

North Elementary

2020 – 2021 Student Handbook

“Home of the North Stars”



***290 East 12th North
Mountain Home, Idaho 83647
(208) 587-2585 Phone
(208) 587-2565 Fax***

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Age for School Entry -----	11
Asbestos Policy (AHERA) -----	11
Arrival and Departure of Students -----	11
Assessments -----	12
Assignment Request for Absence -----	12
Attendance -----	12
Awards -----	12 & 27
Attendance Reporting -----	13
Behavior Guidelines-----	13
Bell Schedule for Full Day Kindergarten and Grades 1-4 -----	9
Birth Certificates-----	14
Birthday Parties -----	14
Bicycles -----	14
Bullying -----	14 & 15
Calendar -----	8
Cell Phones -----	15
Class Parties -----	14
Computer and Network Services-----	15 & 16
Contagious/Communicable/Parasitical Diseases and Infections -----	16 & 17
Discipline Procedures -----	17 & 18
District Administration -----	4
Dogs -----	19
Dress Code -----	19
Drug, Alcohol, Tobacco Free Workplace -----	19
Early Check Out of Student -----	20
Faculty Roster -----	4
Family Educational Rights & Privacy Act (FERPA) Notification -----	39
Frequently Asked Questions -----	10
Gum -----	20
Illness & Injuries -----	20
Immunization Requirements -----	21
Leaving School Grounds -----	21
Library -----	22
Lost/Damaged Articles -----	22
Lunchroom Rules & Procedures -----	22 & 23
Meal Program-----	23 & 24
Medication -----	24
Medication form Non-prescription -----	41
Medication form Prescription -----	41
Mission & Vision Statements -----	5
Money & other valuables -----	24
North Elementary Philosophy-----	6 & 7
North Parent Group -----	25 & 26

TABLE OF CONTENTS, Continued

<u>SUBJECT</u>	<u>PAGE</u>
Office Information -----	26
Out of School Zone Attendance Procedure -----	26
Parking Lot Guidelines -----	26 & 27
P.E. -----	27
Pictures -----	27
Plagiarism -----	27
Principal's Letter -----	3
Policies and Procedures -----	27
Promotion Policy -----	27
Protection of Pupil Rights Amendment (PPRA) Notification -----	40
Report Cards, Grading -----	20
Room Mother/Father -----	28
Safety -----	28
Searches, Seizures, and Interviews -----	29
Sexual Harassment Policy -----	29
Skateboards, etc. -----	29
Student Insurance -----	30
Telephone -----	30
Threats -----	30
Title 1 -----	32 - 38
Update Information -----	31
Visitors -----	31
Weather Procedures -----	21

Appendix A Online Learning (Will be added, if needed, with CDC and District Guidelines.)

Appendix B Hybrid of School and Online Learning (Will be added, if needed, with CDC and District Guidelines.)

A Letter from the Principal

Dear Parents and Students of North Elementary School,

Welcome back to the 2020-21 school year. I am so excited that you have chosen North Elementary for your elementary journey. I would like to let you know a little about my educational background. I earned my teaching degree in 1992 from BSU and started teaching in the Mountain Home School District. I taught for sixteen years in elementary (Liberty-out on the base, West Elementary, and Hacker Middle School. In 2005, I earned my administration degree from U of I and was lucky enough to be the assistant principal at Hacker Middle School for two years and then the principal at East Elementary for four years. This will be my seventh year at North Elementary. I look forward to learning and growing educationally with our students and families this year.

I strive to continue the reputation North Elementary has of being a high quality school with a caring, hardworking, and dedicated staff. The North Elementary staff works cooperatively with fellow staff, students, and families to provide the best learning experience for our students. I invite each parent to become actively involved in your child's education; working together we can ensure that all students achieve their highest potential. I challenge each student to give their best effort, take responsibility for their own learning, and come to school daily with a positive attitude. I believe it is important for students to know their principal and I will work hard to make sure that happens. You will frequently find me in the lunchroom, in the halls, or in classrooms throughout the school. I hold myself accountable for being a visible presence in and around the school and extra-curricular events.

I am so excited to be part of this wonderful learning community at North Elementary! Positive relationships and successful communication are crucial to making all of us effective, and we want to work with students and families to help make that possible. We will be sending home a monthly newsletter and calendar to inform everyone at home on what is happening at school, ways families can help their child be successful, dates to look forward to, and much more. We also have a school website where you can find more information about our school and a Facebook page (North Stars-Mtn Home Idaho) where we post pictures of fun activities throughout the year. The website can be found by going to the Mountain Home School District site, <http://www.mtnhomesd.org>, and then clicking "Schools" and "North Elementary." We will do everything we can to make North Elementary a place where children want to come to learn every day. By focusing on high expectations for our students and supporting high academic achievement in the upcoming year, we will be extremely successful. On behalf of the entire staff, I sincerely hope this will be a successful school year. Please call or stop by to share your comments, concerns, and compliments. You are *always* welcome!

Sincerely,
Mrs. A. Straw, Principal
straw_as@mtnhomesd.org
North Elementary School
208-587-2585

NORTH ELEMENTARY SCHOOL FACULTY ROSTER 2020-2021

<u>Administration</u> Mrs. Straw ~ Principal Mrs. Blanchard ~ Admin Assistant Ms. Docherty ~ Receptionist	<u>Special Ed</u> Ms. Humber ~ Room 1 Mr. Zamora ~ Room 9 Mrs. McCullough ~ Room 10 Miss Bishop ~ Para Educator TBD ~ Para Educator Mrs. Daugherty ~ Para Educator Mrs. A. Corbus ~ Para Educator Ms. Sherman ~ Para Educator
<u>Kindergarten</u> Mrs. Pritchard ~ Room 2 Mrs. Webb ~ Room 3 Mrs. Delaplain ~ Room 4	<u>Title 1</u> Mrs. Doerr ~ Para Educator Mrs. Kenison ~ Para Educator TBD ~ Para Educator Ms. Siefferman ~ Para Educator
<u>1st Grade</u> Mrs. Ytuarte ~ Room 5 Mrs. Crockett ~ Room 6 Mrs. Elliott ~ Room 7	<u>Speech</u> Ms. Sullivan ~ Room 21 Mrs. Lytle ~ Para Educator
<u>2nd Grade</u> Mrs. Sandefur ~ Room 13 Mrs. Stratton ~ Room 14 Mrs. Rairigh ~ Room 15	<u>Library</u> Ms. Richins ~ Manager
<u>3rd Grade</u> Miss Muraski ~ Room 12 Mrs. Harris ~ Room 16 Mrs. Lord ~ Room 17	<u>Media Lab</u> Mrs. Christiansen ~ Room 20
<u>4th Grade</u> Ms. Weis ~ Room 11 Mrs. Ash ~ Room 18 Mrs. Redmond ~ Room 19	<u>Cafeteria</u> Mrs. Baul ~ Manager Mrs. Falgiano ~ Cook ~ Cook
<u>Specials</u> Mrs. Smith ~ Music Mrs. Bergh ~ P.E.	<u>Custodians</u> Ms. Meink ~ A Custodian Mr. Guillen ~ ½ day B Custodian
<u>Counselor</u> Mrs. Seegmiller Mrs. Karcher ~MFLAC	TBD ~ To be determined
****Subject to change****	

DISTRICT ADMINISTRATION

North Elementary School is part of the Mountain Home School District. The Mountain Home School District Office is located in Mountain Home at 470 N. 3rd East. The phone number is 208-587-2580.

Superintendent

Mr. James Gilbert

MISSION STATEMENT:

North Elementary is committed to learning today for tomorrow's world.

VISION STATEMENT:

In partnership with students, parents and community, North Elementary creates an exciting, challenging education that has value and meaning for each student, encouraging them to become responsible contributing members of society.

NORTH ELEMENTARY SCHOOL PHILOSOPHY

Reviewed May 2020

In a safe learning environment, each child will be provided an opportunity to increase self-esteem, physical and mental health, and to develop an appreciation for the fine arts. In addition, each student will gather an awareness of his or her culture and basic moral values in an atmosphere where a classroom discipline plan is in effect and maintained.

Because the education process is dynamic, the methods of instruction will be flexible and frequently evaluated in order to educate each student effectively in a basic curriculum, which will include current technology skills. Evaluation will be based upon the common core state standards with the continuing examination of the nature of learning, student interests and abilities, and upon the goals of the student community.

Each student will be treated with respect and dignity in order to promote a feeling of self-worth and positive self-esteem. Each child will be provided with social, academic and communicative skills, in order to better cope with the concerns and pressures of his/her peer group. Each student will be provided the opportunity to pursue the development of his/her full potential so as to develop workforce and life skills in order to be a productive citizen in our current world.

STATEMENT OF OBJECTIVES

1. The language arts program shall provide the students with skills to speak with confidence, listen with understanding, follow instructions, to read independently with good comprehension, think creatively and write with clarity.
2. The mathematics program will provide the student with skills to think logically, solve problems, and master computational skills.
3. The social studies program will provide the student with skills to become a useful and independent citizen, to develop and use value attitudes in our democratic society, to participate in the political process, to investigate issues through a rational decision making process and provide an understanding of the history and geography of our county and the inter-relationship of the United States with other societies.
4. The science program will provide the student with skills and logical understanding of his environment through the use of the basic scientific theories.
5. In the fine arts program, the student will learn to appreciate, understand, create and criticize with discrimination the products of the mind, voice, hand and body, which give dignity to the person.
6. Through physical education and health programs, the student will develop high standards of health, safety, and physical fitness.

STATEMENT OF OBJECTIVES continued

7. The computer program will introduce and familiarize students with the computer, its use in other subject areas and in life skills.
8. The EL program will improve students' knowledge and understanding of the English language, and the ability to become more competent in the basic subject areas.
9. Through all programs, students will develop basic skills for a productive life, and will acquire the capability for self-development and self-direction.
10. Parents will be encouraged to become involved with their children in the educational process.
11. Students will develop an awareness of other cultures.

Mountain Home School District No. 193

2020-2021 ATTENDANCE CALENDAR

**Mountain Home School District No. 193
2020 - 2021**

Month	Su	M	Tu	W	Th	F	Sa
July '20				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
August '20							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
September '20				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
October '20					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November '20							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
December '20				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
January '21							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
February '21							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
March '21							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
April '21					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
May '21							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
June '21							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

<p>August 11-12 Teacher Workdays 13-14 PD Day - No School 17 1st Day of School</p> <p>September 7 Labor Day - No School</p> <p>October 2 Teacher Workday 13 End of 1st Quarter 22 Parent / Teacher Conference - 1:30 Dismissal 23 No School</p> <p>November 23-27 Thanksgiving 30 School Resumes</p> <p>December 18 End of 1st Semester 21 - 31 Christmas Break - No School</p> <p>January 1 - 4 Christmas Break - No School 5 PD Day - No School 6 School Resumes 18 Martin Luther King & Human Rights Day - No School</p> <p>February 5 PD Day - No School 11 Parent / Teacher Conference - 1:30 Dismissal 12 No School 15 President's Day - No School</p> <p>March 12 PD Day - No School 17 End of 3rd Quarter 22 - 26 Spring Break - No School 29 School Resumes</p> <p>April 23 PD Day - No School</p> <p>May 26 End of 2nd Semester - Last Day of School 27 PD Day - No School 28 PD Day - No School 28 Graduation Day 5:00pm - Tiger Field</p>	<p>January '21</p> <p>February '21</p> <p>March '21</p> <p>April '21</p> <p>May '21</p> <p>June '21</p>
---	---

Normal School Day	PD Day - No School
End of Quarter / Semester	Teacher Workday - No School
MHHS Graduation Day	No School
Parent/Teacher Conference - 1:30 release	

Approved: January 21, 2020
Revised: February 11, 2020

Possible changes can be made; please check website for most up-to-date calendar.

FREQUENTLY ASKED QUESTIONS

WHAT SHOULD I DO IF.....

I feel sick or hurt myself at school? Tell your teacher and they will send you to the office. The office will help contact your parent or guardian.

I moved to a different address during the school year? Report your new address to the office or get on Parent Portal and change the address for each child.

I lost or found something? Look in the Lost and Found area (located in the multi-purpose room) for lost items. Bring the found item to the office or lost and found area (located in the multi-purpose room).

I lost a library book or textbook? After checking "Lost & Found", see the librarian or your teacher.

I have a dental or doctor appointment? You are encouraged to make doctor and dental appointments outside the normal school day. However, if this is not possible, bring a note from your parents (or they may phone the office).

I want to ride my bike to school? Immediately upon arrival on school grounds, I *must* quit riding, put it in the bike rack and lock it. This applies to *skateboards, roller blades, wheelies, and scooters*.

I want to ride the bus home with a friend? You will need a bus pass from the office. In order to receive a pass you must have a note from your parent or guardian *before* school begins that day.

I need to leave the classroom for any reason? Get permission from your teacher and get a hall pass. You must have a hall pass to come to the school office.

I have a question or concern about the classroom, playground, or school? Talk to your teacher or playground teacher. If your question is not answered or your concern continues then ask to talk to the principal.

AGE for IDAHO SCHOOL ENTRY

The following are school entry ages for kindergarten and first grade **as provided by Idaho Law. Schools cannot make exceptions which are contrary to this law.**

Idaho Code 33-201 is explicit concerning school entry age. For entry into kindergarten, a child must be five (5) years old on or before the first day of September of the school year in which the child is to enroll. For a child enrolling in first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll.

The law, H-837, amends I.C. 33-201 having to do with school age. It provides that any 5-year old child who has completed a private or public out-of-state kindergarten for the required 450 hours, but has not reached the "school age" requirement in Idaho (age 5 prior to September 1), shall be allowed to enter the first grade.

This is an emergency provision, which enacts this law upon passage and approval. The law is intended to affect only those students who have completed an out-of-state kindergarten, public or private.

AHERA (ASBESTOS POLICY)

The Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain surveillance, perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

All administrators, contractors, maintenance and custodial staff are required to review the *Asbestos Management Plan* located in each facility and complete the *Notification of Asbestos Operation and Maintenance* form before initiating work in any building.

ARRIVAL AND DEPARTURE, STUDENT

Classroom teachers are involved in preparation prior to the beginning of the school day. **WE ASK THAT CHILDREN DO NOT ARRIVE PRIOR TO 8:15 A.M. unless they are eating breakfast (8:00 A.M.) at the school. Playground supervision is not available prior to this time.**

The small parking area on the East playground is a drop-off only in the AM—No Parking – from 8:00AM until 8:35AM every school day. (The rest of the day, regular parking will be allowed.)

Students are asked to go directly home after school to avoid any behavioral problems on school grounds at the time of dismissal.

****At dismissal, students that regularly ride the school bus and do not have a note from home, or the office has not had a phone call about different arrangements; the student will ride the bus.****

To keep our students and staff safe parents/guardians are not allowed on the playground without getting a pass at the office between the hours of 8:15 A.M. (when playground supervision starts) to 3:00 P.M.

ASSESSMENT

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Mountain Home School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. This data is used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments.

ASSIGNMENT REQUEST FOR ABSENCE

If your child is absent from school, please call the office and let us know so we can excuse their absence. You may request any missed work. This work can be picked up in the office *AFTER* school, between 3:00 PM and 4:00 PM. This does take additional valuable teacher time, so please if you cannot pick-up the work, don't request it. In circumstances that require your child to be absent for an extended period of time, please check with the school office to fill out a Pre-Arranged Absence Request.

ATTENDANCE

Mountain Home School District No. 193 firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. To help meet this goal, it is important that students realize the necessity and importance of consistent employment attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, and Mountain Home Junior High School students, grades 7-8 exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.

For online learning, attendance will be taken when the student(s) check in with their teacher (by email, phone, or the classroom meeting) each day.

Please send a written note for absences. In circumstances that require your child to be absent for an extended period of time, please check with the school office and teacher to arrange for assignments to be made up.

For the complete Attendance Policy and Procedure, please refer to the Mountain Home District Website.

ATTENDANCE AWARDS

Perfect attendance awards will be given to students who have no absences or tardies/check-outs during the school year.

Faithful attendance awards will be given to students in grades K - 4 whose absences and/or tardies/check-outs equal no more than 2 days.

ATTENDANCE REPORTING

Please call the school office at 208-587-2585 by 8:45 A.M. if you know that your child will be absent or late. If you know the evening before that your child will be absent you may call the school at any time and leave a message on the answering service. If the school does not receive a call or a written note, and his/her teacher reports the child absent, the Blackboard Connect System will attempt to call/email or text to verify your child's absence. **It is extremely important that we have a current phone number at which we can reach you.**

Please instruct your child if he/she arrives at school after the last bell has rung, to please stop by the school office to get signed in before proceeding to the classroom. This will eliminate unnecessary phone calls, false alarms, etc.

This procedure must be followed for the program to function effectively.

This program does not eliminate the need for a note to the teacher explaining the child's absence as stated in this handbook.

BEHAVIOR GUIDELINES

Each teacher will establish expectations in the classroom that follow the three school wide rules. These three school wide rules should be followed throughout the school grounds: office, hallways, classrooms, cafeteria, library, playground, computer lab, and parking lot. Students are encouraged to keep these rules in mind while in attendance at North Elementary.

School Wide Expectations

1. Be Responsible:
 - Take responsibility for learning.
 - Act responsibly.
2. Be Respectful:
 - Treat others with respect.
 - Treat all property with respect.
 - Respect the rights and needs of others.
 - Use good manners.
3. Be Safe:
 - Act in a safe and healthy way.



The major focus of our behavior plan will be the use of preventive interventions, positive reinforcement and parental involvement to teach our students good citizenship.

Students having trouble following the school-wide expectations will be invited to join our check in-check out program.

Parents will be kept informed of their student's behavior and will be asked to become involved in a partnership with the school in reaching desirable and acceptable behaviors and attitudes.

BIRTH CERTIFICATES

Idaho Code Chapter 45, Title 18-4511:

Upon enrollment of a student for the first time in an elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he 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 birthdate may include a passport, visa or other governmental documentation of the child's identity.

BIRTHDAY and other PARTIES, and TREATS

All treats by the parents should be done on recognized party days: Star Days, Halloween, Christmas, and Valentine's Day. Please coordinate planning with the classroom teacher ahead of time. **Balloons and flowers brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and be told to stop by to pick it up at the end of the day.**

Birthday celebrations will usually be held on the 3rd Friday of the month during our STAR DAY Celebration. Please watch the monthly newsletter to inform you of the date. Each classroom teacher will let you know what time of day the celebration will occur. If room mothers/fathers want to coordinate this, it would be helpful. A birthday celebration often takes 20-30 minutes of a day, and we feel that by doing this only once a month, valuable instructional time will be saved.

BICYCLES

Bicycles must be parked in the rack during the school day. Bike owners should provide individual locks to safeguard their property, as the school assumes no responsibility for loss.

BULLYING

Bullying, harassment, and/or abuse is defined as any action or conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or poses a threat to the health and safety of students, or visitors, and/or is disruptive to the educational process of the Mountain Home School District, and/or limits the ability of an individual to participate in or benefit from the district's programs.

Bullying, harassment, and/or abuse is also defined as any unwanted aggressive or any intentionally harmful behavior including, but not limited to written, verbal, or physical, and/or misconduct by a student(s) or employee(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over that person; intentionally cause that person grief; intentionally cause that person to become intimidated; intentionally cause that person to become frightened; intentionally cause that person to lessen his/her sense of worth, etc., that:

- a. Has the purpose or effect of creating an intimidating, threatening, abusive, or hostile educational environment for students, and visitors.
- b. Unreasonably interferes with an individual's educational performance.
- c. Otherwise, adversely affect an individual's educational opportunities.

To help students with the differences of bullying we share the 3 bead concept. **Small bead** is joking; this is simple, one time joking that may not be very nice and students are encouraged to ignore this behavior or walk away. **RUDE:** When someone says or does something unintentionally hurtful and they do it once. **Medium beads** are teasing; this is when a student teases another student about something and students are encouraged to ignore, walk away, and/or find a friend that will help them feel better about the situation. **MEAN:** When someone says or does something intentionally hurtful and they do it once, maybe twice throughout the day. **Big bead** is bullying; This is repeated teasing and joking and threats being made. When it comes to bullying, students are encouraged to go tell an adult; if on the playground tell the playground teachers, if in the classroom tell the teacher, always tell an adult. **BULLYING:** When someone says or does something intentionally hurtful and they keep doing it - even when you tell them to stop or show you're upset.

All reported allegations of misconduct that are reasonably characterized as bullying are taken seriously and investigated.

BULLYING, HARASSMENT, AND ABUSE AGAINST STUDENTS

Peer Conflict	Bullying/Abuse	Harassment/Abuse
<ul style="list-style-type: none"> • One time or isolated event • Balance of power exists between students • <u>NOT</u> a group picking on student • Students are willing to work out conflict with assistance OR leave each other alone 	<ul style="list-style-type: none"> • Carried out repeatedly over time • Imbalance of power • Intentional, planned harm doing • Often unprovoked 	<ul style="list-style-type: none"> • Aggressive behavior focused on a student's <u>race, national origin, color, age, religion, ethnic background, disability, sex, or sexual orientation</u> • Behavior is severe, persistent or pervasive enough to interfere with a student's ability to participate in or benefit from school

CELL PHONES

If it is imperative that your child brings a cell phone to school they are not to be used from 8:15 am - 3:00 pm. Cell phones should be turned off and in the backpack or in their pocket while in school. If caught using a cell phone during the school day, it will be confiscated and students will pick them up at the end of the day. Parents will be called the third time the phone is taken away. The school is not responsible for lost or stolen cell phones.

COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY Definition :

"Network Services" includes voice and data information, e-mail, equipment, software, and the Internet.

Computer and network services are provided by Mountain Home School District for students and staff. Use of this District's computer and network services must be directly related to an educational goal and consistent with the instructional objectives of this District. The District reserves the right to monitor all activity on the computer and network services and use content filtering to assure compliance with educational goals of the District, and to remove access when necessary.

The Network Services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is/as available" basis.

No warranties are implied or given with respect to any service, information, or software contained therein.

The system administrators of the Network Services are district employees who are responsible for monitoring use of the Network Services.

The superintendent or designee shall be responsible for establishing procedures as needed to implement this policy.

For the complete Computer and Network Services Policy and Procedure, please refer to the Mountain Home District Website.

CONTAGIOUS/COMMUNICABLE/PARASITICAL DISEASES AND INFECTIONS

Mountain Home School District No. 193 acknowledges the potentially adverse effects of contagious and communicable diseases. The District encourages safe and healthy practices, not only school district practices but individual personal practices as well, to reduce the chance of bacteria, viruses, or parasites spreading among the students and staff members of Mountain Home School District No. 193. It is the purpose of this policy to increase the awareness about reducing the spread of such diseases through practical and hygienic practices.

Pursuant to authority in Idaho Code Section 33-512(7), the Board of Trustees has the power to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The Board will also close school on order of the State Board of Health or local health authorities.

This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities.

District Policy: "Diseases - Exclusion OF STUDENTS WITH Head Lice, parasites, & Other TRANSMITTABLE & Infectious CONDITIONS POLICY.

The determination of whether or not an infected individual shall be permitted to participate in school activities, attend classes, and/or work with other individuals in the school system shall rest with the building administrator as delegated by the superintendent. This decision shall be made on a case-by-case basis with the following considerations:

1. The extent of involvement of infection.
2. The expected type of interaction with others in the school setting.
3. The risks to both the infected individual and to others in the school setting.

Any student with a temperature of 100°F+; any student who is vomiting; any student that has an unknown skin rash; any student with a heavy cough not associated with asthma, bronchitis, allergies, or hay fever, and any student posing a health risk that might affect the health and wellbeing of other students and staff may not stay in school until the risk has subsided. The student's parents or guardian will be asked to pick up their child as soon as possible.

When a case is found, the building will draft and mail a notification letter home the same day to the parent/guardians of each student in the classroom. If multiple classrooms are affected, the building will draft and mail a notification letter home the same day to the parent/guardians of

each student in the building."

CDC's (Center for Disease Control) recommendation for how long to keep a child home. "If your child has a fever, keep him or her home for at least 24 hours after the fever is gone without the use of fever-reducing medicines, such as acetaminophen. This will help ensure that the fever is truly gone and that your child is past the point of being contagious. *Why is this important? Children need rest to recover from illness. Without enough rest, it can take your child longer to feel better. Staying home is also important because your child can spread the flu virus up to 24 hours after symptoms are gone.*" (More info can be found at the following site: <https://www.cdc.gov/nonpharmaceutical-interventions/school/parents-childcare-k-12-students.html>)

Following the CDC recommendations and the District Policy any student that has a temperature of 100°F+; any student who is vomiting; any student that has an unknown skin rash; any student with a heavy cough will be sent home and will not be allowed back for at least 24 hours or until 24 hours after the fever, vomiting, skin rash, or heavy cough is gone without the use of medications. Students with these symptoms will be asked to wear a mask while in the office awaiting pickup.

DISCIPLINE PROCEDURES

We rely on effective discipline that is a cooperative partnership between the home and school. Parental involvement in their child's school is vital and efforts will be made to inform parents and make them a part of the behavior plan. Ultimately, the parent is responsible for their child's behavior at school and in the community.

Most behavior problems can be prevented by the use of positive interventions and by creating a classroom environment where learning is facilitated and the child's self-esteem will be enhanced. We will be using the Disney Pixar Movie "Inside Out" and a series of books written by Julia Cook to help stay on the positive side of our emotions and behaviors. We will also focus on a character trait of the month. (Please watch for the The Character Trait of the Month Calendar with activities that can be completed at home to earn Shining Stars.)

Students can earn positive rewards such as but inclusive of: Shining Stars (which can be turned in for a chance to win a bigger prize or for fun pencils), positive call home to parents, classroom recognition over the intercom on Mondays, be the line leader, words of praise, positive visit to the principal's office, and sit in the teachers chair for a lesson.

It is our belief that all students can behave appropriately and should be made responsible for their actions. As educators, we have a contractual obligation to teach as directed by our Board of Trustees and will not tolerate any student interfering with our right to teach and/or another student's right to learn.

Students who do not follow the three school wide expectations (Be Responsible, Be Respectful, and Be Safe) and if the positive rewards do not change the behaviors may receive the following teacher or principal consequences. Consequences will be handled

individually and as fairly as possible.

- ◆ Refocus/Reflection time
- ◆ Parent call
- ◆ Loss or delay of privileges
- ◆ Loss of freedom of interaction
- ◆ Restitution
- ◆ Writing apologies
- ◆ Detention
- ◆ In-school suspension
- ◆ Out-of-school suspension

Habitual student misbehavior will be dealt with on an individual basis and can be referred to the Board of Trustees for expulsion.

Due to privacy please be aware we can only discuss consequences of your child with you.

Parents need to be aware that actions off school grounds and after school hours are matters of the local law enforcement agency. If incidents occur at these times and places, parents should call the city police, 208-587-2101. Parents or affected parties may file criminal charges if they desire to do so.

Fighting on school grounds is considered assault. Idaho Code 18-901-Assault Defined - An intentional, unlawful threat by word or act to do violence to the person of another with an apparent ability to do so, and doing some act which creates a well-founded fear in such person that such violence is imminent.

Statutory Authority - The Idaho Code established in Section 33-1224 the teacher's right to control students as follows:

“POWERS AND DUTIES OF TEACHERS. In the absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the board of trustees in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees.”

DOGS/PETS ON SCHOOL GROUNDS

Dogs/pets are not allowed on school grounds. Although we are aware of the saying, “Dogs are man's best friend”, we do not wish to have their feces on our grounds where students may walk or roll in it. We also wish to protect all children from possible dog bites and allergies.

DRESS CODE

The basic rule to be followed will be that clothing must be in good taste, following community and school standards in attire. Students and staff are expected to dress in a clean, neat, modest, and safe manner. Inappropriate attire is defined as dressing in a

manner that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students, or any other persons. A formal school setting will be maintained and proper clothing worn by students will assist in maintaining this atmosphere. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. Students will be asked to remove, or cover, inappropriate clothing. If this is not possible, those students will be sent home following notification of parents. Incidents involving dress code violations will be handled on an individual basis.

- Appropriate footwear must be worn at all times. Example, Tennis shoes for PE class, flip flops are not appropriate for PE.
- Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
- Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
- Garments such as halter-tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
- Pants or shorts will not have holes above the level of mid-thigh.
- Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately removed upon entering a building and stored in a backpack. Hats or headgear will be confiscated if worn inside a building.
- Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
- Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
- Chains of any size, either worn or attached to clothing or body, are strictly prohibited. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.
- Sunglasses will not be allowed.
- No Pajama Pants.

Please refer to the District website to view entire dress code, including prohibited items, at <http://www.mtnhomesd.org/section-800---student-matters.html>.

DRUG/ALCOHOL/TOBACCO FREE WORK PLACE POLICIES

The Mountain Home School District recognizes the importance of the health, safety, and well being of all students and employees. It is committed to providing a drug/alcohol/tobacco free workplace for its employees and students. Complete outlines of these district policies are available online at www.mtnhomesd.org and/or upon request at the district office.

EARLY CHECK OUT OF STUDENT

We discourage doctor appointments for students during school hours, but realize that there are times when this is necessary. In the event that a child must leave school before the usual dismissal time, we ask you to send a note to the teacher or office. Your child must be picked up and signed out at the office.

GRADE REPORTING TO PARENTS / REPORT CARDS

Mountain Home School District is on a nine-week grading report. After the first grading period has been completed, Parent/Teacher Conferences are scheduled. At the conclusion of the second, third, and the fourth grading period, report cards are given to the students

to take home. The final report card is sent home with students on the last day of school. If parents have any questions or concerns about the student's grades at any time during the school year, please call the office and arrange for a conference with the teacher. A Parent Portal is available to keep current on your child's attendance and academic progress.

A second Parent/Teacher Conference session will be held February 11th. More info to come.

REPORTING AND GRADING PERIODS

1 st Quarter Ends	October 13
Parent/Teacher Conferences	October 22
2 nd Quarter Ends	December 18
2 nd Quarter Report Cards	January 7, 2021
Parent/Teacher Conferences	February 11
3 rd Quarter Ends	March 17
4 th Quarter Ends/Report Cards	May 26

GUM

Gum chewing will not be allowed on school grounds or in the classroom.

ILLNESS AND INJURY

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Please be sure that updated phone numbers are entered in the Parent Portal.

If your child is sick, please follow the CDC's (Center for Disease Control) recommendation for how long to keep your child home. "If your child has a fever, keep him or her home for at least 24 hours after the fever is gone without the use of fever-reducing medicines, such as acetaminophen. This will help ensure that the fever is truly gone and that your child is past the point of being contagious. *Why is this important? Children need rest to recover from illness. Without enough rest, it can take your child longer to feel better. Staying home is also important because your child can spread the flu virus up to 24 hours after symptoms are gone.* (More info can be found at the following site: <https://www.cdc.gov/nonpharmaceutical-interventions/school/parents-childcare-k-12-students.html>)

We believe it is in the best interest of the student to participate in all school activities, including recess. If your child is ill, the best place to be is at home under close adult supervision. When a child is recovering from a serious illness or injury, we will honor requests for students to stay indoors for only one day. Requests for children to stay indoors for extended periods of time (or to sit out of PE) must be cleared through the school office, and should be accompanied by a note from a physician. Please consider your requests carefully.

IMMUNIZATION REQUIREMENTS

1. Students enrolling in preschool, un-graded, and K-12th must show proof of receiving the required immunizations or exemption form *before attendance* in any Idaho public, private or parochial school.

Children born after Sep 1, 2005 must have a minimum of:

- ◆ 5 doses of DTP, DT, or DTAP vaccine
- ◆ 4 doses of polio vaccine
- ◆ 2 dose each of measles/mumps/ rubella (MMR) vaccine
- ◆ 3 doses of Hepatitis B vaccination
- ◆ 2 Hepatitis A
- ◆ 2 Varicella (Chickenpox) -- History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.

INCLEMENT WEATHER

These procedures are intended as guidelines only. Administrators are expected to consider health and safety issues, wind chill factor, adequacy of clothing, age of children and other pertinent factors when making the determination whether or not to curtail or cancel outside activity.

- | | |
|---------------------|---|
| +10* | Students will not be admitted into the building until the admit bell rings. Students will go outside for all recesses. |
| +10* to 0* | Students will be admitted into the building early in the morning and will have limited recess activity. |
| 0* and below | Students will be admitted into the building early in the morning and will have very limited recess. |

During periods of rainy or snowy weather, students will be allowed into the building depending on the precipitation levels.

LEAVING THE SCHOOL GROUNDS

Students may not leave the school grounds during school hours after arrival unless:

1. A note has been received by the administration and a parent/guardian picks the student up.
2. A note is received by the administration and/or the parents guardian phone and request personally that the student be allowed to leave the building without their presence.
3. A parent/guardian arrives at school and requests that the student be released and the student has properly signed out at the office.

STUDENTS ARE RELEASED ONLY TO A PARENT OR GUARDIAN.

The school office must receive a note from the parent/guardian in order to release a child to a family member/friend whose name does not appear on the registration form. People not listed on the registration form or on a note may not take students from the school.

Students that leave school for any reason must sign out in the office and sign in if they return before the end of the school day.

LIBRARY

Teachers will inform students as to how they can obtain books for their reading pleasure. Library books are furnished free of charge for student use and may be checked out during scheduled school hours. It is the student's responsibility to take care of the books and return them when due. Students who neglect to return materials will be responsible for

replacement.

LOST/DAMAGED ARTICLES

North Elementary will not replace or provide restitution for lost or damaged personal belongings.

No valuables or toys, please.

The lost and found box is located in the multi-purpose room. Please have your child stop by and look through the items if he/she has an article missing. **Please remember to mark your child's personal belongings, especially coats, using the child's full name.**

LUNCHROOM RULES AND PROCEDURES -- North Elementary School

Vision

The North Elementary School lunchroom is a safe, comfortable, clean environment where all interactions between students and adults are respectful.

Expectations

- Be Responsible:
 - Take the food you want and eat the food you take
 - Place all trash properly into trashcans
 - Talk quietly to table-mates at your assigned tables using 12" voices
- Be Respectful:
 - Practice good manners
 - Keep hands to yourself at all times
 - Touch only the food from your tray or lunchbox
- Be Safe:
 - Stay seated unless given permission by an adult in charge
 - Walk at all times and wait quietly in line

We welcome parents that choose to dine with their child. We request that you sit at a designated table for guests with only your child - no friends, please. Many children get hurt feelings over this and the other child's parents have not given permission.

Procedures

1. Classes will walk to the lunchroom.
2. Staff will monitor students waiting to enter the cafeteria.
3. All trash and personal items will be gathered from on top of and under each eating space prior to dismissal.
4. All trash will be deposited in trash cans.
5. Silverware will be placed in buckets.
6. Trays will be stacked neatly at designated area.
7. Lunch boxes will be deposited in designated containers in the lunchroom.
8. Classes will be dismissed and leave the lunchroom in a quiet and orderly manner to the playground.
9. Assigned students will take cold lunch container back to the classroom.
10. All students will ask before going to use the restroom or leave the lunch table.

Rewards

1. Classroom intercom recognition, on Monday mornings.
2. Students/classes with positive behavior will be excused to recess first.
3. Shining Stars will be passed out. (Shining Stars are replacing the old Star Bucks. Students will receive them from any staff member for following the 3 school expectations and/or being an example of the character trait of the month. They can turn them in for a chance to win prizes on Star Days or turn them in for fun school supplies or teacher rewards.)
4. Classroom teachers will be informed of good behavior.

Consequences

1. Students with repeated offences will need to sit at the detention table or the second chance room.
2. Students sitting at the detention table repeatedly will be referred to the Principal.

MEAL PROGRAMS

LUNCHROOM INFORMATION

Meals may be paid for in advance in the lunchroom prior to lunch time. You may also sign up to pay online through the district website or by going to the My Mealtime Website: <https://mymealtime.com> directly. The number needed for the website is the 9 digit student number listed on your child's report card. If sending money with your child, please send it in a sealed envelope with your child's name and teacher's name on it.

STUDENTS WITH ALLERGIES:

A medical Statement to Request Special Meals and/or Accommodations must be filed each year with Food Services. The form should be completed and signed by the student's doctor. In order to meet USDA compliance, Food Services and the school kitchen cannot provide special meals or accommodations without the proper documentation. The form can be found at <http://www.mtnhomesd.org/food-services--mealtime.html> scroll down to the right of the Apple link for the menus.

BREAKFAST INFORMATION:

- | | <u>PRICE</u> |
|----------------------------|---------------------|
| • Full paid breakfast | \$1.35 |
| • Reduced priced breakfast | \$.TBD |
| • Adult breakfast | \$2.20 |

Any child qualified for free lunch is automatically qualified for the breakfast program. Students wanting breakfast are to go directly to the multi-purpose room when they arrive at school after 8:00. **Breakfast is served 8:00 A.M. - 8:20 A.M.**

LUNCH INFORMATION:

- | | <u>PRICE</u> |
|------------------------|---------------------|
| • Full paid lunch | \$2.90 |
| • Reduced priced lunch | \$.TBD |
| • Adult lunch | \$4.40 |

Milk is available for cold lunches - \$.70

Free and Reduced Lunches

Application forms can be filled out in August on-line and are available in the school office

upon request. **A new form needs to be filled out each school year.** Notification of approval/disapproval will be sent by mail from the District Office. If you have any questions, please contact the Food Service office, 208-587-2573.

We expect good manners to be used while eating. Please review the lunchroom rules and procedures with your child so he/she will understand exactly what behavior is expected in the cafeteria.

MEDICATION

It is the desire of the Mountain Home School District that the taking of medication in our schools be kept to a minimum. Every effort should be made to administer medications at home as it does present a disruption to the student's school day. However, if your physician feels this medication is necessary during school hours, the office will follow strict guidelines in assisting the student with the medication.

Additional information is found on the District website at www.mtnhomesd.org/section-500---students.html under District Policies, Medication Dispensing.

MONEY, TOYS, EQUIPMENT, and other VALUABLES AT SCHOOL

It is the policy of the school to discourage students from bringing money to school, except for lunch money and quarters on "Star Days." Parents are encouraged to purchase lunches on the student account online in Mymealtime.com so that their child/children do not have to carry money.

Toys are not to be brought to school without a teacher's permission on special days only. The school furnishes playground equipment.

Any item that can be classified as harmful, dangerous, or a major distraction, is not allowed on the school grounds and may be confiscated.

All of these items often interfere with learning and create playground problems. The school will not be responsible for broken or stolen items.

NORTH PARENT GROUP

We are a team of parents who volunteer our time to assist with the success of North Elementary and its students. Our goal is to enrich each student's primary education with programs and activities, as well as daily support throughout the school year. We are a very successful group due to the support of the school staff, students and most of all you - the parents!!! To ensure we continue our success it is vital we receive your help!! There is a volunteer opportunity for every parent and every schedule!!

How do I get involved?

We would love to have more involvement with the Parent Group. There are many different ways that you can help. Some jobs are bigger and can require more time, but there are so many

things that don't require a lot of time or a big commitment. If you are interested in making a difference at North Elementary please contact us or come to a meeting. Here are some ways we contribute throughout the year:

North Parent Group Meetings-

Meeting dates and time will be set at the *first parent meeting which is scheduled for Tuesday, September 8th at 6 PM*. The Parent Group meets to discuss school events, budget and upcoming volunteer opportunities. Attendance is highly encouraged! Please come, let your voices and opinions be heard!!

WALK-A-THON-

We try to limit the number of fundraisers a year!! Our BIGGEST fundraiser is the Walk-A-Thon!! This fundraiser helps supplement the staff with field trips, art supplies, teacher requests, student folders, assemblies, student birthday pencils/stickers and more. The donations received from this fundraiser are essential for us to continue supporting our school!

Reading and Library Volunteers-

Volunteers are needed to help with extra reading sessions, reshelving books, etc. This is a priority; our students really need our assistance with this.!

Recess-We would love to have parents come to school to play with students at recess. The students enjoy seeing adults play games with them. The paras and teachers on duty can't play because they are watching out for safety. Please let Mrs. Straw know if you are interested in coming to play. First and Second Grade recesses are from 10:00-10:15 and 11:40-12:05. Kindergarten recess is from 11:10-11:30 and 2:00-2:15. Third and Fourth Grade recesses are from 12:05-12:30 and 1:45-2:00.

Star Day-

Star Day is a day to promote school spirit and is celebrated on the 3rd Friday of every month (unless otherwise noted)!! Our students are asked to wear their "Star" T-shirt or a red shirt on Star Day. Throughout the year the staff is encouraged to give Shining Stars to students who are performing well, doing an unselfish act or going above and beyond! Shining Stars are given at the staff's discretion; therefore not every student will have the same amount. The parent group will purchase items for students to win. Throughout the morning students will have an opportunity to place Shining Stars in a container for a chance to win prizes of their choice. Shining Stars will be drawn for prizes that afternoon and students will pick them up at the end of the day. At the end of the day, treats such as popcorn and candy are sold for 25 cents. Please remember to send your child with quarters, as it is hard to break large bills!!

If you have any questions or concerns, please call the school at 208-587-2585 or via e-mail: northparentgroup@hotmail.com. You may also check out our Facebook page for upcoming events, volunteer opportunities and general North Star news!!!!
<https://www.facebook.com/north.s.idaho>

If you are interested in any of the Parent Group board positions, please contact the school at 208-587-2585. We look forward to working together with you.

OFFICE

The principal and office staff are happy to help students and parents/guardians any way they can. Please be sure to contact one of them if you need help or have any questions. Make sure that your contact information is current by updating the demographic page on your Parent Portal Account.

OUT OF SCHOOL ZONE ATTENDANCE PROCEDURE

Students who wish to attend North Elementary but reside in another attendance zone must complete a form citing reasons for the attendance and agree with the guidelines that must be followed. The building administrator and district office approve requests. Contact the school office for the form and further information.

PARKING LOT GUIDELINES

Our parking lot will be used only for staff and visitor parking. ***There is to be no parking of any kind along the curb bordering the sidewalk in our front parking lot; this is for busses and drop off (of less than 2 minutes) only.***

If the driver must leave the vehicle for ANY amount of time - park in a designated parking spot.

When busses are present and/or signs are blocking the entrance to the parking lot in the mornings, please do not pull into the parking lot or drive through parking spots to gain access to the inside roadway. Students may be crossing through the parking lot and we want to keep this area safe.

The safest area to drop off students in grades K-4 is at the east side of the playground on 3rd Street in the designated area. (See section on Arrival and Departure, School)

Visitors to the school are to park in the marked spaces along with the staff. ***If you are using the parking lot to drop off students please have students use the crosswalk in the middle of the parking lot to cross the bus and parking lane inside the parking lot.*** Parents are allowed to park on 12th street or 3rd street to wait for their children at dismissal. Students will not be allowed to cross 12th street without using the established crosswalks. It will be the responsibility of parents to meet their children on the playground and escort them to their vehicles. In all cases, the safety of our students must be uppermost in our minds.

All students will be dismissed through the East side doors onto the playground.

PARENTS - PLEASE DO NOT PARK ALONG THE CURB. IT IMPEDES THE BUSES AND SAFETY OF ALL STUDENTS.

Entry to the main parking lot is closed from 8:00-8:35 and 2:45 until 3:10 or when busses arrive and depart for student safety while buses are unloading and loading.

Please do not park on the inside area of the parking lot if you need to leave prior to 3:00. The buses arrive at approximately 2:45 and park in their designated areas. Vehicles will be blocked until all buses have left the school grounds. All drivers are reminded to back carefully out of their parking spaces and leave slowly.

PHYSICAL EDUCATION

Students are expected to participate in P.E. activities unless a parent or guardian sends a written note. For your child's safety we request that appropriate shoes (not sandals or open toed shoes) be worn on P.E. days.

PICTURES, Class & Individual

Individual student pictures will be taken in the fall and made into a Classroom Composite picture. Optional personality portraits will be available in the spring. Dorian Studios will be our photographer again this year. Information will be sent home as it becomes available.

PLAGIARISM

Plagiarism is the act of copying or stealing someone else's words or ideas and passing them off as your own work. (Webster's New College Dictionary) Examples of plagiarism: copying a paper from the internet and putting your name on it, buying a term/essay paper from someone else and using it as your own, and/or paraphrasing materials without correctly attributing the source or research text.

1st offense: Reprimanding the student orally and reminding them what plagiarism is and requiring the work to be redone. Parents will be notified by the teacher.

2nd offense: The student will receive a zero and parents will be notified by administration.

POLICIES AND PROCEDURES: Located on district website at www.mtnhomesd.org.

PROMOTION POLICY

The Mountain Home School District affirms academic excellence for students. The promotion policy describes the standards students must meet in order to maintain academic standing and be considered for promotion from one grade to the next. The District will administer this policy fairly, equitable, and consistently. Students in special education programs will be governed by their Individual Education Programs (IEP).

For the complete Promotion Policy and Procedure, please refer to the Mountain Home District Website.

PRESIDENTIAL ACADEMIC AWARDS

The Presidential Academic Education Awards Program, established by the U.S. Dept. of Education, recognizes and honors outstanding educational achievement. These awards are presented to deserving students in the exit grades of the district, which is grade 4 in this building. The award consists of a certificate with signatures including the President of the United States.

ROOM MOTHER/FATHER AND CLASSROOM/SCHOOL VOLUNTEERS

Some teachers will send notes home with your child/children at the beginning of the school year regarding room mothers/fathers. If you are interested in volunteering please let the classroom teacher or office know.

SAFETY

Our goal is to keep our students and staff safe. We are being proactive with safety and have made some changes.

The District has placed electronic entrance doors at each school. All building doors will be locked throughout the day, including the front doors. Please stop at the camera and push the button to alert the office that you are here. If we do not see a visitor, we will not buzz the door to allow entrance. Please be prepared to show your ID; we will ask to have it shown through the camera. Once you are in the building, please stop at the office for a badge.

To keep our students and staff safe parents/guardians will NOT be allowed on the playground without getting a badge at the office between the hours of 8:15 A.M. (when playground supervision starts) to 3:00 P.M.

SEARCHES, SEIZURES, AND INTERVIEWS

Safety and order in the school environment is conducive to education and is essential in order for the academic process to be successful.

I. RATIONALE FOR SEARCHES

Because of the school district's need to provide for the safety, health, security and welfare of students on owned or contracted school property, a school administrator, or designee, may conduct searches of students, students' property, school property, including lockers and desks, both in school and during school sponsored events on or off campus. These searches are based on the following propositions:

1. Education is an important state and local function and requires an atmosphere, which is free from danger and undue disorder.
2. The need to search is based on the right and responsibility that school officials have to maintain order and to ensure the proper functioning of the educational process.
3. Students should have a reduced expectation of privacy at school and during school sponsored activities.

On school property, the right of search extends beyond the student's locker and desk to the student's physical person, his/her clothing, books, pocketbooks, carrying containers, and automobiles when school administrators consider that a search is necessary due to reasonable suspicion.

In cases of reasonable suspicion or emergency, school administrators reserve the right to conduct searches with or without the student's presence or permission. Searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

II. SEIZURE OF ITEMS

Searches may result in the seizure by school authorities of contraband items, and/or items

whose presence at school violates state laws and/or school rules. Seizures include, but are not limited to, objects lawfully exposed to plain view, either in school and/or in student's automobile parked on school property, objects not within the exclusive possession of the student, and items found or activities observed in school areas normally under the control and supervision of school personnel.

Weapons, look-a-like weapons, illegal substances or objects, or other possessions reasonably determined by school authorities to be a threat to safety, or security to the possessor, or to others may be seized by school authorities. Items belonging to the school or other individuals may also be seized.

III. STUDENT INTERVIEWS ON SCHOOL PREMISES BY OTHER THAN SCHOOL OFFICIALS

When outside officials perceive the need to interview or question a student in school, the school administrator, or designee, will take reasonable steps to safeguard the student. The nature of the interview will be discussed with the school administrator or designee. Parents/guardians will be notified by the school administrator, or designee, unless parental contact will place the student at perceived risk.

IV. RELEASE OF A STUDENT TO LAW ENFORCEMENT OFFICIALS

In the absence of parental or guardian consent, the school administrator, or designee, may release a student to law enforcement officials if a warrant is issued, if the officer is arresting the student without a warrant, or the student is released by school officials, in writing, to law enforcement officials.

SEXUAL HARASSMENT POLICY

The Board of Trustees of School District No. 193 believes that students in Mountain School Home District have the right to learn in an atmosphere which is the most conducive to the achievement of their fullest potential and in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students or employees, whether verbal, physical, or implied, is engaging in misconduct, which constitute sexual harassment and may be disciplined up to and including expulsion.

SKATEBOARDS ETC...

Skateboards, scooters or roller blades are to be carried once you arrive on school property. We ask that wheels be removed from shoes while at school at all times.

STUDENT INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district 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 to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

TELEPHONE CALLS

Telephones are not generally available for student use. We will discourage your child from phoning you unless absolutely necessary. We emphasize making arrangements for after school activities or appointments before he/she leaves in the morning. When you call the school with a message for your child, **please do so before 2:30** so we can do our best to deliver it. Classroom instruction time will not be interrupted for messages unless it is an emergency.

THREATS

Mountain Home School District takes all threats and the safety of our students very seriously. Schools are constantly forced to examine their security procedures and struggle with the whole idea of threats - both real and perceived—and how to deal with them.

Most threats made by children are not carried out. Many such threats are the child's way of talking big or tough or getting attention. Sometimes these threats are a reaction to a perceived hurt or rejection from friends. When a child makes a serious threat it is not dismissed as just idle talk and we will consider such threats like bomb threats, bringing guns/weapons to school, etc, very seriously. In the past, it has been the building administrator's discretion if and when to notify law enforcement. However, due to national school tragedies and other events that have taken place in our community, we have had to change our procedures. If it is determined that a student makes or delivers to another student such a threat, Mountain Home Police Department will be notified and students who make these threats could be prosecuted.

We ask that you talk to your child about making idle threats, as we know full well that we are dealing with children. Sometimes children say things in anger or haste that they really do not mean.

UPDATE INFORMATION

When your address, contact information, or any phone numbers change during the year, please update your information online through your Parent Portal Account. It is important that we are able to contact you about your child.

VISITORS

Parents are always welcome to visit the school. The district requires that all parents and other visitors stop at the school office and obtain a visitor's identification tag. The staff has been directed to approach anyone on school grounds without a pass. Students will not be released to anyone during school hours who has not checked into the office.

North

TITLE I HOME-SCHOOL PARTNERSHIP

Effective schools are a result of families and school personnel working together to ensure that children are successful in school. This partnership is an agreement between several groups that firmly unites them.

Title 1 Vision Statement

The Title 1 staff of Mountain Home School District believes that all children can achieve academic success and grow to be productive citizens. Parents, students, and the Title 1 staff play a vital role in this process.

Title 1 Staff will:

- Inform the classroom teacher of the needs and abilities of the student.
- Use time and materials to increase student achievement.
- Regularly communicate with students/teacher about student progress.

Parent(s) will:

- Ensure that my child attends school regularly and is on time.
- Monitor the amount and content of my child's television watching.
- Read with my child every day or as often as possible.
- Attend school functions (Open House, programs, etc).
- Volunteer at school or provide assistance when possible.

Student will:

- Believe that I can and will learn
- Be responsible for my own behavior
- Be respectful to staff and classmates
- Act in a safe manner

MOUNTAIN HOME SCHOOL DISTRICT NO. 193

MOUNTAIN HOME, IDAHO 83647

TITLE I PROCEDURE 4 –

NORTH ELEMENTARY School PARENT & FAMILY ENGAGEMENT

Statement of Purpose

North Elementary School is committed to the goal of offering a quality education to each student while meeting individual needs. We believe that all students can achieve academic success and grow to be productive citizens. Partnerships with parents and families and the community will assist our school in meeting these goals. An effective school is a result of parents and families and the school working together to promote high student achievement.

North Elementary School will engage parents and families in regular, two-way meaningful communication addressing student achievement and ensuring:

- Parents and families play an integral role in assisting with their child’s academic and social emotional growth.
- Parents and families are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

SCHOOLWIDE PARENT AND FAMILY ENGAGEMENT PLAN

North Elementary School agrees to implement the following statutory requirement for our Schoolwide Plan for the engagement of Schoolwide Title I parents and families in the education of their students will be developed, reviewed yearly, and revised as appropriate, to include the following (Section 1118(e) of the ESEA and that of the ESSA):

1. North Elementary will hold an annual meeting to inform parents and families of the school’s participation in Title I, Part A programs. Meetings will explain the Title I, Part A requirements and the rights of parents and families to be engaged in Title I, Part A programs.

Our school will arrange school meetings at a variety of times, and arrange meetings with our parents and families who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education.

North Elementary School will provide parents and families information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet by the end of the year.

Our school will convene the meeting at a time convenient for parents and families and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents and families as possible are able to attend. Our school will invite all of our parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

A. North Elementary hosts an Open House at the beginning of the school year, inviting our parents and families to attend with their students.

~ During this time, school information, such as expectations, curriculum, goals, assessment data, etc., is shared with parents and families by the administrator and classroom teachers.

* Parents and families are given a Student Handbook, with school information, on the first day of school or upon registering.

~ Building administration and teachers communicate with our parents and families either in-person, through email, phone calls, monthly calendars, newsletters, and DoJo Messaging.

B. Our school also hosts a Parent and Family Participation Night in the fall and a Dr. Seuss Night in the spring sharing educational ideas with parents and families to assist students in academic areas.

~ Parents and families are invited through monthly newsletters and calendars, reminder notes, emails, texts, posters on school entry doors, Blackboard messages, electronic message board, and events are posted on our school webpage and Facebook page.

C. We have two scheduled Parent-Teacher conferences, one in the fall and one in the winter.

~ During this time, our parents and teachers meet to discuss students' progress academically, socially, and emotionally. Teachers and parents may also request additional conferences throughout the year.

* Parent Input Forms are provided at parent/teacher conferences.

~ Our parents are given a PowerSchool username and password to access grades and attendance.

~ North Elementary has Spanish-speaking staff members available at both the fall and winter Parent/Teacher conferences and throughout the school day to translate for parents and families as needed.

D. Information, such as academic progress, Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), Primary Math Assessment (PMA), progress monitoring data, and Enrichment programs is also shared with parents and families throughout the year.

2. North Elementary School will take the following actions to engage parents and families in the joint development and in the process of school review and improvement of its school Parent and Family Engagement Plan under section 1116 and 1118 of the ESEA and that of the ESSA:

North Elementary, at the request of our parents, will provide opportunities for regular meetings for parents and families to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Our school will respond to any such suggestions as soon as possible by:

A. Our school invites one to two parents to join our North Elementary Go To Team to assist with planning events, such as parent and family engagement nights, parent and family engagement activities during the school day, and reviewing and revising the North Elementary School Parent & Family Engagement Procedure, and adopting and implementing model approaches to improving parent and family engagement.

~ Coordinating parent and family engagement activities with other initiatives.

B. We have a Parent Group that meets throughout the year to discuss information shared by the administrator, teachers, and fellow parents and families.

~ All of our parents and families are invited to attend the meetings and provide input. Information is also provided through monthly newsletters, calendars, texts, emails, Blackboard messages, electronic message board, and posted on our school webpage and Facebook page.

~ Any information shared with the administrator is taken to our parent group meetings or staff meetings to be discussed.

~ Vital communication is sent home in both English and Spanish.

C. Establishing a School Parent Advisory Council to provide advice on all matters related to parent family engagement in Title I, Part A programs.

3. North Elementary School will provide each parent an individual student report about the performance of their child on the State Assessment in at least math, language arts and reading by:

A. We will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.

4. North Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- A. Our school’s building administration will notify parents of students who are assigned or taught by a teacher who is not considered highly qualified through a letter and an email.
5. North Elementary School will provide assistance to parents and families of children served by the school, as appropriate, in understanding topics by undertaking the actions described as follows:
- A. Our school will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
 - B. Parent-Teacher conferences are scheduled in the fall and winter.
 - ~ During this time, teachers are available to meet with each parent to discuss their child’s progress.
 - * Translators are also available for parents and families during this time.
 - ~ Parents are notified when midterms and quarterly grades are available, to ensure parents and families are aware of their student’s progress.
 - C. Parents are given a username and password to access grades and attendance through Power School at their will.
6. North Elementary School will provide materials, resources, and training to help our parents and families work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement. Resources will be provided in classroom newsletters and/or communications, Parent Group monthly meetings that discuss current activities with the cooperation of a teacher liaison:
- A. Our school staff sends home monthly Home & School Connections newsletters, hosts Parent and Family Participation events, and communicates with parents and families about resources and technology they can use at home.
 - B. Literacy plans are created for Kindergarten through 3rd grade students struggling in Reading, scoring a “2” or “3” on the Idaho Reading Indicator (IRI).
 - ~ Within the Literacy plan, teachers suggest at-home supports for the parents, families, and students.
 - ~ Teachers also give parents and families suggestions to help their child at Parent Teacher conferences and/or during any meetings where appropriate.
 - C. Providing necessary literacy training for our parents and families from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
 - D. North Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities. We will also conduct other activities, such as parent and family resource that encourage and support parents and families in more fully participating in the education of their children.
 - ~ Our staff participates in yearly meetings with the Head Start staff parents, discussing Kindergarten expectations, standards, at-home activities, etc.
 - ~ Information is shared with other community programs, when requested.
 - E. Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents and families to participate in school-related meetings and training sessions.
7. North Elementary School will, with the assistance of its parents and families, educate its teachers, student services personnel, principals and other staff in how to reach out to, communicate with, and work with parents and families as equal partners in the value and utility of contributions of parents and families, and in how to implement and coordinate parent and family programs and build ties between parents and families and schools, by:

A. Engaging parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

~ Training parents and families to enhance the engagement of other parents and families.

B. We hand out Parent Input Forms at each conference, requesting information about communication with building administration, teachers, and other school personnel, school safety, school partnership, etc.

~ The data from the Parent Input Forms are reviewed with staff. Parents and families are also requested to share any concerns or give input at each parent group meeting, and goals are created to address any concerns.

8. North Elementary School will take the following actions to ensure that information related to our school and our parent and family programs, meetings, and other activities is sent to our parents and families of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents and families can understand:

A. Our school administration and teachers communicate with our parents and families either, through email, phone calls, Blackboard messages, texts, electronic message board, Dojo messaging, monthly calendars, and newsletters.

~ Parent Contact Logs are maintained by the individual teachers.

B. Developing appropriate roles for community-based organizations and businesses in parent and family engagement activities.

PART IV. Evaluation

An annual evaluation of the content and effectiveness of the North Elementary School Title I Parent and Family Engagement Plan will be conducted by the superintendent or designee. The information gathered will serve as a guide in revision of the School Continuous Improvement Plan. North Elementary will publish this procedure on our school website.

PART V. AGREEMENT

North Elementary School Parent and Family Engagement Procedure has been developed jointly with and agreed on by the members of our North Elementary Title I Committee, our Go To Team, and our parent representative(s) of children participating in Title I, Part A programs.

Principal: Mrs. Straw

Date May 21, 2019

Parent Representative: Title I Committee/Leadership/Go To Team

Date May 21, 2019



LEGAL REFERENCE:

Legal requirements of Sections 1111, 1112, 1116, 1118(a)(2)(b)(d)(e) of the ESEA (Every Student Succeeds Act)
Adapted from U.S. Department of Education Template

ADOPTED: June 20, 2000 (originally as policy)

ADOPTED: November 16, 2010 (as procedure)

Revised: June 19, 2012

Reviewed: February 19, 2013

Revised: February 17, 2015

Revised: July 19, 2016

Reviewed: April 18, 2017

Revised: June 19, 2018

Revised: May 21, 2019

For the complete Title 1 Policy and Procedure, please refer to the Mountain Home District Website.

Mountain Home, Idaho

Dear Parent/Guardian:

In accordance with the requirements of federal education law, Title I program requirements, and the "Every Student Succeeds" Act (ESSA), schools are required to notify parents/guardians of their option to request and receive the following information about the instructional staff in our school:

- Professional qualifications of their child's teacher(s) including degrees and certifications held and whether the teacher is certified in the area he/she is teaching.
- Whether or not their child is receiving instruction by a paraprofessional, and if so, his/her qualifications. This applies to all instructional staff in the school.
- Parents/Guardians must also be notified if their child has been assigned to or is taught for at least four consecutive weeks by a teacher who does not meet federal qualifications.

Upon request, the above information will be made available to you.

Mountain Home School District #193 strives to bring qualified, fully licensed, teachers into our classrooms. We are fortunate that our teachers meet the state's standards for licensure. In areas where staff may not meet federal requirements they are working, with the support of our school district, to meet the new requirements.

Mountain Home School District #193 is proud of the staff at this school and we are confident our teachers are committed to their profession. They have the best interests of students in mind when they enter their classrooms to teach each day. We look forward to working with you to make this a successful year for your student.

Sincerely,



Mrs. A Straw,
Principal

Mountain Home School District
Mountain Home, Idaho

Estimados Padres / Guardianes:

De acuerdo con los requerimientos de la ley federal de educación, los requerimientos del programa de Title I, y el Acta de "No Child Left Behind" "Ningun Nino queda Atrás" (NCLB), se requiere que las escuelas notifiquen a los padres/guardianes la opción de solicitar y recibir la siguiente información sobre el personal de instrucción en nuestras escuelas:

- Las calificaciones profesionales del maestro(s) de su hijo(a), incluyendo títulos y certificados, y si el maestro esta certificado en el área que esta enseñando.
- Tanto si su hijo(a) esta recibiendo instrucción o no por un paraprofesional, y si es así, que calificaciones tiene. Esto incluye a todos los instructores de la escuela.
- También los padres/guardianes deben ser notificados de si su hijo(a) sido asignado o ha recibido clases de un maestro(a) que no cumple con los requisitos federales por al menos un periodo de cuatro semanas consecutivas.

Siguiendo a la solicitud, la siguiente información será disponible papa usted.

Nuestra escuela trata por todos los medios posibles de tener en las clases a maestros con todas las calificaciones y títulos. Tenemos la fortuna de que todos nuestros maestros cumplen con las normativas estatales de licenciatura. En aquellas áreas en las que nuestros empleados puede que no cumplan con los requisitos federales están trabajando, con el soporte de nuestro distrito escolar, para alcanzar los nuevos requerimientos.

El Distrito Escolar de Mountain Home #193 esta orgulloso de los empleados en esta escuela, y estamos seguros de que nuestros maestros están dedicados a su profesión. Tienen en mente el mejor interés de los estudiantes cuando entran en las aulas a dar clase cada día. Estamos deseando trabajar con ustedes para que este sea un ano de éxito para su estudiante.

Sinceramente,



Mrs. A. Straw
Director de la Escuela

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ANNUAL NOTIFICATION OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records (Section 9528, Elementary and Secondary Education Act; 20 U.S.C. § 7908 and § 1232g; 10 U.S.C. § 503(c); 34 CFR Part 99). These rights are:

1. The right to inspect and review the student's education records within 45-days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, and why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Parents and eligible students have a right to inspect and review the record of disclosures.
4. FERPA regulations authorize disclosure of PII from the education records of a student without obtaining prior written consent of the parents or the eligible student and the disclosure meets certain conditions found in the FERPA regulations to other school officials, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), with legitimate educational interests, including teachers, school board members, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions (such as an attorney, auditor, medical consultant, or therapist), provided that the conditions are met in accordance with FERPA regulations; to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer; to the Department of Education/State or local educational authorities in connection with an audit or evaluation of Federal/State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs and these entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf; in connection with financial aid for which the student has applied or for which the student has received; to State/local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released in accordance with FERPA regulations; to organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, or administer student aid programs; or improve instruction; to accrediting organizations to carry out their accrediting functions; to parents of an eligible student if the student is a dependent for IRS tax purposes; To comply with a judicial order or lawfully issued subpoena; to appropriate officials in connection with a health or safety emergency; information the school has designated as "directory information" under §99.37. (§99.31(a)(11)). Federal law requires school districts to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless the parent or eligible student notifies the school district, by submitting a Request of Non-disclosure of Directory Information form, within thirty (30) days of the date of this notice that they do not want the directory information released.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mountain Home School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-5901

Any parent or eligible student may prohibit the release of any or all information designated as "directory information" by submitting a signed letter or a REQUEST OF NON-DISCLOSURE OF DIRECTORY INFORMATION FORM (obtained on the school district website) to the building principal within thirty (30) days of the official school start date.

Directory Information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, such as but not limited to student's name, address, telephone listing, and electronic mail address; photographs, videos, and electronic images; date and place of birth, grade level, enrollment status, dates of attendance, major field of study; participation in officially recognized activities, sports, and clubs; weight and height of athletes; degrees and awards received; and most recent previous educational institution attended; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records. (20 U.S.C.

1232g(a)(5)(A))

ADOPTED: May 21, 2002

Revised: January 17, 2012

Reviewed: November 15, 2016

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT
(PPRA)

Mountain Home School District No. 193 (MHSD) recognizes that student privacy is an important concern of parents and wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, as revised by the No Child Left Behind Act (NCLB).

PPRA affords parents and students age eighteen (18) or older (“eligible students”) certain rights regarding this school district’s conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to: (These rights transfer to from the parents to a student who is 18 years of age.)

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental and/or psychological problems of the student or student’s family, or potentially embarrassing to the student or the student’s family;
 3. Sex behavior and/or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, or to sell, or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

MHSD adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to and recognizing the importance of protecting student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MHSD will notify parents of this policy and procedure(s) annually, at the start of each school year, and after any substantive changes. The District will also directly notify through the school district website, Mountain Home Newspaper, and during registration, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MHSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

LEGAL REFERENCE: Idaho Code Section 33-133 – Definitions – Student Data – Use and Limitations – Penalties PPRA:

<http://familypolicy.ed.gov/ppra> 20 U.S.C. § 1232h 34 CFR Part 98

ADOPTED: April 18, 2006

Revised: November 18, 2008

Revised: April 17, 2012

Medication Forms are Available at School or on the district website at:

www.mtnhomesd.org

Look under district policies for medication dispensing forms.

For Prescribed Medications:

http://www.mtnhomesd.org/uploads/5/4/5/6/54566927/medication_procedure_-_for_m_-_prescription.pdf

For Over The Counter Medications:

http://www.mtnhomesd.org/uploads/5/4/5/6/54566927/medication_procedure_-_for_m_-_non-prescription.pdf