least one-half (1/2) of the school day or have the endorsement of the IEP Team to participate in the test. No student will be denied the right to participate.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

712.0 CORRESPONDENCE CREDITS

712.1 - Acceptance of Credits From Other Public Schools

Culdesac Joint School District No. 342 will accept credit from any other public school in Idaho upon receipt of official transcripts. The District will accept credit for courses taken in public schools in other states provided the time spent in the course is roughly equal to, or greater than, the time required of Idaho students in the same course.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000
Revised: January 8, 2003

712.2 - Acceptance of Correspondence Credit

Credit for coursework taken by correspondence will be accepted from any unit of the University of Idaho system, or any accredited college, university, or high school outside of Idaho with an approved correspondence program. Correspondence credit used toward a diploma may not exceed six (6) credits. If a member of the Senior Class plans to use correspondence credits toward completion of the requirements for a diploma, these courses are to be completed prior to the date of graduation, in the year graduation is planned.

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

712.3 - Acceptance of Credit From Private/Parochial Schools

Up to six credits of coursework may be accepted when taken in a private or parochial school setting. The student must present a signed affidavit from officials at the private or parochial school verifying that:

- a. At least seventy (70) clock hours per credit has been spent;
- b. A copy of the course content, basic precepts studied, title of textbooks used;
- c. The student can prove competency at the Fifth Stanine or above on a district-approved and administered achievement test.

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

712.4 - Acceptance of Credit From Non-Accredited Schools or Home Schools

Placement and credit for students transferring into this School District from non-accredited schools, or from home schools, will depend on a series of guidelines used for students in such circumstances.

Students may be provided with credit based on competency tests and written verification that a minimum of seventy (70) hours of classroom instruction has been completed for each credit.

Placement will depend on the results of the competency exams, the appropriate grade level considering his/her level of educational development, the student's age, instructional materials and techniques with which the student has had experience, and other factors necessary to assure success for the student.

Any high school student who completes the number of credits and exiting standards required by both the state and the school district prior to completing eight (8) semesters of high school work may petition the local superintendent and board of trustees to graduate early. When calculating the aggregate average daily attendance for the educational support program, students graduating from high school prior to the end of the school year will have their ADA for the first semester (second trimester) counted as if they were in attendance during the second semester (third trimester) of the school year.

Idaho Digital Learning Academy Classes

The Idaho Digital Learning Academy (IDLA) is a legislatively created virtual school created to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. IDLA offers educational opportunities that meet students' changing needs and grant the student flexibility of learning anytime, any place and at a pace that meets their individual learning styles.

The District will use IDLA classes to supplement its curriculum and to provide remedial academic support.

Site Coordinator

The District will provide an individual, employed by the District, as a Site Coordinator. The Site Coordinator is to regularly motivate and monitor the progress of the student. The role of the Site Coordinator is to:

- A. Advise the student on appropriate courses for registration.
- B. Ensure that the student is completing work on a timely basis, including checking grades online very three weeks.
- C. Proctor the final exam.
- D. Facilitate communications with the student's parent/guardian regarding course progress and the IDLA instructor.

Additionally, the Site Coordinator is a contact for the IDLA instructor and IDLA staff. A Site Coordinator shall be assigned to each building, or in the alternative, each District. Anyone selected as a District Site Coordinator shall successfully complete the IDLA online Site Coordinator Course. The cost of the IDLA online Site Coordinator Course shall be paid by the District.

Student and Course Selection

District administrators, counselors and teachers will identify those students in grades seven (7) through twelve (12) who will benefit from IDLA classes.

At the discretion of the Principal or designee, students may be selected to take IDLA courses who:

- A. Need to make up credits in order to graduate on schedule;
- B. Are eligible for hospital or homebound programs;
- C. Are interested in advanced placement or dual credit courses;
- D. Want to supplement their curriculum by taking course(s) not offered at their school;
- E. Have scheduling conflicts;
- F. Want to accelerate their academic program by taking additional courses to facilitate early graduation;
- G. Are excused from being physically present on the campus of their school of record for an extended period of time.

Students may be denied the privilege of IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

The parent, student and principal or designee must confer and agree that course(s) selected is (are) academically and developmentally appropriate for the student and that all prerequisites as determined by the student's school of record have been completed before registration in an IDLA course.

Ethical Conduct

Any student attending classes through IDLA shall adhere to the District's Acceptable Use policies 3270 and 3270P and any acceptable use policy implemented by IDLA. Additionally, the student and the student's parent/guardian shall agree to abide by the Acceptable Use form 3270F prior to IDLA classes beginning.

In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District. The District shall take any disciplinary measures necessary as provided in District policy.

Tuition / Fees

The District shall abide by the IDLA Fees Policy Statement provided by IDLA. The District shall pay the IDLA cost associated with students who take IDLA classes as part of their normal school day.

If the student is enrolled in six or more credits or sufficient classes to qualify as fulltime in the home high school, the student is responsible for all tuition and registration fees to be paid to IDLA.

The District will pay the tuition and registration fees up front for eligible students. The student and/or his/her family will reimburse the District for all fees if the student fails to complete the course with a passing grade of "D" or higher as soon as the grade is issued.

Grading

IDLA provides a percentage grade to the local school districts. The district transcribes the credit. The grade received from any IDLA class will be averaged into the student's GPA. The student will be granted high school credit when earned through the IDLA.

For all other requirements regarding IDLA, please refer to the Idaho Digital Learning Academy current year Fees Policy Statement.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

712.5 - Statement of Policy

It is the belief that all students should remain enrolled until the regularly scheduled graduation ceremonies for their class. However, the Board will consider early graduation petitions for those students who have completed all of the requirements established by the State of Idaho and Culdesac Joint School District No. 342 by the end of the seventh trimester or fifth semester. Those who are granted early graduation privileges are encouraged to participate in the regular commencement exercises.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

713.0 COMMENCEMENT EXERCISES

713.1 - Participation in Commencement Exercises

A student's right to participate in the commencement exercises of the graduating class at Culdesac High School is earned. As such, participation in this ceremony is reserved for those members of the Senior Class who have completed all of the state and local requirements for graduation before the date of the ceremony. Students who complete their requirements after the date of commencement exercises will not be allowed to participate in the commencement exercises with the other members of the senior class, but will receive their diploma at the time all work is satisfactorily completed.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

713.2 - Student Speakers at Commencement

The school administration may choose up to four members of the graduating class based upon academic achievement to participate in the graduation ceremonies. Any student chosen to participate based on academic rank in the Senior Class may decline to participate without penalty. Students who agree to participate may choose to deliver an address, poem, reading, song, musical presentation, prayer, or any other pronouncement of their choosing.

The school administration shall not censor any presentation or require any prior review of content in student-led presentations at commencement exercises. Administrators may offer advice on student presentations regarding appropriate grammar and format if asked by the student.

The printed program for the commencement ceremony shall contain the following statement:

“Any presentation by student participants at these graduation exercises is the private expression of the individual participants and does not necessarily reflect any official position of Culdesac Joint School District No. 342, its Board of Trustees, administration or other employees, or indicate the views of other graduates.

The Board of Trustees of this School District recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with public schools and its students. The Board of Trustees, however, does not endorse religion, but recognizes the rights of individuals to have the freedom to express their individual political, social or religious views during this ceremony without fear of recrimination or censorship.”

**U.S. Constitution, First Amendment
Equal Access Act of 1984**

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

713.3 - Alternative Measure to the Idaho Standards Achievement Tests

The Board hereby directs the Superintendent to research and make recommendations for the establishment and adoption by this local Board of alternative mechanisms to the ISAT to give certain students an opportunity to demonstrate proficiency of the achievement standards set by the State Board of Education. The alternative measure must:

- a. Be aligned at a minimum to tenth (10th) grade state content standards, and
- b. Be aligned to the state content standards for the subject matter in question, and
- c. Be valid and reliable, and
- d. Ninety percent (90%) of the criteria of the measure (or combination of measures) must be based on academic proficiency and performance, and
- e. Be submitted to the State Board of Education for review, comment and information

Appeal to Local Board for Alternative Measure

Before appealing to the local Board for use of an alternative mechanism to demonstrate proficiency of the Idaho High School Achievement Standards, a student must be:

- a. Enrolled in a special education program and have an Individual Education Plan (IEP), or
- b. Enrolled in a Limited English Proficient (LEP) program for three years or less, or
- c. Enrolled in the fall semester of the senior year.

**IDAPA 08.02.03.105 Graduation from High School
IDAPA 08.02.03.107 High School Graduation Standards**

Reviewed & Adopted: July 9, 2008

713.4 – Secondary Route to Graduation

**Idaho Standards
Achievement Test**

ISAT Proficiency + Local Graduation Requirements = Graduate

SECONDARY ROUTE TO GRADUATION

**Demonstrate Proficiency or Performance Measure of ISAT Sub-Skill
AND/OR**

<p>Grade Point Average: 100 points maximum</p> <p style="padding-left: 40px;">3.0 – 4.0 = 5 2.9 – 2.0 = 4 1.5 – 2.0 = 3</p>	<p>Assessments: 45 points maximum</p> <p style="padding-left: 40px;">Must pass at a 10th Grad Level Can use Plato or Star or IDLA ISAT for Reading or Math 45 Points Can use Plato or IDLA ISAT for Language Arts: 45 Points</p>
<p>District Graduation Requirements: 5 points maximum</p> <p>Meet District Graduation Requirements5 pts</p>	<p>Portfolio or Performance Measures: 45 points maximum</p> <p style="padding-left: 40px;">Academic Work Portfolio on subject matter 0-45 points Senior Project (must include the subject matter that needs to be assessed) 0-45 points</p>
<p>85 Points Necessary to Graduate</p> <p>85 points must be earned by showing proficiency on district-endorsed alternative literacy assessment.</p>	

Emergency Adoption: October 12, 2011

714.0 STUDENT HARASSMENT

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- I. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- II. has the purpose or effect of:
 1. substantially interfering with the student's educational environment;
 2. creating an intimidating, hostile, or offensive educational environment;
 3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
 4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

**20 U.S.C. § 1681, et seq.
34 CFR Part 106
I.C. § 67-5909**

Reviewed & Adopted: July 9, 2008

715.0 STUDENT DRESS CODE

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the principal/designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs, shorts, and short skirts will not be allowed. The superintendent or his designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this

policy, the interpretation of the building principal/designee shall be final. Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

**I.C. 33-506
I.C. 33-512(6)**

Reviewed & Adopted: July 9, 2008

716.0 STUDENT TRANSPORTATION

716.1 - General Operating Philosophy

Riding a bus to school is a privilege, not an inherent right of the student. It is the belief of the Board of Trustees that the bus is an extension of the classroom, and that the Student Code of Conduct applies as fully on the bus as in the classroom, if not more so due to the dangers involved in transporting large numbers of students on the highway.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

716.2 Transportation – Obligation of the School District

The Board of Trustees' primary concern in providing transportation services to students is the safety and protection of the health of students.

Requirements

The District shall provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home¹ and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless Students

¹-A day care center, family day care home, or a group day care facility may substitute for the student's residence for student transportation to and from school.

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Foster Children

The procedures governing transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care are:

1. Ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner reasonable travel to the child's home for visitation, and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement; and
2. Ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
 - A. The local child welfare agency agrees to reimburse the District for the cost of such transportation;
 - B. The District agrees to pay for the cost of such transportation; or
 - C. The District and the local child welfare agency agree to share the cost of such transportation.

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. Such training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

Written rules will be established for procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

Legal Reference:

I.C. § 33-1501 Transportation Authorized
I.C. § 33-1503 Payments when Transportation Not Furnished
IDAPA 08.02.03.109 Special Education
20 USC § 6312(c) Every Student Succeeds Act
Standards for Idaho School Buses and Operations

Other Reference:

Federal Highway Safety Guideline 17
Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Reviewed and Revised: October, 2017

Adopted: August, 2000

716.3 - Busing for Safety Reasons

In some instances, transportation may be provided for those students who live within the mile and one-half radius of the school they attend. This may occur when the route that a student would normally take when walking to the school is along a major thoroughfare without paved sidewalks; where a student has to cross a major highway to reach the school, or where natural geological features, such as rivers or streams, present an obstacle to a student safely walking to school. Each case is determined on an individual basis with the approval of the State Department of Education.

Safety busing is the transportation of a student who lives less than one and one-half (1 2) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than one and one-half (1 2) miles from school when one or more of the following criteria are met:

1. unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. walking along an arterial road and highway permitting fifty-mile-per-hour speeds;
3. crossing an intersection in competition with a high volume of right turning vehicles without the benefit of adult supervised crossing;
4. walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three (3) feet wide;
5. walking beside or over unprotected waterways;
6. walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;

7. walking routes interrupted by numerous high traffic volume business driveways;
8. other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board of Trustees may also consider evaluation factors including but not limited to: traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time student would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings, as well as written comments from parents, patrons, and school personnel prior to a vote on the issue.

Each year, no later than the regular board meeting in August, the Board of Trustees shall review and vote on all requests for new safety busing locations. The Superintendent or their designee is directed to review all existing safety busing locations at intervals of at least every three years.

I.C. § 33-1501

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

716.4 - Busing for Student Activities

Transportation will be provided for student activities that are approved by the School District Administration. A transportation cost may be charged for activity travel that is not part of the reimbursement schedule adopted by the State Department of Education. Any such transportation fee schedule shall be established and approved by the Board of Trustees.

Reviewed & Adopted: July 9, 2008

716.5 – Bus Routes, Stops and Non-Transportation Zones

Each year, no later than the regular Board of Trustee’s meeting in August, the Superintendent or designee shall present their recommendation for bus routes, school safety busing zones and non-transportation zones to the Board of Trustees. The Board of Trustees shall consider student health and safety in considering the recommendations of the superintendent or designee.

Definitions:

Safety Busing Zone: The transportation of a student who lives less than one and one-half (1 2) miles from school when, in the judgment of the Board of Trustees, the age or health or safety of the students warrants such action. (See Safety Busing Policy #8101.)

Non-Transportation Zone: An area of the District designated by the Board which is not served by District transportation because of sparsity of students, remoteness, or condition of roads makes such service impractical

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. (See Measuring Instrument For Walking Students Form for Safety Busing)
2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
3. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety in mind and protection of the health of the student.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument which by this reference is incorporated and attached to this policy as The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the

Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes and the closing of school in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

I.C. § 33-1501

I.C. § 33-1502

Reviewed and Revised: February, 2016

Reviewed & Adopted: July, 2008

716.6 – Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

- (a) travel to and from school and between schools;
- (b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- (c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities;
- (d) other services that support the student's use of transportation, such as:
 - 1. special assistance (e.g., an aide on the bus and assistance getting on and off the bus);

2. safety restraints, wheelchair restraints, and child safety seats;
3. accommodations (e.g., preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route); or
4. training for the bus driver regarding the student's disability or special health-related needs.

The Child Study Team who develops the disabled student's Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

**20 U.S.C. § 1400 et seq.
IDAPA 08.02.03.109
Idaho Special Education Manual**

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

716.7 - Student Conduct on School Buses

It is imperative that the bus driver be in charge of the bus at all times. No student may initiate or participate in an activity that in any way interferes with the operation of the bus or the safety of others riding the bus or that violates any other part of the School District's discipline policy or behavior code.

Students who, in the judgment of the bus driver, violate the rules of good and safe conduct as described above, shall be reported to the principal of the building the student attends. The principal shall determine the proper discipline of the student, up to and including loss of ridership privileges for the remainder of the school year.

Discipline of Students with Disabilities

If a student's IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regards to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the district provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.
2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

I.C. § 33-1501

I.C. § 33-205

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

716.8 - Student Responsibilities

The following standards of etiquette and behavior are to be considered a part of the Student Code of Conduct whenever a student is riding a bus owned by this School District:

- Be on time for the bus.
- Wait in an orderly line and avoid “horseplay”.
- Enter or leave the bus through the entry door unless directed otherwise.
- Go directly to an available or assigned seat upon entering the bus.
- Be seated and remain seated until the bus stops for students to unload.
- Be a role model for the younger students on the bus, and serve as their leader in case of an accident.
- Keep all parts of the body inside the bus except when unloading.
- Follow the driver’s suggestions promptly and without question.
- Treat bus equipment and other riders with respect.
- Refrain from the use of profane, vulgar, or obscene language on the bus.
- The use of tobacco, alcohol, or drugs and other controlled substances is prohibited on the bus.
- No student may bring hazardous materials, objects, weapons, or animals on the bus.
- Students may not board or leave the bus other than at their assigned stop without prior permission from their parent or guardian.
- No eating or drinking will be tolerated on the bus.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

716.9 - Duties of School Bus Passengers

School bus passengers must be trained in safe procedures. Instructions should be given at the first of each school year, explaining the rules and regulations concerning all passengers. The logical person to give these instructions is the bus driver. However, assistance from supervisors and administration would be very beneficial. The main emphasis should be on the reasons for the rules and regulations as they have been adopted.

Passenger Must:

- Have a strong sense of responsibility for the safety of himself/herself and others.
- Enter bus with the least possible confusion, be seated and remain seated until bus stops for him/her to unload
- Keep all parts of body inside bus except when unloading.
- If necessary to cross road:
- Cross in front of bus
- Wait at left front of bus for signal from driver proceeding into other traffic lane.
- Stay away from bus except when loading or unloading.
- Be on time for the bus.
- Be careful walking to and from the bus stop.
- Follow driver's suggestions promptly and cheerfully.
- Treat others and equipment with respect. Do not damage school buses.

Violation of any of these duties may cause the privilege of riding the bus to be withdrawn. A student may be suspended from riding the bus by the superintendent/principal. Suspension of the bus riding privilege will occur if the continued presence on the bus by a student is distracting to the driver and/or endangers other students and might contribute to or cause an accident. A student is entitled to an informal hearing with the superintendent and parents prior to the extended suspension of bus riding privileges. Temporary suspension can occur until a hearing can be arranged. If a parent disagrees with the superintendent's decision the parent may request a hearing by the school board.

Unauthorized School Bus Entry

The Board of Trustees hereby instructs the superintendent to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

NOTICE

A person shall be guilty of a misdemeanor if that person:

- (a) Enters a school bus with intent to commit a crime;
- (b) Enters a school bus and disrupts or interferes with the driver; or
- (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

I.C. § 18-1522

Reviewed & Adopted: July 9, 2008

Adopted: December 10, 1997

717.0 SEARCH AND SEIZURE POLICY

717.1 - Statement of Purpose

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

717.2 – Search & Seizure Procedure Guidelines

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

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

7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

717.3 - Canine Search

The Culdesac Joint School District No. 342 is authorized to establish procedures for the use of controlled substance detection canines in public school buildings and campus. The purpose of such use shall be to discourage the possession of controlled substances on school property and to serve as a deterrent to general controlled substance abuse. Using controlled substance detection dogs to search any individual or individuals in any manner is not authorized.

Reviewed & Adopted: July 9, 2008
Adopted: April 11, 2001

717.3.01 Implementation

1. Generally, the controlled substance detection dogs shall be used for demonstration and educational purposes. Additionally, they may be used for administrative purposes to check lockers and other suspected locations.
2. The controlled substance detection dogs may be used in other specific situations with the authorization of the Superintendent or his/her designee.
3. In the event controlled substances are discovered, the principal or designee shall immediately contact the Superintendent.
4. Upon insuring proper search and collection procedures have been followed, the Superintendent will immediately contact law enforcement.

Reviewed & Adopted: July 9, 2008
Adopted: April 11, 2001

718.0 ZERO TOLERANCE FOR WEAPONS, EXPLOSIVES

718.1 - Statement of Policy for Possession

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

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

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

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

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

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

This section of this policy does not apply to:

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

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

20 U.S.C. § 8921, et seq.

29 U.S.C. § 701

18 USC 930

Idaho Code Sections 33-205, 18-3302, 18-3302D

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

718.2 - Statement of Policy for Threats or Use

It is the policy of the Board of Trustees of Culdesac Joint School District No. 342 that any student who has a weapon as defined in Idaho law, or who uses or threatens the use of any normally non-dangerous implement as a weapon, including bullying and physical violence against another student or staff member, will be immediately suspended from school. If the suspension lasts more than two days, the principal shall hold a due process hearing to determine if the student's action merits a recommendation to the Board for expulsion.

Idaho Code Section 18-3302

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

718.3 ELECTRONIC COMMUNICATION DEVICES

Possession, Use & Guidelines

Student possession of cell phones, beeper/pagers, PDAs, iPods or other related electronic devices including handheld devices, is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required.

Possession of a cell phone or other electronic communication device by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic communication devices. The Culdesac Joint School District No. 342 shall not assume any responsibility for theft, loss or damage of an electronic communication device, or unauthorized use of such device. Secondary students may use cell phones or related electronic communication devices before and after school, and during the lunch break as long as they do not create a distraction or disruption. During class periods, phones may not be used for any reason (including talking, listening, ringing, text messaging, checking the time, taking pictures, recording audio, playing music, et cetera), unless authorized by the classroom teacher for specific educational purpose defined in the lesson plan. The phones must be powered off during class time. Phones may not be on, ring, or vibrate during the class period.

Any adult staff member will confiscated a cell phone or other electronic communication device that is in violation of these rules and regulations.

Electronic communication devices are strictly prohibited in locker rooms, restrooms, and shower facilities. Students violating this allowable use provision shall be subject to discipline. No expectation of confidentiality will exist in the use of electronic communication devices on school premises.

Electronic communication device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

PARENTS SHOULD CONTINUE TO CALL THE SCHOOL FOR ANY EMERGENCY SITUATION. The office will contact the child(ren).

ADOPTED: January 9, 2013

719.0 GANG ACTIVITY

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

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

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

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

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

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

720.0 STUDENT DISCIPLINE

720.1 - Suspension

The Superintendent of Schools or the principal of the building in Culdesac Joint School District No. 342 may temporarily suspend any pupil for disciplinary reasons or for other conduct disruptive of good order or of the instructional effectiveness of the school. A temporary suspension by the principal shall not exceed five (5) school days in length; and the Superintendent of Schools may extend the temporary suspension an additional ten (10) school days. Provided, that on a finding by the Board of Trustees that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety, the Board of Trustees may extend the temporary suspension for an additional five (5) school days. Prior to suspending any student, the Superintendent of Schools or building principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to the school by the Superintendent of Schools or building principal who suspended him upon such reasonable conditions as the Superintendent or principal may prescribe. The Board of Trustees shall be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto. The Board of Trustees has established a procedure to be followed by the Superintendent and principals under its jurisdiction for the purpose of effecting a temporary suspension, which procedure must conform to the minimal requirements of due process.

Idaho Code 33-205

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

720.2 - Suspended Students Make-Up Regulations

Any daily work assigned during the suspension, and work assigned before suspension but due during the period of suspension, will be accepted, when the student returns but all assignments will be lowered one grade. All assignments will be due at the conclusion of the suspension.

**Reviewed & Adopted: July 9, 2008
Adopted: December 11, 1989**

720.3 - Expulsion

The Board of Trustees of Culdesac Joint School District No. 342 may deny attendance at any of its schools by expulsion to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district. No pupil shall be expelled nor denied enrollment 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 or denial of enrollment and the time and place where such parent or guardian may appear to contest the action 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 and submit evidence on its own behalf, and to cross-examine any adult witnesses who may appear against him/her. Within a reasonable period of time following such notification, the Board of Trustees shall grant the pupil and his/her parents or guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable period of time between such notification and the holding of such hearing to allow the pupil and his/her parents or guardian to prepare their response to the charge.

Idaho Code Section 33-205

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

720.4 - Expulsion Procedure

The Superintendent of School shall make a recommendation for expulsion in writing to the Board of Trustees. This recommendation shall be documented by a history of the student's general behavior, all previous suspension, if any, a chronological account of the unacceptable behavior, and the academic history of the pupil. The Board of Trustees shall follow expulsion procedures as outlined in Idaho Code.

Idaho Code: 33-205

Reviewed & Adopted: July 9, 2008

Adopted: October 11, 1989

721.0 DUE PROCESS POLICIES

721.1 - Corrective Actions and Punishment

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is corrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school district in the State of Idaho or any other state. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling

condition accrues ten (10) or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

20 U.S.C. 1400, et seq.
I.C. § 33-205
I.C. § 33-512

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

721.2 - Corrective Actions and Punishment Procedure Guidelines

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Superintendent.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final
5. Students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed.
6. The suspension of a student may be extended by the Superintendent and/or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.
2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the District demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

721.3 - Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four (4) hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

722.0 DRUG FREE SCHOOL POLICY

722.1 - Compliance with Federal Regulations

In compliance with the Federal Regulations established by the Drug Free Schools and Communities Act of 1988, the Board of Trustees of Culdesac Joint School District No. 342 certifies that it intends to provide a Drug Free School environment by the following actions.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

722.2 - Publishing Statement of Notification

A statement has been published notifying all students of this School District that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the District school. Such notice states that any student found in violation of such prohibition will be suspended, may be required to complete an established drug abuse assistance and/or rehabilitation program, or may, at the discretion of the Board of Trustees, be expelled.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

722.3 - Establishing Awareness Program

Culdesac Joint School District No. 342 has established a drug free education program to inform the students about:

- the dangers of drug abuse
- the Board of Trustees policy regarding maintenance of a drug free schools availability of drug counseling, rehabilitation, and student assistance program
- the penalties which may be imposed upon students for drug abuse violations occurring in the school or on school-approved activities, even if off-campus.

Drug Free Schools and Communities Act of 1988

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

722.4 - Student Self-Disclosure Without Suspicion

Any student who voluntarily discloses using or being under the influence of any controlled substance before he or she is reasonably suspected to be in violation of the law shall be provided anonymity to the extent that disclosure is held confidential on a faculty “need to know” basis, that notification is provided to parents, the legal guardian or child’s custodian and that available counseling at the school level is offered.

Idaho Code Sections 20-516, 37-2732C

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

722.5 - Reasonable Suspicion Without Self-Disclosure

Once a student is reasonably suspected to be in violation of the law, regardless of any previous voluntary disclosure, school administrators shall immediately initiate procedures established by the Board of Trustees to seek law enforcement evaluation of the student; such evaluation possibly resulting in transfer of school custodial responsibility to that of law enforcement in accordance with the law. The fact that a student has previously disclosed use of a controlled substance shall not be deemed a factor in determining reasonable suspicion at a later date.

Idaho Code Sections 20-516, 37-2732C

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

722.6 – Drug Testing in Culdesac School District

722.6.01 – Philosophy and Rationale for Drug Testing in Culdesac School District

The administration, staff, students, parents and community believe a mandatory random drug testing program for all students in grades seven through twelve who participate in interscholastic athletics and extracurricular activities is necessary for the following reasons:

1. Health and safety of the individual and others – anyone participating in an activity under the influence of an illegal drug or alcohol is a danger to everyone.
2. Prevention – many students will be able to say no to drugs because they will have a legitimate reason. “I want to participate.”
3. Intervention – perhaps individuals desiring to participate in activities will seek help if there is a drug or alcohol problem.

The mandatory drug testing program is not punitive. The school is not out to “get” anyone. This philosophy is the district’s attempt to address what it perceives to be a real problem in our society and in the district. The district believes this program will help create a drug free environment in Culdesac School District 342.

Reviewed & Adopted: July 9, 2008

722.6.02 – Student Extracurricular Drug Testing

Definitions:

Drug: Controlled substance as defined by Idaho Code Section 37-2701, except those possessed and/or used pursuant to a valid prescription.

Student Athlete / Extracurricular Participant: Any student participating in interscholastic athletic programs sponsored by the Culdesac School District and IHSAA, all Junior High School athletics, or participating in such activities as Student Body Officers, Youth Legislature, FFA, FCCLA, Cheerleading, Dance Team, etc.

Sport / Activity Season: Fall, Winter and Spring seasons begin on the first day of practice allowed by the IHSAA and end the day prior to the beginning date of practice of the next season. Activities begin the first day of meeting of the organization or group until the last meeting of the organization or group during the school year.

Reviewed & Adopted: July 9, 2008

722.6.03 – Guidelines and Procedures for Testing

POLICY STATEMENT:

Culdesac School District 342 (“the District”) is conducting a mandatory drug testing program for students as listed under definitions in grades seven through twelve. Its purposes are threefold: (1) to provide for the health and safety of all athletes/participants; (2) to undermine the effects of peer pressure by providing a legitimate reason for student participants to refuse to use illegal drugs and/or alcohol; and (3) to encourage student athletes who use drugs and/or alcohol to participate in drug and/or alcohol treatment programs.

PROCEDURES FOR STUDENT ATHLETES / PARTICIPANTS:

Consent: Each student wishing to participate in any described student/athlete/extracurricular activity in grades seven through twelve and the student’s custodial parent or guardian shall indicate consent by completing and signing, under the seal of a Notary Public, the attached form (Exhibit A). No student shall be allowed to participate in any interscholastic athletic program without such consent.

LIMITED ACCESS TO RESULTS

The person collecting the samples will be authorized to report results only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

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

1. The student will be asked to provide another sample as soon as possible. If the student refuses to provide another sample, or unduly delays in providing such sample, the results of the first sample shall be accepted as accurate.
2. The first sample will be submitted to the testing lab for testing.
3. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, the first sample is sent to the lab and a custodial parent or legal guardian will be notified and meeting will be scheduled with the building principal or his/her designee, the student, the custodial parent or legal guardian.

FIRST POSITIVE RESULT

Retest as per number 2 – 3 above.

SECOND POSITIVE RESULT

The student will be given the option of: participating in a drug assistance program and submission to weekly drug testing for six weeks; or suspension from participation in interscholastic or Junior High athletics or extra-curricular programs for the remainder of the current season and the next athletic or extra-curricular season.

THIRD POSITIVE RESULT

During any two year period, while enrolled at Culdesac School, the student athlete/extra curricular participant will be suspended from participating in athletics or extra-curricular programs for the remainder of the current season and the next athletic extra-curricular season for which the student is eligible, and which he/she has normally or previously participated.

FOURTH POSITIVE RESULT

During any two year period, while enrolled at Culdesac School, the student will be suspended from participating in athletics or extra-curricular activities for the remainder of the current season and the next two athletic seasons for which the student is eligible, and in which he/she normally or previously participated.

NON-PUNITIVE NATURE OF POLICY

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the District.

VOLUNTARY TESTING PROGRAM

Culdesac School District 342 is truly concerned and committed to helping students who are encountering drug problems. We realize that a student with drug dependency or use program is not able to work to their potential ability and stand a greater chance of coming into contact with law enforcement due to increased criminal activity. To assist in the ultimate goal of drug-free schools and drug-free students, we will provide drug testing to any student whose parents request the testing be done. The nature of the testing is a urine sample with results sent to a lab. The testing is provided at no cost to parents and is absolutely confidential in nature with only the parent, student and tester knowing the results. There are no legal or criminal actions taken, and no discipline from the District will result from the testing. There will be no record kept. This service is

offered solely for the information of the parent(s) and it is ultimately their decision what to do with the information.

PROPOSED GUIDELINES AND PROCEDURES FOR TESTING

At the beginning of each athletic sport season as set by the Idaho High School Activities Association for High School or extra-curricular participation period, or the start of practice for a particular sport, all students who wish to participate in said activity will submit a signed and notarized consent form from their parent(s) or legal guardian allowing testing to be done. All athletes will submit to a test between the first practice date and the first date of competition. Extra-curricular participants will submit to a test between the first meeting of the activity group and two weeks after the first meeting.

From the date of the first test until the date of the final competition or meeting of said activity/season, 10% of the total number of participants on the team or participants in the extra-curricular activity will be tested during the season. In the event there are fewer than 20 participants in a sport or activity, a minimum of one (1) will be tested. The selection of those to be tested will be done by random drawing.

To assure the anonymity of the participants tested, each will be assigned a number at the beginning of testing. These numbers will be known only to the participant and the building principal or his designee. The building principal or his designee will keep number lists in a secure place where access is limited only to them. All lists will be destroyed at the end of the school year.

After numbers are drawn for a particular week, they will then be returned to the pool of numbers, this will assure randomness of the draw. It is possible that a participant could be randomly drawn several times during the season or activity period, or likewise, not drawn at all.

TESTING PROCEDURE

On the day the numbers are drawn, those selected will be notified and will report to the designated place to produce a sample. They will be given a sample collector and will go to a stall where they will produce the sample. He/she may do so behind a closed door if he/she wishes. All excess clothing, coats, extra shirts, etc. will be removed before entering the stall. Participants may be asked to empty pockets to assure counterfeit samples are not hidden on his/her person. The person collecting the samples will color water in the commode before the participant enters. After the sample is given, it will be checked for temperature and signs of tampering. It will then be sealed with the number of the participant printed clearly on it.

If a participant's test is confirmed positive, his/her number will be removed from the pool until he/she has completed policy requirements at which time the number will be returned to the pool.

The person collecting samples from the males will be a male staff member. The person collecting samples from the females will be a female staff member.

Reviewed & Adopted: July 9, 2008

722.7 Prohibition of Tobacco Possession and Use

The Culdesac Board of Trustees recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The Board prohibits tobacco use and possession by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the School District. Tobacco use and possession by students is also prohibited at school-sponsored activities that are held off school property.

The School District may initiate discipline according to the School District's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal Reference:

I.C. §39-5703 Possession, Distribution, or Use by a Minor
IDAPA 08.02.03.160 Safe Environment and Discipline

Adopted: May, 2018

723.0 STUDENT COMMUNICABLE DISEASE POLICY

723.1 - Statement of Policy

It is the intent of the Board of Trustees of Culdesac Joint School District to attempt to protect students and employees from exposure to diseases while they are attending school or actively working for the school district. Students are encouraged to wear protective gloves when handling any bodily fluids in the performance of their education-related tasks. Students who have, or are suspected of having, a communicable disease shall be dealt with according to the rules listed below.

Idaho Code 33-512

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

723.2 - Definition of Communicable Diseases

For purposes of this policy, the definition of “communicable diseases” shall be the one established by the Idaho State Department of Health (SDH), and shall include, but not be limited to, those contagious diseases reportable to SDH.

Idaho Code 33-512

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

723.3 - Suspicion of Disease

If a student has reason to believe a school district employee student or another student has a communicable disease, as defined in the section above, he/she shall immediately report this information to his/her teacher, the building principal, or to the Superintendent of Schools. If a school employee receives such a report and believes that this information is accurate, he/she shall report to the school nurse, if one is available, or to the Superintendent of Schools who shall then notify the SDH.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

723.4 - Appointment of Health Review Team (HRT)

The Superintendent of Schools shall appoint a Health Review Team (HRT) for the purpose of reviewing the cases of student having, or suspected of having, a communicable disease. The HRT shall consist of an administrator, a school nurse, if possible, or a nurse or allied health professional from the community, a physician, and other members as the Superintendent of Schools deems necessary. The student shall be allowed to remain in school until the HRT verifies whether the student has the disease. The Superintendent of Schools is authorized to arrange safe placement of the affected student during the investigation.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

723.5 - Confidentiality Requirements

Steps will be taken to protect the confidentiality of any student with a communicable disease. Therefore, the knowledge that any student has a communicable disease will be confined to those persons who have a direct need to know as determined by the Superintendent of Schools. Those persons will be provided with appropriate information and made aware of the requirements of confidentiality.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

723.6 - Recommendation of Health Review Team

The HRT shall consult with the affected student's physician regarding any suspected case of communicable diseases. The HRT shall conclude, within 72 hours after first being appointed, its finding of fact and report a recommendation to the Superintendent of Schools. After receipt of the information from the HRT, The Superintendent of Schools shall determine the placement of the affected student. In the case of an student where exclusion from school is in the best interests of all, the student is eligible for home tutoring until such time as a return to the classroom is indicated.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

723.7 - Possibility of Exclusion Guidelines

In the case of a student who has a human retrovirus variously labeled Human Immunodeficiency Virus (HIV), and when certain health conditions exist in the school environment (e.g. measles or chicken pox) which could threaten the health of the affected student, the physician of the student will be notified by the school nurse, if one is available, or by the Superintendent of Schools. Exclusion from school will be at the discretion of the affected student's physician.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000**

723.8 - Headlice/Nit

The Culdesac School District adheres to a no head lice/no nit policy. If a child has evidence of either head lice or nits, he/she will be kept home until all signs are gone. Information on head lice is available in the school office.

If a child is identified by school personnel as having head lice/nits, parents will be notified and the child sent home and not be allowed to return until all lice/nits are gone.

Idaho Code 33-512

**Reviewed & Adopted: July 9, 2008
Adopted January 8, 1997**

724.0 STUDENT CLUBS

724.1 - Student Clubs – Equal Access

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

Definitions:

As used in this policy:

- (a) “School” shall mean the Culdesac Joint School District.
- (b) “Club” shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities.
- (c) “Sponsored Club” shall mean a club which is directly under the sponsorship, direction, and control of the school.
- (d) “Non-sponsored or non-curriculum Club” shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
- (e) “non-participating capacity” shall mean a person may not promote, lead or participated in any meeting.

The school shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. The school and the school district shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at the Culdesac Joint School District.

1. Each proposed club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The principal or designee will forward the request to the school district. The school district with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the school district. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 a.m. to 8:00 a.m., during the noon hour, and from 3:30 p.m. to 5:00 p.m. on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.
3. All clubs must comply with provisions of the school's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The principal, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

- A. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee.
- B. All activities of the club must have prior approval of the sponsor.
- C. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of the school district.

- D. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

- A. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control or regularly attend activities.
- B. Recognition by the Culdesac Joint School District of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members.
- C. The school or district's name will not be identified with the aims, policies, or opinions of the student organization or its members.
- D. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.
- E. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
- F. Every club must have a district employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity.
- G. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club.
- H. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the principal or designee.
- I. The Culdesac Joint School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

20 U.S.C. §§ 4071-4074

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

724.2 - Student Club Risk Management Plan

STUDENT CLUB RISK MANAGEMENT PLAN

Each School Sponsored Club must develop and implement a plan that identifies hazards and / or potential exposures to club members, faculty staff members, and school property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school district, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a Chess Club, may not have significant hazards; however, other clubs such as a Drag Racing Club, or a Rodeo Club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

WHAT ARE THE PURPOSES AND GOALS OF THE CLUB?

WHAT ARE THE RESPONSIBILITIES OF THE CLUB MEMBERS?

WHAT TRAINING IS TO BE REQUIRED OF CLUB MEMBERS? ARE THERE MINIMAL KNOWLEDGE REQUIREMENTS? HOW WILL THESE BE TESTED? HOW ARE TRAINING AND TEST RESULTS DOCUMENTED AND MAINTAINED?

WHAT ARE THE RESPONSIBILITIES OF THE FACULTY OR SCHOOL APPOINTED SPONSOR?

WHAT SPECIAL TRAINING OR EDUCATION IS REQUIRED OF THE FACULTY OR SCHOOL STAFF SPONSOR? ARE THEY CERTIFIED THROUGH A RECOGNIZED ORGANIZATION?

WHAT SAFETY RULES ARE NECESSARY TO CONDUCT CLUB ACTIVITIES MINIMIZING HAZARDS AND EXPOSURES TO CLUB MEMBERS, SCHOOL DISTRICT STAFF MEMBERS, AND SCHOOL PROPERTY?

WHAT SAFETY EQUIPMENT IS NEEDED? WHO IS TO PROVIDE THIS EQUIPMENT? HOW IS THE EQUIPMENT TO BE INSPECTED AND TESTED?

WHAT EMERGENCY RESPONSE PROCEDURES ARE NECESSARY BASED UPON THE INHERENT RISKS OF THE CLUB ACTIVITIES? AS AN EXAMPLE; FIRST-AID, AND EMERGENCY COMMUNICATION?

ARE PARENT CONSENT FORMS REQUIRED? IF SO, WHERE ARE THE RECORDS MAINTAINED?

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

724.3 - Hazing, Harassment, Intimidation, Bullying, Menacing Specifically Prohibited

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

I.C. § 18-917
I.C. § 18-917A
I.C. § 33-205
I.C. § 33-512
I.C. § 67-5909
20 U.S.C. § 1681, et seq.
34 CFR Part 106

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

724.4 - Bullying Awareness Week

The Culdesac Joint School District is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and will not be tolerated in the district. It is important that the students and parents have an awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause, which may include the increased risk of teenage suicide.

Therefore, the District hereby designates the _____ (example: second) week of _____ (example: September) of each year Bullying Awareness Week.

The Superintendent or designee shall designate certain activities for Bullying Awareness Week. The objectives for the activities for Bullying Awareness Week should include, but are not limited to:

1. Recognize that bullying is a serious issue that has damaging effects for our society such as the tragic school shootings which occurred on April 20, 1999 in Littleton, Colorado at Columbine High School.
2. Recognize that bullying is not an acceptable part of how we should treat each other
3. Teach students and staff the District's policy on bullying and the consequences
4. Help students and staff recognize that bullying behaviors have different forms
5. Recognize the tremendous leadership potential of our youth
6. Celebrate/recognize those who are making a difference in addressing bullying
7. Prepare for further work that needs to be done in the future

**20 U.S.C. § 1681, et seq.
34 CFR Part 106
I.C. § 18-917A
I.C. § 67-5909**

Reviewed & Adopted: July 9, 2008

725.0 STUDENT INJURIES

725.1 - Chain of Responsibility for Minor Treatment

In the event a student is injured in a minor way that can be treated by employees of the school district, the preferred order of staff administering first aid shall be:

1. School nurse (if available)
2. Any staff member with advanced First Aid training
3. Building Principal/administrator
4. Physical Education teacher
5. Member of coaching staff

Reviewed & Adopted: July 9, 2008

Adopted: August 23, 2000

725.2 - Treatment of Serious Student Injury

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Reviewed & Adopted: July 9, 2008

726.0 STUDENT MEDICATIONS

726.1 – Student Medications

Administering Medicines to Students – Asthma Inhaler Exemption

Any school employee authorized in writing by the school administrator or school principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Self-Administration of Asthma Medication

Pursuant to Idaho Code covering the self-administration of Asthma medication, if a parent or legal guardian chooses to have his/her child self-medicate:

1. The parents or guardians of the pupil shall provide to the school board or designee written authorization for the self-administration of medication.
2. The parents or guardians of the pupil shall provide to the school board or designee written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening respiratory illness and is capable of, and has been instructed in, the proper method of self-administration of medication. Such physician or health care provider-supplied information shall contain:
 - a) the name and purpose of the medicine;
 - b) the prescribed dosage;
 - c) the time(s) at which or the special circumstances under which medication should be administered;
 - d) the length of time for which medication is prescribed; and
 - e) the possible side-effects of the medicine.
3. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing.
 - a) Contact information for the physician and parent/guardian

b) List of the child's asthma triggers

The board or board designee will inform the parents or guardians of the pupil in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the district, its employees or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the district, its employees or its agents, or in the absence of such nurse, to the school administrator;

The parents or guardians of the pupil shall sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil; and

As used in this section:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; and
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.
3. A student who is permitted to self-administer asthma medication pursuant to this section shall be permitted to possess and use a prescribed inhaler at all times.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;

6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, excluding those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment, excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness.

Reviewed & Adopted: July 9, 2008

726.2 – Authorization for Self-Administered Asthma/Emergency Medication

AUTHORIZATION FOR SELF-ADMINISTERED ASTHMA/EMERGENCY MEDICATION

STUDENT'S NAME: _____ GRADE _____ DOB _____

PARENT/GUARDIAN NAME: _____ TELEPHONE (HOME) _____

(WORK) _____

I give my permission for my child to self-administer the medication described below. I shall indemnify and hold harmless the district and its employees or agents for legal fees, costs and any potential damages concerning self-administration of this medication arising out of any claims brought by the above named child or anyone else.

Parent/Guardian's Signature

Date

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

I am recommending that the above named student be allowed to self-administer the following medication.

Name and purpose of medication _____

Identification of chronic medical problem _____

Prescribed dosage to be taken _____

Length of time medication must be taken _____

Possible side effects and/or special precautions to be taken _____

Possible side effects and/or special precautions to be taken _____

Conditions under which self-medication will take place:

_____ Independently *Child must have had training and be proficient in self-administering medication.*

Trainer's Name: _____ Date of training: _____

_____ Under the supervision of a school nurse

Medication should be _____ Stored in the health office

_____ In the possession of the student

Type or print physician's name

Physician's Signature

Date

Reviewed & Adopted: July 9, 2008

726.3 – Indemnification/Hold Harmless Agreement for Self-Administration of Medication

Indemnification/Hold Harmless Agreement
For Self-Administration of Medication

Student Name: _____

The parent(s)/guardians(s) agree to indemnify, defend, and hold the school district harmless from any and all claims, actions, costs, expenses, damages and liabilities, including attorney’s fees, arising out of, connected with or resulting from the self-administration of medication by the pupil. The parent(s)/guardians(s) agree(s) that the school district, Board of Education, Board of Education employees and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their own behalf or on behalf of the pupil, any claim or action against the Board of Education, Board of Education employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Parent/Guardian’s Name (Please Print)

Parent/Guardian’s Signature

Principal’s Signature

Date of Agreement

Reviewed & Adopted: July 9, 2008

727.0 STUDENT SUICIDE AWARENESS PROGRAM

727.1 - Statement of Policy

The Board of Trustees recognizes that depression and self-destruction are problems of increasing severity among students of pre-adult years. A student suffering from depression cannot fully benefit from the educational program and may pose a threat to him/herself and others.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

727.2 - School Personnel Responsibility

All school personnel should be alert to the student who exhibits signs of unusual depression, who talks about suicide, or who threatens or attempts suicide.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

727.3 - Suicide Awareness Program

With the intent of contributing to the prevention of suicide among the students in Culdesac Joint School District No. 342, the Board of Trustees directs that a Student Suicide Awareness Program be initiated, including:

- Inservice training for all staff to increase awareness about the seriousness of the problems and possible suicide “warning signs”.
- Establishment of referral/response procedures in each school building to facilitate assisting students identified as possibly suicidal.
- A parent awareness program to increase the understanding of parents about the problem and the resources available.
- Establishment of procedures in each building to deal appropriately with tragedies by easing the impact on students, staff, and the community in the event of a student suicide.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

728.0 STUDENT TRAVEL POLICY

728.1 - General Guidelines

Staff members who plan to take any group of students off-campus for a school-sponsored activity must furnish information regarding the following items:

- a. time of departure
- b. destination
- c. time of return
- d. number of meals involved
- e. form of transportation
- f. hotel/motel accommodations
- g. names of adult sponsors/supervisors on trip
- h. names of students involved
- i. requested method of financing the trip

All school-sponsored travel must have the approval of the building principal before the trip is authorized. Specific details and plans relative to the trip must be clearly stated on the application.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

728.2 - Travel Limitations

The Superintendent of Schools, or his/her designee, is authorized to approve student travel within a 300 mile radius of the Culdesac Joint School District. Travel beyond the 300 mile radius, except for extracurricular competitive events where students are required to travel to distant parts of Idaho as a result of success at local or district level competitions, must have the prior approval of the Board of Trustees.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

728.3 - Travel to Regional or National Competition

Students who qualify for competition beyond the boundaries of Idaho should request school approval of their travel. The student(s) allowed such travel would be winners of a state competition with further competition at the regional or national level, or a student officer or representative attending a national convention or clinic. Expenses for such approved travel are the responsibility of the student or the organization they are representing.

Reviewed & Adopted: July 9, 2008
Adopted: August 23, 2000

729.0 EXTRACURRICULAR ACTIVITIES

729.1 - General Guidelines

Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as regular curricular subjects. The Superintendent, with the approval of the Board of Trustees shall determine proper procedures for extracurricular activities. These procedures shall conform to the best acceptable moral standards. The rules and regulations of the IHSAA, the White Pine conference, the Culdesac Joint School District No. 342, local city ordinances, and the laws of the State of Idaho shall be obeyed.

Reviewed & Adopted: July 9, 2008
Adopted: September 10, 1987

729.2 - Athletic Minimum

Participation is dependent on these minimums for completion of the appropriate season. If participation falls below these minimums the remainder of the season will be canceled. Completed season is the final game at District's or State. If a medical or personal incident occurs that would preclude the completion of the season, the player must contact the Athletic Director or Principal. The Athletic Director in cooperation with the administration will determine if the incident is of such nature as to affect the player's eligibility and status for receiving awards.

Boy's Basketball Varsity	6 participants	Junior Varsity 6
Girl's Volleyball Varsity	7 participants	Junior Varsity 7
Girl's Basketball Varsity	6 participants	Junior Varsity 6
Cheerleading (Max 4) Varsity	3 participants	Junior Varsity (Max 4) 3
Boy's Baseball Varsity	10 participants	
Girl's Softball	10 participants	
Tennis	5 participants	
Track	3 participants	

Reviewed & Adopted: July 9, 2008
Adopted April 11, 2001

729.3 - School Sponsored Extracurricular Activities

1. 300 mile radius, as per policy 727.2.
2. No consumption or use of alcoholic beverages, drugs or tobacco products by chaperones or students.
3. At least one chaperone in each car.
4. If the group breaks into smaller individual groups, there will be a chaperone with each group.
5. All school policies apply from the time the group leaves the school until they return. (24) Twenty –four hours a day.
6. Any infraction of these rules by chaperones will deny them the right to chaperone any school activity for Culdesac Joint School District No. 342 in the future.

Reviewed & Adopted: July 9, 2008
Adopted: September 10, 1987

729.4 - Disbursement of Senior Excess Funds

The senior class officers, in concert with the secondary principal, will determine the financial obligations of the graduating class. This amount, plus (10%) ten percent, shall be set aside for these obligations at the end of the school year.

Unencumbered senior funds, after all outstanding obligations are accounted for, shall be returned to the class as a whole for a group project, or activity designated by a simple majority of the senior class. Under no circumstances will these funds be distributed to individual students, except as individuals within the designated project or activity.

These funds will be released to a group consisting of no less than:

1. the class president
2. the senior class treasurer
3. the senior class parent designee

Any excess monies that remain in the senior class account after graduation will be transferred to the Culdesac High School Alumni Account.

Reviewed & Adopted: July 9, 2008
Adopted: February 9, 1994

729.5 - Transportation for Extracurricular Activities

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

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

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

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

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor\coach\ or adult sponsor, parent/guardian and student. The driver, instructor\coach\ or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:

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

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

Reviewed & Adopted: July 9, 2008
Adopted: September 7, 1987

729.6 Extracurricular Activities Non-participation

When a field trip or extracurricular trip is planned and the entire class is not participating, arrangements must be made to guarantee that all students left behind will be in attendance in their regular classes.

Students will not be allowed to leave the school if they are not participating in the extracurricular activity.

The teacher/coach or advisor who will be conducting these events will inform the office of their plans and how each student will be cared for. It is not the responsibility of the office to make arrangements for non-participates, except to make substitute teachers available.

Reviewed & Adopted: July 9, 2008
Adopted: September 10, 1987

730.0 ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

To take part in any extracurricular or co-curricular activity students must maintain a 2.0 GPA. If they do not have a 2.0, they are on probation for 2 weeks and can bring up their work and receive a written slip from the teacher or teachers of their passing work. If after the probationary period they do not have their work up to 2.0, they are not allowed to take part in any extracurricular or co-curricular activity until their work is up to 2.0 GPA.

Extracurricular or Co-curricular activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

II. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Principal.

Consequences:

1. The incident will be reviewed pursuant to the Informal Hearing Process at Section V of this policy.
2. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only.
3. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section VI of this policy.

III. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the District that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus**, during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Consequences:

A. Knowingly Present

1. First Violation: When a student violates the “knowingly present” prohibition of this policy for the first time during a scholastic year, the school resource officer (“SRO”), principal, or athletic director:
 - ✓ will hold a conference with the student;
 - ✓ will notify the student’s parent/guardian and the student of the violation;
 - ✓ may arrange a conference with the parent/guardian and the student; and
 - ✓ will inform the student and parent/guardian of consequences for future violations of the policy.
2. Second Violation: When a student violates this “knowingly present” prohibition of this policy for the second time during a scholastic year, he/she is subject to the consequences outlined below in part III.B “Other Violations” of the policy.

B. Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in Section V of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of twenty-one (21) calendar days.
2. The suspension will be reduced to a fourteen (14) calendar day period if:
 - a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor.
 - b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes
 - 1) A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
 - 2) Drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
4. If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel’s knowledge of the incident(s), the principal or athletic director may reduce the length of the activity suspension.
5. On the occasion of a subsequent infraction during a scholastic year, and if the evident supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.
6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.
7. The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

IV. Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

V. Informal Hearing Process

Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

731.0 EXTRA-CURRICULAR PHYSICALS

The Idaho High School Activities Association requires that an athlete receive a physical examination and have on record with the school the interim questionnaire prior to his/her first practice in any IHSAA sponsored sport for grades 9-12. Physicals are required prior to the first day of practice in the 9th and 11th grades.

Those students participating in Junior High School athletics for grades 6-8 are recommended to get a physical examination, but are not required.

Reviewed & Adopted: July 9, 2008
Adopted: November 16, 1994

732.0 RELEASED TIME

Upon the application of his/her parent or guardian, or, if the student has attained the age of eighteen (18) years, upon application of the student, a student attending a public school in grades nine (9) through twelve (12) may be excused from school for a period not exceeding five (5) periods in any week and not exceeding one hundred sixty-five (165) hours per student during any one (1) school year for religious or other purposes.

The school administration shall schedule the released time period to ensure the student does not miss any required classes. Once the student has been released from school for this released time period, the student(s) is the responsibility of the parent and/or guardian.

No credit shall be awarded by Culdesac Joint School District No. 342 for completion of courses during release time for religious purposes. At the discretion of the Board of Trustees of Culdesac Joint District No. 342 credit may be granted for other purposes upon written request, on an individual case-by-case basis.

**Article IX, § 6 Idaho Constitution
I.C. § 33-519
I.C. § 33-1603
IDAPA 08.02.02.220**

**Reviewed & Adopted: July 9, 2008
Adopted: August 14, 1991**

733.0 MARRIED STUDENTS

Married students of any age are allowed to enroll part-time or full-time in the regular school program and are subject to the same rules of academic procedure and administrative control as are all other students.

**Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987**

734.0 PREGNANT STUDENTS

Pregnant students shall be allowed full privileges as a part-time or full-time student and shall be required to meet the standards of other students.

The pregnant student shall present a note from her physician attesting to her physical health and to some degree how long she can remain safely in school.

**Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987**

735.0 STUDENT USE OF MOTOR VEHICLES

735.1 Student Vehicle Parking

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when required to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension or short-term suspension from school. In cases involving drugs, alcohol or firearms, the local sheriff or police may be called.

Students will be permitted to park their vehicle in the school parking lot provided they have:

- a. Current vehicle insurance policy;
- b. Driver's license; and
- c. Vehicle registration.

Additional parking requirements include:

1. Students must complete the Student Vehicle Parking form prior to parking on school grounds.
2. Automobiles are restricted to parking in spaces marked for parking. All automobiles inappropriately parked are subject to being towed without additional warning and at owner's expense.
3. The Culdesac Joint School District assumes no responsibility of automobiles left in the lot overnight.
4. The Culdesac Joint School District is not responsible for theft or damage to automobiles parked in the student parking lot.
5. The student parking lot is off limits during normal class time, except when the student has written permission from an administrator.
6. Students are prohibited from loitering in the parking lot. Students must enter the building immediately upon arrival.

Any violation of this policy shall result in the following:

- a. First Offense: Conference with administration and student.
- b. Second Offense: Conference with administration, parent and student.
- c. Third Offence: Loss of right.

Reviewed & Adopted: July 9, 2008

736.0 RELEASE OF STUDENTS DURING SCHOOL HOURS

736.1 - Student Interviews, Interrogations or Arrests

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during the questioning of students.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the principal or designee may interrogate the suspected student without the prior consent of the student's parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the principal or designee shall request that police officers observe all procedural safeguards prescribe by law. However, district personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the area administrator or district legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. **In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.**

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility for the student. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the area administrator or legal counsel.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. District personnel are not, however, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview"—The questioning of a student who may be a witness or victim of an incident.
2. "Interrogation"—The questioning of a student suspected of violating Board and/or District policy, school rule or criminal law.
3. "Reasonable Grounds to Suspect"—More than a generalized suspicion or a mere hunch, but not requiring certainty, that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.
4. "Probable Cause"—A set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

I.C. § 6-904(1)
I.C. § 16-1605-1607
I.C. § 16-1631
I.C. § 20-516

Reviewed & Adopted: July 9, 2008

736.2 - Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

737.0 IMMORAL CONDUCT

Although students come from homes and social groups with differing moral practices, the school shares responsibility with the home and other agencies for teaching students what behavior does and does not meet generally accepted community standards of morality. Children cannot always be sheltered from exposure to immoral influences. However, the principal must exercise judgment and care to prevent exposure of students to harmful influences.

Any student who commits or attempts to induce another student to commit an act or acts of immoral conduct, that, in the principal's judgment, may be harmful to others or bring discredit to the district, shall be suspended until suitable corrective action can be determined. If it appears that the law may be violated, the student shall be referred to the sheriff's department. After study of the problem, the student shall either be 1) readmitted or 2) subject to further disciplinary measures.

Any student who possesses, distributes, or brings to school obscene material shall be subject to a minimum of 1 day of suspension from school and a parental conference. Further such incidents by the same student will necessitate longer suspensions and/or expulsion.

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

738.0 STUDENTS ON PROBATION OR PAROLE

The fact that a student is on probation or parole shall not, in itself, be cause for any kind of special status or treatment. However, the records of such students should be carefully evaluated to determine whether there is reason to anticipate dangerous or disruptive behavior.

Any student enrolling who is on parole from a correctional institution or is in probation locally, shall be accepted providing the principal has reviewed the record and determined that the student's behavior does not constitute an inordinate risk to the safety or orderly conduct of the school. The principal should cooperate fully with the institution and make use of the guidance department and parole officer as needed.

Reviewed & Adopted: July 9, 2008
Adopted: August 10, 1987

739.0 STUDENT RECORDS

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent shall implement this policy and State and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

20 U.S.C. § 1232g; 34 C.F.R. 99
I.C. § 33-209
I.C. § 32-717A
No Child Left Behind Act of 2001, P.L. 107-334

Reviewed: April, 2018

739.1 Maintenance and Access of School Student Records

Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the following:

- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Information in student files shall be maintained for a period of ____ years after a student graduates or permanently leaves the District. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing

and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent shall be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities pertaining to violations of the Idaho Youth Court Act or criminal laws by the student.
12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
14. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and

shall be accessible only to the parent or eligible student, records custodian, or other person. The record of release shall include:

- a. Information released or made accessible.
- b. The name and signature of the records custodian.
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

name
address
gender
grade level
birth date and place
parents'/guardians' names and addresses
academic awards, degrees, and honors
information in relation to school-sponsored activities, organizations, and athletics
major field of study
period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;

- the right to a written statement of any decision and the reasons therefor;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

**20 U.S.C. § 1232g; 34 C.F.R. 99
I.C. § 33-209
I.C. § 32-717A**

**Reviewed: April, 2018
Reviewed & Adopted: July, 2008**

739.2 Notification to Parents and Students of Rights Concerning a Student's School Records

Notification to Parents and Students of Rights Concerning a Student's School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain a file for each student that shall contain the information, including but not limited to the following:

- basic identifying information
- academic transcripts
- attendance record
- immunization records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- teacher anecdotal records
- special education files
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information pertaining to release of this record
- disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or

out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Reviewed: April, 2018
Reviewed & Adopted: July, 2008

739.3 Student Data Privacy and Security

Student Data Privacy and Security

The efficient collection analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education of the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the shall adopt, implement and electronically post this policy to its' website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. The measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

- (1) the authorized staff of the District who require access to perform their assigned duties; and
- (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
- (3) vendors who require access to perform their assigned duties.

Security

The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable state and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not at Data Breach or Unauthorized Data Disclosure.

**20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act**

Reviewed: April, 2018

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