**West Elementary**

**Student Handbook**

2021-2022



415 West 2nd North

Mountain Home, ID 83647

Phone: (208) 587-2595/Fax (208) 587-2693

Website: west.mtnhomesd.org

Facebook Page: West Elementary School, Mountain Home



**ASBESTOS MANAGEMENT PLAN (AHERA)**

To protect students and employees from exposure to asbestos, Mountain Home School District No. 193 adopts the following asbestos management plan for the maintenance, inspection, and removal of asbestos-containing materials in the district’s school buildings.

BUILDING INSPECTION

A periodic surveillance of asbestos-containing building materials will be performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos will be completed every three (3) years.

REMOVAL

If removal of asbestos during renovation is warranted or a school building will be demolished, the districts will comply with the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP).

RECORDKEEPING

The district and each school administrative office will maintain a complete, updated copy of its management plan. The plan will document recommended asbestos response actions, the location of any asbestos within the school, and any action taken to repair and remove the material.

Asbestos management plan records will include:

* The name and address of each school building and whether the building has asbestos-containing building material, and the type of asbestos-containing material;
* The date of the original school inspection;
* The plan for re-inspections;
* Blueprints that clearly identify the location of asbestos-containing building materials that remain in the school;
* A description of any response action or preventive measures taken to reduce asbestos exposure;
* A copy of the analysis of any building, and the name and address of any laboratory that sampled the material;
* The name, address, and telephone number of the district’s designated person; and
* Documentation regarding inspections, re-inspections, response actions, and periodic surveillance are included in the AHERA Binder, which is located in each building and the district office;
* AHERA reference notices are included in the student handbooks and are available during registration;
* A copy of the AHERA Notification letter is sent to the MHEA President, Parent Group President, and a copy of those notification letters are placed in the AHERA binder, which can be found in each building and at the district office.

These records will be kept by the district for the duration of building ownership and will be transferred to any successive owners.

TRAINING

All district maintenance and custodial staff will be provided with asbestos awareness training. All individuals working on asbestos related activities will be trained and accredited in accordance with Environmental Protection Agency (EPA) standards.

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.

REVIEW

Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain and update its asbestos management plan to keep it current with ongoing operations and maintenance, maintain periodic surveillance, inspection, re-inspection, and response action activities, and 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.

ANNUAL NOTICE

The district will provide written annual notification to parents/guardians, teachers, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school.

Additionally, the district will provide each student and parent/guardian with a copy of this policy at the time of enrollment through publication in the student handbook, and by posting on the district website.

PLAN INSPECTION

The public has the right to inspect the asbestos management plan. The plan will be available for inspection during regular business hours at the district office or school administrative office(s). The district and its schools may charge a reasonable cost to make copies of the management plan.

DISTRICT CONTACT

The Maintenance Director/Foreman is responsible for ensuring that each school is in compliance with this policy. The Maintenance Director can be contacted by phone: (208) 587-2598.

#### ABSENCES FOR TEN OR MORE DAYS – ALL GRADES

Due to ADA formula calculations and the less than desirable financial situation of the school district, students absent for ten (10) days or more count against the funding received. To help improve this area of school funding, all students who are absent for ten (10) days or more without a doctor’s note or who are considered to be home/hospital bound will be disenrolled from school.

It is the parent/guardian’s responsibility to contact the school as soon as possible to notify the school of their child’s lengthy absence and to make arrangements to continue the child’s education.

Prior to disenrolling a student, the school will send a letter to the most recent address on file informing the parent/guardian of the impending disenrollment. The letter will also inform the parent that the grade at the end of the tenth day will be the grade recorded in the student’s cumulative/permanent record.

If a secondary student, especially those students who are in jeopardy of losing credits, withdraws from school ten (10) days before the end of semester, the student will need administrative approval for early completion of the semester.

**ASSESSMENTS**

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. These data are 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.

**ATTENDANCE, ABSENCE, & TRUANCY**

Please call or send a written note to excuse student tardies and/or 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.**

**BALLOONS, FLOWERS, AND GIFTS**

Balloons, flowers, and gifts 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 reminded to stop by and pick it up at the end of the day. Due to safety issues, students will not be allowed to take balloons on the bus.

**BELL SCHEDULE**

Regular School Day

Kindergarten – 4th Grades: 8:25-3:00

AM Preschool classes: 8:50-11:00

PM Preschool classes: 11:50—2:00

1:30 early dismissal School Day

Kindergarten- 4th Grades: 8:25-1:30

AM Preschool classes: 8:50-10:20

PM Preschool classes: 11:00-12:30

**BULLYING, HARASSMENT, AND ABUSE AGAINST STUDENTS**

It is the policy of Mountain Home School District No. 193 (MHSD) to maintain a safe school learning environment that is free from bullying, harassment, and/or abuse for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, harassment, and/or abuse, regardless of the specific nature of the students’ behavior, are disruptive to a safe school environment and will not be tolerated. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered bullying, harassing, intimidating, abusive, coercive, and/or disruptive.

Our goal each year is to teach our students how to deal with conflict and to ensure they understand how to report serious issues to adults. We use a variety of strategies, such as telling vs tattling, the “3 Ps”, and a 3-bead concept.

The “3 Ps” consists of asking yourself three questions:

1. Was it done on Purpose/Planned?

2. Is there a Pattern?

3. Does the other person have Power?

The 3-bead concept is based on the students creating a string of beads to represent the following:

* **The small bead** represents joking or being rude. This is a one-time issue, where a student says or does something unintentionally, that is not very nice or hurtful. We encourage our students to ignore the behavior or to tell the other student they do not like their comment and to stop.
* **The medium bead** represents being mean. This is when someone says or does something intentionally hurtful and they do it once, maybe twice throughout the day, usually when they are upset. We encourage our students to tell the other student they do not like their comment and then to seek adult support when needed.
* **The big bead** represents bullying. This is when someone says or does something intentionally hurtful and they keep doing it, even when the student tells them to stop or shows they are upset. We encourage our students to report this to an adult, either outside on the playground or their classroom teacher.

**For the complete Bullying, Harassment, and Abuse Against Students Policy and Procedure, please refer to the Mountain Home District Website**

**BUS PASSENGER RULES**

**Boarding and Departing the Bus**

* Arrive at the bus stop five (5) minutes before the bus arrives.
* Board and leave the bus only at your assigned school or home stop.
* You must remain at your school to be eligible to ride the bus home.
* Wait in a safe place, off the road, clear of traffic and away from the bus stop.
* Cross only in **FRONT** of the bus.
* You must be at least 15 feet in front of the bus to cross and only at the direction of the driver.
* Observe traffic and safety requirements when walking to and from the bus stop.
* Wait in an orderly fashion and avoid “horseplay” and other inappropriate behaviors.

**Student Behavior On The Bus**

* No bullying/ harassment of other students or driver.
* Go directly to an available or assigned seat, be seated and remain seated until the bus comes to a complete stop before unloading.
* Keep aisles and exits clear. (Back packs, books, Instruments, etc. will be placed on your lap.)
* Keep body parts and other objects inside the bus windows.
* Use normal speaking voice, NO screaming or yelling.
* No passing or throwing objects on, in or from the bus. Place trash in can when bus is stopped.
* No eating, drinking or chewing gum on the bus.
* Do NOT open or close overhead vents.
* Appropriate dress is required at all times. (school district dress code).
* No destruction of property or vandalism.

**Respecting The Rights and Safety Of Others**

* No physical contact or public display of affection (fighting, hitting, kissing, hugging, etc.) Keep your hands and feet to yourself.
* No swearing or profane language. (Cussing or obscene gestures allowed on or off the bus towards others. No spitting on or out the bus.
* No flammable items on the bus. (Butane, curling irons, hair spray, nail polish or remover, perfume, cigarette lighters, weapons, etc.)
* No hazardous materials look-like weapons, or items that could be used as a weapon, nuisance items or animals on the bus. This includes skateboards and roller blades.
* No drugs, alcohol, or tobacco products on the bus or at the bus stop.

**Obey Driver Promptly And Respectfully**

CONSEQUENCES OF BUS CONDUCT REFERRALS

First Referral: Telephone and/or letter with/to parent and /or student.

Second Referral: Telephone and/or letter contact with parent and student, five days suspension from the bus. Conference may be required.

Third Referral: Telephone and/or letter contact with parents and student, ten days suspension from the bus. Conference may be required.

Fourth Referral: Telephone and/or letter contact with parents and student, permanent suspension for the remainder of the school year. Conference may be required.

\*\*NOTE: IMMEDIATE FIVE (5) DAY SUSPENSION FOR FIGHTING OR HITTING OTHER STUDENTS ON THE BUS OR AT THE BUS STOP!!!!!!

**COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY**

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

# CONTACTING THE SCHOOL

Parents are encouraged to contact the school (208) 587-2595) whenever they have questions or concerns. If you desire to schedule a conference with a specific teacher or an administrator, it is suggested that you call in advance to see if they are available.

The specific teacher is the first contact of information about your child’s progress. He/She has the information most readily at hand and sees your child on a daily basis.

**If you are needing to change your student’s after school plans, please contact the school prior to 2:00 PM, so we are able to ensure the message is delivered.**

**DISEASES-EXCLUSION OF STUDENTS WITH COMMUNICABLE, CONTAGIOUS, & INFECTIOUS DISEASES**

# For the complete Diseases-Exclusion of Students with Communicable, Contagious, & Infectious Diseases Policy and Procedure, please refer to the Mountain Home District Website.

**DISEASES-EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY**

# For the complete Diseases-Exclusion of Students with Head Lice, Parasites, & Other Transmittable & Infectious Conditions Policy and Procedure, please refer to the Mountain Home District Website.

**DRESS CODE**

The Mountain Home School District has the responsibility of establishing a school environment that enhances the teaching/learning process. Parents and students also share in this responsibility. In an effort to provide a safe and orderly school environment, and in response to a desire to keep district schools free from threats or harmful influences of any individual or groups that advocate substance abuse, violence, or disruptive behavior, the following Dress Code procedure and a list of Prohibited Items will be in effect in all district schools.

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

1. Appropriate footwear must be worn at all times.
2. Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
3. 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.
4. 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.
5. Pants or shorts will not have holes above the level of mid-thigh.
6. Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately remove upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
7. Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
8. Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
9. Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
10. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.

These basic Dress Code and Prohibited Items List do not infringe on student’s rights to freedom of expression, but rather encourage students to dress for success and come to school properly prepared to participate in the educational process.

Students who feel they have been treated in an unfair manner may follow the procedures stated in the district’s *Student Grievance* policy.

Your support and cooperation are imperative to provide a safe and orderly environment in which your children can learn.

***Students at West Elementary are asked not to wear coats, jackets and large sweatshirts in the building. Pajamas are not allowed at West Elementary.***

***ADMINISTRATORS HAVE THE FINAL SAY ON WHAT IS APPROPRIATE AND WHAT IS NOT.***

**DRUG/ALCOHOL-FREE WORKPLACE**

**For the complete Drug/Alcohol-Free Workplace Policy and Procedures, please refer to the Mountain Home District Website.**

**EMERGENCY CLOSURE**

In case of an emergency closure, parents/guardians will be notified by the district, through phone calls, emails, and text messages using the contact information provided in Parent Portal.

**EMERGENCY PROCEDURE**

In case of an emergency the alarm system will be sounded. The teacher will escort the students quickly to the nearest exit. The students will stand away from the building and will remain there until signaled to return to the building.

Drills on evacuation will be held to familiarize the students with the procedure. Fire extinguishers are located throughout the building for student protection. They are only to be used in case of emergency.

**FERPA**

**IMPLEMENTING THE FAMILY EDUCATIONAL RIGHTS (FERPA)**

**AND PRIVACY ACT OF 1974, P.L. 93-380**

**AND MANAGEMENT OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen (18)) will be provided an annual notification of their rights under FERPA. The annual notice, published on the school district website, will contain information regarding, and within 45-days of a written request, the right to inspect their children’s records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U. S. Department of Education.

Educational Records are defined as those records directly related to a student and maintained by this District or by a party acting on behalf of this District. Educational records include, but are not limited to, the cumulative file, special education records, and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the building level for this school district. The building principal, individual teachers, and special education personnel may also have a file containing particular educational records.

A non-custodial parent’s access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child’s custodial parent unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. However, information concerning a minor child’s address will be deleted from all records supplied to a non-custodial parent if the custodial parent has advised the school district in writing to do so. (IC 32-717A)

Names, addresses, and telephone numbers of secondary school students will be provided to military recruiters, as required by Federal Law, or an institution of higher education upon request, unless the parent, or eligible student, denies access. (§ 544 National Defense Authorization, Oct 2002, P.L. 107-107)

It is the policy of Mountain Home School District to assure the provisions of FERPA are adhered to. FERPA permits the school to destroy such records without notice to the parent. To facilitate implementation of this policy, procedures for the management of student records have been established. These procedures are available to all patrons, students, and school district employees.

**HOMEWORK POLICY**

West Elementary recognizes the need for a homework policy, because of parent concern and teacher diversity on the subject. It is our goal to make homework a meaningful educational tool that will encourage self-discipline, independence, responsible behavior, time management, good work habits and will supplement and reinforce school learning. Homework should be something the student can complete independently, with little to no assistance and should take no longer than 30 minutes.

As a rule, we expect students to make every effort to turn in quality work on time. If issues arise preventing this, late work will be accepted at the teacher’s discretion, however, the grade will be deducted.

**IMMUNIZATION REQUIREMENTS AND FORMS**

**For the complete Immunization Requirements and Forms Policy and Procedure, please refer to the Mountain Home District Website.**

**INCLEMENT WEATHER – BUS OR PRIVATE VEHICLE**

This procedure applies to students who arrive late for school due to bad roads caused by inclement weather.

Students who are tardy due to late buses will be marked as an excused tardy (no absences). If students are marked excused tardy due to late buses, then those students who arrive by private vehicle late will also be given an excused tardy (no absence).

**INCLEMENT WEATHER-GUIDELINES FOR KEEPING STUDENTS INDOORS**

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.

**LIBRARY**

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. A charge will be assessed for lost or damaged books and materials.

# LOST OR DAMAGED ITEMS

West Elementary will not replace or provide restitution for lost or damaged personal belongings. **Please remember to mark your child’s personal belongings using the child’s full name.**

The lost and found rack is located in a designated area. Please have your child stop by and look through the items if he/she has an article missing. Unclaimed articles left at the end of each nine-week period will be donated to local organizations.

# MEAL INFORMATION

Meals may be purchased in the cafeteria prior to school Monday through Friday. It is strongly recommended that meals be purchased by the week or the month, which helps eliminate lost or forgotten money. Parents can purchase meals on Meal Time, [www.mymealtime.com](http://www.mymealtime.com).

## Free or Reduced Meals

Application forms are available on Meal Time, [www.mymealtime.com](http://www.mymealtime.com) or at the school office and **must be completed and turned in each year**. Notification of approval/disapproval will be sent by mail from the School Administration office. Students are expected to pay the regular price for meals until requests have been approved. If you have any questions, please contact the School District Lunch Coordinator at (208) 587-2573.

## Meal Pricing

## Breakfast: Full Pay $1.35/Reduced Pay $.30

## Lunch: Full Pay $2.90/Reduced Pay is $.40

## Adults Lunch: $4.40

## Milk: $.70

## Meal Charges

Charging breakfast and/or lunch is not encouraged and only allowed in emergency situations. Students are expected to have money in their accounts. Charges are paid through the lunchroom.

Parents are welcome to join their child for lunch any time. Parental comments and suggestions regarding school meals are welcomed. Please direct calls/notes to the building principal, lunchroom supervisor, or school district lunch coordinator, at (208) 587-2573.

## ***All food and drink is to remain in the cafeteria!!***

**MEDICATION PROCEDURES**

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

**MOVIES AND VIDEOS**

Students may be shown movies and videos with a “G” rating without parental notification. Notes will be sent to parents notifying them of any video or movie with a different rating than “G”. Parents will be asked to respond if they do not wish to have the child view that video.

# PARENT PORTAL

Power School Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students. Parents must create an account.

# PARKING AND LOADING/UNLOADING

West has designated a loading/unloading zone for parents bringing their children to school in front of the school on W. 2nd North. The curb has been marked and no parking is allowed before or immediately after school is in session. No cars will be allowed to enter the parking lot in front of the school during this time. This area is for bus and daycare loading and unloading only.

Allstudents will enter the school grounds at the east end of the building (Kindergarten) and proceed to the appropriate playground unless eating breakfast in the cafeteria. Those students eating breakfast will enter the school through the gym entrance in front of the building.

**POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)**

At West Elementary, we Work Hard, Stay Kind, and Keep Safe. Throughout the school year, we teach, model, re-teach, and practice our school wide expectations in the classroom, hallways, restrooms, cafeteria, and on the playground.

Students are rewarded for showing positive behaviors through a variety of ways. One or two students, from each classroom, are chosen as Bengal of the Month. Students and classrooms can earn Bengal tickets from other classroom teachers or adults in the building. Classes earn “Specials Tickets” in PE, Music, Computers, and Library. Classroom teachers also have individual classroom reward programs set up, which are taught to their students.

**PLAGIARISM**

Plagiarism Definition (Webster’s New College Dictionary): Plagiarism is the act of copying or stealing someone else’s words or ideas and passing them off as your own work.  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.

**PROTECTION OF PUPIL RIGHTS ACT (PPRA), STUDENT PRIVACY, AND PARENTAL ACCESS TO INFORMATION**

The Protection of Pupil Rights Act (PPRA) affords certain rights to parents and students eighteen (18) years of age or older (“eligible students”) with regard to surveys, if the survey is funded in whole or in part by a program of the U.S. Department of Education that ask questions of a personal nature.

PPRA requires schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education funded in whole or part, survey, analysis, or evaluation in which their children participate, and that schools and contractors obtain prior written parental consent before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the eight areas identified below.

The PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one ormore of the following eight areas:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and/or psychological problems of the student or the 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 other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Further, the PPRA addresses the collection and use of information from students for marketing purposes and certain non-emergency medical examinations. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

These requirements do not supersede any of the requirements of FERPA.

ANNUAL NOTIFICATION REQUIREMENTS

The PPRA requires that parents or eligible students be directly notified at least annually at the beginning of the school year, by direct mailing, e-mail, website, or etc., of their right to consent or opt-out of the participation in certain school activities, physical examinations or screenings that the school may administer to students, and the specific or approximate dates of each activity. Mountain Home School District (MHSD) will meet this requirement by publishing this notification, at the beginning of the school year, on the school webpage and in the Mountain Home Newspaper, as well as having it available during registration.

RIGHT TO INSPECT

Parents or eligible students have the right to inspect, upon request, and prior to any administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; or any instrument used in the collection of information;a survey created by a third party before the survey is administered or distributed by a school to students; any instructional materials used in connection with any survey that concerns one or more of the protected areas; and any instructional material used as part of the educational curriculum for the district and students; any physical examinations or screenings that the school may administer to students. This does not apply to academic tests or academic assessments.

RIGHT TO CONSENT OR OPT OUT

Parents or eligible students, upon completion of the Consent/Opt-Out for Specific Activities Form, have the right to opt-out of participating in events or activities involving the collection, disclosure, or use of personal information for marketing, sales, or providing the information to others for these purposes, or distribution purposes; any non-emergency, invasive physical examination or screening (any physical examination or screening that is permitted or required by state law is permitted without parental notification) that is an attendance requirement, or administered by the school and scheduled by the school in advance, or not necessary to protect the immediate health and safety of the student, or of other students; the administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds to include a third party (non-Department of Education funded) survey. If the survey is funded in whole or in part by Department of Education funds, the district must obtain active consent, and may not use an opt-out form.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

It is the policy of MHSD to assure the provisions of PPRA are adhered. To facilitate implementation of this policy, procedures have been established. These procedures are available to all patrons, students, and school district employees.

DEVELOPMENT OF POLICIES

MHSD will, when necessary or as required, and with parental input, adopt policies regarding the rights set forth in the PPRA, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes and in compliance with FERPA.

**PROHIBITED ITEMS**

In the interest of protection the health, safety, and educational opportunity of all district students, the following items are prohibited from all schools in the Mountain Home School District without permission from building administration.

1. Electronic devices and other items of distraction.
2. Gambling devices: dice, playing cards, pogs, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-a-likes.
4. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc. (See *School Safety and Discipline* policy.)
5. Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other dangerous items.
6. Gang identification paraphernalia, such as beepers, rags/bandannas, plastic hands, etc.
7. Animals, pets, etc.
8. Medications or pills of any kind are prohibited without written permission of parents/guardians for students in grades K-6. (See Medications Policy.)
9. Beverage containers, spray cans, perfume, etc.

These basic Dress Code and Prohibited Items List do not infringe on student’s rights to freedom of expression, but rather encourage students to dress for success and come to school properly prepared to participate in the educational process.

Students who feel they have been treated in an unfair manner may follow the procedures stated in the district’s *Student Grievance* policy.

Your support and cooperation are imperative to provide a safe and orderly environment in which your children can learn.

# PROMOTION POLICY

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

**SCHOOL SAFETY AND DISCIPLINE**

Mountain Home School District No. 193 believes each student deserves the opportunity to learn to his/her full potential. In order to achieve this, no student will be allowed to hinder any other student's opportunities to learn and/or cause any unsafe conditions or acts that hinder any other student's opportunities to learn. Mountain Home School District No. 193 believes each employee has the right to attend work in an atmosphere that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Each employee deserves the right to work, educate, mentor, guide, etc., students without being harassed, threatened, intimidated, bullied, etc., by other school district employees, school district students, and visitors/guests. Mountain Home School District No. 193 believes all visitors/guests deserve the right to visit without being harassed, threatened, intimidated, bullied, etc., by school district employees, school district students, and other visitors/guests. Mountain Home School District No. 193 School Board of Trustees holds school district employees, school district students, and visitors/guests, to this school district policy and any correlating policies and procedures.

ZERO TOLERANCE: Mountain Home School District No. 193 has adopted a zero tolerance stand against the following including, but not limited to: 1. Weapons and look alike weapons at school, on or near owned or contracted school property and school buses, or at school-sponsored events regardless of location, and as interpreted by the School Board of Trustees. Willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin and delivered by any means of communication. (see item B) 2. Violent, abusive, sexual abuse/assault, threatening, discriminative, intimidating, bullying, cyber-bullying, texting, sexing, harassing, hazing, etc., acts including, but not limited to, teen/adolescent dating violence/abuse (unhealthy relationships), inappropriate use of cellular, digital, technological, and electronic devices at school, etc., on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees. (see item C) • Technological abuse means the behavior used to harm, threaten, intimidate, control, harass, monitor, coerce, stalk, or victimize, except as otherwise permitted by law, that is perpetrated through the internet, social networking sites, spyware, global positioning system (GPS) tracking technology, cellular phones, or instant or text messages. Technological abuse includes, but is not limited to, monitoring; unwanted, repeated calls or text messages; non-consensual access to email, social networking accounts, text or cell phone call logs; and pressuring for or disseminating private or embarrassing pictures, videos, or other personal School Safety & Discipline - continued Page 4 of 18 SECTION 200: SCHOOL BOARD – SAFETY & DISCIPLINE © 2017 MHSD193 ©Moore, Smith, Buxton & Turcke and Eberharter-Maki, Tappen, PA information. 3. Verbal or written bomb threats, or placing or detonating a bomb at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees. (see item D) • Idaho Code 18-3313 false reports of explosives in public or private places is a felony. 4. Drug/Alcohol/Controlled substances at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees. (see item E) 5. Student use of cellular, digital, and electronic communication and entertainment devices must not violate the district’s Computer & Network Services Policy and Procedures. (see item F) • A student may possess a cellular, digital, or electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into private or silent mode) and stored out of sight.

**For the complete School Discipline and Safety Policy, please refer to the Mountain Home District Website.**

**SEARCHES, SEIZURES, AND INTERVIEWS**

**For the Searches Seizures, and Interviews Policy, please refer to the Mountain Home District Website.**

# SEXUAL HARRASSMENT

**For the Sexual Harassment Policy and Procedure, please refer to the Mountain Home District Website.**

# STUDENT ILLNESS AND INJURY

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 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. The district does make student medical insurance available to families for purchase. Brochures outlining the coverage and premiums are available at registration and at the school office. Parents, please be prepared to pay for your child’s possible medical expenses.

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Parental permission is necessary for the treatment other than emergency procedures. Please be sure that updated telephone numbers are always on file at the school office.

# TELEPHONE

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 your child leaves home in the morning. When you call the school with a message for your child, we ask that you call no later than 2:30 PM, so we are able to deliver the message. Students will not be allowed to call home requesting a ride during inclement weather.

***When your duty, work, or home phone number changes during the year, please make a special effort to notify the school office.***

**TITLE I**

**STATEMENT OF PURPOSE**

West 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, 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. West 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**

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

West Elementary 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 parent and family engagement and participation in their children’s education.

West Elementary will provide parents and families of participating children 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:

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 and families of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

* 1. Hosting an Open House prior to the starting of the school year inviting all of our parents and families to attend with their students.
		1. During this time, school information such as expectations, curriculum, goals, assessment data, etc., is shared with parents and families through presentations by the building administrator and classroom teachers.
		2. Building administration and teachers communicate with our parents and families either in-person, through email, phone calls, monthly calendars, and newsletters.
	2. Hosting a Parent and Family Participation Night in the spring sharing educational ideas with our parents and families, as well as hosting multiple Parent and Family Night Activities/Events, and multiple Parent and Family Day Activities/Events each year.
		1. Parents and families are invited through monthly newsletters, monthly calendars, monthly Home & School Connection Letters, reminder notes, emails, and events posted on our school webpage and Facebook page.
	3. Scheduling two Parent-Teacher Conferences each year, one in the fall and one in the winter.
		1. During this time, our parents and teachers meet to discuss students’ progress both academically and socially/emotionally. Teachers and parents may also request additional conferences throughout the year. ∗ Parent Input Forms are provided at parent/teacher conferences.
		2. Our parents are also given a PowerSchool username and password to access grades and attendance.
		3. West Elementary has Spanish-speaking staff members available at both the fall and spring Parent Teacher Conferences and throughout the school day to translate for parents and families as needed.
	4. Information, such as academic progress, Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and Primary Math Assessment (PMA), progress monitoring data, Extended Day Reading program, and Enrichment programs is also shared with parents and families throughout the year.
1. West 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 sections 1116 and 1118 of the ESEA and that of the ESSA:

We, 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 practicably possible by:

* 1. Inviting two to three parents to be members on our West Elementary Leadership team to assist with planning events, such as parent and family engagement activities/nights, parent and family engagement activities during the school day, reviewing and revising the West Elementary School Parent & Family Engagement Building Procedure, to review yearly data from parent surveys, and adopting and implementing model approaches to improving parent and family engagement.
	2. Inviting all of our parents to participate in our Parent and Teachers Together (PTT) group, which meets at the beginning of each school year to build a calendar of activities and meetings.
		1. All of our parents and families are invited to attend the meetings or to provide input through email, letter, or a one on one meeting with the administrator.
		2. Any information shared with the administrator is taken to the PTT to be discussed.
		3. All information from our PTT is shared with parents and families through monthly newsletters, monthly calendars, reminder notes, emails, and events posted on our school webpage and Facebook page.
		4. Vital communication is sent home is in both English and Spanish.
	3. Establishing a School Parent Advisory Council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
1. West Elementary 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:
	1. Providing the Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, in a timely manner of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
2. 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:
	1. Our school administration will notify parents and families of students who are assigned to or taught by a teacher who is not considered highly qualified via a letter and an email message.
3. West Elementary 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:
	1. Our school will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within a timely manner of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
	2. We schedule two Parent-Teacher Conferences each year, one in the fall and winter.
		1. During this time, teachers schedule conferences with each parent to discuss their child’s progress. Translators are also available for parents and families during this time.
		2. Midterms and quarterly grades are available to ensure parents and families are aware of their student’s progress.
	3. Parents are given a username and password to access grades and attendance through Power School Parent Portal.
4. West Elementary School will provide materials and training to help our parents and families work with their children to improve their children’s academic achievement such as literacy training, as appropriate, to foster parent and family engagement, by:
	1. Sending home monthly Home & School Connections Newsletters, hosting parent and family participation events, and communicating with parents and families about resources and technology they can use at home.
	2. 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.
	3. 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.
	4. West 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 centers that encourage and support parents and families in more fully participating in the education of their children, by: ∼ Participating in yearly meetings with the Head Start staff and parents, discussing Kindergarten expectations, standards, at-home activities, etc. ∼ Sharing information with other community programs, when requested.
	5. 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.
5. West 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 our 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, families, and schools, by:
	1. 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.
	2. We provide parents and families with the District’s Parent Input Form during Parent Teacher Conferences requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc. ∼ The data from the Parent Input Forms is 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.
6. West Elementary School will take the following actions to ensure that information related to the 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.
	1. Our school administration and teachers communicate with our parents and families either in-person, through email, Class Dojo, phone calls, monthly calendars, newsletters, our website, and social media.
	2. Developing appropriate roles for community-based organizations and businesses in parent and family engagement activities.

**EVALUATION**

An annual evaluation of the content and effectiveness of the West 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. West Elementary will publish this procedure on our school website.

**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 I TEACHER QUALIFICATIONS**

Dear Parent/Guardian:

Federal law requires that each school district receiving Title 1 funds notify the parents of each student attending any of the MHSD schools receiving such funds of their right to know the professional qualifications of their child’s classroom teacher(s).

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

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

To request the state qualifications for your child’s teacher or instructional aide, please contact your child’s building principal or you may also contact the District Administrative Office, Human Resource office.

Mountain Home School District No. 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 No. 193 is proud of our staff 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.

Respectfully,



Jeff M. Johnson James G. Gilbert

Director Superintendent

Federal Programs

Estimado Padre / Tutor:

La ley federal requiere que cada distrito escolar que recibe fondos del Título 1 notifique a los padres de cada estudiante que asiste a cualquiera de las escuelas del Distrito Escolar de Mountain Home que reciben fondos tienen derecho a conocer las calificaciones profesionales de los maestros de su hijo.

Como padre de un estudiante que asiste a una escuela que recibe fondos del programa federal, usted tiene el derecho de conocer y solicitar:

• ¿El maestro de mi hijo tiene licencia para enseñar las calificaciones y asignaturas asignadas?

• ¿El maestro de mi hijo está enseñando con una licencia provisional, lo que significa que el estado ha renunciado a los requisitos para el maestro de mi hijo?

• ¿Cuál es la maestría universitaria del maestro de mi hijo?

• ¿Qué grado o grados tiene el maestro de mi hijo?

Para solicitar las calificaciones del estado para el maestro de su hijo o auxiliar de instrucción, comuníquese con el director de la escuela de su hijo o también puede comunicarse con la Oficina Administrativa del Distrito, o la Oficina de Recursos Humanos.

El Distrito Escolar de Mountain Home No. 193 se esfuerza por traer a maestros calificados con licencia completa en nuestras aulas. Tenemos la suerte de que nuestros maestros cumplan con los estándares estatales para obtener la licencia. En áreas donde el personal no puede cumplir con los requisitos federales, están trabajando con el apoyo de nuestro distrito escolar para cumplir con los nuevos requisitos.

El Distrito Escolar de Mountain Home No. 193 está orgulloso de nuestro personal y estamos seguros de que nuestros maestros están comprometidos con su profesión. Tienen los mejores intereses de los estudiantes en mente cuando entran en sus aulas para enseñar cada día. Esperamos trabajar con usted para hacer de este un año exitoso para su estudiante.

Respetuosamente,



Jeff M. Johnson James G. Gilbert

Director Superintendente

de Programas Federales

**TITLE I 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 parents/ 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

**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 or adolescents 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, national school tragedies and other events that have taken place in our community cause us 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.

**TOBACCO**

Tobacco use, Tobacco Products, Tobacco Paraphernalia, and Tobacco look-alike devices (i.e. E-cigarettes) shall be prohibited on all school district property.

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

# TOYS AND VALUABLES

Students should be discouraged from bringing money to school except for lunch money. Parents are encouraged to purchase lunches so that their child/children do not have to carry money.

The school furnishes playground equipment. Electronics such as cell phones, electronic notebooks, IPODS, MP3 players, toys, games, radios, roller blades, skateboards, tape/cd players, expensive jewelry, and large amounts of money **are not** to be brought to school without prior approval from the child’s teacher or other staff members. Teachers may also ask that parents give written permission for students to bring in electronic items, with the understanding that West Elementary School and the Mountain Home School District are not responsible for lost, damaged, and/or stolen items.

Students may ride bicycles and scooters to school, but they must be parked immediately upon entering school grounds or the privilege will be taken away. Skateboards and roller blades are to be kept in the classroom during the day. **It is recommended these items be registered with law enforcement and locked properly to the bike racks furnished for protection against theft.**

All of these items often interfere with class activity and create playground problems. The school will not be responsible for broken or stolen items. In the event an item is damaged or stolen, the parent should contact police.

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

**VISITORS**

Parents/guardians are welcome any time, but must enter through the main doors and register in the Main Office when they arrive on campus. Students will not be released to anyone who has not checked in at the office and possess a visitor’s badge.

**School policy prohibits the bringing of friends or relatives to school to visit.**

