

# Aberdeen School District Student Handbook 2023-2024



## **ABERDEEN SCHOOL DISTRICT #58 STAFF**

Jane Ward—Superintendent

Dena Blaker—Human Resources

David Burke—Business Manager

Sargeant Henrie—District Resource Officer

## **Aberdeen School District #58**

### **INTRODUCTION**

We welcome you to Aberdeen School District. We are excited to have you here and hope you will learn and grow with us. Our teachers are enthusiastic educators interested in helping you meet your fullest potential. Your job in school will be to respect your fellow students, teachers, and staff members and to do your best work every day. Teachers, in turn, should respect you and do their best work to help you succeed. We are excited to have you as a part of our district! Together we can make this the best school year ever. The following information is intended to help you achieve academic and behavioral excellence.

Although this handbook is online, you may request a hard copy from the office. This will serve as a reminder of the school rules, and a place to put important dates.

### **ABERDEEN SCHOOL DISTRICT PHILOSOPHY**

At Aberdeen Middle School, we accept each child as being unique, and we are committed to treating each child as an important individual. We are dedicated to giving our students a strong basic education. We believe they should attend school to learn how to be responsible citizens of a changing democratic society, living by accepted standards of our community. Therefore, students need to learn how to work cooperatively with a variety of people in a variety of situations.

As a faculty, we trust one another as professionals and strive for harmonious working relationships. We believe that if staff members enjoy the surroundings in which they work, the students will benefit. It is our goal to produce students who leave our school with grade-level competencies in all areas of basic education. Every subject area taught should meet consistent standards designed to improve academic skills. To accomplish that, each teacher must be constantly involved in periodic planning and evaluation.

Parents are important to our total program, and we must work toward a closer relationship between home and school. Education does not end with the school day. Learning takes place in the home, church, and community as well. We believe that school is a tool parents can use to help their children learn how to live productively.

### **VISION**

The Vision of the Aberdeen School District is to provide the opportunities, encouragement, and facilities to ensure that each student reaches his or her maximum potential.

### **MISSION**

The Mission of the Aberdeen School District is to provide a safe educational system that promotes excellence in teaching and learning essential curricula that meet State Standards including strong programs in the arts and in activities.

### **BELIEFS**

1. We see education as a partnership between students, parents, educators and the community.
2. We believe that the school has a duty to the community to help students learn to have respect for themselves and for all people.
3. We believe that we must recognize individual differences in abilities, interests, and goals, and we must provide programs that will lead to success.

4. Our graduates should have the ability to think skillfully, make informed decisions, communicate effectively, and have an appreciation for the arts.
5. Graduates should have mastered the basic skills required to live and work responsibly within the global community.
6. Expectation, attitudes, and effort directly affect performance.
7. We believe that all students should meet the Idaho State Standards for achievement.

#### **ENABLING PRINCIPLES**

1. Administrative and Board decisions will be made following current and thorough research and consideration. We will provide opportunities for involvement of parents and community members in the decision-making process.
2. Students will have the opportunity to work in groups, both in work and in play, in order to develop cooperative understanding and how it works both in school and beyond.
3. We recruit knowledgeable, enthusiastic and creative teachers that share our Vision and support our Mission.
4. We provide a pleasant, safe, and orderly environment that is conducive to learning.
5. High quality technology, technicians, and teachers will enable students to be prepared for rapidly changing technological demands.
6. To help ensure building and meeting high expectations, we will develop on-going partnerships with institutions of higher education and with the resources within the community.

#### **COMMITMENTS**

1. Students, faculty, and staff will have the opportunity to develop qualities of good leadership.
2. Students will develop the ability to carry out responsibilities without constant direction, and they will be encouraged to regard learning as a life-long and rewarding experience.
3. Students will respect and feel the dignity of labor in all fields.
4. Students will learn about the requirements and opportunities of various occupations best suited to their individual aptitudes, potentialities, and interests.
5. We will develop all curricula to meet State Standards. Students will be evaluated frequently in order to assess and encourage progress toward those Standards. Parents will be provided with regular communication regarding their students' progress.
6. Students and teachers will be held responsible to see that students learn to read, write, and speak the English language effectively.
7. Students will be taught the basic facts of health and disease.
8. Students will develop self-respect and citizenship through their own successful efforts.
9. We will provide opportunities for students to participate in strong art programs.
10. We will provide necessary training, equipment, and materials for all employees.
11. We will provide a drug free and safe environment.

## **PART I**

### **Aberdeen School District #58 Policies, Rules and Procedures**

#### **PREAMBLE**

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. Among the responsibilities of school citizenship are respecting the laws of the community through cooperative conduct and personal acceptance of responsibility.

Young people in Idaho have the right to receive a free and appropriate public education subject to certain limitations and deprivation of that right may occur only for just cause and in accordance with due process of law.

Due process of law is fair play in action and may involve the application of different standards depending upon the activity involved. For example, a student's right of speech and expression is protected under the First and Fourteenth Amendment to the United States Constitution, and in the State of Idaho. Free speech and expression may only be limited by school authorities if they can demonstrate that the failure to do so would create material and substantial disruption of school work and discipline. On the other hand, participation in most extracurricular activities is a privilege as opposed to a right and infractions of rules and regulations with regard thereto can result in SUMMARY action by school authorities even if the violation does not create a substantial disruption of schoolwork and discipline.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized to recommend expulsion, and to suspend or discipline students for just cause. The following rules, regulations and due process procedure statements are designed to protect all members of the educational community in the exercise of their rights and duties.

Nothing in this statement of student rights shall be held to limit neither the due process rights of educators nor non-certified school employees, nor their use of District grievance procedures, as they apply.

#### **ACCIDENTS**

A student involved in an accident should, if possible, come to the office immediately. If this is not possible, a teacher should notify the office about this emergency condition. The injured student should be under the direct care of the principal until the parents can be reached.

#### **ACCIDENT INSURANCE**

The school district does not provide medical insurance. This is the responsibility of the parents or legal guardians. The district does make student medical insurance available to families for their individual purchase. The school makes this insurance available as a public service and does not assume responsibility for interpretation of the terms of the policy nor payment of claims.

#### **ADDRESS CHANGES**

Each student is responsible for notifying the high school office when a change of address or telephone number occurs, or when either a parent or guardian changes jobs. Such information is necessary when student emergencies occur.

## **ALCOHOL AND CONTROLLED SUBSTANCES PROCEDURES (See SD Policy 551)**

### **PHILOSOPHY**

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each district's policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

### **DEFINITIONS**

- "Alcohol" means any alcoholic beverage, including beer, wine and liquor, as the same may be defined in Idaho Code §§ 23-105 and 23-1001.
- "Controlled substances" include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.
- "Course of conduct" involves a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.
- "Drug" includes any alcohol or malt beverage, any tobacco product, simulated tobacco products, electronic cigarettes and vaping products, inhalants, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.
- "Drug paraphernalia" means any item, implement, object, or material employed in the use, possession, transport, or sale of any mood altering or controlled substance.
- "Electronic cigarette" means any device that can provide an inhaled dose of nicotine by delivering a vaporized solution. "Electronic cigarette" includes the components of an electronic cigarette including, but not limited to, liquid nicotine.
- "Illegal drugs" means any controlled substance as defined in Idaho Code §§37-2701, 37-2705, 37-2707, 37-2709 and 37-2711 (not including over-the-counter drugs or prescription drugs which have been prescribed by a doctor or dentist), and/or any other substance which alters or changes a person's mood, and/or anabolic steroids.
- "Intentionally harass" means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.
- "Reasonable suspicion" means an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the "use" or "under the influence" provisions of Idaho Code §37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.

- “School premises” includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.
- “Tobacco product” means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, tobacco papers or smokeless tobacco.

## **POLICY**

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, electronic cigarettes, vaping products, inhalants, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district’s drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs/alcohol/tobacco;
2. He or she admits to using, possessing, selling, buying, or distributing drugs/alcohol/tobacco on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs/alcohol/tobacco, or related paraphernalia, on school premises;
4. He or she is found to possess drugs/alcohol/tobacco, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs/alcohol/tobacco or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

## **ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE**

Any student who voluntarily discloses using or being under the influence of alcohol, tobacco or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student’s parent/guardian.

## **ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT**

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student’s parent or guardian and report the incident to the local law enforcement agency.

1. Any student exhibiting inappropriate behavior that suggests “using” or “being under the influence” of alcohol, drug, tobacco or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal, or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.
2. The principal, or designee, will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol, drugs, tobacco or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

3. The principal, or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

## **ENFORCEMENT PROCEDURES**

The procedures to enforce this policy are as follows:

1. **Suspension/Expulsion:** Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or the superintendent. The principal and/or the superintendent will determine whether or not the suspension will be served in school or out of school.

If deemed appropriate by the superintendent, he or she may request that the board expel a student who has violated this policy for a second or third offense.

2. **Referral to Law Enforcement:** The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the principal, or designee.

3. **Search and Seizure:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal, or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

4. **Parental Contact:** The student's parent/guardian will be contacted as soon as possible following any alleged violation of this policy.
5. **Conduct Contract:** Any student violating this policy must sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.
6. **Drug, Alcohol, and Tobacco Assessment/Treatment:** The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse.

## **STUDENTS WITH DISABILITIES**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973

Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

#### **IMMUNITY FOR GOOD FAITH IMPLEMENTATION**

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

#### **INTENTIONAL HARASSMENT**

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

#### **NOTICE**

Upon adoption of this policy, the board will provide notice of the policy to each student, parent/guardian, or custodian by publishing such notice in a newspaper of general circulation in the district. Subsequently, a copy of the policy will be provided to each student, as well as to the parent/guardian or custodian, at the time of registration in a district school.

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#### **ATTENDANCE (see SD Policy 522)**

Daily attendance of all that are enrolled in the Aberdeen Schools is required in accordance with State law and School Board rules. Students will attend regularly scheduled classes unless officially excused.

1. Each school shall keep accurate attendance records. Students and parents, not the school, have the responsibility to keep track of the student's absences. Parents are encouraged to contact the school to verify attendance.
2. The district's 90% attendance policy states that in order to receive credit, a student must physically attend at least 90% of his/her classes. The 90% policy shall be interpreted by the semester.
3. A written request or personal contact from the parent/guardian **prior to the absence** is recommended. Written verification or personal contact from the parent/guardian following said absence must confirm an absence. If contact is not made within one day following the absence, it will be considered unexcused. The principal may waive the one-day requirement if there are extraordinary circumstances.
4. Absence from class, with the exception of approved school activities, shall be counted when the percentage of attendance and consequent eligibility for credit is calculated. Absence from class attendance may be:
  - a. **Excused** – with school and parental knowledge and approval. The following are considered legitimate reasons for leaving school while school is in session, however, they are still considered absences and make-up work will be required.



- i. Medical, dental, professional counseling, and optometry appointments that cannot be scheduled after school hours,
  - b. **Unexcused** - make up work not allowed for credit
    - i. Absent without either the knowledge or consent of the school and/or parent/guardian constitutes truancy. Truancy will result in disciplinary action and penalties assigned.
    - ii. A student is counted as unexcused when his/her parent does not personally contact the school *the day of the absence*.
    - iii. Out-of-school suspension.
    - iv. Absences due to school activities will not be counted against the 90% policy; however, make up work is required.
    - v. Six (6) tardies in the same class equal one (1) absence.
- 5. When a student has exceeded the maximum days of allowable absences, the building principal will automatically review his/her attendance record. The building principal has the prerogative to call a student before an attendance waiver committee. This committee is composed of the building principal who serves as chairman, a counselor, the attendance secretary, and 2 teachers. This committee has the authority to withhold credit, or they may waive the 90% policy when extenuating or extraordinary circumstances exist.
- 6. Extraordinary circumstances may include, but are not limited to, verified illness or medical treatment, death in the family or death of close friends, medical or dental professional appointments, and mandated court appearances.
- 7. The decision of the attendance committee may be appealed to the superintendent. This appeal must be submitted to the superintendent within ten (10) workdays after the attendance committee submits a decision. The superintendent will render a decision on the appeal within ten (10) workdays after receiving the appeal.
- 8. A progress report may be sent to parents between the 4<sup>th</sup> and 5<sup>th</sup> weeks of each 9-week grading period. The total number of absences and tardies also appears on each report card.
- 9. At the end of the semester, if a student exceeds the allowable days, a letter will be sent stating the date, time, and place of the Attendance Waiver Committee (AWC) meeting. Parents will be mailed the same letter.
- 10. The AWC will review the doctor's notes, legal excuses, or other applicable information. The student and the parent are encouraged to attend, have the opportunity to review the data, and state their case before the AWC.
- 11. The AWC will consider three options: 1) Grant credits – no probation; 2) Grant credit with probation for one semester; and 3) deny credit.

### **ASSAULT AND/OR BATTERY UPON A STUDENT OR STAFF MEMBER (see SD Policy 550)**

Assault is the threat to do bodily harm to another accompanied by the capability to do such harm. Battery is the act of causing physical harm to another person. Assault and battery are criminal acts under the law and will be fully prosecuted. Hazing is a form of assault and/or battery. Suspension or recommendation to the school board for expulsion from school will result. A parental conference will be required for re-admission to classes when a student returns to school. Incidents of assault may be referred to legal authorities for prosecution.

### **BOOKS**

You are responsible for any book assigned to you. Any student losing a text will not be assigned another one unless the student pays for the first book. A receipt will be issued to the student and the teacher may issue another book after being presented with the receipt of payment. Should you find the book at a later date, the payment will be refunded. You will have to pay for damages to the

books checked out to you. Please print the year, your name, and your teacher's name on the inside of the front cover of your assigned texts. Lost and found books will be returned to the teacher.

### **BUILDING AND GROUND NEATNESS**

Use the trash receptacles about the building. Students littering the hallways or grounds will be assigned after school or weekend work detail. Please use the walks when a sidewalk is available to travel from one location on campus to another.

### **COOPERATION WITH SCHOOL PERSONNEL (see SD Policy 540)**

Students must obey the lawful instructions of all school district personnel.

### **DENIAL OF ENROLLMENT (see SD Policies 541 & 544)**

This district will not admit a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code Section 33-205.

### **DISRUPTIVE CONDUCT (see SD Policy 540)**

Conduct otherwise protected which materially or substantially interferes with the educational process or the lawful activities of others is prohibited.

### **DRESS CODE (see SD Policy 501)**

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

#### **PROHIBITIONS**

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

1. Students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
  - a. Drug usage, including alcohol and tobacco;
  - b. Controlled substances of any kind;
  - c. Drug paraphernalia;
  - d. Gangs;
  - e. Violence;
  - f. Sexually explicit, lewd, indecent, or offensive material; or
  - g. Illegal acts.

2. If the building administrator or designee has a reasonable belief that gang activity is or may be present in the school, students are prohibited from wearing, using, or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang.
3. Students are prohibited from wearing clothing which reveals a student's breasts, abdomen, buttocks, and undergarments.
4. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee. Head coverings based on religious dress and practices will be allowed.
5. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates otherwise.
6. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity.

### UNIFORM

This School District may elect to require gender neutral uniforms to provide additional opportunities for increased school safety, to encourage students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, and to encourage a high level of program participation. If uniforms are not gender neutral, students shall be allowed to choose the uniform consistent with their gender identity or gender expression consistently asserted at school.

Whenever school uniforms are required, they must be worn at the time of arrival to school until departure from school. Schools wishing to enact a uniform requirement shall bring a proposal to the board, setting forth the type of clothing and colors to be worn and identify how requiring uniforms will provide students with additional opportunities for increased school safety, encourage students to experience a greater sense of school identity and belonging, encourage an improvement in student behavior, and to encourage a high level of program participation.

Upon receipt of a school's uniform proposal, the board will determine whether it will achieve its purposes and either approve or deny the uniform request.

### DISCIPLINE

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

### ACTIVITY DAYS

The building administrator or designee may determine appropriate attire options for special activity days.

### DEFINITIONS

1. "Controlled substance" includes, but is not limited to, opiates; opium derivatives; hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant; any material, compound, mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.

2. "Drug" includes any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance as defined above, any illegal substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities, and/or any substance which is intended to alter mood.
3. "Drug paraphernalia" includes all equipment, products, and materials of any kind which are used, intended for use, or designated for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.
4. "On school premises or at any school-sponsored activity, regardless of location" includes, but is not limited to, buildings and grounds on the school campus, school buses, school parking areas, and the location of any school-sponsored activity.

**BELL SCHEDULE**

**Aberdeen High School and Aberdeen Middle School**

*Regular Schedule (Before Harvest Break): Monday-Friday 8:00-3:30*

*Regular Schedule (After Harvest Break): Monday-Thursday 8:00-3:30*

*Early out day will end at 1:30*

REGULAR BELL SCHEDULE

|                       |             |
|-----------------------|-------------|
| 1 <sup>st</sup> hour: | 8:00-8:52   |
| 2 <sup>nd</sup> hour: | 8:56-9:49   |
| 3 <sup>rd</sup> hour: | 9:52-10:44  |
| 4 <sup>th</sup> hour: | 10:48-11:40 |
| Advisory:             | 11:42-12:12 |
| Lunch                 | 12:12-12:42 |
| 5 <sup>th</sup> hour: | 12:39-1:38  |
| 6 <sup>th</sup> hour: | 1:34-2:34   |
| 7 <sup>th</sup> hour: | 2:38-3:30   |

For assembly bell schedules please see the office.

**Aberdeen Elementary School**

**K-5 Regular School Day**

**Monday-Thursday**

| <u>REGULAR BELL SCHEDULE</u>             |             | <u>EARLY OUT BELL SCHEDULE</u>           |             |
|--|-------------|--|-------------|
| 1 <sup>st</sup> bell to start school day | 7:55        | 1 <sup>st</sup> bell to start school day | 7:55        |
| Tardy bell                               | 8:00        | Tardy bell                               | 8:00        |
| Recess grade K,2,4                       | 9:45-10:00  | Recess grades K,2,4                      | 9:45-10:00  |
| Recess grade 1,3,5                       | 10:00-10:15 | Recess grades 1,3,5                      | 10:00-10:15 |
| Lunch K-1                                | 11:10-11:45 | Lunch K-1                                | 11:10-11:45 |
| Lunch 2-3                                | 11:25-12:00 | Lunch 2-3                                | 11:25-12:00 |

|                           |             |                           |             |
|---------------------------|-------------|---------------------------|-------------|
| Lunch 4-5                 | 11:35-12:10 | Lunch 4-5                 | 11:35-12:10 |
| Recess grades K,2,4       | 2:15-2:30   | Building Activity         | 12:15-12:50 |
| Recess grades 1, 3, 5     | 2:30-2:45   |                           |             |
| End of student school day | 3:25        | End of student school day | 1:30        |

## **DISTRICT-WIDE DISCIPLINARY REFERRALS (see SD Policies 501, 506, 522.5, 541, 548, 550, 551, 730)**

(Rights, Responsibilities, and Limitations)

### **Infractions**

1. Tardies
2. Not following classroom rules, cheating on tests or assignments
3. Not complying with reasonable requests of staff members
4. Caps and hats are not to be worn in the building. (Hats may be confiscated by teachers and punishment assigned.)
5. Stealing is prohibited.
6. Leaving school grounds without parental/teacher/office permission is prohibited.
7. Riding skateboards, rollerblades, or bicycles on campus during school hours is not allowed.
8. Throwing snowballs, ice balls, or other potentially dangerous missiles is not allowed on school premises.
9. Making threats (verbal or physical)
10. Use of bad language or gestures
11. Disrupting the classroom
12. Students should not wear clothing that is immodest or disruptive of the educational process.
13. Cell phones, radios and tape, MP3, iPod, or CD players should not be brought into the classroom. Teachers and administration have a right to temporarily confiscate them.
14. Students are not allowed in the individual school offices, teacher's lounges, teacher's workroom, or normal off-limit areas, unless authorized. Students are not permitted in the corridor leading to the gym, locker rooms, wrestling room, gymnasium or auditorium unless under the direct supervision of a staff member or coach.
15. Amorous behavior (hugging, kissing, and leaning into each other) is not appropriate on school premises.
16. Libel: A false, defamatory statement, injurious to an individual's reputation, which is communicated to another person in writing or in some other form of publication.
17. Slander: A false, defamatory statement, injurious to an individual's reputation, which is communicated orally to another person.

**Serious Infractions:** Serious infractions involve serious disruptions to the educational process. As a consequence, students may be assigned Saturday school; 1 to 5 days of out-of-school suspension, and/or expulsion of the student may be recommended to the school board. In many of these situations the police may be called to the school:

1. **Aiding and abetting:** Assisting in the commission of a crime, with the result of being treated as a principal party.
2. **Arson:** Willful and malicious setting of fire, or attempt to set fire.
3. **Assault:** Physical threat to another person.
4. **Battery:** Unlawfully using physical force or striking another person against the will of the other, or any action which intentionally causes bodily harm to an individual.
5. **Burglary:** Unlawful entry with intent to commit a crime
6. **Bus violation:** 1<sup>st</sup> violation – warning

1. 2<sup>nd</sup> violation – one week suspension
2. 3<sup>rd</sup> violation – lose bus privileges
7. **Dishonesty:** Acts of dishonesty such as inappropriate use of passes or attendance forms, forged signatures on passes or notes, cheating on assignments, tests, and untruthfulness, all indicate an unwillingness to be accountable for one's actions. Parental notification, suspension and conference may be required.
8. **Extortion or blackmail:** Obtaining money, property, or actions by violence or threat of violence or untrue accusations or public ridicule.
9. **Fighting:** The use of physical violence as a means of resolving interpersonal differences is unacceptable in any civilized society. Such conduct will not be tolerated on the school or on the vicinity of school grounds. Fighting constitutes battery and will result in suspension, requiring a parental conference prior to re-admission to classes. A minimum of 1-3 days of out-of-school or in-school suspension will be the direct result of fighting and referral to law enforcement.
10. **Illegal use of Explosive:** Use or display of explosives without a certificate of fitness.
11. **Larceny:** Theft without force or violence against another person.
12. **Malicious mischief:** Willful property damage or interference with property rights.
13. **Profanity and/or vulgarity:** These verbal expressions in speech or art represent conduct unworthy of educated young adults. Such behavior may constitute "disturbing the peace", a legal offense. It will not be tolerated in school. Continued usage may result in suspension and require a parental conference.
14. **Robbery:** Stealing another's property without permission.
15. **Trespass:** Presence on another's property without permission and/or refusal to leave another's property upon request.
16. **Willful disobedience, insubordination, and defiance of school authority:** Students are required by law to submit to the authority of the teachers and school administrators.

### **DISTRICT-WIDE CONSEQUENCES**

The student will be sent to the office for serious offenses or repeated rules violations. The following procedures will be adhered to:

1. Who did what?
2. Discipline Referral Form, stating violation and consequences sent home to parents.
3. Parents will either be called on the phone or asked to sign discipline form and return
4. Appropriate consequences will be assigned, including any of the following but not limited to:
  - a. Warning
  - b. Detention after school or at lunch
  - c. Work detail for a prescribed length of time
  - d. In-school suspension
  - e. Loss of participation in school activities
  - f. Repair, replacement, or reimbursement for damaged property
  - g. "Saturday School"
  - h. Out-of-school suspension
  - i. Progressive discipline would include further warning, detention time, work detail, and may include other punishment as agreed upon between the principal and parents

### **FIREARMS OR OTHER DANGEROUS WEAPONS (see SD Policy 541)**

This district is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The district's commitment includes

the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. It also includes the prohibition against 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.

## **PROHIBITIONS**

Students attending district schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.
4. Threatening by word, electronic means or act to use a firearm or other deadly or dangerous weapon to do violence to any person on school grounds or to disrupt the normal operations of the school district's operations by making a threat of violence.
5. Knowingly possessing, altering or repairing a firearm or other deadly or dangerous weapon in the furtherance of carrying out a threat made by word, electronic means or act to do violence to any person on school grounds or to disrupt the normal operations of the school district.

## **DEFINITIONS**

"Possess" is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student's person;
  2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
  3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
  4. The student's locker; or
  5. Any other school-related or school-sponsored event, regardless of location.
- "Deadly or dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length as defined in 18 U.S.C. Section 930. "Weapon" additionally includes a knife with a blade of any length.
  - "Firearm" shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921, and air rifles or other weapons that propel a projectile with air, or pellet guns, or paint ball guns. Antique firearms are specifically excluded.
  - "On school grounds" means in or on property owned or operated by a school district, public charter school or private school.

## **INVESTIGATION**

The superintendent or designee will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the superintendent or designee, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be confiscated by the superintendent or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.

## **DISCIPLINARY ACTIONS**

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student’s actions; the risk of harm to the students, district personnel, and patrons; the student’s academic standing; the likelihood of recurring violation; and the student’s prior conduct.

### **Expulsion Mandated by Federal Law**

The board of trustees shall expel a student when the student’s actions violate federal law, as set forth in the Gun-Free Schools Act and Idaho law, regarding the prohibition of weapons:

**Gun-Free Schools Act.** A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 U.S.C. Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to expel a projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms. Specifically excluded from the definition of “weapons” pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are the following:

1. Antique firearms and rifles which the owner intends to use solely for sporting, recreational, or cultural purposes;
2. Firearms that are lawfully stored inside a locked vehicle on school property; and
3. Weapons which are used in activities, approved and authorized by the superintendent or designee, when appropriate safeguards are adopted to ensure student safety.

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by- case basis, taking into account the individual circumstances and the severity of the incident.

## **REFERRAL TO LAW ENFORCEMENT**

The district will refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act or Idaho law, to law enforcement.

The board may, at its discretion, refer other students who violate this policy to law enforcement.

## **STUDENTS WITH DISABILITIES**

Disciplining students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, under this policy will follow federal guidelines.

## **DENIAL OF ENROLLMENT**



This district will not admit a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code §33-205.

### **FIRE DRILLS/ LOCKDOWN**

Fire drills will be held monthly. Evacuation procedures for all classes will be taught. Maps will be posted in every classroom indicating the route to use in case of fire. A lockdown drill will be practiced sporadically to assure students know what to do in case of an emergency.

### **FREEDOM OF SPEECH AND ASSEMBLY (see SD Policy 516)**

Students are entitled to express verbally their personal opinion in a manner that does not interfere with the freedom of others. Obscenity and defamation are prohibited. Students have the freedom to assemble peacefully. There is an appropriate time and place for such assemblies. Meetings of school-sponsored organizations on school property shall be conducted at times and places approved by the principal or his designee. Conducting demonstrations or meetings that interfere with the educational process or the lawful activities of others is prohibited.

### **FREEDOM OF SYMBOLIC EXPRESSION (see SD Policy 516)**

- A. Buttons And Armbands: Students may wear or display buttons, armbands, flags, decals, and other badges of symbolic expression, unless the manner of expression materially or substantially interferes with the orderly process of the school or the rights of others.
- B. Patriotic Assembly: A student may abstain from the Pledge of Allegiance or salute on religious grounds.
- C. All classrooms will say the Pledge of Allegiance every day in accordance with Idaho Statute.
- D. Every classroom will display an American flag.

### **FREEDOM TO PUBLISH (see SD Policy 504)**

Generally, the restrictions and regulations governing responsible journalism, as defined by the American Society of Newspaper Editors, shall be applied to student publications with the clear understanding the school officials have the authority, indeed the duty to provide for an ordered educational atmosphere free from constant turmoil and distraction. Unacceptable Items: "Hate" literature which scrupulously attacks ethnic, religious and racial groups, materials involving defamation of the character of individuals in and out school, and other irresponsible publications aimed at creating hostility and violence, pornography, profanity and vulgar slang are not suitable for distribution in the schools.

- A. Students are entitled to express in writing their personal opinions but are expected to exercise responsibility and good judgment. The distribution of such material may not interfere with or disrupt the educational process. A written expression of opinion must be signed by its author except those editorials representing a newspaper position may be printed without signature if all members of the staff are identified elsewhere in the paper.
- B. Students have the right to distribute publications, leaflets, and handbills. Distribution may take place at times and places which will not materially or substantially interfere with the educational process or the lawful activities of others. The students, who edit, publish or distribute such leaflets and handbills among their fellow students assume the responsibility of the content of such publications. The principal or his designee shall be entitled to pre-distribution examination of the materials to ascertain whether these materials materially or substantially interfere with the educational process or constitute an unacceptable item as defined in Part (a) above. Materials to be distributed shall be submitted to the principal, or his

designee, five (5) days prior to the time set for distribution. Within two (2) days of the receipt of said materials, the principal, or his designee, will approve or disapprove of their distribution in writing to the student requesting approval. If approval for distribution is withheld, the student shall have the right to immediate review by the Superintendent of Schools, or his designee, who will approve or disapprove of the material within two (2) days of the receipt of the subject matter. Approval will not be withheld unless it is clear that the material to be distributed shall not interfere with the educational process, the lawful activities of others, or is an unacceptable item as outlined in Paragraph (a) above. Distribution of the materials without prior submission for approval will subject the materials to seizure by the principal, or his designee.

- C. Commercial solicitation not authorized by the Superintendent of Schools, or his designee, will not be allowed on school property at any time.
- D. Students have the right to do necessary research for articles, including public opinion polls, and the responsibility not to abuse that right. The principal, prior to their distribution to the student body, faculty or staff, shall review polls.

### **HARASSMENT (see SD Policy 506, 506.50, and 552)**

It is the policy of this district to maintain a learning environment that is free from harassment. 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 harassing, coercive, or disruptive.

Students attending a district school are:

1. Prohibited from engaging in any conduct that could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.
2. Prohibited from sexually harassing other students; and
3. Required to report to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse affect upon a student's educational environment.

### **Definition Of Harassment**

Harassment is defined to include verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability. It is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, derogatory "nicknames", innuendoes, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability; and

4. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

### **Definition Of Sexual Harassment**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advance, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

1. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc;
2. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
3. Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
4. Unwelcome behavior or communications directed at an individual because of his/her gender; and
5. Stalking or unwelcome, sexually motivated attention.

### **Reporting Procedures**

1. Any student, and/or parents of a student, who believe the student is being harassed should immediately report the situation to school personnel.
2. Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

### **Investigation And Report**

When a report of harassment is received by the principal or superintendent, immediate steps will be taken to follow the policy entitled "Civil Rights Grievance Procedure", Policy No. 294.

### **Disciplinary Action**

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegation, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegation, disciplinary action, up to and including expulsion, may be taken against the offender. If there is insufficient evidence to support the allegation, no record will be made of the allegation in the complaining student's permanent record. No record of the allegation will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

### **Protection Against Retaliation**

No retaliation will be taken by this district or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

### **Confidentiality**

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

### **Record Of Allegations**

This district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

### **HIGH SCHOOL GYMNASIUM**

Students and teachers should not enter gymnasium through outside, south entrance. Entrance to the gym should be through commons doors or north entrance.

### **HOME RELEASE/RELEASED TIME (see SD Policy 678)**

In accordance with School Board Policy 678 this district allows release time for students from the regular school day for religious or other purposes. Participation in release time is voluntary on the part of the student. The conditions for release time are as follows:

1. At its discretion, this district may permit release time programs for kindergarten through grade eight (K-8).
2. Students in grades nine through twelve (9-12) may be excused from school for a period not exceeding five (5) class hours in each week or not exceeding one hundred sixty-five (165) hours during any one school year.

3. Students desiring to have release time must have a parental release form signed by a parent/guardian on file in the high school office. The release form will become a part of the student's permanent record and must be received before a student will be permitted to leave school grounds during the school day to attend a release time program.
4. The board shall have reasonable discretion over the scheduling and time of the release time. Release time programs may not interfere with the scheduling of classes, activities, and programs in this district.
5. This district will maintain a record of each student's daily schedule that indicates when a student is released for classes in religious education or for other purposes.
6. Participation in release time shall not reduce the minimum graduation requirements.
7. No credit shall be awarded by this district for completion of courses during release time for religious purposes.
8. At the discretion of the board, credit may be granted for release time activities that are not religious in nature. Factors which may be considered include, but are not limited to, the credentials of the instructor, the number of hours of instruction, and the availability of similar instruction in the public school.
9. No public-school facilities, personnel or equipment may be utilized, nor will attendance records for the benefit of release classes for religious instruction be provided.
10. Registration for release time programs will not occur on school premises.
11. Release time program staff are not employees of this district and will not be asked to participate as faculty members in any school functions nor will they be asked to assume responsibilities for operation of any part of this district's educational program.
12. This district is not liable for any injury, act, or event occurring while the student participates in a release time program.
13. This district will not be liable or responsible for the health, safety, and welfare of students while they are being transported to and from participating in release time programs.

### **HOMEWORK**

Homework is an important part of your child's school life. It is a way of reinforcing and reviewing lessons taught in school. Furthermore, homework offers a method of help for your child to develop study and work habits that will be used in years to come. Through homework, parents can be in touch with the school curriculum. Hopefully, such will develop a closer school/home relationship as more positive attitudes toward homework develop. Parent cooperation and support is essential. Homework is considered part of the final grade in your child's class. It is the child's responsibility to get their homework when an assignment is missed. Should a parent need to pick up assignments for an absent child, please call the office early in the day to allow time to gather the assignments from each class.

### **LIBRARY**

The library is both a classroom and a library area. Students may use the library as needed provided a pass is shown to the librarian or assistants. The librarian may establish further rules and copies of those rules may be obtained at the library. Fees for copying will be 5 cents per copy and 10 cents for color copies.

### **LOCKERS**

Students bear responsibility for loss of personal belongings or for loss of books and other items issued by the school. Lockers are to be kept clean and in order. Locker decorations such as gummed posters, paint, and writing on lockers are not allowed. Any decorations are to be confined to the inside of the locker and attached by tape. It is the responsibility of the student to thoroughly clean out the locker at the conclusion of the school year. Locks are provided by the school for P.E. class

and must be returned at the conclusion of the school year. **DO NOT LEAVE VALUABLES IN YOUR LOCKER; BRING THEM TO THE OFFICE TO BE LOCKED IN THE SAFE, IF YOU MUST BRING THEM TO SCHOOL!**

#### **LOST AND FOUND**

The lost and found is located in the office. Report any lost, damaged, or stolen articles at once. A form is available for you to fill out so that the office can more effectively monitor stolen items. Found textbooks are returned to the teacher(s) assigned to that department. Clothing and other articles not claimed within reasonable periods of time will be disposed of and/or given to charity.

#### **MEDICATION**

Any student using prescription medication must check in at the office. No medication will be dispensed by school personnel unless request in writing by the parent or physician. If medication is left in charge of school personnel, it should be labeled with the child's name, name of medication, time of day medication is to be given, and the physician's name. Elementary teachers are responsible for medication to their students.

#### **OFF-CAMPUS EVENTS (572, 576, & 577)**

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and shall be subject to the authority of school district personnel.

#### **PTSA (Parent / Teacher / Student Association)**

PTSA is a voluntary organization whose influence and impact on school is significant. All parents, guardians, and teachers are urged to join, and to serve on any of a variety of committees. The organization provides a means whereby teachers, parents, and students can collaborate to develop the best educational program for students.

#### **PUPIL RECORDS (see SD Policy 681)**

Pupil records are open to inspection by the student and/or his parents or guardians by appointment during regular school hours. Release of student records by the school will be done in accordance with Aberdeen School District Policy #681 – Student Records. The school may disclose directory information about students to organizations such as, but not limited to, the U.S. Military. This may only be done after giving written public notice annually by parents of students regarding their rights regarding disclosure of directory information.

#### **SEARCH AND SEIZURE (see SD Policy 542)**

Student's constitutional rights do not stop at the schoolhouse gates. However, the board must provide an atmosphere conducive to the pursuit of educational goals. This may include the right to search the student's personal belongings 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 and reasonable suspicion exists for such a search.

Only district personnel authorized by the superintendent may conduct a search pursuant to this policy.

#### **Student's person or possessions**

Search of a student's person or possessions (backpack, purse, etc.) should be limited to situations in which there is a reasonable suspicion that the student is secreting evidence of an illegal act, including, but not limited to, possession of weapons, controlled substances, etc.

A student's person may be searched with the student's permission. A witness should be present to verify that the student's permission was obtained and to verify the search process.

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for his or her use. Lockers may not be used by a

student for the storage of illegal or potentially harmful items including, but not limited to, weapons, drugs, and alcohol. The school district may open and inspect lockers when there is reasonable suspicion that the lockers may contain items which may be a threat to safety or security. School administrators may seize and retain, or turn over to law enforcement officials, any contraband items or evidence found in a student's locker. Students are not allowed to put their own locks on school lockers unless permission is received each semester from the principal.

### **Automobiles**

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

### **PROCEDURES FOR HANDLING STUDENT DISCIPLINE (see SD Policy 543, 545, & 546)**

The purpose of this policy is to ensure that an educational atmosphere prevails in all buildings. An educational atmosphere conducive to learning is one of which respect is accorded to District staff and employees, and that other rules and policies of the district are adhered to. Under Idaho law, the District School Board of Trustees is authorized to deny or expel any student who is a habitual truant, incorrigible, whose conduct is continuously disruptive of school discipline and the instructional effectiveness of the school, or whose presence in the public school is detrimental to the health and safety of other pupils. (Idaho Code 33-205)

Specific rules and regulations pertaining to appropriate behavior while on school property are found in the student handbooks that are available in all of the instructional buildings. The individual teacher, subject to administrative approval, sets additional classroom rules. The procedures that will be followed in evaluating and administering violations of these rules by individual students and the chain of command for student discipline in increasing order of severity is as follows:

- A. Initial evaluation of behavior-certified staff or general staff
  1. Any student having been deemed to have violated any of these behavioral rules by a staff member will be disciplined by that staff member. Repeated misconduct by the student or a serious violation of the aforementioned rules or policies shall cause a student to be referred to the principal. The principal will make a decision as to whether the student should receive detention work detail, Saturday school, placed on probation, suspended from school, or recommended for expulsion. Parents will also be notified.
  2. Any recommendations for expulsion shall be referred to the Superintendent of Schools who will then decide whether to refer the same to the School Board for final decision.
  3. As used herein, habitual misbehavior constitutes incorrigibility, Incorrigibility is defined as habitual misbehavior that cannot be controlled by the school staff.
- B. Discipline for first time minor offenses shall result in a warning being placed in the student file. Repeated minor discipline problems will be treated with either probation, (warning, detention time, work detail, or Saturday School), suspension, or expulsion, depending upon the severity of the offense and the number of times violated. Warnings and probationary contracts shall be determined and resolved by the teacher and principal.
- C. Major discipline violations and repeated minor discipline violations may give rise to either the principal or the superintendent of the school temporarily suspending any student. Specifically, the school may suspend a pupil for disciplinary reasons or other conduct that is disruptive of the good order, or of the instructional effectiveness of the school. Temporary suspension shall not exceed five (5) school days in length and the school superintendent

may extend the temporary suspension an additional ten (10) school days. Provided, that upon finding the Board of Trustees that the immediate return of the student to school would be detrimental to the other student's health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days. However, some serious offenses such as physical violence, illegal drugs, deadly weapons, destruction of property, and bomb threats shall be grounds for immediate suspension and/or expulsion. Serious offenses will also be reported to law enforcement for prosecution. It is unlawful for any person to carry a firearm, dirk knife, bowie knife, dagger, metal knuckles, or other deadly or dangerous weapon to school or school activity. If it is a student, that student will be immediately suspended and referred to the Board for expulsion. If the Board finds the student guilty, he/she will be expelled for no less than twelve (12) calendar months. Modification to this may be made on a case-by-case basis in disciplining students with qualifying disabilities in accordance with the requirements of the Individuals With Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. An annual report will be filed with the State Department of Education stating the number of students expelled for weapons and the type of weapon brought to school.

If a student discovers he unintentionally brought a pocketknife (folding knife with a blade of less than four inches) to school and immediately turns it in to the principal, no punitive action will be taken unless the student is showing it or threatening other students or staff with it.

Prior to suspending any student, the superintendent or principal shall grant an informal hearing to the student as to the reasons for the suspension and provide the student an opportunity to challenge those reasons. At the informal hearing, the student shall have the right to introduce exhibits, witnesses, and to cross-examine witnesses presented by the school. At the conclusion of the hearing, the principal or superintendent who conducted the hearing may make a decision to either suspend, recommend expulsion, or readmit the student to the school upon such terms and conditions as the principal or superintendent may prescribe.

#### **STUDENT SUSPENSIONS/EXPULSIONS (see SD Policy 543 & 544)**

The superintendent of this district or the principal of any school within this district may temporarily suspend any student for the following reasons:

1. Disciplinary reasons or for any other conduct disruptive of good order or the instructional effectiveness of the school;
2. Failure of the parent/guardian to furnish or to request of a previous administration, out-of-state records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student and proof of guardianship.

The temporary suspension by the principal will not exceed five (5) school days in length. The superintendent may extend the temporary suspension an additional ten (10) school days. If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) days.

Prior to suspending any student, the superintendent or principal will grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. The superintendent may readmit any student who has been suspended to the school or the principal who suspended him/her upon such reasonable conditions as the superintendent/ principal may prescribe. The board will be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto.



Suspension of students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

### **Expulsion**

The board may deny a student enrollment, or may deny a student attendance at any of its schools by expulsion, for the following reasons:

1. The student is a habitual truant, is incorrigible or whose conduct, in the judgment of the board, is such as to be continually disruptive of school discipline or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other students;
2. The student has been expelled from another school district in this state or any other state;
3. The parent/guardian fails to furnish, or to request of a previous administration, out-of-state records for a student transferring into this district. The parent/guardian of a student transferring from out-of-state to a school in this district is required, if requested, to furnish the district accurate copies of the student's school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student and proof of guardianship.

Any student having been denied enrollment or expelled may be enrolled or readmitted to school by the board upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission will not prevent the board from subsequently expelling such student for cause.

The board will expel from school for a period of not less than one (1) year, twelve (12) calendar months, or may deny enrollment to a student found to have carried a weapon or firearm on school property in this state or any other state. The board may modify the expulsion or denial of enrollment order on a case-by-case basis. An authorized representative of the board will report such student and incident to the appropriate law enforcement agency.

Discipline of a student with disabilities will be in accordance with the requirements of federal law Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) as well as the provisions of this policy.

No Student will be expelled or denied enrollment without first receiving the following due process rights:

1. The board, through the superintendent or his or her designee, will give written notice to the parent/guardian of the student;
2. The notice will state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the board to deny school attendance;
3. The notice will also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her.
4. Within a reasonable period of time following such notification, the board will grant the student and his or her parent/guardian a full and fair hearing on the proposed expulsion or denial of enrollment.
5. The board will allow a reasonable period of time between such notification and the holding of such hearing to allow the student and the parent/guardian to prepare their response to the charge.
6. Any student who is within the age of compulsory attendance who is expelled or denied enrollment as herein provided, will come under the purview of the Juvenile Corrections Act. An authorized representative of the board will file a petition with the magistrate division of the district court of the county of the student's residence in such form as the court may require under the provisions of the Juvenile Corrections Act.

## **STUDENT RULES FOR COMPUTER USE (see SD Policy 696, 698, & 698F1**

All district staff and students will abide by the licensing agreement that accompanies each piece of software purchased by this district or used on district equipment. A notebook will be kept in the room where the equipment is primarily located. Included in this notebook will be:

1. Licensing agreements and warranties for the software used on the equipment.
2. Software licensing numbers.
3. Printout of autoexec.bat, config.sys, windows.sys ini, and win.ini (if applicable) or a utility printout.

A copy of all licensing agreements will be filed with the systems administrator. The district building, room location, and name of software will be written on, or attached to, the agreement. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location.

### **INTERNET FILTERING SOFTWARE**

The district will utilize technology protection measures to block or filter Internet access to visual depictions that are obscene, contain child pornography, or are harmful to minors. The systems administrator will oversee the procurement of such technology protection measures, evaluate the district's computer network service, at least annually, to determine whether the technology currently being used is adequate to comply with federal requirements regarding Internet safety for minors, and certify compliance with such federal regulations.

### **USE OF PRIVATELY-OWNED SOFTWARE**

District staff and students are not allowed to use privately-owned software on district equipment without prior approval by the systems administrator. All personal software used on district equipment will be accompanied by:

1. The original discs;
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is privately owned and is being used in compliance with the software agreement.

The systems administrator will monitor compliance by staff and students of all policies related to computers and/or software. Violations of such policies may result in appropriate actions taken pursuant to the Computer and Network Service policy.

Aberdeen School District No. 58 recognizes the importance of providing positive, productive educational experiences through the district's Internet, computer, and network services. To promote this objective and protect its staff and students, the board authorizes the superintendent or designee to:

1. Prohibit and prevent school computers and other school owned technology related services from sending, receiving, viewing or downloading materials that are deemed to be harmful to minors, as defined by Idaho Code Section 181514.
2. Prohibit and prevent unauthorized online disclosure, use, or dissemination of personally identifiable information of students.
3. Select and employ technology protection measures on the district's computers to filter or block Internet access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, or other information that is determined to be in violation of district policies.
4. Establish and enforce appropriate disciplinary measures to be taken against persons violating this policy.
5. Handle complaints regarding the enforcement of the district's Internet use policies and procedures.
6. Establish procedures to remove a user's files without prior notice after an account has been inactive for a specified period of time.

The district will limit Internet access to materials that enrich and support the curriculum and educational needs of users, contribute to the delivery of efficient and effective business or educational functions, and expedite professional district communications.

### **PRIVACY**

Use of the district's technology resources is a privilege and not a right. Access has not been established as a public access service or a public forum. The district reserves the right to monitor, inspect, copy, review, delete, and/or store at any time and without prior notice any and all results of usage of the Internet, computers, network resources, and any and all information transmitted or received in connection with such usage. All such information will be and remains the property of the district and users have no expectation of privacy regarding such materials. The district has the right to place restrictions on the use of the district's Internet, computers, and network resources and may also deny access to staff and students who violate related policies and procedures.

The district's instructional program will include a component of Internet safety for students, including interaction on social networking sites and cyberbullying awareness and response.

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 principal or designee may authorize the disabling of the Internet filter system only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet filter system by any other staff member or student will result in disciplinary action.

As required by the Children's Internet Protection Act, this district will hold annual public meetings to receive input from parents and other patrons regarding the district's Internet safety plan, including the use of an Internet filtering service.

Any staff member, student, parent, or patron may file a complaint regarding enforcement of this policy or request that the district either block, or disable a block of, a particular website. The individual must file a written complaint with the superintendent. 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 will be final.

### **PROHIBITED USES**

The district's Internet, computers, and network resources may only be used for approved district activities and educational purposes. All users must fully comply with this policy and immediately report any violations or suspicious activities to the classroom teacher or building principal.

Prohibited uses of district technology include, but are not limited to:

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

1. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.
2. Making offensive, damaging, or false statements about others.
3. Posting or printing information that could cause danger or disruption.
4. Bullying, hazing or harassing another person.
5. Deleting, copying, modifying, or forging other users' names, emails, files, or data.
6. Disguising one's identity, impersonating other users, or sending an anonymous email.
7. Posting personal information (e.g., phone number, address) about oneself or any other person, except to responsible agencies.

2. Engaging in Illegal Activities
  1. Participating in the sale, purchase or promotion of illegal items or substances.
  2. Accessing or transmitting:
    - i. Pornography of any kind.
    - ii. Obscene depictions.
    - iii. Harmful materials.
    - iv. Materials that encourage others to violate the law.
    - v. Confidential information.
    - vi. Copyrighted materials without authorization or as provided by fair use regulations.
  3. Attempting to disrupt the computer system or destroy data by any means.
3. Breaching System Security
  1. Sharing one's or another person's password with others.
  2. Entering another person's account or accessing another person's files without authorization.
  3. Allowing others to gain access to one's individual account.
  4. Interfering with other users' ability to access their accounts.
  5. Allowing student access to sensitive data.
  6. Attempting to gain unauthorized access to another computer.
7. Using software or hardware tools designed to interfere with or bypass security mechanisms.
8. Utilizing software or hardware applications that are not approved for business use.
9. Attempting to evade the district's computer filtering software.

#### Improper Use or Care of Technology

1. Accessing, transmitting, or downloading large files, including posting chain letters or engaging in spamming.
2. Attempting to harm or damage district technology, files, or data in any way.
3. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
4. Leaving an account open or unattended.
5. Attempting to remedy a security problem and not informing a school official.
6. Failing to report the abuse of district technology.
7. Installing, uploading or downloading unauthorized programs.
8. Copying district software for personal use.
9. Using district technology for:
  - i. Personal financial gain.
  - ii. Personal advertising or promotion.
  - iii. Forprofit business activities.
  - iv. Unapproved fundraising.
  - v. Inappropriate public relations activities such as solicitation for religious purposes.
  - vi. Inappropriate political purposes.

#### **CONSEQUENCES FOR INAPPROPRIATE USE**

Failure to comply with this policy or inappropriate use of the district's Internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including expulsion. The superintendent or designee may also report the violation to law enforcement where appropriate.

Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

#### **NOTICE**

The district will inform staff, students, parents/guardians, and other users about this policy through posting on the district website. A copy of this policy will be available for review at the district office and will be provided in writing to parents/guardians upon request. The district will also file this policy with the state superintendent of public instruction every five years. By accessing the district's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use. All students and staff are required to sign a technology user agreement (see Policy No. 698F1, Internet, Computer and Network Services User Agreement) that signifies their understanding and agreement to follow these regulations.

### **STUDENT USE OF ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES (SEE SD POLICY 553 & 698)**

Aberdeen School District No. 58 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the learning experience and work environment within the district. However, student use of personal electronic communication and entertainment devices during school hours may interfere with or disrupt the educational process.

#### **Definitions**

"Electronic communication and entertainment devices" include, but are not limited to, personal cell phones, tablets, personal computers, laptops, iPads, iPods, Blackberries, pagers, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop or other computer usage, or combinations of any of the above.

"Social media networks" include, but are not limited to, websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public that does not fall within the district's technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, MySpace, blog sites, Wikipedia, etc.).

#### **General Provisions**

A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours the device remains off (not just placed into vibrate or silent mode) and stored out of sight. Students may not use electronic communication or entertainment devices on school property or at school-sponsored activities to access and/or view Internet websites, including social media networks, that are otherwise blocked to students at school or to take part in any activity prohibited in the district's acceptable use policy (see Policy No. 698, Acceptable Use of Internet, Computer and Network Resources for Students). The use of electronic communication or entertainment devices with built-in cameras is prohibited at all times in locker rooms, bathrooms, and locations in which inappropriate or privacy violating images may be obtained. The district is not responsible for theft, loss, damage, or vandalism to electronic communication or entertainment devices brought onto its property. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school's main office. Students may use designated school phones to contact parents/guardians during the school day.

#### **Exceptions**

Electronic communication or entertainment devices may be used in the following circumstances:

1. With prior approval from the building principal.
2. During approved classroom instruction.
3. During an emergency situation involving the immediate health/safety of a student or other individual(s)

#### **Consequences For Violation**

Possession of electronic communication or entertainment devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

For the first violation, the device will be confiscated until the end of the school day at which time the student may reclaim it from the building principal's office.

Subsequent violations of this policy will result in confiscation of the device for a period of time to be determined by the building principal. Devices confiscated on two (2) or more occasions must be reclaimed from the building principal's office by the student with his/her parent or guardian present.

The district will use reasonable care to safeguard confiscated devices by designating a locked storage area but does not assume liability in the event such confiscated device is lost, stolen, or damaged.

Repeated violations of this policy may result in disciplinary action up to and including suspension. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

### **TITLE I-DEVELOPMENT PARENT INVOLVEMENT POLICY (see SD Policy 677)**

The board of trustees of this district adopts this policy to encourage and facilitate parent and family member participation in Title I educational programs and experiences of students. This policy provides the framework for organized, systematic, ongoing, informed, and timely parent involvement relative to decisions about the Title I services within the district. The superintendent or designee will guide Title I schools within the district in meeting the requirements of the Parent and Family Engagement provisions in the Every Student Succeeds Act (ESSA) as outlined herein.

#### **POLICY DEVELOPMENT**

The administration will develop jointly with parents/guardians of participating children a written parent and family engagement policy that will be incorporated into the district's Title I plan. The policy will be reviewed on an annual basis and amended as necessary. Parents/guardians will be notified of this policy and, to the extent practicable, it will be provided in a language they understand. The policy will be developed on a district-wide basis and will be applicable to all district schools which receive Title I funds. The Title I Coordinator will:

1. Convene an annual school-based meeting to:
  - a. Provide Title I schools with information and tools;
  - b. Give an overview of the District's Title I program, including providing a description and explanation of the school's curriculum; information on the forms of academic assessment used to measure student progress; and information on the achievement levels of the state's challenging academic standards students are expected to meet;
  - c. Give an overview of Title I policies and procedures, including the right of parents to be involved in the school's programs and ways to do so, the right of parents/guardians to request opportunities for regular meetings and ways to participate, and the school-parent compact; and
  - d. Solicit input from parents.

The district will offer flexible meeting times and places and, when feasible, assist with transportation, childcare and other related services such as translation and interpretation.

2. Conduct, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of this policy, such as: considering policy revisions; identifying barriers that prevent parents/guardians from participating in Title I school activities; and/or ways to improve parent/guardian involvement. Evaluations will be used to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the district-level parent and family engagement policies.

3. Develop, implement, and annually revisit an action plan for parent involvement aligned to Title I school-wide plans and Title III requirements.
4. Ensure that parents/guardians are involved in the design, implementation and evaluation of the school program and policies and procedures.
5. Communicate information to parents/guardians which affects their students, including student achievement, curriculum, assessment and staff.
6. If requested by parents/guardians, provide opportunities for regular meetings to facilitate participation in decisions regarding the education of their students.

#### **FACILITATION OF MEANINGFUL PARENT INVOLVEMENT**

In order to facilitate meaningful parent involvement at schools within the district, the district will do all of the following:

1. **Develop a school-parent compact**, which may include establishing a Title I parent advisory council at each school. The purpose of a parent advisory council is to assist in the review and evaluation of the school's school-parent compact; parent involvement plan; use of parent involvement funds; and the school's Title I program and plan for school improvement. The school-parent compact will:
  - a. Describe the school's responsibility to provide high-quality curriculum and instruction in an environment that will enable participating students to meet State student academic achievement standards.
  - b. Describe the parent's responsibility for supporting their children's learning, including volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
  - c. Address the importance of communication between teachers and parents on an on-going basis through:
    - (1) At least annual parent-teacher conference to discuss the compact and the child's achievement;
    - (2) Frequent progress reports to the parents;
    - (3) Reasonable access to staff, opportunities to volunteer, participate, and observe in the child's classroom; and
    - (4) Regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
  - d. Be in writing and a copy kept on file at the school, as well as documentation of how it was distributed.
2. **Provide support and assistance.** The district designee will attend annual meetings, any school-parent meetings and any parent advisory council meetings at each school to provide the support and technical assistance necessary to plan and implement effective parent involvement activities. The purpose of parent involvement activities is to improve student academic achievement and school performance.
3. **Build capacity for involvement with parents/guardians and school staff.** The district will assist each school in providing materials and training to help parents/guardians work with their children to improve their children's achievement. This may include math, reading and/or other activities to which all Title I families in the school will be invited. In order to improve communication between home and schools all information will be: (i) sent to parents/guardians in a timely manner; (ii) sent in a format that is easily readable; and (iii) to the extent practicable, sent in a language that parents/guardians understand.

#### **PARENT ACCESSIBILITY**

The district and its schools will provide full opportunities for the participation of parents, including parents who are economically disadvantaged, are disabled, have limited English proficiency or have

limited literacy or are of any racial or ethnic minority background. This includes providing information and school profiles in a language and form that is understandable by the parents. The district and each school will assist parents and parent organizations in learning of and about parental information and resource centers.

**NOTE:** This policy specifies that the parent involvement policy development process must take place at both the district and individual Title I school level. If the district's policy addresses all parents, it may be amended to address the process for the individual school.

### **TRUANCY (see SD Policy 522 & 522.5)**

Truancy is an absence without either the knowledge or consent of your parents, teachers, or office. If you leave the building at any time during the day for any reason, you must receive permission from the office and sign out prior to leaving. When you return to the school you must sign in at the office before returning to class.

The following rules related to truanancies and all students from grades 9-12 will be subject to these regulations:

1. A student is to be allowed no more than two (2) truanancies in grades 9-12.
2. Any student who is truant from school will receive 0 credit in all classes missed.
3. On the occasion of the student's first truancy, there is to be a conference between the student and the principal. The parent(s) will be notified of the truancy and a conference with the parent(s) may be arranged.
4. If the truancy occurs a second time, the pupil will be suspended until such time he/she can return to school with the parent(s) for a conference with the principal. At this time, the parent(s) will be informed that a third truancy will necessitate action by the School Board.
5. A student who is truant from school for a third time will be immediately suspended from school and the case referred to the School Board. A student may be reported to the Bingham County Prosecuting Attorney as a habitual truant. This will result in the student dealing with the Juvenile Probation Department and with the court system.
6. Any truant pupil holding a student office or elected position will lose his/her position upon the occurrence of a first truancy.
7. Law Enforcement may be notified for further action at the school's discretion.

### **VANDALISM, MALICIOUS MISCHIEF AND THEFT (see SD Policy 548)**

Any student who steals, destroys, or defaces school district property, or the property of another individual located at a school site, will receive prompt and decisive disciplinary action which may include, but is not limited to, suspension or expulsion. If circumstances warrant, the student may be referred to the local law enforcement agency.

The student and his or her parent/guardian will be held responsible for restitution to the full extent of the law for damage to school district property.

### **VISITORS**

Visitors are asked to check with the office prior to contacting any school personnel or students. The school discourages students from bringing friends or other students to school for the purpose of visiting or attending classes. Unless there are mitigating circumstances, no one is to visit. Former students are expected to visit outside of classroom time so that learning is not disrupted.

## **PART II**



## Aberdeen High School: Rules and Procedures

### **ADMINISTRATION**

Principal – Mr. Travis Pincock  
Counselor – Mrs. Ashley Trafford (8-12)  
Registrar– Mrs. Glenda Brien  
Secretary—Mrs. Heather Clark  
Athletic Director – Ms. Natalie Lewis

### **FACULTY AND STAFF**

Mrs. Janae Barela - Mathemtics  
Mrs. Kathy Blaker—ESL  
Mr. Curtis Brown—English/History  
Mrs. Erika Ingersoll – English/Health  
Mr. Joe Ingersoll – History/Government/ISAT Prep  
Mr. Isaac Lowder-Music  
Mr. Cody Park – Ag Science  
Mr. Jared Reed-PE/Economics  
Mr. Brock Rose-Science  
Mrs. Diana Sargent—Mathematics/Physics  
Mrs. Debbie Schritter-Credit Recovery  
Ms. Leonor Serna-Spanish/World History  
Mr. Aaron Spence-Business/BPA  
Mr. Scott Stranski – Mathematics  
Mrs. Amber Tilley – English/Speech  
Mrs. Serena Tovey – Art  
Mrs. Chaney Upton – Science/ AG  
Mrs. Jolene Waltmans-Library  
Mr. Lamar West – Drivers' Education  
Mrs. Darla Wright - Special Education

### **ACADEMIC OR SCHOOL HONORS**

Honor Roll

During the school year, Aberdeen High School will have two honor rolls at the end of each grading period.

- A. The Honor Roll includes GPA's of 3.50 to 3.749 for the grading period.
- B. The High Honor Roll includes GPA's of 3.75 to 4.00 for the grading period.
- C. The registrar will compile the necessary honor rolls from the report card files.
- D. Students must be enrolled in a minimum of 6 classes, and registered in 3 core courses.

### **ACTIVITIES ELIGIBILITY**

The Idaho High School Activities Association, of which we are a member school, has several regulations, which we must abide by. In order to be “eligible”, a student:

- A. must be enrolled in a minimum of six semester classes,
- B. Receive credit in all classes and maintain a 2.0 GPA for the grading period prior to the beginning of the activity. Students who do not receive credit in all classes and maintain a 2.0 GPA will be placed on academic probation. A student on academic probation will be able to practice and travel with the team but not be eligible to play and be subject to grade checks every three weeks. Students will have three, three week grade checks to become eligible. A student will remain on academic probation the entire season and be

subject to grade checks every three weeks. At the end of each three week grade period, grades will be checked for eligibility. Students who are eligible will be able to fully participate in athletics. Students who are still not eligible will have two more opportunities to become eligible. Late work will be graded by the teacher at the teacher's earliest opportunity. The beginning of the first three week grade check will be the first day of school.

- C. A student becomes ineligible for athletics upon completion of the sport season in which he or she turns 20 years of age.
- D. Is entitled to athletic eligibility, providing all other eligibility requirements are met, for eight consecutive semesters after the student enrolls in the ninth grade. The semesters of eligibility continue to be spent even though a student might not participate every semester.
- E. Must comply with IHSAA by-laws in all cases of eligibility transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the prime responsibility to know and inform team members and parents, of school and IHSAA regulations.

Students who do not meet the above academic eligibility requirements are ineligible to participate in athletics, attend field trips or other off-campus school sponsored activities until report cards are out for the quarter grading period. Students may practice with the team, but are not allowed to travel off-campus either as a member of a team or as an observer in any school-sponsored transportation.

Students must comply with several other requirements: Student must have a completed physical examination on file prior to the 1<sup>st</sup> practice. Students who have a completed physical examination form on file in the high school office must update that form with an annual "Interim Questionnaire". The "IQ" must be completed by the parents and be on file in the office prior to the first practice.

- A. Each student must have their parent or guardian complete a "Medical and Activities Permission Slip" which allows a student to participate in the activities program and provides basic information for school officials to seek medical treatment in the event of an emergency.
- B. Each student must take the athletic insurance offered by the School district or be able to show proof of coverage by a family policy
- C. Each school activity has a participation fee, which should be paid by the first practice unless other arrangements have been made with the building principal. These fees are used for tape, consumable supplies, travel, and uniforms. No fees are returned if the student quits a team or becomes academically ineligible.
  - 1. Fees for cheerleading, dance, football, basketball, volleyball, wrestling, and soccer are \$85.00 for each activity.
  - 2. Fees for track, golf, and cross-country are \$65.00.
  - 3. The school reserves the right to charge a \$5.00 late fee for each and every week a uniform is late beyond the first five days as noted above. There are no exceptions to this rule unless approved by the principal.
- D. Any civil law infraction or conduct by a student that is determined by the advisor, head coach, or school administrator to be detrimental or an embarrassment to the activities program, students, teammates, coach, sponsor, school, or community will result in appropriate disciplinary action (loss of privileges, suspension, etc.) If a student is suspended from school for a violation of any of the written school rules, i.e., skipping classes, etc., the student may be dropped from the team at the discretion of the coach and the principal.

- E. Students participating in the activities programs will be monitored for academic grades, attendance, class conduct, and behavior.
- F. Use or possession of alcoholic beverages, tobacco products, or drugs will result in being dropped from participation in that activity for the remainder of the season. To participate in any further activities during the school year, the participant will be evaluated by the two coaches/sponsors involved and the principal. The ban on participation may continue for the remainder of the school year.
- G. A display of unsportsmanlike conduct toward any opponent or official at any time, whether as an activity participant or member of the audience or use of profanity during a practice or contest will result in counseling by the head coach on the first offense and suspension for any further occurrence.
- H. Completion of the activity season is required for the student to be eligible for a letter or other team or program awards. Exception: an injury which limits participation. No awards shall be given to any student suspended for the remainder of the season for Activity Code Violations.
- I. When traveling as a team member, dress neatly and look well groomed. Behave in a manner so as to bring credit to Aberdeen High School, the community, your family, and yourself.
- J. A student must have completed a full day of school on the day of an activity or in the case of a weekend activity, the last day of school held before that activity. A student may receive one exception per activity to this policy from the principal if accomplished prior to the event. The procedure requires the parent to write a note to the coach and must be approved by the principal in writing.
- K. Students must travel to and from activities away from Aberdeen in transportation provided by the school. That is, if a student goes to an activity on the bus, she/he must return on the same bus. Parents may take their children off the bus if they first obtain permission from the teacher in charge of the bus. Notes from parents will not be accepted. Parents must personally go to the teacher in charge to make other arrangements.
- L. Students owing fees or fines or not having returned school property may be excluded from activity participation until such matters are resolved.
- M. Coaches or administration may add additional rules or regulations. Additional rules will be provided to the students in written form with a copy provided to parents upon request. A copy of these rules will be given to the building principal.

### **ACTIVITIES TRANSFER**

To prevent students from changing sports throughout the season, students who begin playing a sport may not transfer to another sport. If the student wishes to play two sports, he/she must have written consent from the head coach of each sport he/she desires to play.

### **AIDES**

Only students meeting the following criteria may be teacher/office aides or peer tutors:

- A. must be a junior or senior
- B. must have a 2.0 GPA or better
- C. must have a positive attitude and a record of good citizenship
- D. must have the unanimous approval of the parents, teachers, secretary, counselor, and principal

Aberdeen High School does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicapping condition except as stipulated by law.

Students taking an aide position will be issued “Pass” or “Fail” grade not counted into their GPA. A student may only be an aide for two semesters and a peer tutor for two semesters.

### **CHEATING**

Cheating is an immoral and dishonest act and robs students of the quality education needed to become a responsible citizen. The following are guidelines for teachers to follow and students to be aware of when dealing with cheating or plagiarism:

Teachers and the administration have the authority to take away assignments from students who are in the process of copying responses in the hallways, library, or classrooms. Assignments and quizzes that show identical responses will be declared void, meaning the student will receive no credit on that assignment or test. Plagiarized writing will receive the same response.

Students who are obviously looking at another student’s paper for quiz, test, or assignment responses will lose that score on that quiz, test, or assignment. The teacher or administrator again has the right to remove their paper and void the score.

Any student who possesses a “cheat sheet” or any cheating device during a quiz, test, or assignment will lose credit on that quiz, test, or assignment. The teacher or administrator must confiscate the device used and retain it as evidence to help in the decision of consequences for the student. Consequences for cheating will occur in the following order:

1<sup>st</sup> offense – loss of credit or score on the particular quiz, test, or assignment where the

cheating occurred by all parties involved in the dishonest behavior. Parents will be contacted, and the student or students will be placed on academic probation in the class or classes affected by the act.

2<sup>nd</sup> offense – student or students will receive a failing grade for the quarter in the class or classes affected. Parents will be notified and informed of the possibility of failing the semester and loss of credit in the class.

3<sup>rd</sup> offense – student or students will receive a failing grade for the semester and will face alternative placement if requested by the teacher.

Any further offenses will be referred to the superintendent of schools for further action.

### **CLASSROOM DISCIPLINE**

Teachers will post their classroom rules and expectations in their classroom. Teachers may have their own consequences. The following consequences will be used when referring a student to the principal for disruptive behavior:

1<sup>st</sup> Consequence – Teacher will talk to student after class

2<sup>nd</sup> Consequence – Teacher will talk to student and call parents

3<sup>rd</sup> Consequence – Teacher will write a discipline notice and refer the student to the office

**Severe or Repetitive Disruptions** – Teacher will write a discipline notice and refer the student to the office

### **COURT APPEARANCE**

In order to have an excused absence for a court appearance during the regular school day the student is required to bring a note or pass from the court indicating the date of their attendance and **the time the student left the courthouse**. After two court appearances per semester all other court appearances are considered unexcused and subject to disciplinary action from school officials.

### **DANCES**

Dance requests must be submitted to the Student Council at least three weeks in advance of the date held. The principal must sign the approval form at least two weeks prior to the date held. The requesting organization must list the names of two parent chaperones at the time the form is submitted to the principal for approval. Dances will commence no sooner than 8:00 p.m. and will conclude at 11:30 p.m. Formal dances may go to midnight.

**After a student and/or guest have been admitted, and choose to leave, the dance is over for that/those student(s) regardless of the reason. Once you leave – it’s good night!**

Evidence of the use of alcohol and/or drugs is sufficient cause for eviction or refusal of admission and routine use of appropriate student discipline procedures, or cancellation of the dance.

If a student(s) are caught dancing in an inappropriate manner they will be asked to leave and their parents will be notified. If the problem persists at subsequent dances the student(s) will no longer be able to attend dances.

**GRADES**

Grades will be issued for all students enrolled in classes for more than 5 days. *As a general rule, any incomplete grades should be made up within 10 calendar days after the end of the grading period in which the incomplete occurred.* Any incomplete not made up within 10 calendar days of the last day of the semester will result in an “F” placed on the transcript. Report cards will be issued after every 9 weeks and shortly after the close of every semester (every 18 weeks).

Pre-requisites: For those classes that have pre-requisites the pre-requisite must be completed before the student is allowed to enter the next class.

Our grading system consists of letter grades. It is imperative that we have continuity in grading from teacher to teacher. The following criteria should be used:

| <u>Regular classes</u> |                     |                  | <u>AP/Honors classes*</u> |                     |                  |
|------------------------|---------------------|------------------|---------------------------|---------------------|------------------|
| <u>Percent earned</u>  | <u>Letter grade</u> | <u>GPA value</u> | <u>Percent earned</u>     | <u>Letter grade</u> | <u>GPA value</u> |
| 94-100                 | A                   | 4.0              | 94-100                    | A                   | 5.0              |
| 90-93                  | A-                  | 3.7              | 90-93                     | A-                  | 4.7              |
| 87-89                  | B+                  | 3.3              | 87-89                     | B+                  | 4.3              |
| 84-86                  | B                   | 3.0              | 84-86                     | B                   | 4.0              |
| 80-83                  | B-                  | 2.7              | 80-83                     | B-                  | 3.7              |
| 77-79                  | C+                  | 2.3              | 77-79                     | C+                  | 3.3              |
| 74-76                  | C                   | 2.0              | 74-76                     | C                   | 3.0              |
| 70-73                  | C-                  | 1.7              | 70-73                     | C-                  | 2.7              |
| 67-69                  | D+                  | 1.3              | 67-69                     | D+                  | 2.3              |
| 64-66                  | D                   | 1.0              | 64-66                     | D                   | 2.0              |
| 60-63                  | D-                  | .7               | 60-63                     | D-                  | 1.7              |
| 59 & below             | F                   | 0                | 59 & below                | F                   | 0                |

\*A determination yearly on classes continuing to qualify for weighted GPA will be made by the subject teacher, principal, and counselor.

**MID-TERM GRADES**

Approximately four weeks into each quarter the office will make a mid-term report for the purpose of notifying students and parents of current student progress. Teachers may also choose to send out a separate deficiency notice if a student’s grade falls below a “C”, or they may also send a positive note home if a student is performing well. Mid-term reports are not to be construed as permanent grades unless a student is checking out of school.

## **GRADUATION (See SD Policy 610)**

All students graduating from Aberdeen School District No. 58 will meet all state and district graduation requirements.

## **GUIDANCE AND COUNSELING**

To help you investigate the many paths and opportunities open to you, visit the counseling department. Please don't hesitate to contact them for assistance with career information, scholarship assistance, college testing dates and college requirements, high school classes and graduation requirements, as well as personal situations at school or at home which may affect your progress and adjustment at school.

## **HONORS PROGRAM**

In order to be considered as Aberdeen High School's Valedictorian, Salutatorian, or to graduate with honors, a student must have successfully participated in and completed the established Honors Program. Courses included in the program are those specifically designated as Honors classes, AP classes (AP U.S. History, Honors U.S. Government, 8 credit of Math [minimum level is Calculus A], 8 credits of science [one year must be chemistry or physics] honors English 12, and maintain a minimum GPA of 3.5). To receive the honors credit on the official transcript, you must complete the entire year or full term of the course's curriculum.

## **LUNCHES**

The designated eating areas for students are the high school commons and the district cafeteria. The second floor of the high school is closed during lunch period. Students having lockers on the second floor should pick up their lunch and report to the area only after the warning bell has rung for 5<sup>th</sup> period. If you think you qualify for free or reduced-price meals, please pick up an application form in the office and wait for approval.

1. Please keep the commons and hallways neat and clean!
2. Deposit trays or leftovers in the designated areas.
3. Clean up around your table or eating area.
4. Follow basic rules of courtesy!

An open campus arrangement is permitted during the student lunch period. Students may go to businesses to eat lunch or conduct other routine business during the lunch period. However, you are responsible for timely return to campus. To check out any other time during the school day, you must obtain an admission slip from the office by getting permission from home, and then you must check back in at the office when you arrive back at school. (See page 20, Arrival and Departure from School.)

## **PHYSICAL EDUCATION CLASSES**

1. To participate in P. E. classes, students must be dressed down with appropriate gym shoes, socks, shorts, and top (sweats are acceptable).
2. Failure to dress down and/or participate drops your final grade one full letter i.e., a grade of A would drop to a B if you failed to dress down or participate on one occasion.
3. The only way a student can be excused from participating is to have a note from a doctor.

## **SCHEDULE CHANGES**

Faculty should inform students that schedule changes are to be processed through the counselor's office. All appropriate signatures are required and fines paid (if any), and the form must be returned to the office. Without this completed form, there will be no change

reflected on the report card, thus, **NO CREDIT EARNED**. The student will receive a WP or a WF on the transcript for any class dropped more than five school days after the beginning of a semester. A WF will affect GPA negatively.

Each spring students will select a listing of classes for the following school year. Students will have an opportunity to view their schedule, make appropriate changes, receive and initial that final schedule and input to PowerSchool.

The counseling office will make every effort to consider all class changes the SPRING prior to the current academic year. **Cut off date will be 5 days after the change of the semester. Any class changes are dependent upon available space. Parent approval is required.**

### **STUDENT ACCOUNTING FUNDS**

1. Each organization must accompany their deposits with accounting of the monies signed by the person counting the money.
2. Each organization will receive a receipt of their deposit and also will receive a monthly balance of their account from the office.
3. No funds may be spent from any organization's budget without the approval of the principal.
4. All fund-raising projects must receive prior approval from the school principal and the student council.
5. The school secretary will notify the principal and sponsor when any account falls below zero. ***Sponsors are to see that this does not occur.***

### **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for students, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration. Members of the council must have a GPA of 2.0 or above and must be passing all classes for the current school year.

### **STUDENT FEES**

Student activity fees are charged annually to cover entry cost to games and reduce entry costs to other activities such as dances, etc. They also help in paying for some assemblies the school holds such as guest speakers or other special programs. Fees are payable to Aberdeen High School and are to be turned in to Mrs. Brien at the office window. When paying any fees or dues, please retain your receipt for future reference. The fee for the current year is \$40

### **TIGER CLUB**

Qualifications for Tiger Club:

1. Recipients of Varsity letters at AHS
2. Current members of a varsity team or squad

Disqualifications from Tiger Club:

1. An athlete removed from any AHS activity for code violations
2. An athlete removed from any AHS activity for grade deficiencies
3. An athlete who quits any AHS activity before the season is complete

Reinstatement to AHS Tiger Club:

1. A disqualified member can return to the Tiger Club as an active member after she/he completes the next varsity season and receives a varsity letter.

### **TARDY POLICY**

Six (6) tardies *per class* equal 1 absence. Students with 4 or more tardies in one class in a semester (eighteen weeks) have an attendance problem. The following consequences will apply:

- 1-3. Warnings to student
4. 1 hour detention or 1 hour work detail
5. 2 hours detention or 2 hours work detail

***Students who have 7 or more tardies may lose some or all the following: attendance at assemblies, field trips, or participation in other extracurricular activities or other consequences, including Saturday School, deemed necessary by the principal.***

### **SCHOOL WITHIN A SCHOOL**

At times, it may become necessary for a student to receive academic instruction outside of the regular classroom. Reasons for alternative placement may include credit issues, behavior problems, or scheduling conflicts. The principal, counselor, and classroom teacher will coordinate placement in the S.W.A.S. classroom. Credits earned in the S.W.A.S classroom will count toward graduation if completed satisfactorily.

### **VALEDICTORIAN/SALUTATORIAN**

To be eligible to be considered as a Valedictorian or Salutatorian, a student must have a 3.5 GPA or higher and have completed the Honors Program.

### **WEIGHT ROOM RULES**

All users of the weight room are to adhere to the following rules:

1. All weights are to be taken off the bars and returned to the weight racks
2. No weights will be left on the floor
3. Place bars in bar racks or leaned in the corner
4. Turn off the stereo and lights before leaving the room
5. Last one out of the room locks the door
6. No food or drink in the facility
7. **No students should be in the weight room without a teacher or coach present**
8. Failure to follow the above rules will result in closure of the room for a specific period of time.

### **WITHDRAWAL**

Students withdrawing will be required to present a parental note in person to the school counselor, who will prepare the withdrawal form. The student will check through the library, athletic department, hot lunch supervisor, counselor, and school secretary. The teachers listed on the form are to place a grade in the grade column and note any books not turned in (Title, Author, Edition, Publishing company), and the amount of any fines or fees. A copy of the withdrawal will be given to the student when cleared with the office after paying any fines. The form will note the last day of attendance and reason for withdrawal. The student will be asked to furnish a copy of his new address.

At the end of each school year all students “check out” or “withdraw” from school. Students must sign out from each of their teachers, hot lunch supervisor, counselor, library,



and office. Each student returns his/her signed form to the office. Any student not officially checked out of school in the spring must accomplish the process prior to re-entry in the fall. ***Students who have not properly checked out of classes or paid overdue fines will not be allowed to attend assemblies or other school activities until they have completed the checkout process and paid all fines.***

### **PART III**

#### **Aberdeen Middle School: Rules and Procedures**

##### **ADMINISTRATION**

Principal – Ms. Marina Taylor

Secretary – Ms. Geraldine Partida

Counselors –Mrs. Nicole Shackelford (k-7) Mrs. Ashley Trafford (8)

Migrant/Home School Liaison – Mrs. Teresa Torres

##### **FACULTY AND STAFF**

Mrs. Mattie Bedwell - Language Arts, Health

Mrs. Kathy Blaker - ESL, World Cultures, Geography

Mrs. Marci Bradley - Math, Math Skills, Science, STEM

Mrs. Michelle Corbridge - Library, Computer Science

Mrs. Terri Foster - Reading Skills, Geography, Life Skills with Career Exploration

Mrs. Erika Ingersoll - Health

Ms. Erin Johnson - Science, STEM

Mrs. Michelle King - Language Arts, History

Ms. Natalie Lewis - Math, STEM, PE

Mr. Isaac Lowder - Band, Musical

Mrs. Kristina McClurg -Extended Resource

Mr. Cody Park - Intro to Ag

Mrs. Lori Rupp - Paraprofessional

Mr. Brock Rose - Science

Mrs. Debbie Schritter - Study Hall, Success Room

Ms. Leonor Serna - Spanish

Mrs. Kira Shelman - Resource Room

Ms. Christine Yorgason - Paraprofessional

Ms. Violanda Agailera - Paraprofessional

Mr. Scott Stranski - Algebra 1, Math, Math Skills

##### **AFTER-SCHOOL SUPERVISION.**

Students are not to stay after school unless they have a teacher who is directly supervising them. Students who are still at the school any later than 3:40 will have their name referred to the office.

##### **CONTACT GAMES**

Contact games are not allowed at any time (i.e., football, wrestling, etc.).

##### **DISCIPLINE**

###### **Student Behavior and Discipline**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that

develops self-control, character, orderliness, and efficiency. It is one of the keys to a happy and successful life. It is the intent of Aberdeen Middle School to support teachers in the area of classroom discipline.

Two principles govern all the rules at Aberdeen Middle School:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights and property of others is prohibited.

**Aberdeen Middle School Discipline Policy for MINOR Infractions**

1. All AMS students are placed on a discipline point system for discipline infractions. Students begin each quarter with a total of 100 points. Points are deducted from each student as outlined in the table below, or as deemed appropriate by the school administration.
2. Students who lose all 100 points will not attend school-sponsored functions such as field trips, dances, team celebrations, assemblies or any other event deemed appropriate by the administration. The following is a general breakdown of various point values (other infractions/dispositions may be added by the administration).

| Level I Infractions<br>(10 Points)  | Level II Infractions<br>(20 Points)  | Level III Infractions<br>(30 Points)  | Level IV Infractions<br>(40 Points)   |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>• Wandering</li> <li>• Dress Code violations</li> <li>• Unprepared for class</li> <li>• NO PE uniform</li> <li>• Infraction of general handbook rules</li> <li>• Tardy</li> <li>• Disruptive classroom behavior</li> <li>• Misuse of homework class</li> <li>• Improper hallway conduct</li> <li>• Inappropriate language</li> </ul> | <ul style="list-style-type: none"> <li>• Repeat of Level I infraction</li> <li>• Disrespecting school property</li> <li>• Pushing, shoving, name calling</li> <li>• Skipping lunch detention</li> <li>• Profanity (written or spoken)</li> </ul> | <ul style="list-style-type: none"> <li>• Repeat of Level II infraction</li> <li>• Vandalism</li> <li>• Bullying and threatening others</li> <li>• Insubordination to any staff member (including substitutes)</li> <li>• Inappropriate use of technology</li> </ul> | <ul style="list-style-type: none"> <li>• Repeat of Level III infraction</li> <li>• Selling, using, transmitting or possessing obscene material</li> <li>• Truancy</li> <li>• Continuing failure to abide by school rules</li> </ul> |

3. Students will begin each quarter fresh with 100 points. An update of students' current total points may be obtained by contacting either the principal or the teacher in charge of the success room. Our goal is for students to participate in school functions. It is our hope that each student will make the correct choices so that he/she may be included in all the extra activities planned for the year.

**Please note that any student who is referred to the Success Room to complete assignments, take tests, etc. is not subject to loss of points.**

**EXTRACURRICULAR REGULATIONS**

Students participating in interscholastic and extracurricular activities (including cheerleading and managers) will abide by the following regulations. These regulations will be in effect from the student's first day to last day of participation in each activity.

Most students are involved in their activities in front of the public. This exposure puts them in a position of leadership and places upon them a responsibility to conduct themselves in a socially acceptable manner. Students that become involved in activities that publicly cause detrimental images for their activity may be suspended from that activity. Examples of this are being involved in classroom or school disciplinary situations or being arrested for violation of public law, including tobacco or drug/alcohol violations.

Students suspended in school are excluded from dances, field trips, and participating in athletic competitions.

All students participating in extracurricular activities must have insurance. If the student is not covered by private insurance, athletic insurance may be purchased in the school office.

#### **Extra Curricular Eligibility Policy- Academic Requirements**

*Academics are the first priority for students at Aberdeen Middle School. Extracurricular activities are not an excuse for failure to keep up with class work. Therefore, an eligibility policy has been formulated which emphasizes academic achievement as an important component.*

Students must maintain academic standards while participating in activities. At the end of each week, only students with a **2.0 (or C) average for that week** will be eligible to play the next week. The 2.0 will be computed on the following basis:

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0

In addition to being academically eligible, any student who loses more than 30 points over the period of one week will be ineligible to play based on poor behavior.

Students who are academically or behaviorally ineligible for **any two weeks** will be removed from the team. Parents can petition the principal for a waiver in those situations that can be classified as extenuating. A student may request consideration for a waiver only **once per year**.

Students participating in an event must ride school transportation to and from the event. Students may ride home with parents from an event provided that the parent informs the coach of such. No student will be allowed to ride home with anyone other than a parent or guardian.

#### **GUM AND CANDY**

Gum and Candy is up to teacher and administrative discretion; however gum and candy is strictly prohibited in the gym and computer lab during the instructional day (as defined above).

## **GRADES**

Our grading policy consists of letter grades. The following criteria should be used:

|    |        |
|----|--------|
| A+ | 98-100 |
| A  | 94-97  |
| A- | 90-93  |
| B+ | 88-89  |
| B  | 84-87  |
| B- | 80-83  |
| C+ | 78-79  |
| C  | 74-77  |
| C- | 70-73  |
| D+ | 68-69  |
| D  | 64-67  |
| D- | 60-63  |
| F  | 0-59   |

## **FRAGRANCES, PERFUMES, HAIR SPRAYS**

Fragrances, perfumes, and hair sprays must not be used in the close presence of other people. We have staff and students in our building who are highly allergic to these items and could even suffer respiratory arrest by being near concentrations of these types of odors. Students who spray other people with a fragrance would be considered to be harassing/attacking the other person and receive the appropriate consequence.

## **PROMOTION POLICY**

All Idaho school districts were required to implement the credit system in 2010. This system affects seventh and eighth grade students. Students must earn at least 80% of their total credits for the school year to be promoted to the next grade level. A student may not lose a full year of credit in one subject area (i.e., a student would not meet the requirements if they attained at least 80% of the total credits taken, but did not earn any of the credits they took in math).

School District Policy No. 609 (see also IDAPA 08.02.03.107):

The school district will award credit for courses completed by students attending middle school, beginning in seventh (7th) grade. To be eligible for promotion to the next grade, students will be required to obtain the minimum credit requirements, or achieve the standards for alternate mechanism, and comply with the district's attendance requirements.

### **Minimum Credit Requirements**

To be eligible for promotion to the next grade level, each student will be required to:

1. Attain eighty percent (80%) of the total credits attempted; however, students will not be allowed to lose a full year of credit in one area (i.e., a student would not be able to fail a full year of math) and automatically move on to the next grade level.
2. Attain a portion of the total credits attempted in each content area in which courses are taken except for areas in which instruction is less than a school year; and
3. Comply with the district's attendance policy. In the event that a student fails to attend 90% of the classes, he/she will not receive credit for the class.

## **CREDIT RECOVERY**

A student who does not meet the minimum credit requirements may recover credit by obtaining a passing grade for an approved course in summer school or through the Idaho

Digital Learning Academy (IDLA) or another online course. The parent or guardian of the student is responsible for any fees associated with the course.

### **STUDENT ARRIVAL AND DEPARTURE**

If the bell has rung and a student is late to class, he/she is to report to the office before going to class. S/he will be given a tardy slip, or an admit slip for being absent. These slips should be taken to the classroom teacher. After missing 20 minutes of a particular class a student will be considered absent from class. If a student is going to be absent from school parents are asked to call the school before 9:00 a.m. at 397-3280. This call will clear the student to enter class upon their return to school. A note can also be used to excuse absences when signed by a parent or guardian and brought to the office within one day of being absent. If no phone call or note is received, the absence will be considered unexcused.

**Middle School students should not arrive to school prior to 7:45 a.m., unless they are here for early morning tutoring. No non-tutoring supervision will be provided until that time. Parents assume all liability for all non-tutoring students left at the school prior to 7:45 a.m.**

### **SUNFLOWER SEEDS**

Sunflower seeds are not permitted at school or after-school activities due to the problem they create in building cleanliness.

### **TARDY POLICY**

Academic success is directly correlated to attendance and tardies. All students are tardy if they are not in their classrooms by the time the tardy bell rings. Tardiness interrupts the educational atmosphere at school. The following tardy policy is in place for the school year:

#### **Unexcused Tardy Policy**

A student is considered tardy to class if he/she is outside the classroom without a hall pass when the tardy bell rings. After receiving 3 tardies student will be assigned lunch detention. Six tardies will be considered as one absence. Students with excessive tardies will be referred to the principal and parents will be contacted. Consequences will be as follows:

- 3<sup>rd</sup> tardy – lunch detention
- 4<sup>th</sup> tardy – 1 day In-School suspension
- 5<sup>th</sup> tardy – 2 days In-School suspension

Consequences for any further tardies will be on a case-by-case basis

#### **Tardy Sweeps**

1. There will be unannounced random tardy sweeps. All teachers will lock the doors at the tardy bell.
2. No students will be allowed into the classroom without a tardy pass.
3. Tardy passes will be obtained by the student in the office.
4. Student tardies will be tracked on the spot.
5. Students caught in the tardy sweep will be assigned lunch detention for the following day.

## **PART IV**

Aberdeen Elementary School: Rules and Procedures

### **ADMINISTRATION**

Principal - Robi Jo Colton

Secretary--Dori Wynn

Director of Special Ed., School Psychologist- David Vaughn

Counselor—Nicole Shackelford (k-7)

**FACULTY & STAFF**

|                               |  |
|-------------------------------|--|
| Kindergarten:                 | Nancy Woods, Annette Campau                      |
| First Grade:                  | Summer Burke and Jordelle Ihenkoro               |
| Second Grade:                 | Amy Mayer, Cheryl Overmeyer, and Barbara Smith   |
| Third Grade:                  | Michelle Vaughn, Misty Pratt, Elizabeth Anderson |
| Fourth Grade:                 | Liz Hall, Joani Davis and Jessica Grover         |
| Fifth Grade:                  | Cathy Stumph, Jeffrey Pratt, Heather Pincock     |
| Special Services/ Pre-School: | Angie Smith, Eryn Phillips and Laura Tyler       |
| LEP/Migrant:                  | Lucia Murillo, Dulce Centeno                     |
| Federal Programs:             | Mary George                                      |
| Speech & Language:            | Tenille Rudeen                                   |
| Librarian:                    | Chavonne Woods                                   |
| Sp.Ed. Secretary:             | Veronica Carrillo                                |
| Registrar:                    | Kerilynn Dahlberg                                |

**SCHOOL DAY**

The school day begins at 8:00 a.m. and ends at 3:25 p.m. A lunch period is provided between 11:10-12:10 pm.

**TARDIES**

Students should not be tardy for classes. At the end of each day, teachers will keep track of the names of students who have been tardy during the day. Six (6) tardies will be considered as one absence. Notification indicating legal action will be taken for truancy will be given to parents.

**ARRIVAL AND DEPARTURE**

If the bell has rung and a student is late to class, s/he is to report to the office before going to class. If a student is going to be absent from school parents are asked to call the school before 9:00 a.m. at 208-397-4115. This call will clear the student to enter class upon their return to school. A note can also be used to excuse absences when signed by a parent or guardian and brought to the office within one day of being absent. If no phone call or note is received, the absence will be considered unexcused.

Elementary students should not arrive to school prior to 8:00 a.m. No supervision will be provided until that time. Parents assume all liability for students left at the school prior to 8:00a.m.

For the utmost safety for our students, if your child rides the school bus home from school, we will only drop off at one location. Please make sure the school has the correct address for your chosen drop-off location. We are aware that emergencies may occur, and we will make every effort to accommodate for emergencies. If you have questions or concerns, please call the school at 208-397-4115 or bus shop at extension 1102.

**STUDENT CHECK- OUT PROCEDURES**

Students are required to be at school on time for their first class and may leave after their last class. Students are required to remain on the school grounds in designated areas when not in class. **STUDENTS ARE PERMITTED TO LEAVE THE SCHOOL GROUNDS ONLY THROUGH THE OFFICE CHECKOUT PROCEDURE. THIS MUST BE DONE BY A PARENT OR GUARDIAN.** Students leaving the school grounds without properly checking out will be

considered truant. Check-out process: please call no later than 3:00 to check students out or change home pathway at the end of the day.

### **CLASSROOM DISCIPLINE**

Teachers will post their classroom rules and expectations in their classroom. Teachers may have their own consequences. The following consequences will be used when referring a student to the principal for disruptive behavior:

1<sup>st</sup> Consequence – Teacher will talk to student after class

2<sup>nd</sup> Consequence – Teacher will talk to student and call parents

3<sup>rd</sup> Consequence – Teacher will write a discipline notice and refer the student to the office

**Severe or Repetitive Disruptions** – Teacher will write a PBIS discipline referral and refer the student to the office.

**We are a PBIS building.** All students will follow the Tiger PAWS behavior practices.

### **ALTERNATIVE LEARNING SETTING**

An alternative learning setting is an alternative to *out-of-school suspension* and *expulsion*. It is also available for the student who is not thriving in the regular school setting. The objective of the alternative learning setting is to isolate students from the general student population, while keeping them in school. Students placed in the alternative learning setting for disciplinary reasons *will not* be able to participate in any extra-curricular activity while attending that program. The principal assigns students to this program; it is not a program of student choice.

General Class Routine:

1. Students will be placed in an alternative learning setting by the principal.
2. A program must be developed for the individual student to continue in the program.
3. Parents must help develop the alternative plan for the student.
4. The program will be designed to assist the student and prepare them to return to the regular classroom.

### **BREAKFAST AND LUNCH**

Students are to eat in the designated lunch area in the gym and cafeteria. The hallways are not to be used for eating or drinking beverages. If caught eating food or drinking in non-designated areas the food and/or drink will be taken away and work detail after school may be assigned.

Cafeteria rules:

1. Keep the cafeteria and hallways neat and clean
2. Deposit tray or leftovers in the designated areas
3. Clean up around your table or eating area before you leave
4. Follow basic rules of courtesy

Aberdeen Elementary School is a closed campus. **Students may not walk to town, to friends' houses, or to the high school during lunchtime.** Students must have a note from parent/guardian to walk home for lunch.

Breakfast is available from 7:45 until 8:00 and lunch will be served from 11:10 until 11:50.

### **FEES**

Aberdeen Elementary School will not collect annual activity fees. As each activity/field trip is planned and scheduled by the grade level team, fees will be collected from those who choose to attend. Fees are to be paid to the homeroom teacher. Each student must pay separately.

Learning activities are certainly not confined to the classroom or school. As a worthwhile part of particular studies, field trips will be planned for students. Careful preparation will be made for the program agenda and conduct of each trip. Parent consent in writing is required before students participate. Parents may be asked to assist with field trips; however, parents may not bring children that are not members of the classroom going on the field trip.

### **GRADING SCALE**

| <b>LETTER GRADE</b> | <b>CUT-OFF PERCENT</b> |
|---------------------|------------------------|
| A+                  | 100-98                 |
| A                   | 97-94                  |
| A-                  | 93-90                  |
| B+                  | 89-88                  |
| B                   | 87-84                  |
| B-                  | 83-80                  |
| C+                  | 79-78                  |
| C                   | 77-74                  |
| C-                  | 73-70                  |
| D+                  | 69-68                  |
| D                   | 67-64                  |
| D-                  | 63-60                  |
| F                   | 59-0                   |

### **PARTIES**

There are scheduled classroom parties on special holidays during the school year. Birthday parties are discouraged, with the exception of a simple treat. Invitations to parties after school are not allowed to be handed out at school. Furthermore, having flowers, balloon bouquets, etc. delivered to the school is discouraged. There is not a Christmas gift exchange. **Please do not bring red punch or red frosted items to school.** The red coloring does not come out of the carpet if spilled.

### **PLAYGROUND RULES**

**The following is a list of general playground rules that all students are expected to follow:**

- **Listen to the playground supervisor**



- **Follow directions the first time they are given**
- **Share with other students**
- **No foul language**
- **No fighting**
- **No rough play or wrestling**
- **Touch football only**
- **No throwing rocks, snowballs, sticks, wood chips, ice or sand. Keep sand in appropriate areas.**
- **Line up in a quiet and orderly manner when the bell rings**
- **Play in your assigned area**
- **Use the slide correctly—no standing up.**
- **When a ball rolls out into the street, students need to get supervisor.**
- **Take good care of the equipment.**
- **Do not kick balls toward buildings.**
- **Use the swings safely, not twisting or standing up.**
- **Keep your hands and feet to yourself at all times**
- **Keep all toys at home.**
- **No roller skating, skateboarding or shoes with rollers on school grounds.**
- **Help organize games**
- **Students should work out conflicts and be responsible for each other.**
- **Elementary students should enter through assigned elementary doors.**