



Joint School District No. 2

Meridian Public Schools
1303 E. Central Drive
Meridian, Idaho 83642

ELEMENTARY STUDENT-PARENT HANDBOOK 2011-2012

All of the information in this handbook is important. Several articles require your particular attention. Please read the handbook via the internet at www.meridianschools.org, click on the Parents section of the menu, then click on Handbooks. If you do not have Internet access, a copy of the handbook may be obtained from the school.

Absence Hotline

**For your child's safety, please call your school office by
9:30 a.m. if he/she is unable to attend school.**

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WELCOME TO JOINT SCHOOL DISTRICT NO. 2

Dear Parents,

This year will bring new and exciting learning experiences for your child. Joint School District No. 2 offers a comprehensive curriculum and assessment program. With your support and our team of outstanding educators, your child will increase his/her problem solving skills and abilities that will begin his/her process of lifelong learning.

We need your encouragement and support to assist your child in attending school regularly and being on time. Helping your child to be responsible in returning schoolwork will lead him/her in the right step for a successful and rewarding school year. Your encouragement and praise will give your child the confidence to make wise educational peer choices.

We are confident in the professional abilities and commitment of our teachers to create a successful learning experience for your child. We have a wonderful support staff of secretaries, custodians, bus drivers, cooks, librarians and teaching assistants to contribute to your child's successful school year. Your school has an outstanding principal that is dedicated to your child's success in school.

If concerns should arise, please contact your child's teacher first. Your school principal is also ready to assist if necessary. Your child's successful educational experience is our business.

Sincerely,

Don Nesbitt
Central Region Director

Dr. Mandy Saras
North Region Director

Joe Yochum
South Region Director

MISSION STATEMENT

PREPARING TODAY'S STUDENTS FOR TOMORROW'S CHALLENGES

VISION

We are a school district in which all students receive a quality education emphasizing skills, knowledge, and character development that enable them to reach their potential and become contributing members of society. Our schools will produce responsible, productive students capable of adapting to a changing, diverse world.

We see a school district in which all employees continue to improve their skills, knowledge and procedures to meet the needs of all learners. We will provide an environment that dignifies the individual, focuses on rigorous and relevant instruction, and encourages continuous improvement. We will work as a team to establish a safe, clean, inviting atmosphere within facilities that are conducive to quality education.

We see a community of well-informed citizens who support educational excellence and work in partnership with the school community to achieve quality educational results for all students.

JOINT SCHOOL DISTRICT NO. 2
ELEMENTARY SCHOOLS

Cecil D. Andrus
6100 Park Meadow Dr.
Boise, ID 83713
350-4210
Principal: Scott Johnstone

Chaparral
1155 N. Deer Creek Ln.
Meridian, ID 83642
350-4180
Principal: Doni Davis

Chief Joseph
1100 E. Chateau
Meridian, ID 83646
350-4200
Principal: Brett Nordquist

Christine Donnell School of the Arts
7075 S. Five Mile
Boise, ID 83709
855-4335
Principal: Tina Perry

Desert Sage
9325 W. Mossywood St.
Boise, ID 83709
350-4020
Principal: Lisa Hahle

Discovery
2100 E. Leighfield Dr.
Meridian, ID 83646
855-4090
Principal: Mike Dudley

Eagle
475 N. Eagle Rd.
Eagle, ID 83616
855-4365
Principal: Gary Kohlmeier

Eagle Hills
650 Ranch Drive
Eagle, ID 83616
350-4085
Principal: Jason Leforgee

Frontier
11851 Musket Dr.
Boise, ID 83713
350-4190
Principal: Rhonda McDonough

Galileo
4735 W. Saguardo Dr.
Eagle, ID 83616
350-4105
Principal: Suanne McCullough

Gateway
10901 McMillan
Boise, ID 83713
855-4475
Principal: Craig Ayala-Marshall

Hunter
2051 W. McMillan Rd.
Meridian, ID 83642
855-4285
Principal: Julie Prince

Joplin
12081 West DeMeyer St.
Boise, ID 83713
855-4345
Principal: Debbie Gourley

Lake Hazel
11711 Lake Hazel Rd.
Boise, ID 83709
350-4075
Principal: Jennifer Logan

Linder
1825 Chateau Dr.
Meridian, ID 83646
855-4430
Principal: Melanie Koch

Mary McPherson
1050 E. Amity Rd.
Meridian, ID 83642
855-4300
Principal: Christie Bair

Meridian
1035 NW 1st St.
Meridian, ID 83642
855-4335
Principal: Marcus Myers

Paramount
550 W. Producer Dr.
Meridian, ID 83646
350-4120
Principal: Dean Brigham

Pepper Ridge
2252 S. Sumpter Way
Boise, ID 83709
855-4130
Principal: Joyce Messenger

Peregrine
1860 Waltman St.
Meridian, ID 83642
888-1384
Principal: Geri Gillespy

Pioneer
13255 W. McMillan Rd.
Boise, ID 83713
855-4100
Principal: David Jakious

Ponderosa
2950 N. Naomi
Meridian, ID 83646
855-4040
Principal: Kathy Crowley

Prospect
4300 N. Red Horse Way
Meridian, ID 83646

350-4000
Principal: Priscilla Anderson

River Valley
2900 E. River Valley St.
Meridian, ID 83646
884-1741
Principal: Jason Robarge

Seven Oaks
1441 S. Sevenoakes Way
Eagle, ID 83616
350-4095
Principal: Kathleen Cornelson Smith

Siena K-8
2870 East Rome Dr.
Meridian, ID 83642
350-4370
Principal: Kacey Schneidt

Silver Sage
7700 Snohomish
Boise, ID 83709
855-4485
Principal: Amy Senethavilay

Eliza Hart Spalding
12311 W. Braddock Dr.
Boise, ID 83709
321-2150
Principal: Jaime Dobson

Star
700 North Star Rd.
Star, ID 83669
855-4110
Principal: Carla Karnes

Summerwind
3675 Jullion Way
Boise, ID 83704
375-0210
Principal: Joe Palaia

Ustick
12435 Ustick Rd.
Boise, ID 83713
855-4120
Principal: Jennifer Fletcher

JOINT SCHOOL DISTRICT NO. 2
DISTRICT SERVICE CENTER
1303 E. Central Dr.
Meridian, ID 83642
855-4500
<http://www.meridianschools.org>

Dr. Linda Clark, Superintendent

TRANSPORTATION
50 N. Ward Ave.
Meridian, ID 83642
855-4440

BOARD OF TRUSTEES
Reid Olsen, Zone 1
Juan "Mike" Vuittonet, Zone 2
Lorraine Hand, Zone 3
Anne Ritter, Zone 4

PARENT VERIFICATION FORM
PLEASE RETURN THIS PAGE TO YOUR TEACHER
before Friday, September 9, 2011

All of the information in this booklet is important. Several articles require your particular attention.

Attendance: Joint School District No. 2 defines expected elementary school attendance as missing not more than six (6) days per semester or four (4) days per trimester. The elementary school instructional day consists of 5 hours 30 minutes (the school day at some schools may be less due to shuttles between schools) and students are expected to attend the full day.

Tardies

Kindergarten – Students arriving to class after the tardy bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for more than 2.5 hours, will be marked tardy.

Grades 1-5 – Students arriving to class after the tardy bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for more than 4.0 hours, will be marked tardy.

Absences

Student absences will be marked under two general categories, absent for a half day or absent for a full day. The calculation of average daily attendance (ADA) as defined by Idaho Statute (Idaho Code 33-1002/33-1003A and IDAPA 08.02.01) is as follows:

Full Day

Kindergarten – A full day consists of at least 2.5 hours of instruction per day.

Grades 1-5 – A full day consists of at least 4 hours of instruction per day.

Half Day

Kindergarten – There are no half-days for kindergarten. A period of instruction less than 2.5 hours will be recorded as an absence.

Grades 1-5 – A half-day consists of at least 2.5 hours, but less than 4 hours per day.

Field Trips – We would like to include all children on school sponsored field trips. In the event that your child loses a specific permission slip, he/she will be able to attend if you initial the statement below and we receive verbal permission on the day of the trip.

_____ **My child has permission to go on a school-sponsored field trip.**

Important Notice to Parents Regarding Student Injuries – Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **Joint School District No. 2 does not provide medical insurance to automatically pay for medical expenses when students are injured at school.** This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. The

district does make student medical insurance available for families for their individual purchase. Brochures outlining the coverage and premiums are distributed at the beginning of the school year and are available at the school office.

Media Release

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing.

Medication at School – In order for the school to begin giving medications at school, **written parent/guardian consent** must be given to the school nurse. Students are not permitted to keep medication in the classroom or on their person.

Internet Use – If you choose to have your child excluded from using the Internet at school, please sign and return the Internet Opt Out form.

Weapons Policy – Students who knowingly and/or voluntarily possess, handle, or transmit a weapon will be suspended and may be recommended for expulsion. Use of, or attempting and/or threatening to use a weapon will result in suspension from school and recommendation for expulsion.

No Touch Policy - Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, No Touch violations can be minor or major violations of the school discipline policy.

I have received or have been informed where to obtain a copy of the Student-Parent Handbook and accept the responsibility to review and discuss it with my parent/guardian. The handbook is available online at www.meridianschools.org under the Student tab. If Internet access is unavailable, a copy of the Student-Parent Handbook may be requested by calling the office of your elementary school.

Parent/Guardian Signature

Date

Student's Name

Grade/Teacher

**SIGN AND RETURN THIS FORM IF YOU
DO NOT WISH YOUR CHILD TO USE THE INTERNET**

Each Joint School District No. 2 student will be assigned a computer network login that will provide the student with access to district approved software. Unless a parent has signed this "Internet Opt-Out" form, each student will be given access to the Internet.

The proper use of the Internet provides opportunities for research, learning and communication. Some programs that support district curriculum are accessed *only* through the Internet:

- Specific intervention, enrichment and curriculum resources (i.e., Plato) are only via Internet access
- Library catalogs for each of our school libraries are available only via Internet access
- Subscription-based research databases are available only via Internet access

The student and his/her parent(s) should read and discuss the district policies regarding computer network and Internet use. While Joint School District No. 2 makes every possible effort to limit improper use and used proxy/filtering software to shield users from access to inappropriate materials, it is not possible to absolutely prevent such access. All Network/Internet users are expected to use all network resources for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes or objectives of Joint School District No. 2.



INTERNET OPT-OUT FORM

Student Name (please print) _____

As the parent or guardian of this student, I request that my child **NOT** be given access to the Internet through his/her school network login.

I understand that also means my child will NOT have access to the library catalogs, online research database resources, and online intervention, enrichment and curriculum such as Plato.

Parent signature

Parent name (please print)

Date _____

NOTIFICATION OF ABSENCE

Student Name: _____ Grade: _____

The above-named student will need to be absent from school on the following dates:

From _____ to _____. The reason for the absence is _____
_____.

I understand that it is my responsibility to make arrangements for assignments with the teacher prior to or before returning from the absence. However, all written work assigned during this absence will be gathered during the absence and provided to the student upon his/her return to school. Work must be returned within the same number of days as the absence. I understand that it will not be the responsibility of the teacher that these assignments are done or to re-teach lessons. I understand that absence from school will affect my child's progress.

Parent signature

Date

Teacher's signature

Principal's signature

*Signatures indicate receipt of notification, not approval or agreement with absence

VOLUNTEER REGISTRATION

Whatever your talents, whatever your interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website (www.meridianschools.org). Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at school and may need to fill out a volunteer registration form (below). The District Volunteer Guidelines outlines responsibilities/expectations of volunteers.

Name: _____

Address: _____

Phone: _____

In case of emergency please notify:

I have received and read the Volunteer Handbook and I am willing to follow the procedures outlined. If I am a volunteer for overnight excursions, I understand that I will need to be fingerprinted as per Idaho Code 33-130.

Signature

Date

DISTRICT PUBLICATION AND NEWS MEDIA OPT-OUT

Joint School District No. 2 policy allows the release of the names and images of its students to promote school district programs and events. Examples would include local television stories on school events, videos and print materials produced by district staff, and photographs in local print publications. In order to ensure that such videos or publications are appropriate, approval of district and school-level administration is required prior to the program or publication being produced.

If you would prefer that your child not be shown in promotional materials, please fill out the following form and turn it into your school office prior to the start of the second week of school. This form will be kept on file to ensure that your child is not included in any promotional materials produced at his or her school. If you have more than one child at your elementary, middle, or high school, please include each of the students' names below. If you have children at more than one school, please turn in one form per school.

Parent/Legal Guardian Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Student Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____

Parent signature _____ Date _____

For further information about the Family Education Records Act and school district policy regarding release of information, please refer to school district policy 504.6 on the school district's web site at www.meridianschools.org

RESPONSIBILITIES

RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school, including Power School reports and participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers, and the school board

RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success you are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student;
- Encourage their student's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
- Promote high expectations for your student's behavior, school achievement, and homework;
- Establish and maintain open lines of communication between home, school and teachers;
- Participate in school activities including parent-teacher conferences.

RESPONSIBILITIES OF STUDENTS

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fees and fines;
- Refraining from violations of the code of student conduct;

- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

ATTENDANCE

Idaho Law requires mandatory attendance up to sixteen years of age. State law also requires each school district to establish an attendance policy. Attendance is an indicator of success in school and is necessary for maximum student learning so the Joint School District No. 2 establishes the following policy for elementary schools.

- Increase the likelihood of student academic success
- Increase daily student attendance
- Encourage students to be academically current in classes
- Develop student responsibility
- Increase parental involvement in student attendance
- Prepare students for attendance expectations in their future careers

All students are expected to be in class on time every school day. Joint School District No. 2 defines elementary school attendance as missing not more than six (6) days per semester or four (4) days per trimester. Elementary school students who do not meet the attendance standard may be assigned other consequences. School staff enforces daily attendance and initiate measures to correct attendance problems, which may include, but are not limited to any of the following.

- Conference with student
- Phone or letter contact with parent or guardian
- Makeup requirements
- Counseling contract
- Attendance contract

- Referral to other governmental agencies
- Court referrals

To ensure the safety of all students, parents are obligated to contact the school regarding each day or portion thereof that a child misses. Upon failure of contact by the parent/guardian, the school will make a reasonable attempt to contact them. The elementary school instructional day consists of 5 hours 30 minutes (the school day at some schools may be less due to shuttles between schools) and students are expected to attend the full day.

Tardies/Early Checkouts

Kindergarten – Students arriving to class after the tardy bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for more than 2.5 hours, will be marked tardy.

Grades 1-5 – Students arriving to class after the tardy bell, or leaving for a period of time during the day, or leaving prior to the end of the school day, but in attendance for more than 4.0 hours will be marked tardy.

Absences

Student absences will be marked under two general categories, absent for a half day or absent for a full day. The calculation of average daily attendance (ADA) as defined by Idaho Statue (Idaho Code 33-1002/33-1003A and IDAPA 08.02.01) is as follows:

Full Day

Kindergarten – A full day consists of at least 2.5 hours of instruction per day.

Grades 1-5 - A full day consists of at least 4 hours of instruction per day.

Half Day

Kindergarten – There are no half-days for kindergarten. A period of instruction less than 2.5 hours will be recorded as an absence.

Grades 1-5 – A half day consists of at least 2.5 hours, but less than 4 hours per day.

Attendance codes will be used as follows:

- Unverified: no information regarding absence
- Bereavement: student is absent because of a death in the family
- Truant: student is absent without permission of parents or school officials
- Alternative School: student is attending an alternative setting such as Intermountain, Niche, or homebound
- Parent call: student is absent as verified by parent phone call
- In School Suspension: student is at school but working in an area other than the classroom
- Waiver: student is absent as indicated by documentation from medical personnel
- Verified: student is absent as verified by school contacting parent or guardian
- Vacation: student is absent and on vacation or trip

Students who accrue fifteen (15) consecutive absences will be dropped from school. When the student returns to school, the student may be re-enrolled in school. Students served by homebound tutors will not be included in

this procedure. In addition, students with fifteen (15) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

Schools shall establish clear procedures to implement this policy, including, but not limited to:

- Regular and accurate recording of attendance
- Parental access to current attendance records
- Clear communication of school hours
- Advance notice of attendance requirements
- Provide written notification to parents when the unverified absences change to truancy or when a habitual truancy notice will be sent to the Board of Trustees for action.

“Excessive” tardies is defined as more than five tardies.

ATTENDANCE AWARDS

At the end of each school year, Joint School District No. 2 elementary schools issue attendance certificates in recognition of those students who have maintained regular exemplary attendance throughout the school year.

1. Perfect Attendance – No absences (no more than two tardies) regardless of the reason.
2. Faithful Attendance – No more than one day absence (no more than two tardies) regardless of the reason

HABITUAL TRUANCY

Any child at the elementary school level who accrues fifteen (15) unverified absences and/or trancies may be referred to the Board of Trustees pursuant to Idaho Code 33-206 which states, in part, “a habitual truant is any public school pupil who, in the judgment of the Board of Trustees, or designee, repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed to cause such child to be instructed as provided in section 33-202 Idaho Code, and the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.”

Principals/assistant principals, as the authorized representative of the board of trustees, will submit documentation of the excessive absences/truancies to the prosecuting attorney in the county of the student’s residence.

MAKE-UP WORK

If a student is to be out of school for an extended absence of 15 days or less, it is his/her responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made up. In all absentee cases, class assignments must be completed within the number of days equal to the number of days of absence to receive credit.

REPORTING ABSENCES

When your child is unable to attend please call the school office by 9:30 a.m. and let them know. For the safety of your child, reasonable attempts will be made to call you at your home or work if you have not phoned by 9:30 a.m.

TRUANCY

Truancy is defined as a student being absent without approval of his/her parents, guardian, or school officials. Truancy occurs when:

1. an unauthorized phone call is made;
2. an unauthorized note is sent to school;
3. the parent refuses to excuse an absence;
4. the student leaves school without permission to leave;
5. the student is in the building, but is out of class without permission.

Full-day truanancies or single-period cuts will result in a parent contact or conference. Students declared truant may be assigned to Saturday School, the Safe School suspension room, or after school detention to make up the time they have missed. A third truancy may result in suspension.

GENERAL INFORMATION

ACADEMIC OR BEHAVIOR CONCERNS

When academic or behavioral concerns become apparent to either parent or teacher, the district has a problem solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the concern persists or significantly impacts the child's learning, the parent or teacher may refer the student to a building problem solving team to review the concern and interventions previously tried. This team may then develop an additional intervention plan and timeline. If the concern persists even after additional interventions, the child may be referred to a building level multidisciplinary team for further assessments.

ANIMALS IN THE ELEMENTARY CLASSROOMS

1. Animals are allowed in the elementary classrooms when they are required for a unit of instruction from the Meridian Joint School District No. 2 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
2. The care and well being of any animal should be one of your primary concerns.
3. Wild animals are not allowed in the classroom. Be especially cautious about insects, since they transmit serious diseases.
4. Provide simple, but comfortable, living areas for your animals. They should not be crowded. The cages should be clean, and the area should be well ventilated.
5. Remember that animals require care and feeding during weekends and holidays. Be sure you make provisions for this.
6. Do not allow students to bring their pets from home.
7. Never allow students to tease the animals or frighten them in any way. Most animals are especially sensitive to sudden loud noises or rapid movements.
8. Always discard animal waste including bedding material weekly. Be sure to double bag the waste in plastic garbage bags that are tied off. Completely wash the cage and area with a vinegar solution weekly.
9. Always provide water bottles for mammals.
10. The building administrator shall approve use of animals in assemblies.
11. Guide dogs, assist dogs, and guide dogs in training must be pre-approved by the district administration.

ANNOUNCEMENTS

Announcements are made daily. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to: fliers, brochures, or posters require administrative approval.

BACKPACKS

Students are allowed to carry backpacks, slingback backpacks briefcases, bags and purses to and from school. Students must place these items in their locker or designated area before the start of the school day. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Personal hygiene items may be retrieved as needed.

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to 20 minutes before school and must exit school grounds no later than 20 minutes after the final bell. School personnel are not available for supervision outside of those times.

BUSES

Transportation to and from school is provided to students living more than a mile and one-half (1.5) from school. Most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class (see Transportation or telephone 855-4440).

CAMPUS SAFETY

Joint School District No. 2 takes the safety of our students very seriously. During the past year we have reviewed our crisis policies and plans so that we can be prepared during a crisis. Fire drills, earthquake drills and lock down drills for intruder situations are conducted on a regular basis at all schools. Each school has received a District Emergency Response Guide, which was patterned after one used nationally. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or intruder. Each school is required to develop a Campus Crisis Plan. The Campus Crisis Plan is intended to be used during the first ten to fifteen minutes of any crisis. After that time "outside" emergency services provided, i.e., police, fire, will have an effect on the actions we take. Each school's Campus Crisis Plan will be offered to the local emergency service providers as well as on file at our District Office. If you have any questions or concerns about the Emergency Response Guide or your school's Campus Crisis Plan, please contact your school office. If you wish, you may review our policies, the Emergency Response Guide and/or your school's Campus Crisis Plan. Ensuring a safe environment takes training, practice, and cooperation from everyone. We encourage your comments about our schools, their individual plan and your observations, which might help, prevent a potential crisis. Schools continue to be a very safe place for students and with your help we can make them even safer!

CLASS SIZE

The Board of Trustees of Joint School District No. 2 recognizes the importance of a low teacher/student ratio and strives to decrease class size where appropriate when funding and facilities permit. It is important to provide a learning environment that is positive and productive for every child in the classroom. This can best be achieved if class enrollments are maintained at manageable levels. The standard used to determine maximum enrollment in regular classrooms is as follows:

Kindergarten, Grades 1, 2	24
Grade 3	25
Grades 4, 5	31

If the maximum enrollment is exceeded, additional teaching assistance will be provided as per district guidelines.

CLOSED CAMPUS

All district elementary schools have been designated as closed campus schools. Once students are on campus, they are required to have permission from parents or guardian to leave the campus. Leaving campus without permission constitutes truancy.

CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL

Please keep the school informed of your correct home address, phone numbers for home, business and your emergency person, and e-mail address. Updating this information will ensure that we will be able to contact you in an emergency.

COMPLAINT PROCEDURES

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district policy, and can be obtained at the building or district office. A request to appear before the board may be made in accordance with this policy.

DELIVERIES

Flowers/plants or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.

DISCRIMINATION

Joint School District No, 2 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations. The District Director for coordinating compliance with the district's nondiscrimination policy is Cathy Thornton. Her address is 1303 East Central Drive Meridian, Idaho 83642. Her email address is thornton.cathy@meridianschools.org. Her phone number is 208-855-4500.

ENTRANCE REQUIREMENTS

Kindergarten (See Idaho Code 33-201) Student must be five years of age on or before September 1, 2011.

First Grade Student must be six years of age on or before September 1, 2011. If a child has attended kindergarten in another state for a full 450 hours of instruction they may enroll in first grade without meeting the age requirement.

A record of immunizations, a certified copy of the original birth certificate and proof of residence are required of all students at registration.

FIRE DRILLS

Fire drills are held monthly. When the alarm sounds, students will go quickly and quietly outside the building to designated areas. An announcement will be made when students are to return to the room. Additional safety drills (evacuation, lockdown, etc...) may be held throughout the year.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander/ or threaten the rights of others.

GUIDE DOGS

Idaho Code 56-704A allows any person who is specially training or socializing a dog for the purpose of being an assistance dog shall have the right to be accompanied by the dog in school. The person accompanying the dog in training shall carry and upon request display an identification card issued by a recognized school for assistance dogs or by an organization which serves disabled persons. The person shall be fully liable for any damages done to the premises or facilities by the dog.

ILLNESS OR MINOR INJURY

If students become ill or injured at school, they should go to the nurses' office. A pass from the teacher is required, except in an emergency. Students will not be permitted to leave school without permission from the parent or specified emergency contact person, and are signed out at the school office. Parents are requested to keep daytime phone and emergency contact information current. Being in the nurse's office longer than 30 minutes may count as a class absence. Any student needing to go home may not use their cell phone to call parents. The school phone must be used in the front office or the nurse's office. Joint School District No. 2 **does not** provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians (**See Insurance**).

IMMUNIZATION POLICY

Idaho State Law (39-4801) requires students enrolling in all Idaho schools to provide proof of the following immunizations based on date of birth:

Students born **after September 1, 2005:**

- 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- 4 OPV or IPV (polio)
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella

Students born **after September 1, 1999 and through September 1, 2005:**

- 4 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- 3 OPV or IPV (polio)
- 2 MMR (measles, mumps, rubella)

- 3 Hepatitis B

Additionally, students admitted to 7th grade during the 2011-2012 school year and each year thereafter:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 1 Meningococcal

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation or immunization at entry or re-entry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

INCLEMENT WEATHER/SCHOOL CLOSURE

During inclement weather or a red air alert, students are allowed to enter the building immediately on arrival at school. They are also kept inside during outside activity time if the weather or facility condition necessitates. Please be sure that your child is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the local radio and TV stations. Check the district webpage. Listen to one of the following stations:

TV: Channel 2, KBOI; Channel 6, KIVI; Channel 7, KTVB
 AM Radio Stations: KBOI, 670; KIDO, 630; KGEM, 1140;
 FM Radio Stations: KJOT, 105; K-106, 106; K-LITE, 104; KHEZ, 103.3; KIZN, 93.1;
 KBSU, 90.3
www.meridianschools.org

INSURANCE FOR STUDENTS

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents/guardians need to be prepared for possible medical expenses that may arise should your child be injured at school. Each school will provide parents and students with the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

INVESTIGATIONS

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will, at a minimum, take the following steps:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain a written statement from witnesses, if any.

LITTERING

Students are expected to act responsibly at all times. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined for littering.

LOST AND FOUND

Students are responsible for all personal items brought to school. Joint School District No. 2 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

LUNCH/BREAKFAST PROGRAM

A well-balanced breakfast and lunch is prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed and portions are set according to grade level. Fresh fruits and vegetables are included in the menus and all hot foods are either oven baked or steamed to maintain the maximum amount of nutrients. **Nut products are not served in the cafeteria.** Two entrees are offered daily on the lunch menu along with 3 side dishes and milk. Each student must choose one entrée and at least two of the remaining items. We encourage all students to choose milk with their meal every day. Menus and meal prices are available on the district website.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at www.meridianschools.org, clicking the Parent tab, then School Nutrition. Applications for free/reduced priced meals are also available in your school's office and kitchen. Applications are evaluated according to income and family size.

MealpayPlus (www.mealpayplus.com) is an online service that provides patrons the convenience and information to manage meal accounts. The system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost/forgotten lunch money, and ensures that students will receive a nutritious meal. Funds deposited through MealpayPlus are usually available for student use within minutes of the transaction.

The Joint School District No. 2 Nutrition Program utilizes a computerized accounting system. Each student will be set up with an account that may be accessed using his/her student identification number. The best time to place money in student accounts would be before school or through the online service. For your convenience, you may deposit any amount of money in your student's account – please make checks payable to *<Name of School> Nutrition Program*. Charges may be made only in emergency situations - all charges need to be paid the following day. Parents/guardians or other guests are always welcome to join the students for breakfast and lunch - please notify the kitchen in advance so that the proper number of meals may be prepared. Please contact the school nutrition cashier at your school with any questions regarding meal accounts.

MAGNET INFORMATION

New applications must be submitted by the last school date in February and those received later will be marked late. Information and applications are found on the Joint School District No. 2 website (www.meridianschools.org) as are parent directions for the application process. If you do not have access to the web, contact your local school. Please be aware and indicate to the school if you accept or reject placement. Parents may apply for more than one magnet school, but can only be drawn for one school. A hard copy of the application with a parent signature must be sent to the magnet school. If a family chooses to apply for more than one magnet school, the first school that draws their name in the lottery is the one from which they will receive a placement.

MEDIA RELEASE

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing (see form on page 10).

MEDICATION AT SCHOOL

Students who need to take prescription or other medication during the school day must bring it to the nurse's office in a properly labeled prescription bottle or original container. A **medication consent form must be completed** by the parent and on file with the nurse for any medication to be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student may require **emergency medication** for potential life threatening conditions, parents must provide the medication to schools. Emergency medications may be kept in the nurse's office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures. All medications, including emergency, require consent forms yearly. Please contact the school nurse. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

MODIFIED CALENDAR SCHOOLS

Joint School District No. 2 operates four modified calendar elementary schools. Chaparral, Pioneer, Seven Oaks and Spalding operate on a modified calendar (Pioneer and Spalding are magnet schools – please see the district web page for enrollment information). Students in a modified calendar school attend the same number of total days as those students in a traditional calendar school. All families within Joint School District No. 2 boundaries have the option of enrolling at the modified school assigned to their zone. Transportation is available if you attend either school designated for your zone and you live more than 1.5 miles away from the school.

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS

Parent/Teacher conferences are scheduled for the first week in November. However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

PROGRESS REPORTS

Progress reports will be given to all students failing a course by the end of the sixth week of each trimesters grading period. Progress reports will not be mailed. It is the responsibility of the student to share progress reports with the parent/guardian. If the parents desire a conference, it will be scheduled upon request through the classroom teacher.

REPORT CARDS

Report cards are issued to students. These reports show academic and effort grades, absences and tardies, as well as coded information on student attitudes and work habits.

RELEASE OF STUDENTS DURING THE DAY

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they MUST have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for other information.

RELEASE OF STUDENTS AFTER SCHOOL

A change in the regular routine of how a child gets home after school requires a written note from parent/guardian.

REPORTING THREATS

The Joint School District No. 2 takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours or on a weekend, please leave a detailed message on the school voice mail system.

RESTRICTED AREAS

Each school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas may be subject to disciplinary action.

STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS

In an effort to provide the best education possible, principals consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the building principal. When making requests, the following guideline should be observed.

- Forms are available for parental input for class placement and must be submitted in writing to the building principal.

STUDENT RECORDS

Upon request, student records are available for examination by parents/guardians and students over 18 years of age (see Appendix C).

SURVEILLANCE CAMERAS

Some Joint School District No. 2 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

TESTING

It is very important for your child to be in attendance for testing. Accurate assessment of student progress is essential in ensuring academic growth for all students. Joint School District No. 2 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel.

These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against state proficiency standards.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Texts that are lost, stolen or show excessive wear or damage are charged to the student. It is recommended that students keep all texts covered with heavy wrapping paper or a commercial cover.

TOYS AND VALUABLES

Students are not to bring toys or other valuables to school except for educationally related activities approved by the teacher. Medically prescribed devices or assisted learning devices needed to meet 504 and/or IEP requirements will be allowed.

TRESPASSING/LOITERING

Idaho State Code Section 33-512 (11) authorizes officers and school officials "...to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds of any individual or individuals who disrupt the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils. A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning or discipline of the pupils or who loiters in school houses or on school grounds, is guilty of a misdemeanor." This policy includes students who have been suspended or expelled from school. Persons who do not leave when asked to do so, or who return after having been told to leave, will be remanded to local law enforcement authorities. Students not involved in school activities are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes.

VISITORS

Parents, or other adults, are encouraged to visit school. Please check in at the office and secure a visitor's pass/badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures. Exceptions to this would be secondary students involved in the tutoring program.

For your own safety and the safety of our students, please follow these guidelines when visiting the school grounds:

- *Do not join in the students activities*
- *If you choose to visit with students, please do so within close proximity of the school ground supervisor.*
- *School ground supervisors may accompany any adult who is given a visitor pass*
- *Please report any concerns to an assigned person on duty rather than handling the matter*

STUDENT CONDUCT

Appropriate behavior is essential in the establishment of a positive learning environment for students. All schools establish written school rules and procedures regarding the maintenance of orderly student conduct. The procedures are communicated to parents and students on an annual basis.

Teachers and support staff members are primarily responsible for the maintenance of proper student behavior. Every reasonable effort is made to solve discipline problems before they are referred to the principal. Early communication with parents is expected.

When a student is referred, the principal makes a decision as to the appropriate action to be taken. Options include, but are not limited to, conferencing with the student and parents, developing a behavior plan in-school suspension, out of school suspension, referral to the School Resource Officer or expulsion. An informal hearing, with a building administrator, will be afforded parents before suspending a student, according to Idaho Code. This may take place by a telephone or school conference.

BEHAVIOR EXPECTATIONS

For optimal learning to take place, the following are behavioral expectations:

- Students should enter the room in an orderly manner and be in their assigned seats, quiet and ready to work.
- Students are responsible for bringing the required books, supplies, pencils, assignments, papers, and equipment to each of their classes.
- Students are to show courtesy and respect for other students, staff and the resource officer.
- Students are not to mark on, or deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, or other school property.
- Students must get a signed pass from the teacher before leaving a classroom class period.
- Students are to be dismissed by the teacher in an orderly manner when the bell rings.
- Students are to be attentive, attempt assignments, and work without disturbing other students.
- Students should raise hands for permission to speak.
- Students are to follow class standards and rules as determined by each teacher with regard to sharpening pencils, getting drinks or water, collection and distribution of papers, books, etc.
- Students or parents are financially responsible for damaged or lost school materials and equipment.

BULLYING - POLICY 502.9

Bullying is defined as repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students.

Specific examples of bullying:

- Hurting someone physically by hitting, kicking, tripping, pushing
- Stealing or damaging someone's belongings
- Teasing or ganging up on someone
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get others not to play with someone

Students in Joint School District No. 2 are expected to:

- Treat each other with respect
- Refuse to bully anyone
- Refuse to watch, laugh or join in when someone is being bullied
- Report bullying to an adult

Please encourage your child to report bullying to their teacher or principal. Please do not hesitate to call the principal if you have any concerns.

BUS CONDUCT

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. School bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, and every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. Should student behavior on the bus require a citation, the following procedures will be followed:

1. First Citation Point (Tier One)

- a. The driver conducts a conference with the student and gives the reason for issuing the citation.
- b. The driver calls parent or guardian and informs them of the citation and explains the actions necessary in order to regain bus-riding privileges.
- c. If the driver cannot reach the parent or guardian within 36 hours, the citation is given to the driver's trainer/evaluator to inform parent or guardian by phone or registered mail.
- d. The driver gives the citation to the student to take to their parent or guardian for a signature
- e. The student will be allowed to ride the bus when the signed citation is returned to the bus driver.

2. Second Citation Point (Tier One Level Two)

- a. The driver conducts a conference with the student and gives a reason for issuing the citation.
- b. The driver calls the parent or guardian and informs them of the citation and explains any actions necessary in order to regain bus-riding privileges.
- c. If the driver cannot reach the parent or guardian within 36 hours, a citation is given to driver's trainer/evaluator to inform parent or guardian by phone or registered mail.
- d. The driver gives the citation to the student to take to the parent or guardian for their action
 - i. The parent/guardian and student meet with the trainer/evaluator and obtain his/her signature
 - ii. Up to three days suspension from riding bus or other appropriate discipline may be assigned at the discretion of the trainer/evaluator
- e. The student is allowed to ride the bus after meeting with trainer/evaluator, serving the suspension, and returning the signed citation to the bus driver.

3. Third Citation Point (Tier Two)

- a. The driver conducts a conference with the student and gives a reason for issuing the citation.
- b. The driver calls the parent or guardian and informs them of the citation and explains any actions necessary in order to regain bus-riding privileges.
- c. If the driver cannot reach the parent or guardian within 36 hours, the citation is given to driver's trainer/evaluator to inform the parent or guardian by phone or registered mail.
- d. The driver gives the citation to the student to take to the parent or guardian for their action
 - i. The parent/guardian, student, trainer/evaluator and school principal meet in conference at principal's office and obtain the signature of the principal.
 - ii. Up to five days suspension from riding bus or other appropriate discipline may be assigned at the discretion of the trainer/evaluator
- e. The pupil is allowed to ride the bus after the suspension is served and the citation, with signature of principal, is returned to the bus driver.

4. Fourth Citation Point (Tier Three)

- a. Bus riding privileges are suspended for five days pending a hearing of the Transportation Discipline Committee. The Transportation Supervisor may recommend to the committee a suspension period not to exceed the rest of the school year. Behaviors occurring during the last two weeks of the school year may result in revoking bus riding privileges for a period not to exceed the first semester/trimester of the following school year.

5. Severity Clause:

- a. A student can be temporarily suspended from bus riding privileges by the Transportation Supervisor or designee for behavior endangering the safety of the bus and/or its occupants. The Transportation Supervisor has the authority to request a four point citation, regardless of where a student is in the citation process, depending on the severity of the specific incident.
- b. The transportation supervisor may recommend to the superintendent or designee, to revoke bus-riding privileges for a period not to exceed the remainder of the school year. Behavior that endangers the safety of the bus and/or its occupants and deliberate vandalism occurring during the last two weeks of the school year will result in revoking bus riding privileges for a period not exceed the first semester/trimester of the following school year.
- c. Within five days of suspension of bus riding privileges, the District's Transportation Hearing Committee, made up of one transportation trainer/supervisor, two administrators/counselors, who shall be the hearing panel, the superintendent or his/her designee, who shall act as the hearing officer, and a recorder shall schedule an informal hearing to determine to revoke or reinstate riding privileges. The student and parent/guardian shall be notified of such hearing and may appear and show cause why the pupil should not have bus-riding privileges revoked.

The Transportation Department phone number is 855-4440. Policy 702.57 (Transportation Discipline) may be found on the district web page at www.meridianschools.org.

CHEATING

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will

receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator.

COMPUTER/NETWORK USE AND CONDUCT

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in Joint School District No. 2. The student and his/her parent(s) should read and discuss the district policies concerning computer use.

Unless a parent has signed a district "Internet Opt-Out" form, all students will be given access to the Internet. In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. Joint School District No. 2 will make prudent efforts to limit improper use.

Students will be assigned a network login. With this access comes responsibility. Student logins on the school's network system(s) are considered a privilege, not a right. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school-related files to their home directories on the network, or other drives only as specified by their teachers or designated technology staff. A student who gains access to inappropriate material on the Internet is expected to discontinue the access as quickly as possible and to report the incident to a staff member.

Students will not install or download games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems. Hacking (attempting, without authorization, to access or alter Internet, network or local hard drive functionality, configuration, data or software) is forbidden. This includes, but is not limited to, the creation or transmission of computer viruses, WORMs or any programs/files that would disrupt the use or functionality of the computers or network. Any attempt to harm or destroy functionality of computer-related equipment or data will be considered vandalism (see Idaho State Code 18-2202).

Students are expected to follow the guidelines and policies expressed in the handbook and the district's NETWORK, COMPUTER AND ELECTRONIC INFORMATION SYSTEMS policy (see Network, Computer and Electronic Information System Appendix M). If the guidelines and/or policies are violated, administrators will determine consequences based on the severity of the incident. This may include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to Joint School District No. 2 policy (1001.30) and Idaho State Code (sections 18-2201 and 18-2202).

DETENTION

Detention is an assigned time students are required to attend during non-instructional times, before/after school, or on Saturday for disciplinary or academic reasons. Students who do not report to detention on time may be assigned to additional consequences.

DISCIPLINARY OFFENSES – MINOR

Minor disciplinary offenses are those incidents that disrupt normal school functioning but are not regarded as major offenses. See Discipline Step Procedure regarding consequences for multiple minor offenses.

DISCIPLINARY OFFENSES – MAJOR

Major disciplinary offenses are those incidents that disrupt normal school functioning and may result in suspension, recommendation for expulsion, and/or referral to the School Resource Officer when applicable.

Examples of major disciplinary offenses may include but are not limited to:

- **Alcohol/Drug/Tobacco** – Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia. The use/abuse, possession, selling, furnishing of any prescription/non-prescription drug or any materials that give the appearance of alcohol, tobacco, or other controlled substances.
- **Arson** – the malicious burning of or attempt to burn **any person or property** on school grounds or during school activities.
- **Bullying** – Repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students (Policy 502.9).
- **Cheating** – second offense (Policy 502.11)
- **Fighting – Includes physical abuse**
- **False Alarms** – Fire alarms or 911 calls. If costs occur, restitution may be required.
- **Forgery/Misrepresent** – Creation or use
- **Gambling**
- **Gang/Group Affiliated Attire/Symbols/Tattoos**
- **Harassment** – (Policy 502.7)
- **Inappropriate Behavior**
- **Incorrigibility** – Repeated unmanageable/disruptive behavior
- **Insubordination**– Failure to cooperate, (being dishonest, or willfully defying the authority of school personnel.
- **Mood Alternating Substances** – see Alcohol, Drug, and Tobacco Policy 502.50
- **Objectionable Literary/Pictorial Materials** – Includes, but is not limited to, possession, creation, or distribution of pornographic material or inappropriate images.
- **Peer Conflict – Includes verbal abuse**
- **Violent Incident With/Without Injury**
- **Safety** – May include, but is not limited to, possession, use or distribution of any item considered unsafe for school (i.e. matches, lighter, etc).
- **Stealing/Theft** – Stealing, attempting to steal or possession of stolen property, whether school property or private property
- **Threats** – Written or verbal threats of physical harm or retaliation
- **Truancy** – Regular or habitual truancy
- **Vandalism**
- **Zero Tolerance – Policy 502.11**

DISCIPLINE STEP PROCEDURE

The following is the procedure for offenses that disrupt normal school functioning but are not regarded as major offenses. **Major offenses may result in a suspension and/or recommendation for expulsion at any time, depending on the severity.**

Tier One:

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)

Tier Two:

Step 3:

- Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student and include parent notification of consequences determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by the Principal or certified designee. An informal hearing will be afforded parents/guardian before suspending, according to Idaho Code 33-205. This may take place by a telephone or school conference.
- Continued referrals may result in progression to Tier Three

Tier Three:

- When the student does not respond to interventions, alternative placement or recommendation for expulsion will be considered.

A discipline log will be maintained on the district referral form by each principal. Out-of-school suspensions will be reported to the appropriate regional director.

DRESS CODE

The purpose of dress regulations is to help each student set a standard for his personal appearance that is appropriate within the accepted standards of Joint School District No. 2 elementary schools. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school attended.

The Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The Board will not interfere with the right of students and parents to make decisions regarding appearance, except when choices affect the educational program of the schools. Any apparel which draws undue attention to a student tends to detract from the educational process and is therefore inappropriate. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness – a degree of modesty is expected.

The Board authorizes school regulations which prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student him/herself or to others in the school;

- materially interferes with schoolwork, creates disorder, or disrupts the educational program;
- causes excessive wear or damage to school property;
- prevents the student from achieving his own educational objectives because of blocked vision or restricted movement;
- has been identified as gang related or may contribute to the intimidation of others

Any article of clothing, jewelry, or make-up which draws undue attention, is unsafe, or is disruptive to the educational process will be considered inappropriate. Examples include, but are not limited to:

- Clothing that does not cover the stomach, back, chest/cleavage, or undergarments.
- Tank tops, spaghetti straps, tube tops are not permitted
- Spiked clothing, belts or jewelry
- Safety pins
- Chains connecting the wallet to a belt loop or worn anywhere on the person
- Hats, headbands, hoods, bandanas, or other head covering
- Clothing, jewelry, or tattoos advertising or depicting alcohol, tobacco, drugs, gang affiliation, or sexual innuendoes
- Hanging belts
- Inappropriate tattoos must be covered at all times
- Sunglasses

In addition:

- Footwear must be worn at all times
- Certain classes may require specific clothing and footwear for safety purposes
- Athletic/Activity uniforms worn during the school day must adhere to this policy

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Violations of the dress code will lead to disciplinary action.

DUE PROCESS FOR STUDENTS

In the event a student is accused of violating a policy, regulation or rule established by the School District, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be immediately notified of the alleged infraction by the person witnessing the alleged infraction, if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed and a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of his/her due process rights immediately and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request, a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents/guardian will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent/guardian of the student will be notified and an informal hearing with the student, the parents/guardian, and school personnel will be held within three school days. The results of this informal hearing must be given, in writing, to the parents/guardian within 10 days after the informal hearing.

4. In the event the informal hearing with the parent/guardian does not resolve the problem to the satisfaction of both parties, the parent/guardian may, with 10 days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within 5 school days. The principal must give his/her decision, in writing, to the parents/guardian within 10 days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within 10 days of receipt of the decision, appeal to the Regional Director. The director will schedule an informal hearing within 5 school days. The director must consult with the superintendent and give his/her decision, in writing, to the parents/guardian within 10 days after the informal hearing.
6. In the event the informal hearing with the director does not resolve the problem to the satisfaction of both parties, the parent/guardian, may within 10 days of receipt of the decision, appeal to the Board of Trustees and a formal hearing will be held. The results of this formal hearing will be given to the parents/guardian within 10 days after the formal hearing.

Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

Definition of terms use above in Due Process for Students:

- ***Immediately*** means at the time the alleged infraction occurs
- ***As soon as possible*** means as soon after the alleged infraction that all parties are available to meet

ELECTRONIC DEVICES

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, PDA's, pagers, cell phones, music playing devices, cameras, and laptop computers. Use of these devices must not violate any district policy, or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials (i.e. pornography). Use of electronic devices in the classroom is at the discretion of the teacher. Videotaping or taking pictures is prohibited on campus unless approved by building administration. Students who bring any electronic device do so at their own risk – Joint School District No. 2 and its schools assume no liability for damage, theft, etc. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent picks it up.

EXPULSION

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion for the remainder of the semester/trimester, or, if a minimum of 20 days remains in the semester/trimester, the student may be expelled for the remainder of the current semester/trimester and the following semester/trimester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion.

Idaho Code 33-205 states: *The board of trustees may deny enrollment, or 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 in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be*

prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested may be subject to other disciplinary action.

FIGHTING

No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating or encouraging others to fight. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences.

GANG/GROUP AFFILIATION

The School Board desires to keep district schools and students free from the threats of harmful influence of any groups or gangs that advocate drug use or disruptive behavior.

The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, which denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, the violations of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on wearing/display of a gang-related item, the district may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. This policy shall be applied at the principal's discretion as the need for it arises at individual school sites. The school district acknowledges that not all potential gang indicators imply actual membership in a gang, however, these indicators may compromise a student's safety and are therefore prohibited.

HARASSMENT AND/OR INTIMIDATION - POLICY 502.7

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

Students attending district schools are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
- Prohibited from sexually harassing other students; and
- Required to report, to the school principal or designee, harassment of which the student becomes aware.

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

ITEMS INAPPROPRIATE FOR SCHOOL

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

- Sunflower seeds, gum, toothpicks, rubber bands, squirt guns, etc. - these items are not permitted because of the problems caused by misuse.
- *Riding* skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Trading cards, toys or other items of value
- Animals, unless brought with administrative approval
- Large chains
- Laser pens, shock pens
- Students may not sell candy as part of a fund-raising project **for another school or organization** on the school campus.

KNOWINGLY PRESENT

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in any Joint School District No. 2 violation.

NO TOUCH POLICY

No touch policy violations may be minor or major violations of the school discipline policy.

RETALIATION

Any person found to have retaliated against another individual for reporting an incident in good faith may be subject to disciplinary action up to and including expulsion.

REPORTING PROCEDURES

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

SAFE SCHOOL PROGRAM

Safe School is an in-school suspension that may be used as a consequence for any student involved in a minor or major disciplinary offense. The student is removed from the classroom and assigned to a specific area during the regular classroom time, or Safe School students stay in a Safe School classroom and work on assignment for the duration of their suspension. Major disciplinary offenses may incur loss of eligibility for extracurricular activities during the suspension day(s).

SEARCHES

Philosophy

The Joint School District No. 2 recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student's involvement can lead to the illness of chemical dependency and alcoholism, or may be harmful to him or herself or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

Authorized Personnel

Searches of a student or a student's personal belongings shall be conducted by an administrator or his/her designee.

Dogs

Subject to the following conditions, the administrator may authorize the use of dogs to detect the odor of prohibited substances or items on school grounds:

1. The administrator shall be present.
2. Students shall not be in the immediate vicinity of the dogs while they are searching.

Personal Searches

No search of a student by school personnel should be conducted in the presence of other students unless no other options are available. When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil. A witness of the same sex as the student shall be present during the search. Reasons for a student search in front of others or the opposite sex would include staff/officer safety and/or exigent circumstances.

Reasonable Suspicion

The concept of "reasonable suspicion" as outlined in *New Jersey vs. T.L.O. (1985)* allows student searches by school officials if the officials have information that leads them to believe that a student has broken the law or school policy and that the search will yield evidence of a violation. A desk, locker, vehicle, or person may be searched if reasonable suspicion exists to believe that evidence of a violation of the law or a school policy is contained therein.

Suspicionless Searches

School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items that are school property, such as textbooks and library materials may be collected. Students have no expectation of privacy in such locations. **All vehicles on school property are subject to general inspection (suspicionless searches).**

SEIZURE OF ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the students' safety or to others' safety and security may be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

SEIZURE OF OTHER ITEMS

Other Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

SUSPENSION

Any student involved in a major disciplinary offense may incur a one to five day suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended out of school will not be allowed at school or on school grounds for the duration of their suspension. A parent conference may be required for the student to be reinstated.

VERBAL OR WRITTEN THREATS

Students are forbidden to use verbal or written threats of any physical danger to another student. Threats will be investigated by school personnel. Students who threaten physical danger to another may be suspended.

ZERO TOLERANCE OFFENSES

Students in violation of any zero tolerance policy may be expelled and referred to the appropriate authorities. The duration of expulsion may be for the remainder of the school year; or, if occurring in the second semester/third trimester, the student may be expelled for the first semester/trimester of the next school year (policy 502.11). Zero tolerance will be in effect while on the property of a public or private school or in those portions of any building, stadium, or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school, and/or while riding school provided transportation and/or participating in a school sponsored extracurricular or academic activity off school grounds. Zero tolerance offenses include: weapons, alcohol/controlled substance, arson, explosive devices, verbal and/or written threats.

SUPPORT SERVICES

COUNSELORS

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the school counseling department include individual student planning, individual and group counseling, consultation with staff members and parents, community referrals, and classroom guidance presentations.

Counselors maintain confidentiality except in the following situations:

- Disclosure of abuse, abandonment or neglect;
- Disclosure about intent to harm self or others;
- To comply with a court order or subpoena;
- Disclosure of the commission of a crime.

Counselors may be contacted in the office between classes, before or after school, or at lunchtime.

MEDIA CENTER

The library media center is open throughout the school day, from before school until after school. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

NURSE/SCHOOL HEALTH PROGRAM

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in schools. Responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings. Parents are requested to notify the school nurse of any student illness or medical problems that could affect their student's well being or academic success.

Emergency Care

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, parents will be contacted concerning the decision to call 911. The student's family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene.

Joint School District No. 2 does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian. (See Insurance)

Health and Wellness

The Meridian School Board recognizes that childhood wellness is essential for academic success. Research indicates that becoming physically active and maintaining an exercise program and access to nutritious foods reduces the risk of obesity and other associated diseases. As a school district we are striving to offer a balance of healthy treats at our school celebrations. (See Policy 504.7)

Illness or Minor Injury

If your child is ill, please do not send them to school. We ask that you notify the school if your child has been diagnosed with a contagious illness.

If a student becomes ill or injured at school, they should go to the nurse's office. A pass from the teacher is required, except in an emergency. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission, and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

If your child has a minor injury, the school nurse or designee will administer basic first aid. If the injury is serious, every effort will be made to notify the parent immediately. Parents are requested to keep current daytime phone and emergency contact information with the school office.

Children will not be kept in from recess for minor illnesses. If it is necessary for your child for medical reasons to remain indoors while at school, please contact the school nurse.

SCHOOL PSYCHOLOGIST

School psychologists help students and families in crisis, evaluate students with academic and/or emotional difficulties, and consult with teachers and principals. They are available for consultation with families regarding mental health issues.

STUDENTS WITH DISABILITIES/SECTION 504 – REFER TO APPENDIX B

APPENDIX

APPENDIX A

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Joint School District No. 2 website at www.meridianschools.org. If you do not have access to the Internet, a copy of the policy will be provided to you by your school upon request.

ALCOHOL/DRUG/TOBACCO (Policy 502.5)
ATTENDANCE (Policy 501.3)
BULLYING (Policy 502.9)
COMPUTER AND ELECTRONIC INFORMATION SYSTEMS (Policy 1001.3)
DISCIPLINE POLICY (Policy 502.11)
DUAL ENROLLMENT (Policy 501.92)
HARASSMENT (Policy 502.7)
STUDENT TRANSFERS (Policy 501.9)
TRANSPORTATION DISCIPLINE (Policy 702.57)
WEAPONS (Policy 502.11)

APPENDIX B

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with handicaps.* The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;

4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from a program not operated by the district if the district places the student in the program;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your student may take part in the hearing and have an attorney represent you. Hearing or mediation requests must be made to the District 504 Compliance Officer;
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

The person in the District who is responsible for assuring that the district complies with Section 504 is Cathy Thornton Telephone number 855-4500.

*(29 U.S.C. 706(7) & 794; 34 C.F.R. Part 104, 20 U.S.C. & 12370(34 C.F.R. part 99)

APPENDIX C

EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies:

- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U. S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. ...whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.