



# **SOUTH FORK ELEMENTARY SCHOOL**

## **STUDENT-PARENT**

## **MANUAL**

## **2025-2026**

All the information in this manual is important. Several items require your particular attention. You can also read the manual over the internet in [www.jeffersonsd251.org](http://www.jeffersonsd251.org), click on the *School menu*, and then click on *South Fork Elementary*. If you do not have email or internet access, a copy of the school handbook can be obtained upon request.

### **Absence Hotline**

**For your child's safety, please call the school office  
before 9:00 a.m. if you are unable to attend school.**

**208-745-7085**

**(Or text us at: 208-709-9588)**

327 N 4100 E  
Rigby, ID 83442  
Phone: (208) 745-7085  
Fax: (208) 745-8649

**Jessica Webster**

**Principal**

**[jwebster@sd251.org](mailto:jwebster@sd251.org)**

**Office Staff**

**Kami Perez  
Krista Arave**

**Principal's Secretary  
Assistant Secretary**

**[kperez@sd251.org](mailto:kperez@sd251.org)**

**[karave@sd251.org](mailto:karave@sd251.org)**

**Office Hours:**

**Monday through Thursday**

**7:30 a.m. to 3:30 p.m.**

**Friday**

**7:30 a.m. to 12:30 p.m.**

**Office: 208-745-7085**

**Fax: 208-745-8649**

**Text: 208-709-9588**

**Email: [sfelementary@sd251.org](mailto:sfelementary@sd251.org)**

**Food Services 208-745-7466**

**Transportation 208-754-8211**

# South Fork Elementary

## Mission Statement



Inspiring each student to be  
empathetic toward others,  
academically accountable, goal-  
oriented, leaders, empowered to face  
the challenges of tomorrow.

District Website:  
jeffersonsd251.org

South Fork Website:  
southfork.jeffersonsd251.org

Facebook:  
South Fork Elementary

Instagram:  
@southforkeagles

School starts at 8:00 a.m.



Download the Jefferson SD 251 app and sign up for text messages through school messenger.

**Just send "Y" or "Yes" to 67587**



Bussing information can be found by logging into your parent portal on PowerSchool



**STOPit App**  
STOPit

With the **STOPit** app you have the power to protect yourself and others from harmful, inappropriate or unsafe behavior.

*To report attendance or make a transportation change, you may text us at:  
(208) 709-9588*

*Be sure to include your name, your students name, and the reason for the text.*

### **SPIRIT WEAR**

Will be available to purchase during back to school night or in the office.

Shirts will be black with the new South Fork Eagle logo.

Sizes are limited so be sure to purchase yours immediately.



**LINQ Connect**  
LINQ ERP

Download the **LINQ Connect** app or access their website at [linqconnect.com](http://linqconnect.com).

You will be able to pay for your students lunches, check their balance and fill out a free/reduced form online. Call 208-745-6693 ext 1138 with questions.

**ALL VISITORS**  
to the building **MUST** have a security pass before leaving the office  
**NO EXCEPTIONS!**

**VOLUNTEERS**  
We love having volunteers come into our classrooms. Please go to the district office and get a background check before volunteering.

## Teaching Staff for 25-26

<u>Teacher</u>	<u>Assignment</u>	<u>Room</u>	<u>E-mail Address</u>
Mrs. Kinghorn	Kindergarten	303	<a href="mailto:lkinghorn@sd251.org">lkinghorn@sd251.org</a>
Mr. Chiu	Kindergarten	301	<a href="mailto:cchiu@sd251.org">cchiu@sd251.org</a>
Mrs. Stoker	Kindergarten	304	<a href="mailto:sstoker@sd251.org">sstoker@sd251.org</a>
Mrs. Matelau	Kindergarten	302	<a href="mailto:hmatelau@sd251.org">hmatelau@sd251.org</a>
Mrs. Capson	1st Grade	208	<a href="mailto:kcapson@sd251.org">kcapson@sd251.org</a>
Lee Laoshi	1st Grade	308	<a href="mailto:mlee@sd251.org">mlee@sd251.org</a>
Mrs. Jones	1st Grade	307	<a href="mailto:Jaiones@sd251.org">Jaiones@sd251.org</a>
Mrs. Smith	1st Grade	306	<a href="mailto:ksmith@sd251.org">ksmith@sd251.org</a>
Mrs. Webster	1st Grade	309	<a href="mailto:swebster@251.org">swebster@251.org</a>
Mrs. Poehler	2nd Grade	401	<a href="mailto:mpoehler@sd251.org">mpoehler@sd251.org</a>
Mrs. Hanson	2nd Grade	402	<a href="mailto:sahanson@sd251.org">sahanson@sd251.org</a>
Mrs. Wilde	2nd Grade	403	<a href="mailto:mwilde@sd251.org">mwilde@sd251.org</a>
Miss Kotter	2nd Grade	405	<a href="mailto:lkotter@sd251.org">lkotter@sd251.org</a>
Mr. Hsu	2nd Grade	404	<a href="mailto:ehsu@sd251.org">ehsu@sd251.org</a>
Mrs. Munoz	3rd Grade	409	<a href="mailto:tmunoz@sd251.org">tmunoz@sd251.org</a>
Mrs. Gonzalez	3rd Grade	502	<a href="mailto:rgonzalez@sd251.org">rgonzalez@sd251.org</a>
Mrs. Lindsey	3rd Grade	408	<a href="mailto:slindsey@sd251.org">slindsey@sd251.org</a>
Mrs. Abrams	3rd Grade	407	<a href="mailto:jabrams@sd251.org">jabrams@sd251.org</a>
Lee Laoshi	3rd grade	501	<a href="mailto:slee@sd251.org">slee@sd251.org</a>
Ms. Hanson	4th Grade	111	<a href="mailto:shanson@sd251.org">shanson@sd251.org</a>
Mrs. Cook	4th Grade	108	<a href="mailto:scook@sd251.org">scook@sd251.org</a>
Mrs. Hutchins	4th Grade	107	<a href="mailto:shutchins@sd251.org">shutchins@sd251.org</a>
Mr. Su	4th Grade	106	<a href="mailto:jsu@sd251.org">jsu@sd251.org</a>
Ms. Thurgood	5th Grade	101	<a href="mailto:mthurgood@sd251.org">mthurgood@sd251.org</a>
Mrs. Jacobson	5th Grade	104	<a href="mailto:mjacobson@sd251.org">mjacobson@sd251.org</a>
Mrs. Harmon	5th Grade	105	<a href="mailto:kharmon@sd251.org">kharmon@sd251.org</a>
Mrs. Phillips	5th Grade	102	<a href="mailto:kphillips@sd251.org">kphillips@sd251.org</a>
Yin Laoshi	5th Grade	103	<a href="mailto:jliao@sd251.org">jliao@sd251.org</a>
Mr. Ellis	P.E.	Gym	<a href="mailto:rellis@sd251.org">rellis@sd251.org</a>
Mrs. Clements	P.E.	Gym	<a href="mailto:tclements@sd251.org">tclements@sd251.org</a>
Mrs. Taylor	Counselor	204	<a href="mailto:mtaylor@sd251.org">mtaylor@sd251.org</a>
Mrs. Nez	Special Ed.	110	<a href="mailto:cnez@sd251.org">cnez@sd251.org</a>
Mrs. Jeppessen	Special Ed.	211	<a href="mailto:ajeppesen@sd251.org">ajeppesen@sd251.org</a>
Mrs. Lund	Speech	212	<a href="mailto:klund@sd251.org">klund@sd251.org</a>

<p align="center"><b>South Fork Elementary</b>  <b>2025-2026</b>  <b>Recess &amp; lunch bell schedule</b></p>
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<b><u>Kindergarten</u></b>		
Tardy Bell	8:00	
Recess	9:20-9:35	Health Break
Lunch	10:50-11:35	10:20-10:35
Recess	1:20-1:35	
Dismiss	2:25	
<b>Fri. Dismiss</b>	<b>12:00</b>	

<b><u>2nd Grade</u></b>		
Tardy Bell	8:00	
Recess	9:45-10:00	Health Break
Lunch	12:00-12:35	9:30-9:45
Recess	1:40-1:55	
Dismiss	2:25	
<b>Fri. Dismiss</b>	<b>12:00</b>	

<b><u>4th Grade</u></b>		
Tardy Bell	8:00	
Health break	10:15-10:30	
Lunch	11:30-12:05	
Dismiss	2:30	
<b>Fri. Dismiss</b>	<b>12:00</b>	

<b><u>LUNCH PRICES</u></b>	
Grades K-5	\$2.70
Breakfast	\$2.10
Milk	\$1.00

<b><u>1st Grade</u></b>		
Tardy Bell	8:00	
Recess- big playground	9:25-9:40	Health Break
Lunch- little playground	11:30-12:05	10:15-10:30
Recess- big playground	12:55-1:10	
Dismiss	2:25	
<b>Fri. Dismiss</b>	<b>12:00</b>	

<b><u>3rd Grade</u></b>		
Tardy Bell	8:00	
Recess	10:45-11:00	Health Break
Lunch	12:00-12:35	9:45-10:00
Dismiss	2:30	
<b>Fri. Dismiss</b>	<b>12:00</b>	

<b><u>5th Grade</u></b>		
Tardy Bell	8:00	
Lunch	11:00-11:35	
Health break	1:15-1:30	
Dismiss	2:30	
<b>Fri. Dismiss</b>	<b>12:00</b>	

**Jefferson Joint School District 251**  
**2025-2026**

July					January																							
M	T	W	T	F	Teacher Days 19 Student Days 18 1st New Year's Day Holiday, No School 19 Martin Luther King Holiday, No School 28 Parent Teacher Conferences 4-7 29 Parent Teacher Conferences 4-7 30 PTC Camp Day No School																							
	1	2	3	4	M	T	W	T	F																			
7	8	9	10	11				1	2																			
14	15	16	17	18	5	6	7	8	9																			
21	22	23	24	25	12	13	14	15	16																			
28	29	30	31		19	20	21	22	23																			
					26	27	28	29	30																			
August					February																							
M	T	W	T	F	Teacher Days 9 Student Days 3 19 Teacher Workday 20 Teacher Professional Development Day 21 Teacher Professional Development 21 Back To School Night 22 Teacher Work Day 22 6 <sup>th</sup> & 8 <sup>th</sup> Grade orientation 25 First Day of School																							
				1	M	T	W	T	F																			
4	5	6	7	8	2	3	4	5	6																			
11	12	13	14	15	9	10	11	12	13																			
18	19	20	21	22	16	17	18	19	20																			
25	26	27	28	29	23	24	25	26	27																			
September					March																							
M	T	W	T	F	Teacher Days 21 Student Days 21 1 Labor Day Holiday, No School																							
1	2	3	4	5	M	T	W	T	F																			
8	9	10	11	12	2	3	4	5	6																			
15	16	17	18	19	9	10	11	12	13																			
22	23	24	25	26	16	17	18	19	20																			
29	30				23	24	25	26	27																			
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October					April																							
M	T	W	T	F	Teacher Days 23 Student Days 22 8 Parent Teacher Conferences 4-7 pm, Early Release 9 Parent Teacher Conferences 4-7 pm, Early Release 10 PTC Camp Day, No School																							
		1	2	3	M	T	W	T	F																			
6	7	8	9	10			1	2	3																			
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27	28	29	30	31	20	21	22	23	24																			
					27	28	29	30																				
November					May																							
M	T	W	T	F	Teacher Days 15 Student Days 12 3 Teacher Professional Development No School 4 Teacher Professional Development No School 13 End of 1 <sup>st</sup> Trimester 14 Teacher Workday, No School 24-26 Thanksgiving Break, No School																							
3	4	5	6	7	M	T	W	T	F																			
10	11	12	13	14					1																			
17	18	19	20	21	4	5	6	7	8																			
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					25	26	27	28	29																			
December					June																							
M	T	W	T	F	Teacher Days 15 Student Days 15 22-23 Christmas Holiday Break, No School																							
1	2	3	4	5	M	T	W	T	F																			
8	9	10	11	12	1	2	3	4	5																			
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29	30	31			22	23	24	25	26																			
					29	30																						
<div>■ Denotes Early Release</div> <div>■ Denotes No School</div> <div>■ Denotes Teacher Work Day, No School</div> <div>■ Denotes Teacher Professional Development Day, No School</div>					<table><thead><tr><th></th><th>Teacher Days</th><th>Student Days</th></tr></thead><tbody><tr><td>1<sup>st</sup> Trimester</td><td>63</td><td>55</td></tr><tr><td>2<sup>nd</sup> Trimester</td><td>58</td><td>56</td></tr><tr><td>3<sup>rd</sup> Trimester</td><td>59</td><td>58</td></tr><tr><td></td><td>180</td><td>169</td></tr></tbody></table> <table><tbody><tr><td>Teacher Workdays</td><td>4</td></tr><tr><td>Teacher PD Days</td><td>5</td></tr></tbody></table>						Teacher Days	Student Days	1 <sup>st</sup> Trimester	63	55	2 <sup>nd</sup> Trimester	58	56	3 <sup>rd</sup> Trimester	59	58		180	169	Teacher Workdays	4	Teacher PD Days	5
	Teacher Days	Student Days																										
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Teacher Workdays	4																											
Teacher PD Days	5																											
1 <sup>st</sup> Trimester August 25 – November 13					First Day of School: August 25, 2025																							
2 <sup>nd</sup> Trimester November 17 – February 26					Last Day of School: May 29, 2026																							
3 <sup>rd</sup> Trimester March 2 – May 29																												

## South Fork Elementary Jefferson School District 251

All classes would appreciate a donation of any of the following 4 items for the 2025-2026 school year:

**Ziploc Bags-any size**

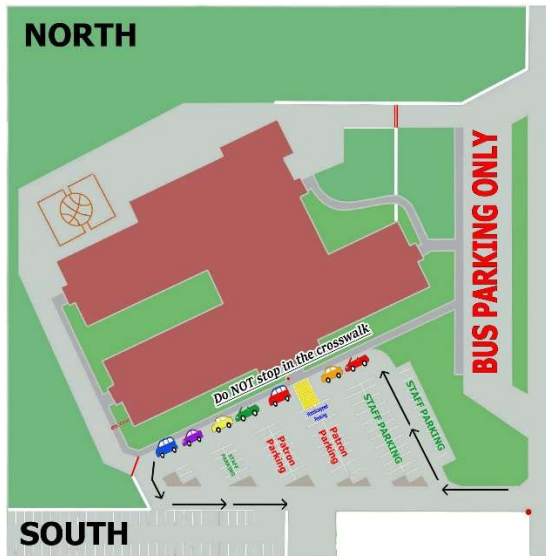
**Disinfectant wipes**

**Kleenex**

**Snacks**

**White copy paper**

<u>Kinder grade supply list 2025-2026</u>	<u>1<sup>st</sup> grade supply list 2025-2026</u>	<u>2<sup>nd</sup> grade supply list 2025-2026</u>
<p><u>Individual list- Write name on these items:</u></p> <p>1-watercolor paint set (Crayola preferred)</p> <p>2-PLASTIC pocket folders WITH prongs</p> <p>1- school pencil box</p> <p>1-pair of scissors (prefer Fiskars student size)</p> <p>3-24 count crayons (Crayola preferred)</p> <p>1-pair of headphones (labeled in a Ziplock)</p> <p><u>Classroom List- Please donate the following items for classroom use.</u></p> <p>6-dry erase markers</p> <p>8-glue sticks</p> <p>24-#2 pencils-Sharpener</p> <p>2-large snack boxes/bags</p> <p>2-boxes of gallon size Ziplock</p> <p>2-boxes of Kleenex</p> <p>2- containers of disinfectant wipes</p> <p><u>Chinese Immersion program students ONLY</u></p> <p>1- Plastic RED folder with prongs</p> <p>1- Plastic GREEN folder with prongs</p>	<p><u>1<sup>st</sup> grade supply list 2025-2026</u></p> <p>1-school pencil box</p> <p>12- #2 pencils all wood</p> <p>2-PLASTIC pocket folders WITH prongs</p> <p>1-child pointed scissors</p> <p>3-boxes 24 crayons</p> <p>2-large pink erasers</p> <p>10-glue sticks</p> <p>4-dry erase markers</p> <p>1-2 Boxes of snacks</p> <p>1-pair of headphones (labeled in a Ziplock) (NO EAR BUDS)</p> <p>*Does not contain nuts or manufactured in a facility with nuts (crackers, cereal, fruit snacks...etc.)</p> <p><u>This item is in addition if you student is in the Chinese Immersion program.</u></p> <p>Headphones with USB-C jack</p> <p>1- pencil box</p> <p>2- notebook</p>	<p><u>2<sup>nd</sup> grade supply list 2025-2026</u></p> <p>1-school pencil box</p> <p>20- #2 pencils NO PENS</p> <p>2-large white erasers</p> <p>2-spiral wide rule notebooks</p> <p>1-child pair of pointed scissors (like Fiskars)</p> <p>2-boxes of 24 crayons</p> <p>1-watercolor paint set (Crayola preferred)</p> <p>2-pocket folders (plastic)</p> <p>1-1-inch binder (with clear view pocket on the front and pockets inside)</p> <p>8-glue sticks</p> <p>10-expo dry erase markers</p> <p>1-pair of headphones (labeled in a Ziplock)</p> <p><u>These items are in addition if your student is in the Chinese Immersion program.</u></p> <p>4-additional expo markers black</p> <p>Immersion Classes only need 1- plastic pocket folder.</p>
<u>3<sup>rd</sup> grade supply list 2025-2026</u>	<u>4<sup>th</sup> grade supply list 2025-2026</u>	<u>5<sup>th</sup> grade supply list 2025-2026</u>
<p>36- #2 pencils all wood only</p> <p>2-24 count package crayons</p> <p>6-glue sticks</p> <p>1-pointed scissor</p> <p>1-3 ring large zipper pouch (no pencil box)</p> <p>1-watercolor paint set</p> <p>4-dry erase markers (black)</p> <p>1-composition notebook (no spiral)</p> <p>2-white or pink eraser</p> <p>1-pair of headphones (labeled in a Ziplock)</p> <p>1 package college ruled notebook paper</p> <p>2- 3 prong pocket folders (plastic last longer)</p>	<p><u>4<sup>th</sup> grade supply list 2025-2026</u></p> <p>24- #2 wooden pencils (no plastic coatings)</p> <p>2- notebooks</p> <p>6-black dry erase markers chisel tip</p> <p>1-2 -pink eraser</p> <p>1-large zipper pouch (10.25x7.25)</p> <p>1-box 12 count color pencils</p> <p>1-pair headphones (labeled in a Ziplock)</p> <p>3-plastic pocket folders NO prongs, <u>One red, one green, one blue</u></p> <p>1-yellow highlighter</p> <p>1-package wide rule loose leaf paper</p> <p><u>Chinese Classes only needs these items, not the above items.</u></p> <p><u>Hutchins &amp; Su class list:</u></p> <p>1-half inch, 3 ring binder</p> <p>1- box color pencils</p> <p>1-pink eraser</p> <p>6-black dry erase markers</p> <p>1-zipper pencil pouches</p> <p>24-#2 wooden pencils</p> <p>2-composition notebooks</p> <p>1-Plastic pocket folder (no prongs)</p> <p>1-headphones with mic (labeled in a Ziplock)</p> <p>4-glue sticks</p>	<p><u>5<sup>th</sup> grade supply list 2025-2026</u></p> <p>2-composition notebooks</p> <p>1-zipper pouch</p> <p>24- #2 wood pencils</p> <p>3- plastic folders with pockets (no prongs)</p> <p>6-black dry erase markers (student use)</p> <p>1-box-colored pencils 12 count</p> <p>1-pair of headphones (labeled in a Ziplock)</p> <p>1-highlighter</p> <p><u>Chinese Classes only need these items, not the above items.</u></p> <p><u>Harmon &amp; Yin:</u></p> <p>2- college ruled notebooks</p> <p>Mechanical pencils/ lead or wood pencils</p> <p>4- folders</p> <p>1- pair pointed scissors</p> <p>6- black dry erase markers</p> <p>4- red pens</p> <p>1-Package of markers, colored pencils or crayons</p> <p>4- glue sticks</p> <p>2- pink erasers</p> <p>1- Small pencil pouch- NO hard pencil boxes</p> <p>1- pair of headphones (labeled in ziplock)</p> <p><u>*Note: In January all 5<sup>th</sup> grade students will be asked to pay \$4.00 for a recorder for music class and \$10.00 for a t-shirt for America's Hope</u></p>



## MORNING DROP OFF

The drop-off lane is a ONE WAY drive through only.

Pull forward to the farthest point possible before stopping.

Do NOT stop at the front doors, block cars behind you, or stop in the crosswalk.

NO cell phone use in the drop off lane.

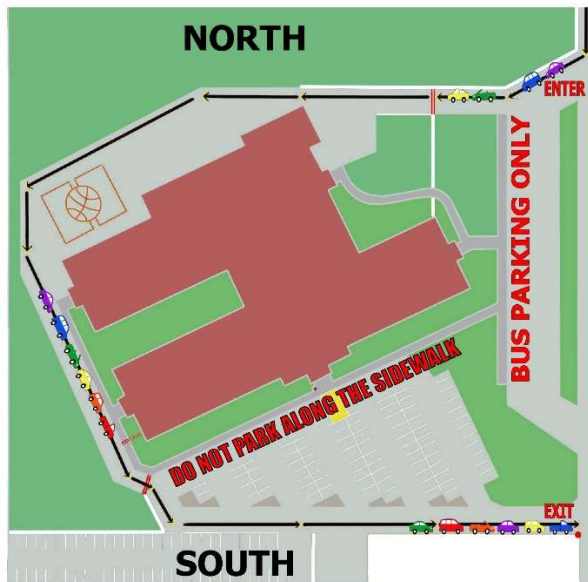
You may NOT drop your students off in the bus lane or on the street.

If your child needs extra time to exit the vehicle, you must park in the lot and walk them to the building.

All students - except kindergarten - will go to the playground before school - weather permitting. Breakfast is served from 7:40-7:55. Students will enter from the door on the east side nearest the cafeteria. They may not enter through the front door.

The tardy bell rings at 8:00 a.m. Any student who is not past the office at that time is considered tardy and must have a pass from the office before going to class.

THANK YOU FOR DOING YOUR PART TO ENSURE THE SAFETY OF OUR STUDENTS



## AFTER SCHOOL PICK UP

All students will be placed on their assigned busses after school unless the office is notified before 1:45 p.m. Students may not ride a different bus home for any reason without a deviation on file with transportation. No students are allowed to walk to or from school unless accompanied by an adult.

Please follow the flow of traffic, entering from the north and picking your student up at the west side of the building. **Parents are NOT allowed to walk to the west end to pick their students up.** For safety reasons, students must enter the vehicle on the drivers side.

If there are circumstances that will not allow you to go through the drive thru, you may park in the parking lot and sign your student out with staff at the front door. The office must be notified in advance if the student is to remain at the office for pick up.

\*The person picking up your student MUST be on our approved pick up list. This includes siblings and neighbors.

\*Drive slowly, please stay off your mobile devices and always watch for children and other vehicles.

\*Do not block the driveways of our patrons.

\*Busses always have the right of way.

WE KNOW THE PICK UP LINE CAN LOOK A LITTLE LONG, BUT IT ACTUALLY MOVES VERY QUICKLY WHEN EVERYONE FOLLOWS THE GUIDELINES. THANK YOU FOR HELPING KEEP THINGS SAFE AND SMOOTH FOR ALL OUR STUDENTS.

### **SOUTHFORK PTO:**

The PTO is always looking for volunteers. If you would like to help, please email them. Meetings are held on the first Tuesday of each month in the conference room at South Fork Elementary. All are welcome to attend.

Check out their Facebook page for more information.

**@South Fork Elementary PTO-Rigby, ID**

Volunteers are needed to:

1. Jog marathon
2. Seuessapalooza
3. Teacher/Staff Birthdays
4. Parent-Teacher Conference Dinners
5. Teacher Appreciation Week
6. Book Fair

President – Amanda Green

Vice President - Aubrey Revo

Secretary– Andrea Wetherell

Treasurer – Nicole Nielson

Assistant Treasurer – Miriam Plass

South Fork PTO Email – [southforkrigbypto@gmail.com](mailto:southforkrigbypto@gmail.com)

# Student Book

## 2025-26

### DISTRICT MISSION STATEMENT

"Jefferson School District 251's mission is to provide every student with a high-quality education."

### DISTRICT VISION

"We are a community focused on student learning to build character, foster informed and productive citizenship, and prepare all young people for college and career success."

### OVERVIEW

#### **ATTENDANCE - BOARD POLICIES 3050 AND 2380**

School attendance is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. The Jefferson School District defines acceptable elementary school attendance as missing no more than seven (7) days per quarter. If a student must be absent from school, the parent/guardian is requested to call the office by 9:00 a.m. to report the absence for that day. If a phone call is not possible, a note explaining the absence from the office must be delivered on the day of return. If parents/guardians find it necessary to remove students from school for an extended period of time, please contact the office in advance.

#### **Tardiness/early departures**

Tardiness caused by a bus delay, inclement weather, or medical reasons are excused and will not be counted in the student's record. "Excessive" tardiness is defined as more than five tardies.

#### **Absences**

Students who accumulate ten (10) consecutive absences will be withdrawn from school. When the student returns to school, the student may re-enroll in school. Students served by homebound will not be included in this procedure (Board Policy 2380). In addition, students with seven (7) or more unverified absences, whether consecutive or cumulative, may be referred to the Governing Board, or its designee, as habitual absentees.

#### **Recovery work**

Students who are absent or late to class may make up for missed work, but miss out on direct instruction, a critical component in student educational achievement.

### **ACADEMIC OR BEHAVIORAL CONCERNS**

When academic or behavioral concerns become apparent to parents or teachers, the district has a problem-solving process in place to address the problem. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the restlessness persists or significantly affects the child's learning, the parent or teacher may refer the student to a building student support team to review the restlessness and interventions that were previously attempted. This team can then develop an additional intervention plan and schedule. If the concern persists even after further interventions, the child may be referred to a building-level multidisciplinary team for further evaluations.

### **ACCIDENTS/INJURIES – BOARD POLICY 3540**

If an accident occurs at school, the school office will call parents/guardians or emergency contacts to notify them of the situation. Keep your contact information up to date with your teacher and the main office.

### **ANIMALS IN ELEMENTARY CLASSROOMS - BOARD POLICY 2375**

1. Animals are allowed in elementary classrooms when required for a unit of instruction from the curriculum adopted by Jefferson Joint School District #251. Animals may remain in the classroom only as long as required by the instructional unit being taught.
2. No wild animals are allowed in the classroom.
3. Students are not allowed to bring their pets from home.
4. The building administrator must approve the use of animals in classrooms and assemblies.
5. Service animals are allowed per Board Policy 2375([www.Jeffersonsd251.org](http://www.Jeffersonsd251.org)).

### **ALLERGIES – BOARD POLICIES 3510 AND 3515**

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

### **BEFORE AND AFTER SCHOOL SUPERVISION**

For your child's safety, students should not arrive at school earlier than 20 minutes before school and should leave school no later than 20 minutes after the final bell. School staff are not available for supervision outside of those hours.

### **BICYCLES/ROLLER SKATES/ROLLER SKATES/SCOOTERS/WHEELS**

Students commuting to school by bike, skateboard, skateboard, or roller skates should walk as soon as they are on school property. Bike racks are available; Students are encouraged to wear helmets and locks on their bikes. Wheelies are not allowed in school.

### **BIRTH CERTIFICATES – BOARD POLICY 3000**

Idaho state law requires: "When enrolling a student for the first time in an elementary or secondary school, the person enrolling the student must provide a CERTIFIED copy of the student's birth certificate or other reliable proof of the student's identity and date of birth, proof of which shall be accompanied by an affidavit explaining the impossibility of producing a copy of the birth certificate." Other reliable proof of the student's identity and date of birth may include a passport, visa, or other government documentation of the child's identity.

### **BIRTHDAYS AND SPECIAL OCCASIONS**

Do not send special flowers, balloons, invitations, treats, etc. to school that are intended for a single child. You are welcome to bring treats that can be shared with all of your child's classmates on special occasions. Treats must be purchased in store and in the original packaging. Invitations must be distributed among all students in the classroom if the student brings them. Thank you for your help in this area.

### **BOARD POLICY – SEE APPENDIX A**

All board policies can be accessed from the district's website: [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org)

### **FINES IN THE LIBRARY**

When books are delivered, students must notify their teacher of the previous damage to the book. If there are unreported damages, the student may be liable. Penalties for books not returned or damaged beyond use will be charged based on the cost of replacing the book by the district.

### **BULLYING – BOARD POLICY 3295 – SEE APPENDIX D**

Bullying is aggressive behavior that is intentional, repeats itself over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself. We are committed to providing all students with a safe and intimidation-free environment that allows them to learn and grow.

### **BUSES – BOARD POLICY 8140**

Riding the school bus is a privilege for students, not a right. Appropriate student behavior is essential for a safe and positive environment during student transportation. Students are expected to behave in an orderly manner while waiting for and riding the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his or her driving duties. Misbehavior on the bus or at the bus stop can deprive a student of their privileges of riding the bus. The Transportation phone number is 208-754-8211.

## **CAMPUS SECURITY**

Jefferson Joint School District #251 takes the safety of our students very seriously. Fire drills, earthquake drills and lockdown drills for intruder situations are regularly held in all schools.

## **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/SECURITY DEVICES FOR STUDENT TRACKING**

Students, with the permission of their parents/guardians may be in possession of a cell phone or other related electronic devices on school property. Electronic devices should be turned off and stored in backpacks during the school day.

Students who violate the provisions of this policy will be subject to disciplinary action, including loss of the privilege to bring the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which will only be returned to the student's parents/guardians. Where appropriate, law enforcement authorities may be contacted.

Students are responsible for the care of the devices they bring to school. The District will not be responsible for the loss, theft, or destruction of devices brought onto school property.

## **CLOSED CAMPUS**

All elementary schools in the district have been designated as closed schools. Once students are on campus, they must have permission from parents or guardians to leave campus. Leaving campus without permission constitutes absenteeism.

## **COPYRIGHT - BOARD POLICY 2150/2150P**

Federal law states that it is illegal to duplicate copyrighted materials without the authorization of the copyright holder, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, or printed materials and computer software, unless the copying or use conforms to the doctrine of "fair use." Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permitted for purposes such as criticism, commentary, news reporting, teaching, scholarship, or research.

Teachers will instruct students to respect copyright laws and request permission when their use of the material has the potential to be considered infringing. No information or graphics may be posted on any official website of the school system in violation of copyright laws.

## **DELIVERIES**

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

## **EXCLUSION OF DIRECTORY INFORMATION - BOARD POLICY 3570**

Schools may disclose, without consent, "directory" information, such as the student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members, and dates of attendance. The information is routinely disclosed for purposes of graduation programs, newspaper articles, and other program-related activities. If you do not want this information to be disclosed, please speak with your student's principal and request in writing that the information not be disclosed to third parties.

## **DISCIPLINE – BOARD POLICIES 3330 AND 3340**

We believe that by encouraging and celebrating positive behavior and working together as a team, your child's education will reflect excellent behavior. It is our policy that students are responsible for their own actions. If a student demonstrates inappropriate behavior, they are treated fairly and with dignity. We involve and inform parents when misbehavior arises. We believe that children of informed parents experience little misbehavior. We sincerely invite parents to come and talk to us about their concerns. For more information, see Board Policies 3330 and 3340 in [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org).

## **DISCRIMINATION – BOARD POLICY 3280**

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

## **DRESS CODE - BOARD POLICY 3260/3260P**

To help parents and students make appropriate clothing choices, the following guidelines should be adhered to:

1. All clothing must be tidy, clean, without tears and appropriate to the circumstances.
2. Students will be excluded from attending classes or participating in school-related activities held on school property, when, in the opinion of the administrator on duty, any of the following are used:
  - a. Underwear as an outerwear
  - b. Clothing, jewelry, or body art that advertises alcoholic beverages or illegal drugs
  - c. Clothing, jewelry, or body art that depicts obscene or immoral images, slogans, or statements.
  - d. Clothes that expose the belly
  - e. Clothing that reveals underwear
  - f. Excessively tight clothing

- g. "Non-sagging": Sagging is defined as wearing the waistband of pants, shorts, or skirts below the natural waist. An oversized pants belt is required.
  - h. No clothing, jewelry, or body art that promotes gang activity will be allowed at any time.
  - i. Shoes should be worn in all cases.
- 3. Students should avoid extremes in dress that distract from a learning atmosphere and/or tend to disrupt class and/or reduce attention in class. To assist students, parents, and school staff, the following guidelines apply:
  - a. Tank tops, sheer unlined fabrics, and fishnet t-shirts are not allowed.
  - b. When hands are placed on the head, if the stomach and/or back are visible, the shirt and/or pants are not appropriate.
  - c. When the hands are placed over the shoulders, if the underwear or chest is visible, the shirt is not appropriate.
  - d. When the hands are placed on the knees, if the back/butt or underwear/chest is visible, clothing is not appropriate.
  - e. When the hands are placed on the toes, if the back/butt or underwear is visible, skirts or other clothing are not appropriate.
- 4. No clothing, jewelry, or body art marked with profanity and/or sexually suggestive writings or images, or advertising of alcohol, illegal drugs, or tobacco is permitted.
- 5. Clothing, jewelry, or body art with writing or images that promote violence or antisocial behavior, or with writing or images that advertise groups or organizations that promote violence or antisocial behavior, or clothing that is currently associated with gangs due to the colors or design of clothing is not permitted.
- 6. Clothing, jewelry, or body art items.
- 7. Caps will not be allowed in the building during school hours except for extreme medical conditions.
- 8. Heavy chains and nails cannot be used.

Children should be prudent and modest in the selection of their clothing and avoid extremes that seek to detract from personal appearance.

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Dress code violations will result in disciplinary action.

#### **DYSLEXIA OR OTHER READING CONCERNS – BOARD POLICY 2415**

The District has a system in place at each elementary school to identify students who have reading difficulties. Students in kindergarten through fifth grade receive an initial screening each fall. Students who are not at grade level based on the initial assessment test receive a diagnostic test to identify specific reading difficulties. An evidence-based intervention is then provided to address the specific skills deficits identified.

Beginning in the fall of 2023-24, all District instructional staff and instructional coaches involved in the instruction of students in kindergarten through fifth grade will complete a dyslexia professional development course that has been approved by the Idaho State Department of Education.

### **EDUCATION FOUNDATION**

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

### **GIFTED AND TALENTED – BOARD POLICY 2430**

The term "gifted and talented" refers to students identified as possessing demonstrated or potential abilities that give evidence of high-achieving abilities in specific intellectual, creative, academic, or leadership areas, or ability in the performing or visual arts and children with outstanding abilities who are capable of high achievement and require services or activities not normally provided by the District to fully develop such abilities. The District meets the special educational needs of gifted and talented children enrolled in the District.

### **HALLOWEEN COSTUMES**

Students can wear their costumes at school or bring them to wear during their class party. No masks or toy guns are allowed. Costumes must comply with the district's dress code.

### **HOME LANGUAGE SURVEYS**

School districts are required by federal and state laws to determine the first language each student learns. This information is essential to providing meaningful instruction to all students and the district is required to keep a copy of each child's survey.

### **HOMELESS/FOSTER STUDENTS – BOARD POLICY 3060**

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

### **TASK – BOARD POLICY 2630**

Teachers may give students homework to aid in the student's educational development. The assignment must be an application or adaptation of a classroom experience and can be done independently.

### **IMMUNIZATION POLICY - BOARD POLICY 3525**

Any student who enrolls, transfers, or returns after withdrawing must show verifiable documentation of immunization upon entry or re-entry. Exemption from this law is permitted for medical, personal, or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file with the school. Waiver forms are available at school clerks. Students with exemptions may be excluded from school for an extended period of time in the event of an outbreak of a disease for which the student is not fully vaccinated. If up-to-date immunization records are not provided, your child will not be able to attend school until records are received.

### **STUDENT INSURANCE – ASSUMPTION OF RISK – BOARD POLICY 3540**

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

### **INTERNET ACCESS – BOARD POLICY 3270/3270F/3270P**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The student and their parents/guardians should read and discuss the district's policies regarding network and internet use: Board Policy 3270/3270F/3270P. If a parent/guardian does not agree to allow their student's use of the Internet, the student will only have intranet connectivity.

### **RESEARCH**

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

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

### **KEEPING STUDENTS AFTER SCHOOL**

A student cannot be held back after school unless the teacher receives prior parental approval. The teacher should contact parents for prior approval and contact the office to inform them of the situation.

### **LIBRARY**

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

### **LOST & FOUND**

Students are responsible for all personal items they bring to school. Jefferson Joint School District #251 accepts no responsibility for any personal items lost on school property due to theft, fire, water damage, or for any other reason. If you have lost an item, please check with the main office for lost and found items. If an item has been stolen, contact the teacher or principal. If you lose or find items of clothing,

purses, wallets, etc., please check with the main office for the location of lost and found items. Items left on lost and found items can be donated to charity.

### **LUNCH/BREAKFAST PROGRAM**

A well-balanced breakfast and lunch are prepared fresh daily in your school cafeteria. All meals are nutritionally tested and portions are set based on grade level. Menus and meal prices are available on the district's website, [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org).

Parents/guardians can apply for free or reduced-price meals online by visiting the district's website in [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org). Applications for free or reduced-price meals are also available in your school's office and kitchen. Applications are evaluated based on income and family size.

### **PRESS RELEASE: BOARD POLICY 3570/3570F**

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

### **MEDICATIONS AT SCHOOL - BOARD POLICIES 3510/3511 AND 3300**

Students who need to take prescriptions or other medications during the school day should bring it to the office in a properly labeled prescription bottle or original container. Parents must complete a medication consent form and file it with the school for any medication to be administered. Students who do not comply with this procedure are in violation of the district's drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal authority to prescribe. Schools have the right at any time to refuse to administer any medication or supplement that does not meet safe administration standards.

If a student may require emergency medication for life-threatening conditions, parents must provide the medication to schools. Emergency medications can be stored in the office and/or students can bring them with them for self-administration. Students who need to bring emergency medication for asthma or severe allergies may do so in accordance with district policy and procedures. When the dosage of a medication is changed or new medications are prescribed, a new medication consent form must be completed before the medication can be dispensed at school. Contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based on alcohol, tobacco, and drug policy.

### **MIGRANT PROGRAM – BOARD POLICY 2390**

Immigrant education programs are available for students who may need additional help in math and/or reading. This is a federal program with very specific requirements. Children who may qualify for this type of help will receive services at the request of the parents (parents must be notified if their child qualifies

before services begin). Call the immigrant liaison at the district office 208-745-6693 or access the information on the district's website for information on migrant services.

## **NON-DISCRIMINATION – APPENDIX C**

### **PARENT/TEACHER CONFERENCES OR PARENT-REQUESTED MEETINGS – BOARD POLICY 2625**

Parent-teacher conferences are usually scheduled in the middle of the quarter. However, if you would like to speak with the teacher at any time, please send a note or call to request an appointment. Schedule these appointments in advance, as it is impossible for a teacher to consult with a parent during class time.

### **PROGRESS REPORTS - BOARD POLICY 2620**

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

### **REPORT CARDS - BOARD POLICY 2620**

Report cards are given to students. These reports show academic grades and standards, absences and tardies, etc. Contact your child's teacher if you have questions.

### **REPORTING PROCEDURES: BOARD POLICIES 3290/3290P/3290F1/3290F AND 3295/3295P/3295F**

Any student and/or parent of a student who believes the student is being bullied/harassed, must immediately report the situation to school personnel.

### **DAYTIME STUDENT DISMISSAL – BOARD POLICIES 3550/3550P AND 3050**

For your child's safety, parents/guardians must sign off a student at the office when they are picked up from school. Students will remain in the classroom until parents arrive to maximize instructional time. When someone other than the parent/guardian is picking up a child, they MUST have a note from the parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. A photo ID may be required for anyone picking up a child.

### **AFTER-SCHOOL STUDENT DISMISSAL - BOARD POLICIES 3550/3550P AND 3050**

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

### **SCHOOL CLOSURE - BOARD POLICY 2210/2210P1/2210P2**

In the event of severe weather or emergency situations resulting in school closures, information will be announced by the SchoolMessenger System, local radio, television stations, and through the district's website.

#### **SEARCHES AND SEIZURES – BOARD POLICY 3370/3370P**

The following rules shall apply to any search and seizure of any property by school personnel:

1. The superintendent, principal, and authorized assistants of any of them shall be authorized to conduct searches or seize property on or near school premises as provided later in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, automobile, or other container of any kind on school grounds contains any article or substance that constitutes an imminent danger to the health and safety of any person or to the property of any person. or the District, the administrator is authorized to conduct a search of any car or container and seize such item or substance.
3. The authorized administrator may conduct random searches of any locker, car, or container of any kind on school premises without notice or consent.
4. If the Authorized Administrator has any reasonable suspicion to believe that any student has any item or substance in his or her possession, which constitutes an imminent danger to the property of any person or the District, the Administrator is authorized to conduct a search of any automobile or container and impound any item or substance.
5. No student shall obstruct, obstruct or prevent any registration authorized by this procedure.
6. Whenever circumstances permit, any authorized search or seizure in this proceeding shall be conducted in the presence of at least one (1) adult witness, and the administrator shall make a written record of the time, date, and results. A copy will be sent to the Superintendent as soon as possible.
7. In any case where an article or substance is found to be in violation of the law, the circumstance shall be immediately reported to the appropriate law enforcement agency.
8. In any situation where the administrator has doubts about the suitability of proceeding with any search or seizure, the administrator is authorized to report and comply with the instructions of any public law enforcement agency.

#### **SPECIAL EDUCATION/504 – BOARD POLICIES 2400/2400P, 2410 AND 3280**

It is the intent of the District to ensure that students with disabilities within the definition of the Individuals with Disabilities Education Act (IDEA) and Section 504 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under IDEA or Section 504, the District has established and implemented a system of procedural safeguards. The safeguards cover the identification, evaluation, and educational placement of students.

### **STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS – BOARD POLICY 3000**

The District's goal is to place students in levels and environments that improve the likelihood of student success. Developmental testing, along with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered at the placement of all students. All holds and accelerations must be reviewed and approved by the Superintendent or designee.

### **STUDENT RECORDS – BOARD POLICY 3570/3570P – APPENDIX B**

Upon request, student records are available for examination by parents/guardians and students over the age of 18.

### **SURVEILLANCE CAMERAS – BOARD POLICY 3560**

Jefferson Joint School District #251 schools have on-campus surveillance video cameras and many district school buses have onboard surveillance video/audio cameras. Please note that surveillance cameras operate on and off school grounds, as well as on district school buses.

### **TESTS**

It is very important for your child to attend the tests. Accurate assessment of student progress is essential to ensure the academic growth of all students. Jefferson Joint School District #251 uses assessment tools developed by the state and district to ensure that a full range of assessment data is available to parents and school staff.

### **TITLE I – BOARD POLICY 2420/2420P – APPENDICES E AND G**

A school-parent partnership has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year. The compact outlines the responsibilities of teachers, parents, and students. A copy of the Covenant can be found in Appendix G.

### **TOYS AND VALUABLES**

Students should not bring toys or other valuables to school, except for education-related activities approved by the teacher. Electronic devices are considered toys unless otherwise directed by the teacher. Medically prescribed devices or assisted learning devices necessary to meet 504 and/or IEP requirements will be permitted.

### **VERBAL OR WRITTEN THREATS - BOARD POLICY 3330**

Idaho Code 18-3302I states that any person, including a student, who willfully threatens on school grounds with words or deeds with the use of a firearm or other deadly or dangerous weapon to exercise violence against any other person on school grounds is guilty of a misdemeanor. School staff will investigate threats. Students who threaten to physically endanger another person may be required to take a Threat/Risk Assessment and will be disciplined, up to and including expulsion.

## **VISITORS**

Parents or other adults are encouraged to visit the school. Check in at the office and get a visitor's pass/badge. Students who are not members of the student body will not be allowed to enter the school building without following proper visitor registration procedures. Exceptions to this would be high school students involved in the tutoring program.

## **WEATHER AND BREAK GUIDELINES**

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

Temperature/wind chill guidelines	Rule
Less than 10 degrees and/or wind gusts >20 mph	Indoor recreation
Below 15 degrees	Shortened recess
Less than 32 degrees	Gloves and hats for going out
Below 50 degrees	Coat and long pants
Less than 50 degrees	Jacket or long sleeves

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

Indoor recess will also be held if outdoor air quality is problematic; <https://www.airnow.gov/>

## **WELLNESS - BOARD POLICY 8200**

The goal of the Jefferson School District is to strive to make a meaningful contribution to the overall well-being, mental and physical ability, and learning ability of each student and to provide them with the opportunity to participate fully in the educational process. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

## **ZERO TOLERANCE OFFENSES - BOARD POLICY 3361**

It is the policy of the School District #251 Board of Trustees that any student who has a firearm or explosives in their possession (whether on their person, in their purse, backpack, gym bag, any other container, in their locker), or vehicle on school property) shall be immediately suspended from school. The management of the building where the offense occurred will conduct a due process hearing within five days of the incident and make a written recommendation for expulsion to the Board of Directors, if applicable. If expulsion is requested, the Board will conduct such a hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems it necessary.

In addition, any student who uses other deadly or dangerous weapons as defined in federal law Section 930 of Title 18 of the United States Code shall be subject to the same procedures and penalties described in the preceding paragraph. The definition of weapon includes, but is not limited to: dagger, Bowie knife, dagger, metal knuckles, or any other object that can be used as a weapon.

Any student expelled under this section may not apply for readmission for twelve months from the date of expulsion. If readmission is granted after the proper application, it will not occur until the beginning of the next qualifying period following approval of readmission.

18 U.S.C. 930

Idaho Code Sections 33-205, 18-3302

## **APPENDIX A**

This list of policies may be of interest to you as a parent/guardian or student. Policies can be reviewed on Jefferson Joint School District website #251 in [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org). If you do not have access to the internet, your school will provide you with a copy of the Board Policy upon request.

### **STUDENT POLICY SECTION BY ALPHABET**

<b>Policy Title</b>	<b>Number</b>
Academic Honesty	3345
Administering Medication to Students	3510
Alternative School Placement	3101
Alternative School Placement Transition Procedure	3101P
Support Policy	3050
Attendance Policy-Codes for Excused Absences	3050P
Compulsory Attendance	3040
Concussion Guidelines	3505
Concussion Guidelines: Acknowledgment of Receipt of	3505F1
Concussion Guidelines: Authorization to Return to Play/Participate in Student Sports	3505F2
Contagious or Infectious Diseases	3520
Corrective Actions and Punishment	3340
Detention	3350
Discipline of Students with Disabilities	3360
Distribution and publication of materials	3250
Distribution of Fundraising Literature through Students	3430
District-Provided Acceptable Use of Electronic Networks for Students and Staff	3270P
District-Provided Access to Electronic Information, Services, and Networks	3270
District-Provided Internet Access Conduct Agreement	3270F
Drug-Free School Zone	3300
Dual Enrollment of Nonpublic School Students	3030
Dyslexia	2415
Homeless Education (McKinney-Vento)	3060
Electronic Communications Devices	3265
Emergency treatment	3540
Registration and attendance records	3020
Registrations and Registration and Assistance Procedure	3020P
Admission, Placement, and Transfer	3000
Equal Education, Non-Discrimination and Gender Equality	3280
Extracurricular and Co-curricular Use of Chemicals Policy	3390
Extracurricular Activities Drug Testing Consent Form	3400F
Extracurricular Activities Drug Testing Program	3400
Extracurricular and Co-Curricular Participation Policy	3380
Food Allergy Management Policy	3515
Foreign Students	3090
Gangs and Gang Activity	3310
Hazing, Harassment, Intimidation, Threat	3295

Hazing, Harassment, Intimidation, Bullying, Threatening Form	3295F
Hazing, Harassment, Intimidation, Threatening Procedure	3295P
Vaccination requirements	3525
Minimum course enrollment at Rigby High School	3051
Open Enrollment	3010
Open Enrollment Application	3010F
Open Enrollment Procedures	3040P
At-Risk/Disadvantaged Student Programs	3100
Prohibition of Tobacco Possession and Use	3305
Missing Child Records	3610
Non-Custodial Parent Relationships (Version A)	3575
Student withdrawal during school hours	3550
Withdrawal of the student during school hours Procedure	3550P
School-sponsored student activities	3410
School-related trips abroad	3460
Searches and Apprehension	3370
Searches and Seizure Procedure	3370P
Service animals at school	2375
Sexual Harassment/Intimidation of Students	3290
Student Sexual Harassment/Bullying Form	3290F
Student Club Application	3225F
Student Clubs: Equal Access	3225
Student Discipline	3330
Student dress	3260
Student Dress Procedure	3260P
Student Fees, Fines & Fees/Return of Property	3440
Student Fundraising Activities	3420
Student Government	3230
Student Health/Physicals/Exams	3500
Student Interviews: Form for the signature of the arresting officer	3545F1
Student Interviews: Form for Interview Officer Signature	3545F2
Student interviews, interrogations, or arrests	3545
Student Publications	3240
Student records	3570
Student Records (Keeping School Student Records)	3570P
Student Records (Notification to parents and students of rights related to a student's school records)	3570F
Student Rights and Responsibilities	3200
Student Sex Offender	3365
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## **APPENDIX B: BOARD POLICY 3570/3570P**

### **REQUIREMENTS OF THE EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students and parents/guardians will receive notification of their FERPA-defined rights once a year. This notification will be given through a mass communication tool.

Education records include a variety of information about a student that is maintained in schools in any recorded form, such as handwriting, print, computer media, videotapes or audiotapes, films, microfilms, and microfiche. Examples are:

- Date and place of birth, addresses of parents and/or guardians, and where parents can be contacted in case of emergency;
- Grades, test scores, courses taken, academic majors and activities, and official letters about a student's status in school;
- Special education records;
- Disciplinary proceedings;
- Health and medical records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards awarded, and degrees earned;
- Personal information such as a student's identification code, social security number, photograph, or other information that would facilitate a student's identification or location.

Records that fall within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) are not within the scope of HIPAA requirements. Reports, assessments, summaries received by a school, including health records, may be shared with individuals with a legitimate educational interest and will be transferred with a student if transferred.

Parents or students have the right to:

1. Inspect and review student records;
2. Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or violate the student's right or privacy;
3. Consent to the disclosure of personally identifiable information contained in a student's educational records, except to the extent that disclosure without consent is authorized by the Act and its regulations;
4. File a complaint with the U.S. Department of Education about allegations of non-compliance by the agency or institution with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution on how the requirements of the Act are met;
6. Request a due process hearing regarding the contents of the records; and

7. Be informed of the cost of copies in case copies are requested
8. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the required permission or consent and the rights granted to the student's parents thereafter shall only be required and granted to the student.

## **APPENDIX C**

### **Notice of Nondiscrimination**

Jefferson County School District #251 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission to or access, treatment, or employment in its educational programs or activities. Inquiries regarding Title VI, Title IX, and Section 504 may be referred to Chad Martin, Superintendent; JCSD #251 3850 East 300 North, Rigby, ID 83442 or phone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

### **Notice of Declaration of Nondiscrimination 504 and IDEA**

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

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

## **APPENDIX D – BOARD POLICY 3295**

### **Hazing, Harassment, Intimidation, Bullying, Cyber Bullying**

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyberbullying, or harassment by students or third parties is strictly prohibited and will not be tolerated in the District. This includes actions on school

grounds, school property, school buses, school bus stops, school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions in locations outside of those listed above that can reasonably be expected to interfere with or disrupt materially and substantially the school's educational environment. school or infringe on the rights of other students at school.

The Board expects all students to treat each other with courtesy and respect and not to engage in behavior that is harmful to another student or another student's property. The Board expects students to behave in accordance with their level of maturity, with due regard for the rights and well-being of other students, school personnel, and the educational purpose underlying all school activities.

### Discipline

Students whose behavior violates this policy will be subject to disciplinary action and graduated consequences, up to and including expulsion in accordance with the Board's policy on student discipline. Third parties whose behavior violates this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

### Notification

Information about the District's bullying policy and relevant procedures will be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and will be included in student handbooks. Information provided to students will be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

### Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures will include descriptions of prohibited conduct, investigative reports and procedures, rules for disciplining students who violate this policy, and provisions for ensuring that students, teachers, and third parties are notified of this policy.

### Training

Ongoing Professional Development: The district will provide ongoing professional development to develop the skills of all school staff members to prevent, identify, and respond to bullying, intimidation, and intimidation.

### Reports

The District shall report incidents of bullying annually to the State Department of Education, and in the form and form provided by the State Department of Education.

The Board will review this policy annually.

