



JEFFERSON ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK 2017-2018

All of the information in this handbook is important. Several articles require your particular attention. You may also read the handbook via the internet at www.sd251.org, click on the *School* menu, and then click on *Jefferson Elementary*. If you do not have email or Internet access, a copy of the handbook may be obtained from the school upon request.

Absence Hotline

**For your child's safety, please call the school office by
9:00 am if he/she is unable to attend school.**

208-745-0758

306 N 3700 E
Rigby, Idaho 83442
Principal: Dave Meyer
dmeyer@sd251.org

TEACHING STAFF FOR 2017-2018	POSITION	EMAIL
OFFICE PERSONNEL:		
Meyer, Dave	Principal	dmeyer@sd251.org
Woods, Suzanne	Secretary	Swoods@sd251.org
Brown, Collette	Secretary	Cbrown@sd251.org
Rose, Audrey	Custodian	
Hively, Geryk	Custodian	
Valdez, Luis	Custodian	
TEACHING STAFF:		
Radford, Kathy	Kindergarten	Kradford@sd251.org
Fife, Deja	Kindergarten	Dfife@sd251.org
Garrido-Cotrina, Krystina	Kindergarten	KGarrido@sd251.org
Peterson, Emily	Kindergarten	epeterson@sd251.org
Taulanga, Sarah	Kindergarten	staulanga@sd251.org
Arneson, Angela	1st Grade	Aarneson@sd251.org
Hegstrom, John	1st Grade	Jhegstrom@sd251.org
McLain, Kathryn	1st Grade	Kmclain@sd251.org
Fullmer, Krystal	1st Grade	Kfullmer@sd251.org
Ricks, Elizabeth	1st Grade	Ericks@sd251.org
Norman, Wendy	1st Grade	wnorman@sd251.org
Romney, Melissa	1st Grade	Mromney@sd251.org
Smith, Megan	1st Grade	Mesmith@sd251.org
Tonks, Melissa	1st Grade	Mtonks@sd251.org
Birch, Becky	2nd Grade	bebirch@sd251.org
Corona, Pedro	2nd Grade	pcorona@sd251.org
Cowley, Megan	2nd Grade	mcowley@sd251.org
Coffin, Stacey	2nd Grade	Scoffin@sd251.org
Dawson, Rebecca	2nd Grade	Rdawson@sd251.org
James, Brenda	2nd Grade	Bjames@sd251.org
Hunter, Lillie	2nd Grade	lhunter@sd251.org
Wilson, Trina	2nd Grade	trwilson@sd251.org
Sarmiento, Eleanor	2nd Grade	Esarmiento@sd251.org
Dahl, Shannon	P.E.	Sdahl@sd251.org
Pillow, Sarah	Special Ed	spillow@sd251.org
Close, Rob	Counselor	Rclose@sd251.org
Balmforth, Ronni	Title 1	rbalmforth@sd251.org
Thomas, Sandy	SLP	Sthomas@sd251.org
Bishop, Kim	ESL	kbishop@sd251.org

JEFFERSON ELEMENTARY SCHEDULE 2017-2018

The School Board has approved an early release on Wednesdays which is reflected in the schedule below.

Kindergarten Schedule (M, T, TH, F)	Kindergarten Schedule (Wednesdays)
<u>AM Session</u>	
First Bell	8:15
Session Begins	8:20
Recess	9:40-9:50
Dismissed	11:15
<u>PM Session</u>	
Session Begins*	11:55
Recess	1:15-1:25
Dismissed	2:50
<u>AM Session</u>	
First Bell	8:15
Session Begins	8:20
Dismissed	10:50
<u>PM Session</u>	
Session Begins*	11:20
Dismissed	1:50

*PM Kindergarten students may be dropped off **FIVE** minutes prior to the start of the PM Kindergarten Session.

1st – 2nd Grade Schedule (M, T, TH, F)	1st – 2nd Grade Schedule (Wednesdays)
School Opens	8:00
First Bell	8:15
School Begins	8:20
1 st Recess	9:55-10:10
2 nd Recess	10:15-10:30
1 st Lunch Period	11:05-11:50
2 nd Lunch Period	11:40-12:25
1 st Recess	1:25-1:40
2 nd Recess	1:40-1:55
Dismissed	2:50
School Opens	8:00
First Bell	8:15
School Begins	8:20
1 st Recess	9:55-10:10
2 nd Recess	10:15-10:30
1 st Lunch Period	11:05-11:50
2 nd Lunch Period	11:40-12:25
Dismissed	1:50

DROP OFF AND PICKUP PROCEDURES

NOTICE: If your student rides the bus and you need to pick him/her up from school, you must call the office by 2:00 pm on Monday, Tuesday, Thursday, Friday and by 1:00 on Wednesday. Please leave us a message if we are unable to answer your call. For the safety of our students, we cannot make transportation changes after these times. All students must be signed out before leaving with a parent. If you (the legal guardian) cannot pick up, you must call the office and give permission and the name of a designee to pick up.

DROP OFF

Use the loop in front of the building to drop off your student at school. **Do not park your car in the drop-off/pick-up loop;** we will have personnel outside to greet your student and help him/her into the building. If you must park your vehicle, use the parking stalls around the island of the drop-off/pick-up loop, or park on the north side of the building using indicated parking stalls. **Do not park in the bus loading/unloading area between the drop-off/pick-up loop and the north parking lot.** Please keep our drop-off/pick-up moving by promptly driving through after your drop off your student.

PICK UP

Use the loop in front of the building to pick up your student at school. **Do not park your car in the drop-off/pick-up loop and remain in your vehicle;** we will have personnel outside to help your student. Parents need to line up inside the drop-off/pick-up loop; expect this line will wrap around to HWY 48 at times and use caution. Staff will load students into cars on the north side of the drop-off/pick-up loop. A teacher will come to your window to ask who your student is, then call for the student. The student will come and get into the car. All students should load curb side. It is unsafe for them to load on the side of passing cars. If you see an open spot you may not move to that spot and cut in. The teachers know the name of the regular students and will often have students waiting for parents to get to them in the order they are in line. We load approximately 5 cars at a time. Please be patient; the process will start slowly, but will quickly pick up.

If you do not want to wait in your car line you are welcome to park in a marked parking stall. **Do not double park next to the cars waiting in line or you will be blocking traffic.** Once you are safely parked, you can come to one of the teachers standing on the side walk, preferably the one with the clipboard and ask for your student. All students must be checked off before leaving with a parent. Parents should not come to the sidewalk and call for their student because teachers need to be sure they are picked up and marked off their list. This is for the safety of the student. Once your student has been released to you, please escort your student back to the car. The traffic is constantly moving and it is unsafe for students to run across the road with out a parent escort.

All students will be brought back into the school as soon as all waiting vehicles have left. If you are running late, you must come into the school and let the secretary know you are there to get your student.

DISTRICT MISSION STATEMENT

“The mission of Jefferson School District 251 is to provide each student with a high quality education.”

DISTRICT VISION

“We are a community focused on student learning in order to build character, foster informed and productive citizenship, and prepare all youth for college and career success.”

GENERAL INFORMATION

ATTENDANCE – BOARD POLICIES 3050 AND 2380

Attendance at school is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. Jefferson School District defines acceptable elementary school attendance as missing not more than seven (7) days per trimester. **If a student must be absent from school, the parent/guardian is requested to call the office by 9:00 am to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the office on the day of return. If parents/guardians find it necessary to take students out of school for an extended period of time, please contact the office in advance.

Tardies/Early checkouts

Tardies caused by a late bus, inclement weather, or for medical reasons are excused and shall not be counted on the student’s record. “Excessive” tardies is defined as more than five tardies.

Absences

Students who accrue ten (10) 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 will not be included in this procedure (Board Policy 2380). In addition, students with seven (7) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

Make-Up Work

Students who are absent from or late to class can make up work missed, but they miss out on direct instruction, a critical component in the educational achievement of students.

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.

ACCIDENTS/INJURIES – BOARD POLICY 3540

If an accident occurs at school, the school office will call parents/guardians or emergency contacts to notify them of the situation. Please keep your contact information current with your teacher and the front office.

ANIMALS IN THE ELEMENTARY CLASSROOMS – BOARD POLICY 3466

1. Animals are allowed in elementary classrooms when they are required for a unit of instruction from the Jefferson Joint School District #251 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
2. Wild animals are not allowed in the classroom
3. Students are not allowed to bring their pets from home.
4. The building administrator shall approve use of animals in classrooms and assemblies.
5. Service animals are allowed per Board Policy 3466 (www.Jeffersonsd251.org).

ALLERGIES – BOARD POLICIES 3510 AND 3515

It is common for students to have serious allergies. **Please notify the office if your student has any allergies.**

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.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/WHEELIES

Students riding bikes, skateboards, scooters, or rollerblades to school should walk as soon as they are on school property. Bike racks are available; students are encouraged to wear helmets and to use locks on their bikes. **Wheelies are not allowed at school.**

BIRTH CERTIFICATES – BOARD POLICY 3000

Idaho State law requires: “Upon enrollment of a student for the first time in an elementary school or secondary school, the person enrolling the student must provide either a **CERTIFIED** copy of the student’s birth certificate or other **reliable proof** of the student’s identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate”. Other reliable proof of the student’s identity and birth date may include a passport, visa, or other governmental documentation of the child’s identity.

BIRTHDAYS AND SPECIAL OCCASIONS

Please do not send special flowers, balloons, invitations, treats, etc., to the school that are intended for just one child. You are welcome to bring treats that may be shared with all your child’s classmates on special occasions. Treats must be store purchased and in the original packaging. Students should not pass out invitations to private birthday parties at school. Thank you for your help in this area.

BOARD POLICY – SEE APPENDIX A

All board policies may be accessed from the district website: www.Jeffersonsd251.org

BOOK FINES

When books are issued, students should notify their teacher of previous book damage. If there is unreported damage, the student may be held accountable. Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book.

BULLYING – BOARD POLICY 3295 – SEE APPENDIX D

Bullying is an aggressive behavior that is intentional, *repeated over time*, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. We are committed to providing all students with a safe, bully-free environment that will allow them to learn and grow.

BUSES – BOARD POLICY 8140

Riding the school bus is a privilege for students, not a right. 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. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. **The phone number for Transportation is 208-754-8211.**

CAMPUS SAFETY

Jefferson Joint School District #251 takes the safety of our students very seriously. Fire drills, earthquake drills, and lock down drills for intruder situations are conducted on a regular basis at all schools.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES – BOARD POLICY 3265

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cell phone or other related electronic devices on school property.

The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students shall comply with any additional rules and procedures developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Students are responsible for the care of devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

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.

COPYRIGHT – BOARD POLICY 2150/2150P

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Teachers will instruct students to respect copyright laws and to request permission when their use of material has the potential of being considered an infringement. No information or graphics may be posted on any school system official website in violation of any copyright laws.

DELIVERIES

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

DIRECTORY INFORMATION OPT-OUT – BOARD POLICY 3570

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. **If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not be disclosed to third parties.**

DISCIPLINE – BOARD POLICIES 3330 AND 3340

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child's education will reflect excellent behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience little misbehavior. We sincerely invite parents to come in and talk with us about concerns. For further information, refer to Board Policies 3330 and 3340 at www.Jeffersonsd251.org.

DISCRIMINATION – BOARD POLICY 3280

Jefferson Joint School District #251 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.

DRESS CODE – BOARD POLICY 3260/3260P

To support parents and students in making appropriate clothing selections the following guidelines must be adhered to:

1. All clothing shall be neat, clean, un-torn, and appropriate to the circumstances.
2. Students will be excluded from attending classes, or participating in school-related activities that are held on school property, when, in the opinion of the administrator on duty, any of the following are worn:
 - A. Underwear as outerwear
 - B. Clothing, jewelry, or body art that advertises alcoholic beverages or illegal drugs
 - C. Clothing, jewelry, or body art that displays obscene or immoral pictures, slogans, or statements
 - D. Clothing that reveals the midriff
 - E. Clothing that reveals underwear
 - F. Excessively tight clothing
 - G. "No sagging"—sagging is defined as wearing the waistband of slack, pants, shorts or skirts below the natural waistline. A belt is required for over-sized pants.
 - H. Clothing, jewelry, or body art that promotes gang activity will not be permitted at any time.
 - I. Shoes must be worn in all instances.
3. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tends to disrupt class and/or which reduces attentiveness in class. To assist students, parents, and school personnel the following guidelines apply:
 - A. Tank tops, unlined sheer material, and fishnet tops are not allowed.
 - B. When hands are placed on head, if the stomach and/or the back show, shirt and/or pants are not appropriate.
 - C. When hands are placed on shoulders, if underclothing or chest shows, shirt is not appropriate.
 - D. When hands are placed on knees, if the back/the derrière or underclothing/or the chest show, clothing is not appropriate.
 - E. When hands are placed on toes, if the back/the derrière or underclothing shows, skirts or other clothing is not appropriate.
4. Clothing, jewelry, or body art marked with profanity and/or sexually suggestive writing or pictures, or advertising alcohol, illegal drugs or tobacco is not allowed.
5. Clothing, jewelry, or body art with writing or pictures that promote violence or antisocial behavior, or with writing or pictures advertising groups or organizations that promote violence or antisocial behavior, or clothing that is currently associated with gangs due to colors or design of clothing is not allowed.
6. Clothing, jewelry, or body art demeaning to others is not allowed.
7. The use of hats will not be allowed in the building during school hours except for extreme medical conditions.
8. Heavy chains and spikes may not be worn.

Girls and boys shall be prudent and modest in their selection of dress and avoid extremes that intend to detract from personal appearance.

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.

EDUCATION FOUNDATION

If parents would like to donate to our school, they are encouraged to donate through the Education Foundation.

GIFTED AND TALENTED – BOARD POLICY 2430

The term “gifted and talented” means students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and children of outstanding abilities who are capable of high performance and require services or activities not ordinarily provided by the District in order to fully develop such capabilities. The District provides for special instructional needs of gifted and talented children enrolled in the District.

HALLOWEEN COSTUMES

Students may wear their costumes to school or bring them to wear during their class party. No masks or toy weapons are allowed. Costumes must conform to the district dress code.

HOME LANGUAGE SURVEYS

School districts are required by both federal and state laws to determine the first language learned by each student. This information is essential in order to provide meaningful instruction for all students and the district is required to keep a copy of every child’s survey.

HOMELESS/FOSTER CARE STUDENTS – BOARD POLICY 3060

If a family or student has been displaced from their home, the district has a procedure in place to help mitigate the ill effects of this unfortunate event. Parents or other family members may contact the home liaison, Silvina Grant, at the district office (208-745-6693, ext. 1126), and she will help provide resources. Any information provided by families is strictly confidential.

HOMEWORK – BOARD POLICY 2630

Teachers may give homework to students to aid in the student’s educational development. Homework should be an application or adaptation of a classroom experience and can be accomplished independently.

IMMUNIZATION POLICY – BOARD POLICY 3525

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of 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 secretaries. 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. **If current immunization records are not provided, your child may not attend school until records are received.**

INSURANCE FOR STUDENTS – ASSUMPTION OF RISK – BOARD POLICY 3540

Injuries that occur from accidents during school hours or while participation 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. 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

INTERNET ACCESS – BOARD POLICY 3270/3270F/3270P

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The student and his/her parents/guardians should read and discuss the district policies concerning network and internet use: Board Policy 3270/3270F/3270P. **If a parent/guardian does not agree to allow internet use by their student, the student will only have intranet connectivity.**

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

KEEPING STUDENTS AFTER SCHOOL

A student may not be kept after school unless the teacher receives prior approval from the parents. The teacher needs to contact the parent for the prior approval and contact the office to apprise them of the situation.

LIBRARY

The library is open at varying times throughout the school day. 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.

LOST AND FOUND

Students are responsible for all personal items brought to school. Jefferson Joint School District #251 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 teacher or principal. 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. Menus and meal prices are available on the district website, www.Jeffersonsd251.org.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at www.Jeffersonsd251.org. 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.

MEDIA RELEASE – BOARD POLICY 3570

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 – BOARD POLICIES 3510 AND 3300

Students who need to take prescriptions or other medication during the school day must bring it to the 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 school 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 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. When a medications dosing changes or new medications are prescribed, a new medication consent form must be completed before the medication can be dispensed at school. Please contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

MIGRANT AND ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS – BOARD POLICIES 2390/2390P AND 2391

Migrant education and English as a second language programs are available for students who may need additional help in math and/or reading. These are federal programs with very specific qualifications. Children that may qualify for this type of help will receive services at the request of the parent (parents must be notified if their child qualifies prior to services beginning). Call the school for more information concerning migrant services if your family has moved in the last six months due to agricultural work.

NON-DISCRIMINATION – APPENDIX C

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS – BOARD POLICY 2625

Parent/Teacher conferences are usually scheduled in the middle of the trimester. 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 – BOARD POLICY 2620

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. Parents may also track the progress of their student at any time using the PowerSchool Parent Portal.

REPORT CARDS – BOARD POLICY 2620

Report cards are issued to students. These reports show academic and standards grades, absences and tardies, etc. Please contact your child's teacher if you have questions.

REPORTING PROCEDURES – BOARD POLICIES 3290/3290F AND 3295/3295P

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

RELEASE OF STUDENTS DURING THE DAY – BOARD POLICIES 3550/3550P AND 3050

For your child's safety, parents/guardians 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.**

RELEASE OF STUDENTS AFTER SCHOOL – BOARD POLICIES 3550/3550P AND 3050

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

SCHOOL CLOSURE – BOARD POLICY 2210/2210P1/2210P2

Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the SchoolMessenger System, local radio, TV stations, and via the district webpage.

SPECIAL EDUCATION/504 – BOARD POLICIES 2400, 2410/2410P AND 3280

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) and Section 504 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under IDEA or Section 504, the District has established and implemented a system of procedural safeguards. The safeguards cover students' identification, evaluation, and educational placement.

STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS – BOARD POLICY 3000

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.

STUDENT RECORDS – BOARD POLICY 3570/3570P – APPENDIX B

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

SURVEILLANCE CAMERAS – BOARD POLICY 3560

Jefferson Joint School District #251 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. Jefferson Joint School District #251 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel.

TITLE-I – BOARD POLICY 2420/2420P – APPENDICES E AND G

A School-Parent Compact has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year. The compact outlines the responsibilities of Teachers, Parents, and Students. Signatures are required each year and a copy of the Compact to return to your school can be found in Appendix G.

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.

VERBAL OR WRITTEN THREATS – BOARD POLICY 3330

Students are forbidden to use verbal or written threats of any physical danger to another student. School personnel will investigate threats. Students who threaten physical danger to another may be suspended.

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.

WEATHER AND RECESS GUIDELINES

Many schools have temperature/weather guidelines to help determine whether recess is held indoors or outdoors. This helps to communicate with the parents and have a consistent understanding in our schools.

Temperature/Wind Chill	Guidelines
Below 10 degrees and/or wind gusts >20 mph	Indoor Recess
Below 15 degrees	Shortened Recess
Below 32 degrees	Gloves and Hats to go outside
Below 50 degrees	Coat and long pants
Below 60 degrees	Jacket or long sleeves

When temperatures are below 10 degrees Fahrenheit (normal temp. or wind chill) and/or wind gusts are greater than 20 mph, then recess will be indoors. Other conditions may include high wind warnings, pending storms, etc. Please make sure your children dress appropriately for the weather: Hats, gloves/mittens, and boots are essential to keep the children safe and warm during the winter months. If you have any questions regarding recess, please contact your child's teacher.

Indoor recess will also be held if the EPA issues an outdoor air quality warning.

WELLNESS – BOARD POLICY 8200

It is the goal of the Jefferson School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

ZERO TOLERANCE OFFENSES – BOARD POLICY 3361

It is the policy of the Board of Trustees of School District # 251 that any student who has a firearm or explosives in their possession (either on their person, in their purse, handbag, backpack, gym bag, any other container, in their locker or vehicle on school property) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five days of the incident, and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold such hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems necessary.

In addition, any student who uses other deadly or dangerous weapons as defined in federal law Section 930 of Title 18 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph. The definition of weapon includes, but is not limited to: dirk knife, bowie knife, dagger, metal knuckles, or any other object capable of being used as a weapon.

Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

18 USC 930

Idaho Code Sections 33-205, 18-3302

APPENDIX A

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Jefferson Joint School District #251 website at www.Jeffersonsd251.org. If you do not have access to the Internet, a copy of the Board Policy will be provided to you by your school upon request.

STUDENT POLICY SECTION by ALPHABET

Policy Title	Number
Academic Honesty	3345
Administering Medicines to Students	3510
Alternative School Placement	3101
Alternative School Placement Transition Procedure	3101P
Attendance Policy	3050
Attendance Policy - Codes for Excused Absences	3050P
Compulsory Attendance	3040
Concussion Guidelines	3505
Concussion Guidelines-Acknowledgment of Receipt of	3505F1
Concussion Guidelines-Authorization to Return to Play/Participate Student Sports	3505F2
Contagious or Infectious Diseases	3520
Corrective Actions and Punishment	3340
Detention	3350
Discipline of Students with Disabilities	3360
Distribution and Posting of Materials	3250
Distribution of Fund Drive Literature through Students	3430
District-Provided Acceptable Use of Electronic Networks for Students and Staff	3270P
District-Provided Access to Electronic Information, Services, and Networks	3270
District-Provided Internet Access Conduct Agreement	3270F
Drug Free School Zone	3300
Dual Enrollment of Non-Public School Students	3030
Education of Homeless Children	3060
Electronic Communications Devices	3265
Emergency Treatment	3540
Enrollment and Attendance Records	3020
Enrollment and Attendance Records Procedure	3020P
Entrance, Placement and Transfer	3000
Equal Education, Nondiscrimination and Sex Equity	3280
Extra- and Co-Curricular Chemical Use Policy	3390
Extracurricular Activities Drug-Testing Consent Form	3400F
Extracurricular Activities Drug-Testing Program	3400
Extracurricular and Co-Curricular Participation Policy	3380
Food Allergy Management Policy	3515
Foreign Exchange Students	3090
Gangs and Gang Activity	3310
Hazing, Harassment, Intimidation, Bullying, Menacing	3295
Hazing, Harassment, Intimidation, Bullying, Menacing Form	3295F
Hazing, Harassment, Intimidation, Bullying, Menacing Procedure	3295P
Immunization Requirements	3525

Minimum Course Enrollment at Rigby High School	3051
Open Enrollment	3010
Open Enrollment Application	3010F
Open Enrollment Procedures	3040P
Programs for At-Risk/Disadvantaged Students	3100
Prohibition of Tobacco Possession and Use	3305
Records of Missing Children	3610
Relations with Non-custodial Parents (Version A)	3575
Removal of Student During School Hours	3550
Removal of Student During School Hours Procedure	3550P
School Sponsored Student Activities	3410
School-Related Foreign Travel	3460
Searches and Seizure	3370
Searches and Seizure Procedure	3370P
Service Animals in School	3466
Sexual Harassment/Intimidation of Students	3290
Sexual Harassment/Intimidation of Students Form	3290F
Student Club Application	3225F
Student Clubs: Equal Access	3225
Student Discipline	3330
Student Dress	3260
Student Dress Procedure	3260P
Student Fees, Fines and Charges/Return of Property	3440
Student Fund Raising Activities	3420
Student Government	3230
Student Health/Physical Screenings/Examinations	3500
Student Interviews - Form for Signature of Arresting Officer	3545F1
Student Interviews - Form for Signature of Interviewing Officer	3545F2
Student Interviews, Interrogations or Arrests	3545
Student Publications	3240
Student Records	3570
Student Records (Maintenance of School Student Records)	3570P
Student Records (Notification to Parents and Students of Rights Concerning a Student's School Records)	3570F
Student Rights and Responsibilities	3200
Student Sexual Offender	3365
Student Travel	3465
Student Tuition for Dual Enrollment Non-Public School Students	3031
Student Use of Buildings: Equal Access	3220
Student Vehicle Parking	3450
Students of Legal Age	3070
Substance and Alcohol Abuse	3320
Suicide	3530
Transfer of Student Records	3620
Uniform Grievance Procedure	3210
Video Surveillance	3560
Zero Tolerance for Weapons and Explosives	3361

APPENDIX B – BOARD POLICY 3570/3570P

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.

APPENDIX C

Notice of Non-Discrimination

Jefferson County School District #251 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Lisa Sherick, Superintendent; JCSD #251 3850 East 300 North, Rigby, ID 83442 or telephone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

Notice of Non-Discrimination Statement 504 and IDEA

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Jefferson Joint School District #251 is prohibited from discriminating against students on the basis of a disability. The District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extracurricular programs and activities to the maximum extent appropriate to their needs. Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Jefferson Joint School District #251 will educate students with disabilities within their regular school program. Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Jozlyn Thompson, District 504 Coordinator, at 208-745-6693, 3850 East 300 North, Rigby Idaho, 83442.

APPENDIX D – BOARD POLICY 3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Training

Ongoing professional development: The district will provide ongoing professional development to build skills of all school staff members to prevent, identify, and respond to harassment, intimidation,

and bullying.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross

Reference:	3330	Student Discipline
	5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

Legal References:	I.C. § 18-917	Hazing
	I.C. § 18-971A	Student Harassment – Intimidation – Bullying
	I.C. § 33-205	Denial of School Attendance
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1630	Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
	I.C. § 67-5909	Acts Prohibited
	20 U.S.C. § 1681, et seq.	Title IX of the Educational Amendments
		Nondiscrimination on the Basis of Sex in Education Programs or Activities
		Receiving Federal Financial Assistance
	34 CFR Part 106	
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

Policy History:

Adopted on: August 5, 2009

Revised on:

Policy Revision 1st Reading Approved: July 13, 2016 Policy

Revision 2nd Reading Approved: August 10, 2016

APPENDIX E – BOARD POLICY 2420

Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schooling.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. The notice shall include information about complaint procedures regarding Title 1 parental participation programs, and shall inform parents of their right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children. To the extent practicable, each parent should receive the policy in a language they can understand.

The Board directs the Superintendent to develop a plan to provide support for schools in planning and implementing parent involvement activities. The Superintendent is also directed to coordinate and integrate other parental involvement strategies related to programs such as Head Start, Reading First, Early Reading First, Even Start Family Literacy Programs, Home Instruction Programs for Preschool Youngsters, Parents as Teachers, and public preschools. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the parental involvement program for the next school year. Proposed activities to address the requirements of parental-involvement goals shall be presented.

If the school-wide program developed is not satisfactory to the parents of participating children, any parent comments on the plan shall be submitted to the District when the school makes the plan available to the local educational agency.

In addition to the required annual meeting, at least three additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the District level.

5. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy as necessary.

Parents with disabilities shall be provided with an opportunity to request the auxiliary aids and services of their choice. Such support shall be provided by the school unless it demonstrates that another effective means of communication exists, or that use of the means chosen by the parent would result in a fundamental alteration in the service, program, or activity or in an undue financial and administrative burden. Outreach efforts shall include outreach to parents of limited English proficient students to inform them of how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging State academic achievement standards and State academic content standards expected of all students. Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children. Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting State standards. The "School-Parent Compact" shall:

1. Describe students' responsibility for academic improvement.
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time;
3. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the title 1 program to meet the State's academic achievement standards;
4. Address the importance of parent-teacher communication on an ongoing basis with (at a minimum) parent-teacher conferences and at the end of each grading period, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212 Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118 , 20 U.S.C. § 6318 No Child Left Behind

Policy History:

Adopted on: Feb. 10, 2010

Revised on: January 13, 2016

APPENDIX F



Jefferson Joint School District #251

Every Student Can Learn and Succeed

3850 E 300 N

Rigby, ID 83442

(208) 745-6693 / (208) 745-0848 (fax)

Regarding Right to Receive Teacher Information

Dear Parent/Guardian:

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

To request the state qualifications for your child's teacher or instructional aide, or if you would like more information about this school, please contact Michele Southwick at 208-745-6693 or msouthwick@sd251.org.

APPENDIX G

Title I School Compact

Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
 - consistent and age appropriate bedtime
 - nutritious breakfast
 - appropriate clothing for weather conditions
 - necessary school supplies

Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

Please sign and return the copy of the compact on the next page to your school.

Thank you! 😊

Title I School Compact

Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

Student signature

Date

Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
 - consistent and age appropriate bedtime
 - nutritious breakfast
 - appropriate clothing for weather conditions
 - necessary school supplies

Parent signature

Date

Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

Teacher signature

Date