**Roberts Elementary**

Student-Parent

Handbook

2016-2017



All of the information in this handbook is important. Several articles require your particular attention. You may also read the handbook via the internet at [www.sd251.org](http://www.sd251.org). Click on the *School* menu, then click on *Roberts Elementary* and select *Information for Parents*. If you do not have email or internet access, a copy of the handbook may be obtained from the school upon request.

**Absence Hotline:**

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

**(208) 228-3111**

682 N 2858 E

Roberts, ID 83444

Principal: Teresa Codling

tcodling@sd251.org

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| --- |
| Teaching Staff for 2016-2017 |
|  |  |  |  |
| Teacher | Assignment | Room | E-mail Address |
| Ms. Teresa Rodriguez | Spanish Immersion | 7 | mrodriguezmadin@sd251.org |
| Mrs. Brenda Stoddard | Kindergarten | 5 | bstoddard@sd251.org |
| Mrs. Jill Erickson | 1st & 2nd Grade | 11 | jerickson@sd251.org |
| Ms. ViAnn Williams | 5th Grade | 13 | vwilliams@sd251.org |
| Mrs. Afton Nukaya | 3rd Grade | 14 | anukaya@sd251.org |
| Mrs. Barbara Raymond | 4th Grade | 15 | braymond@sd251.org |
| Mrs. ShaNell Larsen | P.E. | Gym | slarsen@sd251.org |
| Mr. Melinda Drowns | Counselor | 2 | mdrowns@sd251.org |
| Ms. Janessa Hovis | Title I | 10 | jhovis@sd251.org |
| Mr. Todd Zollinger | ESL | 13 | tzollinger@sd251.org |
| Mrs. Sara Kinney | Speech | 8 | skinney@sd251.org |
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**ROBERTS ELEMENTARY MISSION STATEMENT**

Our mission at Roberts Elementary, where all children are treasured, is to provide an extraordinary education in a safe inspiring environment.

In order to achieve our mission we will:

* Maintain high expectations and promote academic excellence for all students through curriculum aligned with Common Core Standards.
* Provide targeted data-driven interventions.
* Through collaborative efforts, we will nurture the unique and whole development of each child in a shared partnership with caring, creative staff, parents and community.
* Ensure a safe and secure learning environment for all students.
* Listen and communicate honestly and openly about our effectiveness.
* Be respectful, cordial, friendly, caring and speak well of each other.
* By example, we will instill in the hearts and minds of each child the joy of learning and excelling.

**VISION STATEMENT**

Roberts Elementary will create an atmosphere where all students acquire a life-long passion and excitement for learning. We will foster a positive school climate and nurturing environment in which students, school personnel, families and community members are partners striving for excellence in order to enable our students to become PROUD, POSITIVE, AND PRODUCTIVE citizens.

Roberts Elementary Bell Schedule 2016-2017



8:10 - First Bell

8:15 - Classes Begin

9:50-10:00 - All grades recess

11:30 -12:15 - Lunch

1:20-1:30 – Kindergarten - 3rd grades recess (M, T, TH, F)

2:45 - Dismissed (1:45 on Wednesday)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lunch room | To Recess | To Classroom |
| Kindergarten | 11:25 | 11:45 | 12:00 |
| 1st Grade | 11:30 | 11:45 | 12:00 |
| 2nd Grade | 11:35 | 11:50 | 12:05 |
| 3rd Grade | 11:40 | 11:55 | 12:10 |
| 4th Grade | 11:45 | 12:00 | 12:15 |
| 5th Grade | 11:50 | 12:05 | 12:20 |

School Mission Statement

Our mission at Roberts Elementary School, where all children are treasured, is to provide an extraordinary education in a safe inspiring environment.

**DISTRICT MISSION STATEMENT**

***“The mission of Jefferson School District 251 is to provide***

***each student with a high quality education.”***

**DISTRICT VISION**

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

**GENERAL INFORMATION**

**ATTENDANCE**

Attendance at school is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. Jefferson School District defines acceptable elementary school attendance as missing not more than seven (7) days per trimester. Please see board policy 3050 for further information at [www.sd251.org](http://www.sd251.org). **If a student must be absent from school, the parent/guardian is requested to call the office by 9:00 am to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the office on the day of return. If parents/guardians find it necessary to take students out of school for an extended period of time, please contact the office in advance.

**Tardies/Early checkouts**

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

**Attendance codes will be used as follows**:

* Unverified (UNV): no information regarding absence
* Parent Verified (PAR): parents informed student is out of school
* Truant (TRU): student is skipping or sluffing school
* Sick (SCK): minor illness that are not medically verified
* Medical Absences (MED): verified medical absence from doctor.
* Funerals (FRN): absence related to death of a family member.
* Court Appearance (CRT): absence due to required court appearance.
* School Sponsored Activities (ACT): absences due to participating in extra-curricular activities.
* School Suspensions (ISS or OSS): out of class due to disciplinary consequence.
* Harvest Exception (HAR): students who have been pre-approved to work in the harvest.
* Homebound (HMB): students who have met the requirements for homebound services related to a major medical issue.

**Absences**

Students who accrue ten (10) consecutive absences will be dropped from school. When the student returns to school, the student may be re-enrolled in school. Students served by homebound will not be included in this procedure (board policy 2380). In addition, students with seven (7) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

**Make-Up Work**

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

**Habitual Truancy**

Any child at the elementary school level who accrues seven (7) unverified absences and/or truancies may be referred to the Board of Trustees pursuant to Idaho Code 33-206 which states, in part, “a habitual truant is any public school pupil who, in the judgment of the Board of Trustees, or designee, repeatedly has violated the attendance regulations established by the board; or any child whose parents or guardians, or any of them, have failed to cause such child to be instructed as provided in section 33-202 Idaho Code, and the child shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.”

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

**ACADEMIC OR BEHAVIOR CONCERNS**

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

**ACCIDENTS/INJURIES**

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

**ANIMALS IN THE ELEMENTARY CLASSROOMS**

1. Animals are allowed in elementary classrooms when they are required for a unit of instruction from the Jefferson Joint School District #251 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
2. Wild animals are not allowed in the classroom
3. Students are not allowed to bring their pets from home.
4. The building administrator shall approve use of animals in classrooms and assemblies.
5. Service animals are allowed per board policy 3466 ([www.sd251.org](http://www.sd251.org)).

**ALLERGIES**

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

**BEFORE AND AFTER SCHOOL SUPERVISION**

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

**BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/WHEELIES**

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

**BIRTH CERTIFICATES**

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

**BIRTHDAYS AND SPECIAL OCCASIONS**

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

**BOARD POLICY**

All board policies may be accessed from the district website: [www.sd251.org](http://www.sd251.org)

**BOOK FINES**

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

**BULLYING**

Bullying is an aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. We are committed to providing all students with a safe, bully-free environment that will allow them to learn and grow. Please see board policy 3295 in appendix E or at [www.sd251.org](http://www.sd251.org) for further information.

**BUSES**

Transportation to and from school is provided to students living more than a mile and one-half (1 ½) from school. Most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class.

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. School bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, and every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Parent contact should be made to address inappropriate student behavior prior to issuing a citation. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. **The phone number for Transportation is 208-754-8211.**

**CAMPUS SAFETY**

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

**CLOSED CAMPUS**

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

**DELIVERIES**

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

**DISCRIMINATION**

Jefferson Joint School District #251 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

**DISCIPLINE**

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child’s education will reflect excellent behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience little misbehavior. We sincerely invite parents to come in and talk with us about concerns. For further information, refer to board policies 3330 and 3340 at [www.sd251.org](http://www.sd251.org).

**DRESS CODE**

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

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

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

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

**EDUCATION FOUNDATION**

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

**ELECTRONIC/SMART DEVICES AND DISTRICT INTERNET ACCESS**

Students will use electronic/smart devices only in a manner consistent with instructional and testing activities in the classroom. Use of these devices must not violate any district policy, or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic/smart devices in the classroom is at the discretion of the teacher. Videotaping or taking pictures is prohibited on campus unless approved by the building administration. Students who bring any electronic/smart device do so at their own risk - Jefferson Joint School District #251 and its schools assume no liability for damage, theft, etc. If the policies are violated, administrators will determine consequences based on the severity of the incident.

Electronic/smart devices, including Internet access, provide valuable tools that support the education of students in Jefferson Joint School District #251. The student and his/her parents/guardians should read and discuss the district policies concerning electronic/smart device use; board policies 3270, 3270F and 3270P. **If a parent/guardian does not agree to allow internet use by their student, the student will only have intranet connectivity.**

**HALLOWEEN COSTUMES**

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

**HOME LANGUAGE SURVEYS**

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

**HOMELESS STUDENTS**

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

**IMMUNIZATION POLICY**

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or re-entry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school secretaries. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated. **If current immunization records are not provided, your child may not attend school until records are received.** (See board policy 3525.)

**INSURANCE FOR STUDENTS**

Injuries that occur from accidents during school hours or while participation in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents/guardians need to be prepared for possible medical expenses that may arise should your child be injured at school. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

**INVESTIGATIONS**

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

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

**KEEPING STUDENTS AFTER SCHOOL**

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

**LIBRARY**

The library is open at varying times throughout the school day. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

**LOST AND FOUND**

Students are responsible for all personal items brought to school. Jefferson Joint School District #251 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office in lost and found. If an item has been stolen, please contact the teacher or principal. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

**LUNCH/BREAKFAST PROGRAM**

A well-balanced breakfast and lunch is prepared fresh daily in your school’s cafeteria. All meals are nutritionally analyzed and portions are set according to grade level. **Nut products are not served in the cafeteria**. Menus and meal prices are available on the district website, [www.sd251.org](http://www.sd251.org).

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at [www.sd251.org](http://www.sd251.org). Applications for free/reduced priced meals are also available in your school’s office and kitchen. Applications are evaluated according to income and family size.

**MEDIA RELEASE**

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

**MEDICATION AT SCHOOL**

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

If a student may require **emergency medication** for potential life threatening conditions, parents must provide the medication to schools. Emergency medications may be kept in the office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures. When a medications dosing changes or new medications are prescribed a new medication consent form must be completed before the medication can be dispensed at school. Please contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

**MIGRANT AND ENGLISH AS A SECOND LANGUAGE PROGRAMS**

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

**MESSAGES**

Please **e-mail** your student’s teacher beforehand if at all possible.

Messages will be delivered to your student’s teacher two times during the day:

1. Before lunch break

2. At 2:00 pmjust before the classes are preparing to leave for the bus. (**Messages will not be taken after this time.)**

If you need to contact your child during school hours for an emergency, please call the office and a message will be given to your child. We do not interrupt the classroom with phone calls. We will take a message as soon as possible for an emergency.

*Students may be allowed to call home with teacher permission at an appropriate time such as recess or during independent seatwork.* **Students with long distant home phone numbers will not be allowed to call home unless it is an EMERGENCY.**

**PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS**

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

**PROGRESS REPORTS**

Progress reports will be given to all students failing a course by the end of the sixth week of each trimesters grading period. Progress reports will not be mailed. It is the responsibility of the student to share progress reports with the parent/guardian. If the parents desire a conference, it will be scheduled upon request through the classroom teacher. Parents may also track the progress of their student at any time using the PowerSchool Parent Portal.

**REPORT CARDS**

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

**REPORTING PROCEDURES**

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

**RELEASE OF STUDENTS DURING THE DAY**

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

**RELEASE OF STUDENTS AFTER SCHOOL**

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

**SCHOOL CLOSURE**

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

**SEARCHES**

**Philosophy**

The Jefferson Joint School District #251 recognizes that substance abuse, the harmful use of drugs and alcohol, the possession of objects or materials considered unsafe, and the problems associated with these are becoming increasingly commonplace in our society. We recognize that a student’s involvement can lead to the illness of chemical dependency and alcoholism, or may be harmful to him or herself or other students. We support prevention, early intervention, and appropriate referral. We will be involved in disciplinary action when needed.

**Authorized Personnel**

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

**Dogs**

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

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

**Personal Searches**

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

**Reasonable Suspicion**

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

**Suspicion-less Searches**

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

**STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS**

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

**STUDENT RECORDS**

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

**STUDENTS WITH DISABILITIES/SECTION 504**

See Appendix B.

**SURVEILLANCE CAMERAS**

Some Jefferson Joint School District #251 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

**TESTING**

It is very important for your child to be in attendance for testing. Accurate assessment of student progress is essential in ensuring academic growth for all students. Jefferson Joint School District #251 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel.

**TITLE-I**

A School-Parent Compact has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year in January. The compact outlines the responsibilities of Teachers, Parents, and Students. The Compact can be found in Appendix F.

**TOYS AND VALUABLES**

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

**TREATS**

Due to district policy, all treats brought into the classroom must be store purchased and individually wrapped. It is also recommended that you get permission from the teacher before treats are taken to the classroom.

**TRESPASSING/LOITERING**

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

**VERBAL OR WRITTEN THREATS**

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

**VISITORS**

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

**WEATHER AND RECESS GUIDELINES**

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

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

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

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

**ZERO TOLERANCE OFFENSES**

See board policy 3361 at [www.sd251.org](http://www.sd251.org).

**APPENDIX A**

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Jefferson Joint School District #251 website at [www.sd251.org](http://www.sd251.org). If you do not have access to the Internet, a copy of the board policy will be provided to you by your school upon request.

ALCOHOL/DRUG/TOBACCO (board policy 3320)

ATTENDANCE (board policy 3050)

BULLYING (board policy 3295)

DISTRICT-PROVIDED ELETRONIC ACCESS INFORMATION, SERVICES AND NETWORKS (board policy 3270)

DISCIPLINE (board policies 3330, 3340 and 3360)

DUAL ENROLLMENT (board policy 3030)

GRADING (board policy 2620)

HARRASSMENT (board policy 3290)

STUDENT DRESS (board policy 3260)

TRANSFERS OF STUDENT RECORDS (board policy 3620)

ZERO TOLERANCE FOR WEAPONS (board policy 3361)

**APPENDIX B**

**PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES** (Section 504 of the Rehabilitation Act of 1973)

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

Parents have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
2. Have the District advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have eligibility and educational placement decisions made based upon a variety of information sources, and by individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the District through the provision of reasonable accommodations.
10. Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the District to reasonable requests for explanations and interpretations of your child’s records.
13. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request, it shall notify you within reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing related to decisions regarding your child’s identification, evaluation, and educational placement. You and your child may take part in the hearing and have an attorney represent you at your own cost.
15. File a complaint with the District when you believe your child’s rights have been violated.

The person in the District who is responsible for assuring that the District complies with Section 504 is Jozlyn Thompson; 208-745-6693 x 1112.

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

**APPENDIX C**

**EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)**

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

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

* Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
* Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student’s status in school;
* Special education records;
* Disciplinary records;
* Medical and health records that the school creates or collects and maintains;
* Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
* Personal information such as a student’s identification code, social security number, picture or other information that would make it easy to identify or locate a student.

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

Parent or students have the right to:

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

**APPENDIX D**

**Notice of Non-Discrimination**

Jefferson County School District #251 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Lisa Sherick, Superintendent; JCSD #251 3850 East 300 North,

 Rigby, ID 83442 or telephone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

**Notice of Non-Discrimination Statement 504 and IDEA**

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

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

**APPENDIX E**

**Updated board policy 3295 coming soon.**

**APPENDIX F**

**Title I School Compact**

**Student Agreement**

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

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

**Parent/Guardian Agreement**

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

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

**Teacher Agreement**

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

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

**Please sign and return the copy of the compact on the next page. Thank you! ☺**

**Title I School Compact**

**Student Agreement**

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

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

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Student signature Date

**Parent/Guardian Agreement**

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

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

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Parent signature Date

**Teacher Agreement**

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

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
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Teacher signature