



**East Elementary Student Handbook**  
**2024-2025**

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## A Note From The Principal's Desk

Hello Parents and Guardians,

It is with great pleasure that I get to introduce myself to you as the leader of East Elementary. I have a decade of experience teaching in the classroom in 5th and 6th grades at Hacker Middle School and this will be my fifth year as a school administrator. There is no greater joy to me than seeing a student grow and develop life-long skills that will help them be successful in all areas of life.

The teachers at East are highly trained professionals that will educate your student to the best of their ability. They are exceptionally hard working individuals who are dedicated to each student that is in their classroom. Here at East, we have a "Not my student or your student," but "Our students" mentality. As the leader, it is my strongest desire that we have a collaborative team all working together to better the overall experience of each child that walks through the doors. The expectations are high at East, but with lots of practice and good instruction, I truly believe that each student can rise to the occasion.

Please feel free to come and introduce yourself, I am excited about meeting you all. I look forward to a fantastic school year with many successes and a collaborative pursuit for educating the whole student.

Sincerely,

Bret Young  
Principal

### **Learning:**

East is a highly regarded learning community of students, staff, parents, and neighborhood that works to improve learning for all. East is proactive and flexible, where learning is relevant and meaningful.

### **Teamwork:**

Our learning community shares responsibility to meet challenges in an atmosphere of trust, respect, pride, and loyalty.

### **Climate:**

Our school facility is safe and inviting; a place where students, staff, and community want to come and learn. Everyone feels welcome.

### **Communication:**

We have effective communication within our learning community. East inspires enthusiasm and encourages a commitment to lifelong learning. We work hard and celebrate our achievements.

## **Expectations**

**Be Responsible, Respectable, Ready**

### **AGENDAS**

Each 4<sup>th</sup> grade student will be given an agenda the first day of school. Students will be expected to have their agendas with them in each class to list daily assignments. The agendas also have areas for parent/teacher communication and grade tracking.

Students are asked to not tear pages out of their agendas. Replacement agendas can be purchased at the office.

### **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: 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**

Mountain Home School District No. 193 recognizes time on task is very important to the education of students. The Board of Trustees firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. In order to help meet this goal, it is important that students realize the necessity and importance of consistent school attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, and Mountain Home Junior High School students, grades 7-8 exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit. In enforcing the attendance requirements, the Board may deny a promotion to the next grade or deny credit to any student who is not in school for this required time. If a student is determined to be a habitual truant, the Board may expel or disenroll the student (I.C. 33-205).

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

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

### **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

K - 4<sup>th</sup> Grades: 8:30-3:00

1:30 early dismissal School Day

K - 4<sup>th</sup> Grades: 8:30-1:30

### **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. (Backpacks, 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 trash 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**

**GENERAL INFORMATION**

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

The Network Services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is/as available" basis. No warranties are implied or given with respect to any service, information, or software contained therein.

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

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

**DEFINITIONS**

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

**"Child pornography"** is defined as any visual depiction...whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The product of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
4. Such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

**"Minor,"** for the purposes of this policy, is an individual who has not attained the age of 17.

**"Harmful to minors"** is a visual depiction containing any picture, image, graphic image file, or other visual depiction (text, audio, or video) that taken as a whole and with respect to minor:

1. Appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact defined in section 2256 of title 18, United States Code, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. Lacks serious literary, artistic, political, or scientific value to minors, as otherwise defined in Idaho Code Section 18-1514; or
4. Would endorse or promote the following unless the material is being used for a legitimate educational purpose:
  - a. Abusive or threatening material
  - b. Alcohol, tobacco, and drug use or abuse
  - c. Gambling
  - d. Hate/discrimination materials
  - e. Murder/suicide material
  - f. Racially offensive material
  - g. School cheating information
  - h. Violence and weapons

**"Obscenity"** is defined in section 1460 of Title 18, United States Code as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole, appeals to a prurient [i.e. erotic] interest;

2. Depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. §1460.

### **PRIVILEGES & RESPONSIBILITIES**

The use of Mountain Home School District Network Services is a privilege, not a right. System administrators reserve the right, at their sole discretion to suspend or terminate members' access to and use of computer and network services upon any breach of the Computer and Network Services Acceptable Use policy.

All staff and students will be provided with access to computers and the internet. Students and staff using computer and network services agree to follow the Computer and Network Services Acceptable Use Policy. Use of the District's computers and/or network services constitutes an agreement to follow all District rules and policies.

District Technology Support staff and their designees may violate the Computer and Network Services Acceptable Use policy as needed to provide technology support and maintain the District's systems.

### **INFORMATION CONTENT**

This district provides students and staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the district to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Students or staff bringing such materials into the school environment will be dealt with according to the discipline policies of the individual schools and this district. Intentionally accessing or using such materials may result in termination of access to this district's computer network services capacities as well as in-school suspension, suspension from school or expulsion; or disciplinary actions for staff, including termination.

### **INTERNET SAFETY FOR STUDENTS**

The district will take appropriate steps to protect all students from access, through the district's computers, to visual depictions that are obscene, contain child pornography, are harmful to minors, or depicting the sexual exploitation of a minor, as defined in Idaho Code Section 18-1507, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The building administrator or designee may request the disabling of the Internet block or filter system only for the purpose of enabling access for bona fide research or other lawful purpose.

Disabling of the Internet block or filter system by any other staff member or student will result in disciplinary action.

Any staff member, student, parent, or patron may make a request to the IT department that the district either block, or disable a block of, a particular website. If the requester does not agree with the IT departments decision they may file a written request with the superintendent to override the IT departments decision. The superintendent will appoint a five (5) member committee, including three (3) staff members and two (2) patrons. The committee will meet with the individual who filed the request in a timely manner, allow that individual to make oral or written arguments to support the request, and make a written recommendation to the superintendent regarding whether the district should block, or disable a block of, a particular website. Upon reviewing the request and the committee's recommendation, the superintendent will render a written decision and notify the individual who made the request. The superintendent's decision in this matter will be final. The procedure for handling a complaint shall be available for review in the district office. The district will include a component of Internet safety for students that is integrated into the district's instructional program.

### **ONLINE USE**

All district policies and school rules pertaining to behavior and communications apply to online use. The use of this district's computer network services capabilities must be for educational purposes only and be consistent with this district's mission.

1. Users are prohibited from accessing the district's computer network services for any private or commercial purposes. Users are not allowed to advertise, attempt to sell or offer for sale any goods or services that could be

- construed as a commercial enterprise, unless pre-approved by the board or superintendent.
2. Users are prohibited from engaging in cyberbullying, including, but not limited to, using a computer, computer system, or computer network service to convey a message in any format (audio or video, text, graphics, photographic, or any combination thereof) that is harassment, intimidation, or bullying, or is otherwise intended to harm another individual.
  3. Users are prohibited from submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.
  4. Illegal activity is prohibited and may result in referral to law enforcement.
    - a. Sending, receiving, viewing, downloading, or otherwise accessing obscene or pornographic material, or material deemed to be harmful to minors, is prohibited.
    - b. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
  5. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
  6. Students and staff will use the computer network service resources efficiently to minimize interference with others.
  7. Users are responsible for making back-up copies as needed.
  8. Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.
  9. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
  10. Attempts to log in to the system using another user's account will result in termination of the user's account.
  11. Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
  12. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
  13. All communications and information accessible via the computer network service should be assumed to be private property, but open to district scrutiny and review at any time.

14. Any online conduct that is determined by the system administrator to constitute an inappropriate use of the district's computer network service or to improperly restrict or inhibit other users from using and enjoying this district's computer network service is strictly prohibited and may result in disciplinary action.

#### **ONLINE DATA AND ACCOUNTS OPT-OUT FORM**

Parents who do not want their students name, picture, or work displayed online must sign the Online Data and Accounts Opt-out Form.

#### **INTELLECTUAL PROPERTY**

All works of any kind that an employee of the District creates on the network or District computers shall be the intellectual property of the District, as such property shall be deemed "work for hire" as defined in 17 USC Section 1001(1). Student works prepared pursuant to an assignment for any class, project, school-sponsored activity or club shall be the property of the student, if it represents original work.

All works on the network, computers, or storage devices are subject to the monitoring/scrutiny of District and building administrators, information system personnel, and/or designees of administrators. All files, materials, or documents may be reviewed and may be deleted by designated technology staff.

For the purpose of this policy, "works" shall mean an original expression, a fixed and tangible form, that may be entitled to common-law or statutory copyright protection. Works may take different forms and include, but are not limited to, art, literature, music, software, and photography.

#### **COPYRIGHTED MATERIALS**

Copyrighted material must not be placed on Network Services or on any networks connected to this District's Network Services without the author's written permission. The following will apply to copyrighted materials:

1. Only the copyright owner(s) or persons specifically authorized may upload copyrighted material to the Computer Network Services.
2. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.



3. Users may redistribute copyrighted programs and/or materials only with the express written permission of the owner or authorized person or as provided by the fair use exception.
  - a. Permission must be specified in the document, on Network Services, or must be obtained directly from the author.

### **EMAIL AND ELECTRONIC COMMUNICATION**

The District maintains an electronic mail system. E-mail is one of the primary methods of communication with staff and is used to assist in the conducting of business within the District.

Electronic mail not designated as spam mail is retained (archived) by the District for a period of two years starting January 1, 2014.

The electronic mail system hardware and software is District property. Additionally, all messages or communications composed, sent, or received on the electronic mail system are the property of the District. They are not the private property of any student or employee.

Use of the electronic mail system must be in support of education, research, and consistent with the purpose of Mountain Home School District. It shall conform to State, Federal regulations, and District Policy.

The electronic mail system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The electronic mail system shall not be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, religious or political beliefs, national origin, or disability.

The electronic email system shall not be used to send or receive copyrighted materials, confidential information, proprietary financial information, or similar materials without prior written authorization.

The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system. The contents of electronic mail may be disclosed within the District without the permission of the employee.

The confidentiality of any message should not be assumed. Even when a message is erased by the user, it may still be possible to retrieve and read that message. Further, the use of password for security does not guarantee confidentiality.

Employees should not use an encryption or pass code on email or any stored information, unless authorized to do so.

The amount of e-mail messages stored will be limited to the amount of space allocated to its members.

All files, including e-mail, will be deleted from a canceled network account.

### **THIRD PARTY INFORMATION**

Opinions, advice, goods, services, and all other information expressed or delivered by students or staff, information providers, service providers, or other third party personnel on Network Services are those of the providers and not of Mountain Home School District No. 193.

### **DISK USE**

The system administrator reserves the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased. System administrators reserve the right to delete user files that exceed the quota. Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.

Users are responsible to maintain a back-up of their files. The District does not guarantee access to user files.

### **WEBSITE AND WEB-SERVICES ACCOUNTS**

The District retains the right to create online accounts for website and web-services for students unless parents sign the Online Data and Accounts Opt-out Form.

### **SECURITY**

Mountain Home School District recognizes information and network resources as assets. These assets include but are not limited to the following:

1. Student/Staff records and information
2. School District policies
3. Business and financial operations information
4. Curriculum and instructional programs
5. Network services - "Network Services" includes voice and data information, e-mail, equipment, software, and the Internet.

Mountain Home School District will establish security measures and assign responsibilities to protect the network services from loss, theft, and unauthorized use, modification, or disclosure.

Mountain Home School District's security measures apply to all District-owned information, either physical or electronic. All regular and contract employees, student users, and guests must comply with these security measures.

### **VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of users, Network Services equipment, or any agencies of other networks that are connected to the Internet. This includes, but is not limited to the uploading intentional spreading and/or creation of computer viruses. Vandalism will result in disciplinary actions mentioned above.

### **CONSEQUENCES**

Any violation by staff of the Computer and Network Services policy shall be subject to discipline, up to and including termination of employment.

Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion for violations occurring on any District premises, at any District sponsored activity, or using any district provided or owned accounts or equipment, regardless of location.

The Superintendent or designee shall submit the violation to the appropriate law enforcement agency when the circumstances warrant such action.

### **UPDATING USER ACCOUNT INFORMATION**

The computer network service may occasionally require new registration and information from users to continue the service. User must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.).

### **COMPLIANCE WITH STATE LAW**

Mountain Home School District will file this policy with the state superintendent of public instruction no later than August 1, 2011, and every five (5) years thereafter.

### **PRIVACY**

Network administrators will not intentionally inspect the contents of e-mail or any other storage device on the District's equipment unless necessary for support purposes. However, network administrators reserve the right to cooperate fully with administration and local, state, or federal officials in any investigation concerning or relating to any aspect of Network Services.

### **BREACHES OF SECURITY**

Students or staff identifying breaches of security or other abuses should notify a teacher, administrator, or Technology Support.

Intentional breaches of security will be considered vandalism.

### **PASSWORDS**

Passwords, accounts, and home directories shall not be shared. Attempts to log into network services using another user's account will be considered a breach of security.

### **WEB PUBLISHING**

The Mountain Home School District's website offers staff and students the opportunity to publish educational information.

#### **1. Goals Statement**

- a. Provide patrons a resource for obtaining information about the District.
- b. Provide teachers a forum for enhanced teaching and for informing patrons about classroom activities and policies.
- c. Provide students a place to demonstrate what they have learned.

#### **2. General Procedures**

#### 4. Security & Privacy

- a. Advertising
    - Users may not be compensated for advertising another site or a product on their website.
    - Users may not run a business from the District's website.
    - Users may not create a link to an external site (commercial and/or personal) unless that site clearly supports the educational content of the school's site.
  - b. Designated webmasters at each school will be faculty or staff members.
  - c. Building principals, building technical coordinators, and program administrators are responsible for being knowledgeable about the content of their building/program webpages.
  - d. Any deliberate tampering with or misuse of District webpages will be considered vandalism and will be handled in accordance with the District's Network Acceptable Use Procedures.
- a. Remember that sites are accessible to anyone and that the safety of students, colleagues, and their families is of paramount concern.
  - b. Information relating to emergency responses, including but not limited to facility maps, floor plans, or emergency procedures will not be posted in non-secure areas of the website. No maps of school floor plans or emergency routes will be posted on the website.
  - c. According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), "directory information" about students may be released by the District without parental consent, provided annual notification has been given and the school does not have on file written denial to release "directory information."
    - Directory information is defined as information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. A copy of the FERPA policy is available online at [www.mtnhomesd.org](http://www.mtnhomesd.org). It includes, but is not limited to:
      - ~ The student's name
      - ~ Photographs of the student used by the District for recognition of student achievement and community relations, including, but not limited to, publication in the District's or school's newsletters or publications, in the school setting, and on the District's or school's website
      - ~ Participation in officially recognized activities such as sports
    - Authors will exercise discretion in making judgments concerning publication of student information and take reasonable precautions to insure security and privacy.
    - A staff member's name, assignment, District e-mail address, District phone number, and photo may be published. Staff members have the right to request that their photographs not be published.
    - Inclusion of a student's phone number, address, e-mail address, or information indicating the physical location of a student at a given time, other than attendance at a particular school or participation in a District sponsored

#### 3. Ownership & Control

- a. All webpages hosted by the District are the property of the Mountain Home School District.
- b. Students may create and publish webpages to be hosted on the District's website for educational purposes directly related to a course that the student is currently enrolled. It is the responsibility of the instructor to ensure that student websites are in total compliance with District rules and procedures before the material is published.
- c. Only active files that are required for the proper operation of a website will be stored on the District's site. It is the responsibility of the page's author to maintain and/or delete files.
  - Staff webpages will be deleted when the staff member leaves the District.
- d. Staff webpages will be moved when the staff member changes locations due to an assignment change.
- e. The District's technology administrator or District Webmaster will have the authority to remove any content deemed inappropriate.
- f. The Superintendent will have final authority for issues related to the content of all pages on the District's website.

activity, is prohibited.

- If grades or other personal student information is to be published for parental access, complete confidentiality must be built into the process.

## **5. Copyright Issues**

- a. Copyright protection extends to the Internet. Treat all online materials (such as website contents, e-mails, newsgroups postings) as you would other copyrighted material. No unlawful copies of copyrighted materials may be knowingly produced on or transmitted via the District's equipment, including its web servers.
- b. Student work (art, short stories, projects, etc.) may be published unless the parent or student have signed the Online Data and Accounts Opt-out Form.
- c. Students and staff will adhere to all copyright laws.
- d. It is not necessary for a work to have a copyright notice or to be registered to receive copyright protection, however reminding a visitor of your rights as an author by including a copyright notice as a footer on every page is recommended.

## **INTERNET FILTERING**

The Board recognizes the importance of providing students with positive, productive educational experiences through the District's Internet services. To the extent practical, the Board directs the Superintendent or designee to:

1. Prevent user access over the District computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with federal and state laws.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to:

1. Obscene material;
2. Materials that depict sexual exploitation of

minors;

3. Material deemed harmful to minors; or
4. Other information that is determined to be in violation of District policies.

The following principles shall be the guide for Internet website access and site filtering. The District shall provide access to:

1. Materials that will enrich and support the curriculum and educational needs of users, taking into consideration the varied interests, abilities, learning styles, maturity levels, socioeconomic, and ethnic backgrounds
2. Materials that will stimulate growth in factual knowledge and ethical standards and that will develop literary, cultural, and aesthetic appreciation
3. Background information which will enable students to make intelligent judgments in their daily lives
4. Materials on opposing sides of controversial issues so that the users may develop, under guidance, the practice of critical analysis
5. Materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American and global heritage

The District will hold a public meeting for input and comments by parents and other patrons regarding the District's Computer and Network Services Policy which is the District's Internet safety policy.

## **PROHIBITED USES**

The technology system should only be used for approved District activities and educational purposes. Prohibited uses of District technology include, but are not limited to:

### **1. Causing Harm to Individuals or to Property**

- a. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.
- b. Making offensive, damaging, or false statements about others.
- c. Posting or printing information that could cause danger or disruption.
- d. Bullying, hazing or harassing another person.
- e. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data.
- f. Disguising one's identity, impersonating other users, or sending an anonymous e-mail.

- g. Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies

**2. Engaging in Illegal Activities**

- a. Participating in the sale, purchase or promotion of illegal items or substances
- b. Accessing or transmitting:
  - Pornography of any kind;
  - Obscene depictions;
  - Harmful materials;
  - Materials that encourage others to violate the law;
  - Confidential information; or
  - Copyrighted materials without authorization or as provided by fair use regulations.
  - Attempting to disrupt the computer system or destroy data by any means

**3. Breaching System Security**

- a. Sharing one's or another person's password with others
- b. Entering another person's account or accessing another person's files without authorization
- c. Allowing others to gain access to one's individual account.
- d. Interfering with other users' ability to access their accounts
- e. Allowing student access to sensitive data
- f. Attempting to gain unauthorized access to another computer
- g. Using software or hardware tools designed to interfere with or bypass security mechanisms
- h. Utilizing software or hardware applications that are not approved for business use
- i. Attempting to evade the District's computer filtering software

**4. Improper Use or Care of Technology**

- a. Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming
- b. Attempting to harm or damage District technology, files or data in any way
- c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
- d. Leaving an account open or unattended
- e. Attempting to remedy a security problem and not informing a school official

- f. Failing to report the abuse of District technology
- g. Installing, uploading or downloading unauthorized programs
- h. Copying District software for personal use
- i. Using District technology for:
  - Personal financial gain
  - Personal advertising or promotion
  - For-profit business activities
  - Unapproved fundraising
  - Inappropriate public relations activities such as solicitation for religious purposes
  - Inappropriate political purposes



**LEGAL REFERENCE:**

17 USC Section 101 and 1001(1), *et seq.*  
 47 USC Section 254(h)(1)  
 Children's Internet Protection Act, Sections 1703 to 1721,  
 U.S.C. Section 254(h)(1)  
 Idaho Code:  
 6-210  
 18-917A, 18-1507, 18-1514, 18-2201, 18-2202  
 33-131, 33-132, 33-512  
*Cowles Publishing Co. v. Kootenai County Board of Commissioners*, 144 Idaho 259 (2007)

**ADOPTED:** March 18, 2014 (Previous Network Services Use Policy - Adopted: January 16, 1996; with last revision on February 16, 2010)  
 Revised: March 18, 2014                      Revised: July 19, 2016

**CONTACTING THE SCHOOL**

Parents are encouraged to contact the school (587-2575) 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.

**CONTAGIOUS/COMMUNICABLE/PARASITIC DISEASES AND INFECTIONS**

Mountain Home School District No. 193 acknowledges the potentially adverse effects of contagious and communicable diseases. The District encourages safe and healthy practices, not only school district practices but individual personal practices as well, to reduce the chance of bacteria, viruses, or parasites spreading among the students and staff members of Mountain Home School

District No. 193. It is the purpose of this policy to increase the awareness about reducing the spread of such diseases through practical and hygienic practices.

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

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

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

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 removed upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
  - a. Headbands are permissible as long as they do not have attachments or mimic animal ears.
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 East Elementary are asked to take off large coats or jackets, large sweatshirts, or snow pants while in the classroom.***

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

### **DRUG/ALCOHOL-FREE WORKPLACE**

The Board of Trustees recognizes the importance of all employees to the educational system and the importance of federal requirements to establish a "drug free workplace" and it does not tolerate drug or alcohol abuse by its employees and students.

**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.

### **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.

### **FEES**

If books and/or materials are lost or damaged during the year, the student is responsible and will pay for the cost of the replacement or repair.

### **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**

**Purpose of Homework: We believe that the purpose of homework is for students to practice with the material that has been previously taught. Students should be able to complete the work independently** of their parents while at home. Although we recognize in all grades it might be beneficial to have students read with a proficient reader.

**Grading Value: Homework will only be counted as 5 points or less in the grade book per assignment. This point value will be considered a "participation grade".**

It is not mandatory to assign any point values to the homework if the teacher does not deem it necessary.

**Time:** The staff at East recognize that many of our students have extracurricular commitments which hinders their ability to complete homework assignments. Because

of this, homework will be 30 minutes or less per night and to include all subjects.

Teachers may send home classwork that was not finished in class. This will be the case if the teacher assigned the work, provided time for the student to complete it in class, but was not completed. In this instance, it is not considered homework.

**Absent students: If a student is absent, the work that goes home is not considered homework, rather it is makeup from the class they missed. The district policy is that each student has two days, per number of days absent, to make up the work.**

**Consistency:** Stay consistent on the homework that is a weekly occurrence. I.E, if you normally send work on Monday and expect back on Friday, don't send it on Wednesday and expect it back on Friday

**Unfinished Homework: Students who don't complete the classwork or homework assigned, may be held accountable by missing their recess to work on it.** If students can finish the work before the allotted time to stay in, they need to be allowed to leave immediately to recess. It is a teacher choice to keep students in at all for recess.

#### **IMMUNIZATION REQUIREMENTS AND FORMS**

Idaho Code 39-4801 through 39-4805 is the basis for the procedures for requiring and retaining immunization records.

Idaho Health and Welfare School Immunization Link:  
<http://healthandwelfare.idaho.gov/Health/Immunizations/SchoolImmunizations/tabid/885/Default.aspx>

To enter or transfer into public schools, all children in preschool and grades K-12 must meet immunization requirements at registration and before attendance. No child shall attend school without proof of immunization status.

**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**

East 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 box 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**

##### **Breakfast and Lunch Schedule:**

Breakfast is served daily from 8:00-8:25

Lunch times are:

Kindergarten: 11:15

1<sup>st</sup> Grade: 11:45

2<sup>nd</sup> Grade: 11:45

3<sup>rd</sup> Grade: 12:15

4<sup>th</sup> Grade: 12:15

##### **Lunch & Breakfast Purchases**

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 in the school office. 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 587-2573.

#### Meal Pricing

Breakfast: Full Pay \$1.60/Reduced Pay \$.30

Lunch: Full Pay \$3.35/Reduced Pay is \$.40

Adults: \$4.95

Milk: \$.75

#### 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 587-2573.

**Please be advised that students will be required to go outside after lunch as weather permits.**

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

#### MEDICATION PROCEDURES

The Board of Trustees of the Mountain Home School District will permit the dispensing of medication that is necessary for the health and well-being of students in schools in its jurisdiction. This policy is intended to provide for medication of a student to permit the student's attendance at school and is not intended to provide a treatment service.

**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

The parking lot at East Elementary is for staff members only during school hours.

Since East Elementary does not have a bus loop, students may be picked up and dropped off in front of the school as long as it does not impede the buses. Vehicles should not park in front of the red zones, and should only be parked for 5 minutes or less during pick up and drop off times. Students may also be dropped off across the street, but will need to walk to a crosswalk to get to the front of the school.

Students may enter the building in the front entrance nearest the gym as early as 8am. It is the entrance with the wheelchair ramp. Please do not drop your students off before 8am if at all possible, since there is no supervision at that time.

Students may enter the playground areas at 8:15 from any entrance in the fence. Those who arrive before 8:15, but will not be eating breakfast will still be in the cafeteria until 8:15, when they will be released.

#### 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.

1<sup>st</sup> 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.

2<sup>nd</sup> 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 or more 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. 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 protecting 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**

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

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

#### **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.

#### **Peer Conflict:**

- One time or isolated event
- Balance of power exists between students
- Not a group picking on student

- Students are willing to work out conflict with assistance or leave each other along

**Bullying/Abuse:**

- Carried out repeatedly over time
- Imbalance of power
- Intentional, planned harm doing
- Often unprovoked

**Harassment/Abuse**

- Aggressive behavior focused on a student's race, national origin, color, age, religion, ethnic background, disability, sex, or sexual orientation
- Behavior is severe, persistent or pervasive enough to interfere with a student's ability to participate in or benefit from school

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

**SCHOOL SAFETY AND DISCIPLINE**

In addition to Idaho Code 18-3302D (see attachment 1), Idaho Code 18-917A (see attachment 2), and Idaho Code 18-3313 false reports of explosives in public or private places is a felony, the Board of Trustees of Mountain Home School District No. 193 sanctions the following policy concerning school safety and discipline for the School District.

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.

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

**SEARCHES, SEIZURES, AND INTERVIEWS**

Students have a right to be protected from unreasonable searches by school officials. However, it is the intent of the Board of Trustees to provide a safe and orderly environment for all students that is conducive to the pursuit of educational goals. As a result, it may be necessary for school officials to search a student, his/her personal belongings, locker, desk, or vehicle, when it is in the interest of the overall welfare of other students or is

necessary to preserve the good order and discipline of the school.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy. This policy applies to only those searches conducted by school officials; it does not apply to search by law enforcement officers.

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

**SEXUAL HARRASSMENT**

The Board of Trustees will not condone or allow sexual harassment of its students or employees, whether engaged in by fellow students, teachers, or any person. Consequently, sexual harassment of students and employees, whether verbal, written, physical, images, cyber, unwelcome sexually motivated attention, and/or implied, and whether engaged in by employees, students, volunteers, or any person is unacceptable and will not be tolerated.

The Board of Trustees encourages the reporting of all incidences of sexual harassment. The Superintendent of Schools or designee will govern the implementation of the procedures regarding this policy.

**For the complete 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.

Students may have cell phones and smart watches in their possession at East Elementary as long as the following rules are followed:

- Cell phones must be turned off at all times during school hours. Smart watches may be turned on, but may not be used for any other purpose than telling time.
- Student cell phones and smart watches may not be used in the building or outside during school hours.
- Text Messaging is not allowed during school hours.

Students who violate these rules can expect the following:

- **1<sup>st</sup> Offense:** The phone/watch will be brought to an administrator who will document the violation. The student will be allowed to pick up the phone at the end of the day.
- **2<sup>nd</sup> Offense:** The phone/watch will be brought to an administrator who will document the violation and parents will be notified. The student will be allowed to pick up the phone at the end of the day.
- **3<sup>rd</sup> Offense:** The phone/watch will be brought to an administrator who will document the violation and parents will be notified. The student will then need to turn in his/her phone to the office each morning and will be allowed to pick it up at the end of each school day.

**The school accepts no responsibility for student cell phones or smart watches.**

### EAST ELEMENTARY SCHOOL TITLE I PROGRAM - PARENTAL INVOLVEMENT

#### **STATEMENT OF PURPOSE**

East Elementary School will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- That parents play an integral role in assisting their child's learning
- That parents are encouraged to be actively involved in their child's education
- That parents 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 TITLE I PARENT INVOLVEMENT PLAN**

In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), East Elementary School agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the district's Title I Plan through representation on the district ESEA team and participation in fall and spring ESEA meetings.
- Involve parents in the planning and development of effective parent involvement activities through representation on Parent Groups, Parent Group meetings will be scheduled monthly with the scheduling needs of parents in mind.
- Build the school's and parents' capacity for parent involvement by:
  - ~ Providing parents with information on achievement data, After School Reading Program(s), monitoring their child's progress, and working with educators. Information will be provided through quarterly progress notices, at parent-teacher conferences, in the East Rocks Parent Newsletter, on the school and district website, and on the East Elementary Parent Group Facebook page.
  - ~ Providing materials, resources, and training to help parents work with their children to improve academic achievement. Resources will be provided in weekly parent phone calls through Blackboard, Home & School Connection Flyers, and communication with teachers. Parent training and family education nights will be planned each year based on the school needs and may include a Family Literacy Activity, Family Math Activity, Family BBQ's, etc. Materials and training may also take place on an individual basis as documented in our Parent Contact Logs.
  - ~ Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer opportunities, an annual parent survey, and parent-teacher conferences. Parent-teacher meetings will be scheduled as needed.

### **SCHOOL**

### TITLE I HOME-SCHOOL PARTNERSHIP

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

#### **Title 1 Vision Statement**

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

#### Title 1 Staff will:

- ◆ **Inform the classroom teacher of the needs and abilities of the student.**

- ◆ Use time and materials to increase student achievement.
- ◆ Regularly communicate with students/teacher about student progress.

**Parent(s) will:**

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

**Student will:**

- ◆ Believe that I can and will learn
- ◆ Be responsible for my own behavior

**EVALUATION**

An annual evaluation of the content and effectiveness of the Title I Parental Involvement Plan will be conducted by the superintendent or designee. This East Elementary School Parental Involvement Procedure has been developed by an East Elementary Title I Committee and agreed on by parents of children participating in Title I programs. East Elementary will distribute this policy to all parents of participating Title I children. The information gathered will serve as a guide in revision of the School Continuous Improvement Plan.



**LEGAL REFERENCE:**

No Child Left Behind Act, Section 1118  
 Legal requirements of Section 1118(b) of the ESEA

**ADOPTED:** June 20, 2000 (originally as policy)  
 Reviewed: January 2004                      Revised: May 2006  
 Revised: November 2006  
 Revised: May 2007                              Revised: September 2007  
 Revised: May 2008  
 Revised: September 2008                      Revised: May 2009  
 Reviewed: October 20, 2009  
**ADOPTED:** November 16, 2010 (as procedure)  
 Reviewed: February 18, 2013  
 Revised: February 17, 2015                      Revised: July 19, 2016

**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, fidget spinners, IPODS, MP3 players, toys, games, radios, roller blades, skateboards, tape/cd players, expensive jewelry, and large

amounts of money are not permissible. If your student needs to have a cell phone for emergency purposes, it is asked that they stay in the student’s backpack turned off.

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.

Please do not allow your student to bring any toys to school. That includes fidget spinners and Pokemon cards. 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.

**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**

### **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 possesses a visitor's badge.

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



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,  
Director, Federal Programs

James G. Gilbert  
Superintendent