



Joint School District No. 2

West Ada School District
1303 E. Central Drive
Meridian, Idaho 83642

ELEMENTARY STUDENT-PARENT HANDBOOK

All the information in this handbook is important. Several articles require your particular attention. Please read the handbook via the internet, click on the Parents section of the menu, then click on Handbooks. If you do not have Internet access, a copy of the handbook may be obtained from the school. This handbook is intended for students of West Ada School District.

Acknowledgement of access to this Handbook is located on SchoolForms, in PowerSchool.

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WELCOME TO WEST ADA SCHOOL DISTRICT

Dear Parents,

This year will bring new and exciting learning experiences for your child. West Ada School District offers a comprehensive curriculum and assessment program. With your support and our team of outstanding educators, your child will increase their problem-solving skills and abilities that will begin their process of lifelong learning.

We need your encouragement and support to assist your child in attending school regularly and being on time. Helping your child to be responsible in returning schoolwork will lead them in the right step for a successful and rewarding school year. Your encouragement and praise will give your child the confidence to make wise educational peer choices.

We are confident in the professional abilities and commitment of our teachers to create a successful learning experience for your child. We have a wonderful support staff of secretaries, custodians, bus drivers, cooks, librarians, and teaching assistants to contribute to your child's successful school year. Your school has an outstanding principal that is dedicated to your child's success in school.

If concerns should arise, please contact your child's teacher first. Your school principal is also ready to assist if necessary. Your child's successful educational experience is our business.

Sincerely,

Buffy Roberts
Elementary North
Regional Director

Lisa Hahle
Elementary South
Regional Director

ELEMENTARY SCHOOLS

Barbara Morgan STEM Academy

1825 Chateau Dr.
Meridian, ID 83646
208-855-4430
Principal: Lauri Wright

Cecil D. Andrus

6100 Park Meadow Dr.
Boise, ID 83713
208-855-4430
Principal: Danielle Andrus

Chaparral

1155 N. Deer Creek Ln.
Meridian, ID 83642
208-350-4180
Principal: Doni Davis

Chief Joseph School of the Arts

1100 E. Chateau
Meridian, ID 83646
208-350-4200
Principal: Gretchen Hart

Christine Donnell School of the Arts

7075 S. Five Mille
Boise, ID 83709
208-355-4335
Principal: Jennifer Maxwell

Desert Sage

9325 W. Mossywood St.
Boise, ID 83709
208-350-4020
Principal: Beau Dahlgren

Discovery

2100 E. Leighfield Dr.
Meridian, ID 83646
208-855-4090
Principal: Brittany Amos

Eagle Elementary School of the Arts

475 N. Eagle Rd.
Eagle, ID 83616
208-855-4365
Principal: Corine Hoppe

Eagle Hills

650 Ranch Drive
Eagle, ID 83616
208-855-4365
Principal: Jason Leforgee

Eliza Hart Spalding STEM Academy

12311 W. Braddock Dr.
Boise, ID 83709
208-321-2150
Principal: Jamie Dobson

Frontier

11851 Musket Dr.
Boise, ID 83713
208-350-4190
Principal: Katie Rutan

Galileo STEM Academy

4735 W. Saguaro Dr.
Eagle, ID 83616
208-350-4105
Principal: Rob Lamb

Hillsdale

5225 South Stockenham Way
Meridian, ID 83642
208-350-4443
Principal: Dr. Kristie Bair

Hunter

2051 W. McMillan Rd.
Meridian, ID 83642
208-855-4285
Principal: Julie Prince

Joplin

12081 West DeMeyer St.
Boise, ID 83713
208-855-4345
Principal: Chris Kelley

Lake Hazel Elementary

11711 Lake Hazel Road
Boise, ID 83709
208-350-4075
Principal: Jennifer Logan

Mary McPherson

1050 E. Amity Road
Meridian, ID 83642
208-855-4300
Principal: Shannon Murdoch

McMillan

1901 McMillan Dr.
Boise, ID 83713
208-855-4475
Principal: Sara DiGrazia

Meridian Elementary

1035 NW 1st Street
Meridian, ID 83642
208-855-4335
Principal: Debbie Aholt

Paramount

550 W. Producer Drive
Meridian, ID 83646
208-350-4120
Principal: Brooke Roy

Pepper Ridge

2252 S. Sumpter Way
Boise, ID 83709
208-855-4130
Principal: Alisa Tueller

Peregrine

1860 Waltman Street
Meridian, ID 83642
208-350-4285
Principal: John Labbe

Pioneer School of the Arts

13255 W. McMillan Road
Boise, ID 83713
208-855-4100
Principal: David Jakious

Pleasant View

4600 North Gondola Drive
Meridian, ID 83646
208-350-4490
Principal: Amy Senethavilay

Ponderosa

2950 N. Naomi Ave.
Meridian, ID 83646
208-855-4040
Principal: Kaycee Choate

Prospect

4300 N. Red Horse Way
Meridian, ID 83646
208-350-4000
Principal: Gwenda Venecia

River Valley

2900 E. River Valley St.
Meridian, ID 83646
208-884-1741
Principal: John Ursillo

Seven Oaks

1441 S. Seven Oaks Way
Eagle, ID 83616
208-350-4095
Principal: Jacque Wilson

Siena

2870 East Rome Dr.
Meridian, ID 83642
208-350-4370
Principal: Kacey Schneidt

Silver Sage

7700 Snohomish
Boise, ID 83709
208-855-4485
Principal: Anne Spittle

Star

700 North Star Road
Star, ID 83669
208-855-4110
Principal: Todd Adams

Summerwind STEM Academy

3675 Jullion Way
Boise, ID 83704
208-375-0210
Principal: Meghan Stewart

Ustick

435 Ustick Road
Boise, ID 83713
208-855-4120
Principal: Heidi Jackman-Rahn

Willow Creek

6195 N. Long Lake Way
Meridian, ID 83646
208-350-4410
Principal: Jared Christensen

Virtual School House

208-350-5094
Principal: Sherawn Reberry

Transportation

50 N. Ward Avenue
Meridian, ID 83642
208-229-8500

RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):

- Assume responsibility for instructional leadership
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession
- Help students in learning appropriate school behavior
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems
- Encourage parent communication with the school, including Power School reports and participation in parent- teacher conferences
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc.)
- Supervise all affairs regarding school management, operations, and activities
- Serve as liaison between students, parents, teachers, and the West Ada Board of Trustees

RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success, you are encouraged to (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student
- Encourage their student's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school
- Keep informed of school policies and academic requirements of school programs
- Support their student in pertinent school-related activities/organizations
- Be sure their student is appropriately dressed at school and school-related activities
- Discuss report cards and school assignments with their student
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see Parent Verification Form in handbook)
- Promote high expectations for your student's behavior, school achievement, and homework
- Establish and maintain open lines of communication between home, school, and teachers
- Participate in school activities including parent-teacher conferences

RESPONSIBILITIES OF STUDENTS

Student responsibilities to achieve a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attend all classes, daily and on time
- Be prepared for each class with appropriate materials and assignments
- Wear appropriate clothing
- Exhibit respect toward others
- Conduct themselves in a responsible manner
- Pay required fines
- Refrain from violations of the code of student conduct
- Obey all school personnel, school rules, safety rules at school-related activities and on the bus
- Seek changes in school policies and regulations in an orderly and responsible manner through appropriate channels
- Cooperate with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense
- Convey information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports)

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation
- Teach to the standards of performance required by the district
- Teach the district curriculum
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession
- Use discipline management techniques developed in the school discipline management plan
- Promote good student discipline by modeling regular attendance and punctuality
- Comply with district and school policies, rules and regulations, and directives
- Maintain an orderly classroom atmosphere conducive to learning
- Establish rapport and open lines of communication with parents, students, and other staff members

- Encourage students to strive toward self-discipline
- Participate in meaningful parent-teacher conferences

GENERAL INFORMATION

ACADEMIC OR BEHAVIOR CONCERNS

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

ANIMALS ON SCHOOL CAMPUS

- Animals (including insects) are not allowed on campus except with prior administrative approval.
- Animals are allowed on campus when they are required for a unit of instruction from the West Ada School District adopted curriculum. The animals may remain on campus only if required by the unit of instruction that is being taught. Animals are not allowed to attend afterschool activities unless approved by administration, meet the requirements of Idaho Code 56-704A, or are needed by an individual with a disability (i.e. guide dog).
- For rules regarding Service Animals see Policy 1003.50 or refer to the Service Animals section of this handbook.
- Therapy and Emotional Support animals are not considered Service Animals.

ANNOUNCEMENTS AND OTHER COMMUNICATION

Announcements are made regularly. A club/organization advisor and an administrator must authorize all announcements and submit them to the office before they are read. All student or parent communication such as, but not limited to fliers, brochures, or posters require administrative approval.

ATTENDANCE

See Student Personnel Policy 500.2 – Elementary Attendance on the West Ada School District website

ATTENDANCE/ABSENCE REPORTING

When your child is unable to attend, please contact the school office by phone or email by 9:30 a.m. For the safety of your child, an automated phone call will be made to the number listed on the student information page in PowerSchool if you have not phoned or emailed by 10:30 a.m.

BACKPACKS/BAGS

Students can carry backpacks/bags, to and from school. Students must place these items in their designated area before the start of the school day. During the school day, these items will not be allowed in instructional areas unless approved by the administration. Personal hygiene items may be retrieved as needed.

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to fifteen (15) minutes before school and must exit school grounds no later than fifteen (15) minutes after the final bell. School personnel are not available for supervision outside of those times. For those students attending day care, if not picked up within this time (15) minute frame parents will be notified.

BUSES

Transportation to and from school is provided to students living more than a mile and one-half from school. Most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class (see Cascade Student Transportation or telephone 208 229-8500).

CAMPUS SAFETY

West Ada School District takes the safety of our students seriously. Schools annually review building crisis policies and plans in order to be prepared during a crisis. This guide is designed to give general information on how to respond to specific emergencies, such as fire, earthquake, or an intruder. An individualized Building Safety and Security Plan will be used during the initial stages of any crisis until emergency service providers respond. Each school's plan will be offered to local emergency service providers as well as on file at our District Office. If you have any questions or concerns about your school's plan, please contact your school office.

CLASS SIZE

The Board of Trustees of West Ada School District recognizes the importance of a low teacher/student ratio and strives to decrease class size where appropriate when funding and facilities permit. It is important to provide a learning environment that is positive and productive for every child in the classroom. This can best be achieved if class enrollments are maintained at manageable levels. The standard used to determine maximum enrollment in regular classrooms is as follows:

Kindergarten, Grades 1, 2	25
Grade 3	26
Grades 4, 5	32

If the maximum enrollment is exceeded, additional teaching assistance will be provided as per master contract.

CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL

Please keep the school informed of your correct home address, phone numbers for home, business and your emergency person, and e-mail address. Updating this information will ensure that we will be able to contact you in an emergency.

CLOSED CAMPUS

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

COMPLAINT PROCEDURES

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an administrator may be requested. The Regional Director may be requested to attend a conference at any time. The complaint procedure at the Board of Trustee level is outlined in district Policy 204.30 and can be obtained at the building or district office. A request to appear before the Board of Trustees may be made in accordance with this policy.

DELIVERIES

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

DISCRIMINATION And Title IX

West Ada School District does not discriminate based on race, color, national origin, religion, sex, disability, gender identity, sexual orientation, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations. Students are required to report to the school principal or designee, discrimination of which the student becomes aware. Parents/guardians-please encourage your child to report discrimination to their teacher or principal. Please do not hesitate to call the principal if you have any concerns.

Title IX is a Federal Regulation that protects everyone, both students and staff, from sexual misconduct and discrimination regardless of gender, sexual orientation, gender identity or gender expression. See WASD website for more information and Title IX contact personnel. Refer to Policy 403.8.

EDUCATION RECORDS

Upon request, education records are available for examination by parents/guardians and students over 18 years of age (see Appendix C). The use of a student's legal name is required for all education records contained in the permanent file and in PowerSchool.

ENROLLMENT REQUIREMENTS

A record of immunizations, a copy of the certified birth certificate and proof of residence (such as a utility bill connected to the address) are required of all students at registration prior to a student starting school.

Kindergarten (See Idaho Code 33-201) Students must be five (5) years of age on or before September 1 of the current year.

First Grade Students must be six (6) years of age on or before September 1 of the current year. If a child has attended kindergarten in another **state** for a full 450 hours of instruction, they may enroll in first grade without meeting the age requirement.

In compliance with the Interstate Compact or Education Opportunity for Military Children, the receiving state shall allow a student to continue their enrollment at the grade level from the sending state and promote the student that satisfactorily completed the prerequisite grade level in the sending state, regardless of age. A student that is transferring after the school year starts shall enter on their validated level from the accredited sending school state. The parent must provide official military orders showing

that the military member was assigned to the state in which the child was previously enrolled and attended that school. If a military child was residing with a legal guardian and not the military member during the previous enrollment, they will have a copy of the family care plan, or proof of guardianship, as specified in the Interstate Compact, or any information for the receiving district eligibility under the compact

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: FERPA

See WASD Policy 504.60 - Education Records

FIELD TRIP RELEASE

Upon request, students may be released to the parent at the end of a field trip. The parent or guardian needs to check the student out by signing the student check out sheet that is in the possession of a teacher or administrator at the field trip.

FREEDOM OF EXPRESSION

Students are guaranteed the freedom of expression so long as it does not disturb the educational process of the school or slander/threaten the rights of others.

GRADE ACCELERATION

Should a recommendation be made by staff or parent to retain or promote the decision will be reviewed by the Multi-disciplinary team at the school.

GRADE REDUCTIONS FOR DISCIPLINARY REASONS

Courts have disfavored the practice of reducing grades or denying academic credit based on nonacademic credit misconduct or reasons. Courts have considered grade reductions an unwarranted "double punishment" and an improper technique whereby an educational institution makes a "clear misrepresentation of the student's scholastic achievement." Every effort should be made not to coningle academics with discipline.

GRADING SCALE

Grades are reported based on proficiency; therefore, there will not be an overall subject or course grade. Instead, parents/guardians will see a score that reflects the student level of learning for each priority standard reported. Grades will be reported on a 4-point proficiency scale with a 3 reflecting grade level proficiency. For more information, please refer to the Standards Referenced Learning and PowerSchool Parent Guide.

GRADING DUE PROCESS

In accordance with [District Policy 504.6](#) and the [Family Education Rights and Privacy Act \(FERPA\)](#), parents/guardians or students who are 18 years of age or older, have the right to request that a school correct records which they believe to be inaccurate or misleading. Whereas a student's final grades are considered an educational record, this procedure outlines the process by which a parent/guardian or eligible student can appeal a student's final grade.

If a student or parent/guardian feels a final grade has been unfairly or inappropriately assigned, the first appeal should be made to the teacher who issued the grade and should focus on the teacher's established and communicated grading criteria.

If the issue cannot be resolved by a conference with the teacher, the parent may request a meeting with the principal. At such a meeting, the teacher shall also be present.

If the issue is still unresolved, an appeal in writing shall be made to the Superintendent or his/her designee.

Any challenge to a final grade awarded by a teacher shall be made within one semester following the date of notification of the original grade. Progress report grades shall not be subject to appeal.

The appeal shall specifically describe how the teacher's established grading system was unfairly or inappropriately applied to the student.

When a student's final grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions relating to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, grade book structure issues, or lack of clear expectations, the student's final grade as determined by the teacher shall be final.

Written findings will be forwarded to the Superintendent.

HOMEWORK GUIDELINES ELEMENTARY

Guidelines

- Homework should have a clear purpose, be aligned with the student’s level, and correlate with the Idaho State Standards.
- Homework should either utilize information and concepts that are highly familiar to students or be used to explain understandings and enable students to “go deeper” in their learning.
- Homework resources should be clear and locatable for student access. The location of the resources should be explicitly taught and known by students. Student internet access or access to appropriate devices (computers, laptops, etc..) at home should be considered.
- Homework revised and completed to proficiency at a student’s particular learning level is most impactful. Homework assigned, scored, and feedback given from teacher to student (what should be improved) and student to teacher (what is not understood) has a large effect size ($d = 0.83$). Homework collected, and feedback given from teacher to student has an effect size of ($d = 0.78$). Homework that is graded for completion has negligible effect ($d = 0.28$) on student learning.
- Homework or practice work is valid when completed at home or at school.
- Clearly defined guidelines should be consistent to ensure understanding by students and parents. District guidelines should become more specific at the building level, and again at the classroom level.
- Homework or practice assignments should take into consideration the recommended total daily homework amounts. The values indicate the range of minutes from multiple studies and are total maximum homework/practice amounts per day summed across all subject areas.

Grades K-3 = 10 to 30 minutes maximum

Grades 4-5 = 30 to 90 minutes maximum

Grades 6-8 = 50 to 120 minutes maximum

Grades 9-12 = 60 to 120 minutes maximum

Definitions

Homework- Student work that is assigned during class time and completed outside of class or specifically designated to be completed outside of class. Teacher discretion is used to determine if the student work is graded. If the work is not graded, it is considered practice.

Practice – Student work that is assigned during class or outside of class for the specific purpose of solidifying or extending the concepts that are being explicitly taught in class. Practice is always “risk free” and should never be graded.

Scoring – Evaluating student work solely for feedback but not included in the student’s grade.

Evidence - Artifacts that are documenting the level of proficiency and are entered as a grade.

INCLEMENT WEATHER/SCHOOL CLOSURE

During inclement weather or a red air alert, students are allowed to enter the building upon arrival to school. Students will also be kept inside during outside activity times if the weather or facility condition necessitates. Please be sure that your student is dressed appropriately as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be sent from the district’s mass communication tool via text or emailed messages and will be announced by the local radio and TV stations as well as the district website.

INSURANCE FOR STUDENTS

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 medical insurance to automatically pay for medical expenses when students are injured at school. Each school will provide parents/guardians and students with the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. The school district does have basic liability coverage as required by the state of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

INVESTIGATIONS

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

1. Obtain a written or verbal (when age or developmentally appropriate) statement from the complainant regarding the allegations;
2. Obtain a written or verbal (when age or developmentally appropriate) statement from the accused;
3. Obtain a written or verbal (when age or developmentally appropriate) statement from witnesses, if any.

LITTERING

Students are expected to always act responsibly. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined for littering.

LOST AND FOUND

Students are responsible for all personal items brought to school. West Ada School District does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. For lost items, check at the main office. If an item has been stolen, please contact the security officer or the school resource officer or other designated official. Items left in the lost and found may be donated to charitable organizations. Donation schedules will be determined by the school.

LUNCH/BREAKFAST PROGRAM

Well-balanced breakfasts and lunches are prepared fresh daily in your school's cafeteria. All meals are nutritionally analyzed, and portions are set according to grade level. Menus are reviewed by a Registered Dietician and are healthy and nutritious following the USDA guidelines.

We do serve products that contain peanuts or tree nuts as well as products that are processed in a facility that also process nuts. Information on carbs, allergens and nutrients can be found at www.westada.org school nutrition department page.

On-line applications for free and reduced priced meals may be found at www.westada.org school nutrition department page or a paper application is available at the school office. Applications are evaluated according to USDA guidelines on income and family size.

Titan Family Portal is an online service that provides patrons the convenience and information to manage meal accounts. The system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost/forgotten lunch money. Funds deposited through Titan Family Portal are usually available for student use within minutes of the transaction. Families can download Titan Family Connect App through the App store for quick access to menus, free/reduced applications and payment methods.

The West Ada School District Nutrition Program utilizes a computerized accounting system. Each student will be set up with an account that may be accessed using their student identification number. The best time to place money in student accounts would be before school or through the online service. For your convenience, you may deposit any amount of money in your student's account – please make checks payable to Nutrition Program. Charges may be made only in emergency situations - all charges need to be paid the following day. Please visit www.westada.org and click on the Menus to get information on current meal prices and meal charge guidelines.

Please contact school nutrition at 208-855-4575 or email us at nutrition@westada.org with any questions regarding meal accounts, Titan Family Portal or free and reduced applications.

MEDIA RELEASE

The school or school district periodically uses images and names of students in various media (printed, photographic, social media, or video, including the school yearbook) to promote school activities or programs. Parents can choose to opt-out their student from district or school sponsored media including but not limited to websites, newsletters, and/or newspapers by indicating so in the Policy Forms tab in PowerSchool.

PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS

Parents will be notified of conference dates and times by the school. Parents are strongly urged to make a special effort to attend. If parents wish to schedule additional conferences during the school year, they may do so by contacting the teacher.

POWERSCHOOL

PowerSchool is the online application used by West Ada to house critical student contact information. It is imperative that parents/guardians keep this information updated at all time. If there is a change to student information, such as phone numbers, addresses, or emergency contacts, parent/guardian should immediately log into the system to update this information.

West Ada School District also uses PowerSchool to track and share information on students' progress and growth. Teachers in West Ada use PowerSchool to keep a record of students' grades and attendance, which parent/guardian can then view anytime by logging into their district PowerSchool account or using the mobile app that is provided by PowerSchool. Please note that the mobile app is provided directly from PowerSchool and is not supported with technical assistance from district.

Parents/Guardians will need to create a PowerSchool Parent account. To create an account, you must know your Parent Access ID and Access Password. These login credentials can be obtained from the main office of your student's school. Please find detailed instructions for creating an account on our district website in the Parents and Students menu.

PROGRESS REPORTS

Parents/guardians may access student grades through PowerSchool - please contact the school registrar for login/password information. If Internet access is unavailable, parents/guardians may request and pick up a progress report from the school. Progress reports reporting math and ELA progress will be available after our fall, winter, and spring benchmarks.

RECONSIDERATION OF LEARNING RESOURCES

A parent/guardian has the right to request an alternative supplemental learning resource for their student. No parent/guardian has the right to determine reading, viewing, or listening matter for students other than their own children (see policy 602.22).

RELEASE OF STUDENTS DURING THE DAY

For your child's safety, parents/guardians are required to sign a student out at the office when removing them from school. Students will remain in the classroom until a parent/guardian arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they **MUST** have a note or email, from a parent/guardian. A parent/guardian may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for further information. **Please be aware each school uses Raptor as a security measure when students check in or out of school during the day.** Be prepared to show your personal identification.

RELEASE OF STUDENTS AFTER SCHOOL

A change in the regular routine of how a child gets home after school requires contact from a parent or guardian.

REPORT CARDS

Report cards are to be accessed by parents/guardians through PowerSchool. These reports show academic and learner behavior grades, absences and tardies, as well as information on student attitudes and work habits. Utilizing PowerSchool, parents/guardians will have real time access to student progress and performance. Contact your school for your child's PowerSchool user identification and password. Courts have disfavored the practice of reducing grades or denying academic credit based on nonacademic misconduct or reasons.

RESTRICTED AREAS

Each school facility has restricted areas as determined by the building administration. Students will be informed by the building administration as to the location. Students found in these areas may be subject to disciplinary action.

SAFETY DRILLS

Fire drills are held monthly. Lockdown drills are held biannually. Earthquake drills may be held annually. Hall-Check and Reverse Evacuations may be held throughout the year.

SCHOOLS OF CHOICE INFORMATION

See Policy 604.00 – Schools of Choice on the West Ada School District website.

SERVICE ANIMALS

See Policy 1003.5 – Service Animals in Schools on the West Ada School District website.

STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS

To provide the best education possible, principals consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parent/guardian input. Final decisions in placement rest with the building principal. Forms may be made available for parent/guardian input for class placement and must be submitted in writing to the building principal.

SURVEILLANCE CAMERAS

Some West Ada School District schools have surveillance cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities. Surveillance video is the sole property of the West Ada School District. Per Idaho Code, section 33-133 and FERPA regulations, student images may not be shared.

TESTING

It is very important for your child to be in attendance for testing. Accurate assessment of student achievement is essential in ensuring academic growth for all students. West Ada School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents/guardians and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho State Standards and district curriculum. Students are required to participate in state and local assessments.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Students may pay fines for texts that are lost, stolen or show excessive wear or damage. Students may pay fines for missing or damaged books.

THREATS

The West Ada School District takes all threats against the safety of our students seriously. Students/parents/guardians who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff, or the proper law enforcement agency for investigation and follow-up. Students that create or communicate in any manner unconfirmed, rumored, or false information concerning a threat being made against either an individual or the school populations may receive appropriate discipline up to and including a recommendation for expulsion. If a threat occurs after school hours, or on a weekend, contact local law enforcement.

TOYS AND VALUABLES

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

TRESPASSING/LOITERING

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

UNAUTHORIZED SCHOOL BUS ENTRY

Idaho Code 18-1522 states: (1) A person shall be guilty of a misdemeanor if that person: (a) Enters a school bus with intent to commit a crime; (b) Enters a school bus and disrupts or interferes with the driver; or (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver. (2) School districts shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

VISITORS

Parents are encouraged to visit school. If a parent desires to attend any part of the school day that includes attending classes with their child, the Parent Classroom Observation Form, which is located in the main office must be completed and submitted to building administration for approval consideration at least twenty-four (24) hours prior to the approval date and time. All visitors are required to check in at the office and secure a visitor's pass/badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures.

For your own safety and the safety of our students, all visitation conditions noted on the Parent Classroom Observation Form must be followed.

VOLUNTEERS

Whatever your talents, and/or your interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website. Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at the school and on an annual basis must complete the volunteer registration form. The district Volunteer Guidelines outlines responsibilities/expectations of volunteers.

STUDENT CONDUCT

Appropriate behavior is essential in the establishment of a positive learning environment for students. All schools establish written school rules and procedures regarding the maintenance of orderly student conduct. The procedures are communicated to students/parents/guardians on an annual basis.

Teachers and support staff members are primarily responsible for the maintenance of proper student behavior. Every reasonable

effort is made to solve discipline problems before they are referred to the principal. Early communication with parent/guardians is expected.

When a student is referred, the principal decides as to the appropriate action to be taken. Options include, but are not limited to, conferencing with the student and parent/guardian, developing a behavior plan, in-school suspension, out of school suspension, referral to the School Resource Officer or expulsion. An informal hearing, with a building administrator, will be afforded parents/guardians before suspending a student, according to Idaho Code. This may take place by a telephone or school conference.

Idaho Code defines "**harassment, intimidation or bullying**" as any intentional gesture, or any intentional written, verbal, or physical act or threat by a student that:

(a) a reasonable person under the circumstances should know will have the effect of:

- (i) Harming a student; or
- (ii) Damaging a student's property; or
- (iii) Placing a student in reasonable fear of harm to themselves; or
- (iv) Placing a student in reasonable fear of damage to their property; or

(b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

BULLYING –POLICY 502.9 and 502.7

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, regardless of the specific nature of the students' behavior, is disruptive to a safe school environment and will not be tolerated.

Definition

1. **Bullying** means any intentional gesture or any intentional written, verbal, or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:
 - a. Harming a student; or
 - b. Damaging a student's property; or
 - c. Placing a student in reasonable fear of harm to themselves; or
 - d. Placing a student in reasonable fear of damage to their property; or
 - e. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or
 - f. Unreasonably interferes with an individual's educational performance; or
 - g. Otherwise adversely affects an individual's educational opportunities.
2. **Cyberbullying** is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:
 - a. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
 - b. **Picture/video-clip bullying via electronic device** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
 - c. **Phone call bullying via electronic device** uses silent calls or abusive messages.
 - d. **E-mail bullying** uses e-mail to send bullying or threatening messages
 - e. **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
 - f. **Bullying through instant/direct messaging (IM/DM)** is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
 - g. **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites

EXPECTED BEHAVIORS

For optimal learning to take place, the following are behavioral expectations:

- Students should enter the room in an orderly manner and be in their assigned seats, quiet and ready to work.
- Students are responsible to bring supplies, pencils, assignments, papers, and equipment to each of their classes.

- Students are to show courtesy and respect for other students, staff, and the resource officer.
- Students are not to mark on, or deface desks, tables, doors, walls, bulletin boards, books, counters, display areas, or other school property.
- Students must obtain a pass from the teacher before leaving a classroom class period.
- Students are to be dismissed by the teacher in an orderly manner when the bell rings.
- Students are to be attentive, attempt assignments, and work without disturbing other students.
- Students are to follow class standards and rules as determined by each teacher about sharpening pencils, getting drinks or water, collection and distribution of papers, books, etc.
- Students or parents/guardians are financially responsible for damaged or lost school materials and equipment.

Students are not to use profanity on campus

PROHIBITED BEHAVIORS

Students attending district schools are prohibited from engaging in the following behaviors:

- Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another’s movement; causing damage to another’s clothing or possessions; and another’s belongings.
- Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
- Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
- Bullying also includes any act of retaliation taken against:
 - a. Any person bringing a complaint of bullying
 - b. Any person assisting another person in bringing a complaint of bullying, or
 - c. Any person participating in an investigation of an act of bullying.

Students in West Ada School District are expected to:

- Treat each other with respect
- Refuse to bully anyone
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Parents/guardians - please encourage your child to report bullying to their teacher, counselor, or principal. Please do not hesitate to call the principal if you have any concerns.

HARASSMENT AND/OR INTIMIDATION – (POLICY 502.7 and 502.9)

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 district schools are:

- Prohibited from engaging in any conduct which could be construed as constituting harassment based on race, color, national origin, religion, sex, disability, age, ethnic background, gender, gender identity, or sexual orientation.
- Prohibited from sexually harassing other students; and
- 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 have an adverse effect upon a student’s educational environment. Parents/guardians – please encourage your child to report instances of harassment to their teacher or principal. Please do not hesitate to call the principal if you have concerns.

Peer Conflict	Bullying	Harassment
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<ul style="list-style-type: none"> • One time or isolated event • Balance of power exists between students • <u>Not</u> a group picking on one student • Students are willing to work out conflict with assistance OR leave each other alone. 	<ul style="list-style-type: none"> • Carried out repeatedly over time • Imbalance of power • Intentional, planned harm doing • Often unprovoked • Aggression can be carried by a single individual or a group. • Can be physical, verbal, relational, or electronic (cyberbullying) 	<ul style="list-style-type: none"> • Aggressive behavior focused on an individual's race, color, national origin, religion, sex, disability, age, ethnic background, gender, gender identity, or sexual orientation. • Behavior is <u>severe, persistent, or pervasive</u> enough to interfere with a student's ability to participate in or benefit from school.
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CHEATING

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment like the one on which they cheated. This assignment or assessment may be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator.

DISCIPLINARY OFFENSES – MINOR

Minor disciplinary offenses are those incidents that disrupt normal school functioning but are not regarded as major offenses. See Discipline Step Procedure regarding consequences for multiple minor offenses.

DISCIPLINARY OFFENSES – MAJOR

Major disciplinary offenses are those incidents that disrupt normal school functioning and may result in suspension, recommendation for expulsion, and/or referral to the School Resource Officer when applicable.

Examples of major disciplinary offenses may include but are not limited to:

- **Alcohol/Drug/Tobacco** – Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco, or smoking paraphernalia, includes e-cigarettes and vapor devices. The use/abuse, possession, selling, furnishing of any prescription/non-prescription drug or any materials that give the appearance of alcohol, tobacco, or other controlled substances.(Policy 502.5)
- **Arson** – Any open flame and/or the malicious burning of or attempt to burn any person, self, or property on school grounds or during school activities.
- **Bullying** – Repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students (Policy 502.9).
- **Cheating** – Second offense (Policy 502.11)
- **Criminal activity**- Any illegal activity, occurring on school district property, other than minor traffic infractions, occurring during school hours, or non-school hours, or at a school sponsored event will be considered a major disciplinary offense
- **Fighting – Includes physical abuse**
- **False Alarms** – Fire alarms or 911 calls. If costs occur, restitution may be required.
- **Forgery/Misrepresent** – Creation or use
- **Gambling**
- **Gang/Group Affiliated Attire/Symbols/Tattoos**
- **Harassment** – (Policy 502.7)
- **Inappropriate Behavior**
- **Incorrigibility** – Repeated unmanageable/disruptive behavior
- **Insubordination**– Failure to cooperate, being dishonest, or willfully defying the authority of school personnel).
Insubordination during emergency situations or emergency drills may be disciplined at the highest level
- **Mood Alternating Substances** – see Alcohol, Drug, and Tobacco (Policy 502.50)
- **Objectionable Literary/Pictorial Materials** – Includes but is not limited to, possession, creation, or distribution of pornographic material or inappropriate images.
- **Peer Conflict – Includes verbal abuse**
- **Violent Incident With/Without Injury**
- **Safety** – May include, but is not limited to, possession, use or distribution of any item considered unsafe for school (i.e.

- matches, lighter, etc.).
- **Stealing/Theft** – Stealing, attempting to steal or possession of stolen property, whether school property or private property
- **Threats** – Written or verbal threats of physical harm or retaliation
- **Truancy** – Regular or habitual truancy
- **Vandalism**
- **Zero Tolerance** – (Policy 502.11)

DISCIPLINE STEP PROCEDURE

The following is the procedure for offenses that disrupt normal school functioning but are not regarded as major offenses. **Major offenses may result in a suspension and/or recommendation for expulsion at any time, depending on the severity.**

Tier One:

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parent/guardian and the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)

Tier Two:

Step 3:

- Teacher refers student to the administration on a referral form and parents/guardians are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student/parent/guardian and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by the Principal or certified designee. An informal hearing will be afforded parent/guardian before suspending, according to Idaho Code 33-205. This may take place by a telephone or school conference.
- Continued referrals may result in progression to Tier Three.

Tier Three:

- When the student does not respond to interventions, alternative placement or recommendation for expulsion will be considered. A discipline log will be maintained by each principal. Out-of-school suspensions will be reported to the appropriate regional director.

DRESS CODE

The purpose of dress regulations is to help each student set a standard for his personal appearance that is appropriate within the accepted standards of West Ada School District elementary schools. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school.

The Board of Trustees recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The Board of Trustees will not interfere with the right of students and parents/guardians to make decisions regarding appearance, except when choices affect the educational program of the schools. Any apparel which draws undue attention to a student tends to detract from the educational process and is therefore inappropriate. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness – a degree of modesty is expected.

The Board of Trustees authorizes school regulations which prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student or to others in the school;
- Materially interferes with schoolwork, creates disorder, or disrupts the educational program;
- Causes excessive wear or damage to school property;
- Prevents the student from achieving their own educational objectives because of blocked vision or restricted movement;
- Has been identified as gang related or may contribute to the intimidation of others

Any article of clothing, jewelry, or make-up which draws undue attention, is unsafe, or is disruptive to the educational process will be considered inappropriate. Examples include, but are not limited to:

- Clothing that is sheer and/or does not cover the stomach, back, chest/cleavage, or undergarments.
- Tank tops with spaghetti straps, tube tops, off-the-shoulder-shirts
- Shorts and or skirts at an appropriate length to demonstrate modesty when standing and sitting.
- Any clothing that could present danger or harm to others.
- Hats, hoods, bandanas
- Clothing, jewelry, or tattoos advertising or depicting weapons, alcohol, tobacco, drugs, gang affiliation, depicting violence, or sexual innuendoes
- Wearing sunglasses indoors covering eyes

In addition:

- Footwear must be worn at all times
- Participation in certain classes may require specific clothing and footwear for safety purposes.
- Athletic/Activity uniforms worn during the school day must adhere to the dress code policy

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

DUE PROCESS FOR STUDENTS

In the event a student is accused of violating a policy, regulation or rule established by the School District, building administration, or classroom teacher, the student has the following due process rights:

1. The student will be notified of the alleged infraction by the person witnessing the alleged infraction if that person is a school district employee. If a person other than a school district employee is the witness, then a school district employee is to be informed and a school district employee will then notify the student of the alleged infraction. The employee or other accuser must inform the student of their due process rights and will not determine a penalty until the student has been given the opportunity to respond to the alleged infraction.
2. At the student's request, a school counselor or assistant principal and the school district employee involved will hold an informal hearing with the student as soon as possible and the parents/guardian will be notified after the hearing by school personnel.
3. In the event the informal hearing between school personnel and the student does not resolve the problem to the satisfaction of both parties, a parent/guardian of the student will be notified and an informal hearing with the student, the parents/guardian, and school personnel will be held within three (3) school days. The results of this informal hearing may be given, in writing, to the parents/guardian within seven (7) calendar days after the informal hearing.
4. In the event the informal hearing with the parent/guardian does not resolve the problem to the satisfaction of both parties, the parent/guardian may, with seven calendar days of receipt of the decision, appeal the decision to the building principal. The building principal will schedule an informal hearing within five (5) school days. The principal must give their decision, in writing, to the parents/guardian within seven (7) calendar days after the informal hearing.
5. In the event the informal hearing with the building principal does not resolve the problem to the satisfaction of both parties, the parent/guardian may, within seven calendar days of receipt of the decision, appeal to the Regional Director. The director will schedule an informal hearing within five school days. The director must consult with the assistant superintendent and give their decision, in writing, to the parents/guardian within ten calendar days after the informal hearing. The decision of the Regional Director is final. Minutes may be taken at all hearings by an electronic recording device. In all hearings, students and parents/guardians have the right to have legal counsel present.

ELECTRONIC DEVICES

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, digital devices of all types, cell phones, music playing devices, all types of headphones, cameras, wireless devices, and laptop computers. Use of these devices must not violate any district policy, or cause classroom disruption, nor may they be used in the access, creation, or possession of inappropriate materials (i.e. pornography). Use

of electronic devices in the classroom is at the discretion of the teacher. Use of electronic devices outside the classroom is at the discretion of the building principal. Parents or students, who bring any electronic device to school or to a school activity, do so at their own risk. West Ada School District and its schools assume no liability for damage, theft, etc. Recording or taking pictures is prohibited on district property (including buses) unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration.

EXPULSION

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended to the District Attendance and Discipline Committee for consideration to expel for the remainder of the semester, or if 20 days or less remain in the semester, the student may be expelled for the remainder of the current semester and the following semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion. Students that are expelled must return to their home school either in-district or out-of-district at the completion of the expulsion period.

Idaho Code 33-205 states: *The board of trustees may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board, is such as to be continuously 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 pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the board of trustees upon such reasonable conditions as may be prescribed by the board; but such enrollment or readmission shall not prevent the board from again expelling such pupil for cause.*

FIGHTING

No student shall willfully and/or maliciously disturb the peace by challenging to fight, fighting, instigating, or encouraging others to fight. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences.

GANG/GROUP AFFILIATION

The Board of Trustees desires to keep district schools and students free from the threats of harmful influence of criminal gangs as defined in Idaho Code 18-8502. The use of identifiers denoting criminal gang membership are prohibited and include, but are not limited to hand signals, apparel, jewelry, accessories, books or manners of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute, creates a clear and present danger of the commission of unlawful acts on school premises. In determining whether or not a student is in violation of the prohibition on wearing/display of a gang-related item, the district may utilize law enforcement resources to verify that such items or indicators do indeed violate this policy or pose a threat to the security of the school environment. This policy shall be applied at the principal's discretion as the need for it arises at individual school sites.

ITEMS INAPPROPRIATE FOR SCHOOL

Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school.

- Gum, toothpicks, rubber bands, squirt guns, facsimile weapons etc. - these items are not permitted because of the problems caused by misuse.
- Riding skateboards, hoverboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
- Trading cards, toys, or other items of value
- Animals, unless brought with administrative approval
- Laser pens, shock pens
- While on school campus, students may not sell items as part of a fund-raising project **for another school or organization** other than those supported by a school-wide effort.
- Latex Balloons

KNOWINGLY PRESENT

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which one or more of the attendees (other than the student at issue) were involved in any West Ada School District violation.

REPORTING PROCEDURES

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

school personnel.

RETALIATION

Any person found to have retaliated against another individual for reporting an incident in good faith may be subject to disciplinary action up to and including expulsion.

SAFE AND APPROPRIATE TOUCH GUIDELINES

Students are to always keep their hands and feet to themselves. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving, or bumping into each other. Dependent of severity, Safe and Appropriate Touch policy violations may be minor or major violations of the school discipline policy.

SAFE SCHOOL PROGRAM

Safe School Assistants are a part of the behavior support program and may assist any student involved in a minor or major disciplinary offense. Major disciplinary offenses may incur loss of eligibility for extracurricular activities during the suspension day(s).

SEARCHES

PHILOSOPHY

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

AUTHORIZED PERSONNEL

Searches of a student or a student's personal belongings shall be conducted by an administrator.

DOGS

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

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

PERSONAL SEARCHES

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

REASONABLE SUSPICION

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

SUSPICION LESS SEARCHES

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

SEIZURE OF ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions determined by proper school authorities to be a threat to the students' safety or to others' safety and security may be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

SEIZURE OF OTHER ITEMS

Other items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's

possession by a staff member to be determined by the principal. Such items may be returned to the student or parent/guardian by the staff member or through the administration.

SUSPENSION

Suspension and/or detention may be used as a disciplinary action or to remediate tardies.

- In-School Suspension: The student is removed from the classroom and assigned to a specific area during the regular classroom time. These absences do not count in the allowable absences per semester. A student who is suspended in school for more than one period may not be allowed to participate in school activities.
- Out of School Suspension: The student may not be at school for a specific amount of time. These absences will count as part of the allowable absences per semester. Parent contact will be made (if possible) prior to in/out of school suspension. Students will not be allowed to participate in school activities including games and or practice. Students who are suspended out of school will not be allowed at school or on school grounds for the duration of their suspension.
- Students will be allowed to make up any missed work due to a suspension.

TRANSPORTATION

The Cascade Student Transportation Department number is 208-229-8500. The Transportation discipline policy can be found on our website at www.westada.org under policy 702.57.

SUPPORT SERVICES

COUNSELORS

School counselors deliver a comprehensive school-counseling program encouraging all students' academic, career and personal/social development and helping all students in maximizing their individual student achievement. Services provided by the school counseling department include individual student planning, individual and group counseling, consultation with staff members and parents/guardians, community referrals, and classroom guidance presentations.

- Counselors maintain confidentiality except in the following situations:
- Disclosure of abuse, abandonment, or neglect
- Disclosure about intent to harm self or others
- To comply with a court order or subpoena
- Disclosure of the commission of a crime.
- Counselors may be contacted in the office between classes, before or after school, or at lunchtime.

HEALTH SERVICES

The West Ada Health Services Department is made up of Registered Nurses (RN's), Licensed Practical Nurses (LPN's) and Health Technicians

The Health Services team works with school staff to minimize the educational impact of pre-existing conditions and to provide physical and mental health care to students. Your Health Services team will treat same day illnesses, administer first aid to same day injured students, contact parents or emergency services for severe illness or injuries, monitor and dispense student medications, and provide health education to students.

504

Under Section 504 of the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, if you suspect your child's health/mental condition is a disability that could substantially limit their learning or another major life activity, you may request consideration for additional services or accommodations. Please contact the school counselor or school nurse.

Illness or Injury

Parents/guardians are requested to notify the Health Office of any student illness or medical concerns that could affect their student's well-being or academic success. If you suspect your student's medical condition could substantially limit their learning or other major life activity, you may request the school consider if additional services or accommodations are needed. Please notify the school Health Office if your child has been diagnosed with a contagious illness. If your child is ill, please do not send them to school. Children should be fever free (without a fever reducing medication), and without multiple episodes of vomiting or diarrhea within 24 hours before returning to school. There may be exceptions to these guidelines based on any public health and community health issues. You will be notified of these changes. Parents/guardians are requested to keep current daytime phone and emergency contact information with the school office. Parents/guardians are requested to complete/update medical information: at time of enrollment, when your student moves from elementary to Middle School and Middle School to High School, and any time there is a change in medical status.

If a student becomes ill or injured at school, they should go to the health office. A pass from the teacher is required, except in

emergency. Non-urgent matters should be addressed outside of class time. If a student goes to the health office for a non-emergency and the nurse is not available, then the student will be sent back to class and asked to visit the nurse later. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

If your child sustains a minor injury a member or designee of the health services team will administer basic first aid. If the injury is serious, every effort will be made to notify the parent/guardian immediately and emergency services will be contacted.

Children will not be kept indoors for minor illnesses. If it is necessary for your child to remain indoors while at school for medical reasons, please contact the health services office as to the process.

Immunization Protocol

Any child in Idaho may attend preschool through 12th grade, provided that upon admission the parent or guardian provides proof of immunization status. Proof of immunization status may include a medical record outlining the necessary and completed immunization requirements or an Exemption Form or a Conditional Admission Form (if applicable) verifying that the child has received or is in the process of receiving (Conditional Admission) immunizations as specified by the state board of Health & Welfare. Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization status at entry or re-entry. Proof of immunization status is also required at 7th grade and 12th grade when additional boosters are required.

West Ada follows Section 39-4801, Idaho Code: Idaho Department of Health and Welfare Rules, IDAPA 16, Title 02, Chapter 15 and Idaho State Law (39-401).

Please refer to this link or to your primary care physician for more information:

<https://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/SchoolandChildcare/SchoolRequirements/tabid/3785/Default.aspx>

The specified immunizations for Children born on or after September 1, 2005 are:

- 5 DPT or DTaP (diphtheria, tetanus, pertussis)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)

Additionally, the specified immunizations for children admitted 7th-12th grade are:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 2 Meningococcal

Any minor child whose parent or guardian has submitted to school officials a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child shall be exempt from the above provisions. Any minor child whose parent or guardian has submitted a signed statement stating their objections on religious or other grounds shall be exempt from the provisions.

Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

Medication at School

Students who need to take prescription or other medication during the school day must bring it to the health office in a properly labeled prescription bottle or original container. A medication consent form must be completed yearly by the parent and on file with the nurse for any medication to be given. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student requires emergency medication for potential life-threatening conditions parents must provide the medication to schools. Emergency medications are kept in the health office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures.

Emergency Care

In the event of an emergency, the principal and the school health office/nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, a parent/guardian will be contacted concerning the decision to call 911. The student's family will be charged by the responding entity only if the student is transported or if medication/supplies are used at the scene. West Ada School District does not provide medical insurance to pay for medical expenses when students are injured at school. This is the

responsibility of the parent or legal guardian. (See Insurance)

Health and Wellness

The West Ada Board of Trustees recognizes that childhood wellness is essential for academic success. Research indicates that becoming physically active and maintaining an exercise program and access to nutritious foods reduces the risk of obesity and other associated diseases. As a school district we are striving to offer a balance of healthy treats at our school celebrations. (See Policy 504.7)

MEDIA CENTER

The library media center is open throughout the school day, from before school until after school. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

SCHOOL PSYCHOLOGIST

School psychologists help students and families in crisis, evaluate students with academic and/or emotional difficulties, and consult with teachers and principals.

STUDENTS WITH DISABILITIES/SECTION 504

(See Appendix B)

APPENDIX

APPENDIX A

POLICIES: This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the West Ada School District website at www.westada.org. If you do not have access to the Internet, a copy of the policy will be provided to you by your school upon request.

- Alcohol/Drug/Tobacco (Policy 502.5)
- Bullying (Policy 502.9)
- Discipline (Policy 502.11)
- Dual Enrollment (Policy 501.92 – Now 500.10)
- Elementary Attendance (Policy 500.2)
- Harassment (Policy 502.7)
- Student Technology and Internet Acceptable Use (Policy 502.81)
- Student Transfers (Policy 501.9)
- Transportation Discipline (Policy 702.57)
- Weapons (Policy 502.11)

APPENDIX B

STUDENTS WITH DISABILITIES

PARENT AND STUDENT RIGHTS UNDER SECTION

This is a notice of you and your child's rights under Section 504, and the rights you have if you disagree with the school district's decisions. [34 CFR 104.32]

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that limits one or more major life activity.

Title 34, part 104 of the Code of Federal Regulations (CFR)

YOUR CHILD'S EDUCATION [34 CFR 104.33, 34 CFR 104.34]

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents/guardians of children without disabilities.
- Receive special education services if needed.

YOUR CHILD'S EDUCATIONAL RECORDS (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be

charged if the cost would keep you from reviewing the records.

- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

THE SECTION 504 PROCESS [34 CFR 104.35, 104.36]

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504.

You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parent/guardian observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any meaningful change is made in your child's placement.

IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing. You may also be represented by an attorney if you wish to hire one. Hearing requests and other concerns can be made to the West Ada Section 504 Compliance Officer, Ramona Lee. Phone: 855-4500. Mailing address: 1303 E. Central Drive, Meridian, ID 83642.

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. An OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600/TDD: 206-607-1647 Website: www.ed.gov/OCR

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

APPENDIX C

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)

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

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

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

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) **25**

not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent/guardian or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U. S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. ...whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parent/guardian of the student shall thereafter only be required of and accorded to the student.

APPENDIX D

NOTIFICATION OF ABSENCE FORM

Student: _____

Grade: _____

The above-named student will need to be absent from school on the following dates:

From _____ to _____. The reason for the absence is _____

I understand that it is my responsibility to arrange for assignments during the absence with the teacher. However, all written work assigned during this absence will be gathered during the absence and provided to the student upon their return to school. Work must be returned within the same number of days as the absence. I understand that it will not be the responsibility of the teacher to check that these assignments are completed or to re-teach lessons. I understand that absence from school may affect my child's progress.

Parent signature

Date

Teacher's signature

Principal's signature

*Signatures indicate receipt of notification, not approval or agreement with absence

APPENDIX E

VOLUNTEER REGISTRATION

Whatever your talents and/or interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website (www.westada.org). Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at school and may need to fill out a volunteer registration form (below). The District Volunteer Guidelines outline responsibilities/expectations of volunteers. All volunteers will have a background check through Idaho National Sex Offender Registry. (INSOR)

Name: _____

Address: _____

Phone: _____

In case of emergency please notify:

I have accessed and read the Volunteer Handbook and I am willing to follow the procedures outlined. If I am a volunteer for overnight excursions, I understand that I will need to be fingerprinted as per Idaho Code 33-130.

Signature

Date



**West Ada School District
Parent and Student One-To-One Device
Handbook**

WEST ADA ONE-TO-ONE PROGRAM OVERVIEW

The focus of the One-to-One Program in the West Ada School District is to provide modern tools and resources for the development of responsible, productive students, capable of adapting to a changing, diverse world. The goal is to empower our students to maximize their full potential and prepare them for life-long learning. The purpose of the One-to-One Device is for students to have an educational tool which encourages engagement, innovation, collaboration, reading, critical thinking, research skills, and the ethical use of information. The immersion of technology into the learning environment does not diminish the vital role of the teacher. Effective teaching strategies blended with technology supports all students with engaging personalized learning.

COMPONENTS OF THE ONE-TO-ONE PROGRAM

To ensure equitable access to district curriculum and online learning opportunities, West Ada School District will issue a one-to-one mobile device, device charger and optional device case to all students. The same device may be provided to students in a school or grade level to help ensure online safety (web filtering/anti-virus), provide access to instructional materials, and simplify technical support while maximizing instructional time. Students are expected to utilize their district issued device for classroom instruction, and to bring their device to school every day charged and in working order.

Devices Issued to Early Elementary Students

- Grade K-2, classroom sets of iPads with cases or **laptops and cases (based upon school preference)** will be issued and assigned to students.
- In the event of a remote learning declaration, West Ada elementary schools will communicate with parents on a device pickup/distribution plan to enable students to use these devices at home.

Devices Issued to Intermediate Elementary and Secondary Students

- Grades 3-12 laptops, device chargers, and optional device case and stylus will be issued to all students.
- Students in these grade levels are expected to take their device home each day to ensure they are fully charged and ready for use.

All Grades

- Any student who needs assistance with home internet access may request a district issued (cellular hotspot).
- The West Ada School District will offer an optional device protection plan to cover accidental damage to district devices.

Microsoft 365

West Ada staff and students primarily use the cloud-based Microsoft 365 suite of tools that include: **Word, PowerPoint, Excel, Outlook, Teams, OneNote, SharePoint, and OneDrive.** **OneDrive** provides cloud-based file storage and Microsoft **OneNote** is used by many teachers as the class/course digital notebook. **OneNote** “Class Notebook” provides a read-only content library, a shared collaboration space, and a personal section for each student to create content in. The use of Microsoft **Teams** as a learning platform has become an integral tool to help staff and students stay organized, have conversations, submit assignments, and collaborate using all Microsoft tools in one place. Microsoft 365 allows students and teachers to collaborate in a safe and secure environment from anywhere at any time.

Internet Access, Antivirus & Web Filtering

All students will be given access to the Internet. Parents may sign and submit an optional “Limited Internet Access Form”, to restrict students to adopted curriculum. To protect students, the district deploys multiple scanning and filtering solutions on district devices and district provided internet hotspots. These solutions are designed to prevent students from accessing inappropriate or harmful sites. These solutions are also designed to prevent viruses and malware on devices, helping to protect personally identifiable information.

Online Curriculum Resources

The district has adopted numerous curriculums and learning resources with online components for student use. In addition, school libraries and teachers may provide access to approved supplementary online resources for student use (See [District Policy 602.1](#)). Additional educational resources used by each building can be located on the District’s Website at <https://www.westada.org/COPPA>.

USING YOUR DEVICE

Devices are intended for educational use, such as accessing school messages, announcements, calendars, schedules,

completing schoolwork, and submitting assignments. Families who have sufficient technology resources at home, may opt out of taking district devices home by contacting your school's administration. Please understand that due to licensing agreements some Technology programs and resources cannot be installed on personal devices and technical support for personal device is limited to best effort based upon time and resources available.

District Policies and Program Guidelines

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in West Ada School District. The student and their parent(s) should read and discuss the district policies concerning computer use. One-to-One devices are school property and all users are required to follow West Ada School District Policy, West Ada School District Student Handbooks, all "West Ada One-To-One" guidelines, and relevant school/classroom rules. Relevant district policies and guidelines are published to the District's website:

- 502.81: Student Technology and Internet Acceptable Use
- 502.82: Student Data Privacy and Security
- 605: Instructional Technology
- West Ada One-To-One Guidelines
- West Ada Student Handbooks

Privacy

Students should not have any expectation of privacy concerning their use of district devices. Applications and services offered through the district technology services, including the District's Microsoft 365 domain (including e-mail), web browsing activity, and browsing history are not to be considered private. Any messages sent or received, and any files created or saved through the system are available for review. This content may be viewed by School/District administration during an investigation, or by West Ada School District's Technology Department during the review of a possible policy violation.

District Technology and Account Usage

Use of any district technology or district provided accounts, including Microsoft 365, for harassment, bullying, or any inappropriate use is not allowed and may result in potential disciplinary actions up to and including, loss of privileges, suspension or expulsion, and notification of law enforcement when appropriate.

Saving Documents

Students are expected to save work in designated cloud storage locations (OneDrive), school/teacher designated locations available through Microsoft 365 accounts or other applications that are authorized by West Ada School District. Any work saved directly on the device will **NOT** be backed up during the device troubleshooting or re-imaging. It is the student's responsibility to ensure work is not lost due to device failure or accidental deletion.

Student E-Mail

Students are assigned a district e-mail account through the district's Microsoft 365 domain. This account should only be used for school related activities. The district may restrict e-mail communication, allowing only student-to-staff messaging to occur. This restriction is set based upon the student's grade level and will be determined by the West Ada School District. No other e-mail account should be used for school-related activities or for communicating with teachers and district staff. Student e-mail accounts and account content are the property of West Ada School District. Use of these accounts must be in compliance with district policy and are subject to search at any time. The district does not archive student emails. Emails older than 90days may be deleted from the system.

CLOUD-BASED ACCOUNTS AND SOCIAL MEDIA:

Students using social media or cloud-based accounts (such as Google or Microsoft 365) for school purposes will be expected to behave appropriately and comply with District Policies and Guidelines.

Background Photos, Profile Pictures, and Screensavers

If the West Ada School District device policies may permit, students may change background photos, profile pictures and screen savers. Inappropriate media may not be used in any of these areas, on District devices or on any District provided accounts. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may result in disciplinary actions ([Policy 502.81](#)).

Sound, Music, Games, and Programs

Applications and digital content to support classroom learning will be provided by the district. Students will not be allowed to add or install their own applications on school devices. Educational activities and storage use will take priority over personal use. The district reserves the right to clear the device of all personal files or programs as needed for educational activities and storage.

Photos and Videos Taken with the Device

Students may not take photos or videos of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or sharing with another person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and videos taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study.

Video Conferencing

Any inappropriate use of video conferencing services may result in disciplinary action. All video messaging or video conferencing activities are to be in support of a student's education. Students are obligated to following these guidelines and meet all online meeting expectations designated by teachers. Good video messaging practices include:

- Start video messaging/conference calls with video off and your microphone muted.
- When possible blur your background or set a background effect.
- Ensure you are in a quiet area that is free from disrupting background noises and activities.
- Do not allow other people to be seen in the background (District staff may request a parent to verify that they are present and authorize video use).

Off-Campus Internet Access

Students may connect to other secure wireless networks through their device settings when not at school. When district devices are used at home or at any other location and are connected to the internet, the District's Internet Filter will restrict access to content to the same levels as those in West Ada schools.

DEVICE CHECK-OUT AND CHECK-IN

Device Check-Out

In grades K-5, iPads or laptops (device charger and optional case and stylus) will be initially assigned to classrooms and made available for check-out by students for at home use as necessary.

In grades 6-12, student laptops (device charger, and optional case and stylus) will be individually distributed at the beginning of the school year and to new students as they enroll.

Device Check-In

School devices, device chargers, and any optional accessories such as charging cables and carrying cases must be returned during designated check-in/renewal times. Devices will be examined periodically during the school year to ensure they are functioning properly and being maintained by the students. Students who transfer to another school, withdraw, are suspended, or expelled, or terminate enrollment in the West Ada School District for any other reason during the school year, must return their school device and accessories on or before the date of withdrawal. Students are responsible for any missing or damaged items.

Device Return Policy

School devices, device chargers, and any optional accessories must be returned to the designated school location. Students who withdraw, complete graduation coursework early, or terminate enrollment at West Ada School District for any other reason must return their student laptop and accessories on the date of termination. Students who fail to return a device including accessories at the specified check-in time or upon termination of enrollment, may be subject to fines (replacement cost of the laptop and/or accessories), criminal prosecution and/or civil liability. Failure to return the district laptop may result in a theft report being filed with the local police department.

TAKING CARE OF YOUR DISTRICT DEVICE

Food and Drinks

At no time should there be any type of beverage or food within two feet of the device.

Carrying Your Device

One-to-One devices should be stored in an appropriate case when not in use. Cases protect devices when carrying and storing. Devices should be carried by the case handles, case shoulder strap or by placing a case in the student's backpack.

Device Personalization

Students may personalize/customize their **LAPTOP CASE** by placing stickers, patches, writing or attach luggage tags. Students **MAY NOT** personalize the **One-to-One DEVICES** in any way. Students should not:

- Place stickers, write on, inscribe, or scratch the device.
- Remove or cover district or manufacturer labels and stickers.
- Place inappropriate images depicting the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on their device case.

Screen Care

Clean the screen only with a soft dry cloth or anti-static cloth. Laptop screens can be damaged if subjected to rough treatment. The touch screens are particularly sensitive to damage from excessive pressure. Students should not do any of the following:

- lean on top of the laptop when it is opened or closed.
- place objects on the keyboard.
- place anything in the case that could apply pressure to the screen.
- bump or drop the laptop against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

Storing Your Device

Students are responsible for their district device both in and out of school, including during extracurricular activities. Costs associated with a lost, stolen, or damaged device also apply to extracurricular activities. When students are not using their device, it should be stored in a case and kept with the student, or in their locker (if available). Nothing should be stacked on the device when stored at home, in a locker or bag/backpack. Devices that are left in school lockers or PE lockers overnight remain the responsibility of the student. Devices should not be stored in a vehicle parked at school or at home. Students should be prepared to store their device in a location where it be plugged into a surge protector to charge and be ready for use every day.

Traveling with Your Device

Students should logout or lock the device before traveling anywhere, including between home and school. The device should never be left unattended in a vehicle. If unavoidable, it is recommended to lock the device in the trunk before reaching your destination.

If a student is ever in a situation where someone threatens them for their device, the student should give the device to them and tell a district staff member and/or guardian as soon as possible.

DAMAGE, LOSS, THEFT OF DISTRICT ISSUED DEVICES AND ACCESSORIES

Whenever a student encounters an issue with their district issued technology, they are required to report the issue to a teacher or school staff member. Students will be held responsible for ALL damage or loss to their device, device charger, accessories and district provided case resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, or device inoperability. In the event of damage not covered by the warranty or an optional device protection plan, the student and parent will be billed for the cost of repairs. Repairs must be made by the West Ada School District Technology Department or the districts authorized service provider. The student may check out a loaner device until repairs are made.

Building administrators will consider the situation that led to the damage or loss. This may result in limiting device use **30**

in-school only, for a period to be determined by the administrator. Students are still required to complete all school assignments, and teachers will make reasonable accommodations as needed. Building level administration may request a parent/guardian meeting with the student to develop a plan to minimize potential future loss or damage.

District Device Warranty Coverage, Normal Wear and Tear, and Device Batteries

All district technology is purchased with a warranty to cover manufacture related issues. These repairs typically are the failure of internal and external parts due to normal usage. The repair costs associated with warranty repairs, repair for normal wear and team, and the replacement of device batteries is at no charge to the student and/or parent/guardian.

Optional Device Protection Plan

The West Ada School District offers an optional device protection plan to families that covers accidental breakage or damage that might occur during the school year. The optional insurance plan can be purchased for \$25.00 per device per year and will cover one claim per school year for the full cost of repair or replacement. After the first claim, families will be responsible for a \$20.00 fee for subsequent claims. The initial protection plan enrollment period is open until the last school day in October. Student enrolling on or before October 1, will have 30 days to enroll in an option device protection plan. Eligible families may qualify for financial assistance to help cover the cost of an optional device protection plan by contacting your building administrator.

Events Covered by Optional Insurance Coverage

- Accident damage from drops, spills, liquid submersion
- natural disasters i.e. fire, flood, power surge by lightning
- vandalism (contact school administrator)
- a single lost device (contact school administrator)
- theft (contact school administrator and file a police report)
- incidental damage to someone else's device
- accidental damage to a district provided Internet access point (hotspot)

Claim events are subject to evaluation by the building administrator and/or the West Ada School District's Technology Department on a case-by-case basis when the nature of a claim event is in question.

Events and Items NOT Covered by Optional Device Insurance

All devices and accessories (charger, and optional case, and stylus) that are issued to students are the responsibility of the student to maintain and return at the end of the school year. The optional device protection program will not cover the cost of:

- Any technology **accessory** that is lost, stolen or damaged
- Any damage or lost devices due to gross negligence

Actual device and accessory repair and replacement costs are maintained on the West Ada Technology Support website (<https://www.westada.org/domain/10858>).

Responsibility for Device Repairs

Any repairs that are not covered by warranty or the purchase of optional insurance fall into one of five categories.

- **Accidental** - Is an unfortunate happening that occurs unintentionally and results in damage or loss
- **Negligence** – A state of being careless, the lack of ordinary care of property
- **Gross Negligence** - To consciously or voluntary disregard the need to use reasonable care
- **Lost** - To lose a device due to negligence or gross negligence without filing a police report
- **Stolen** - When a device is stolen not due to negligence and a police report has not been filed

For each of these five categories, a fine may be assessed for the repairs based upon the circumstances of the incident. Fines are based upon the district's One-To-One Repair Guidelines and are assessed at the building administrator's discretion. In no circumstances will the fine exceed the cost of the repair or replacement of the device.

Loaner Devices

When a student's district issued device has been turned in for repair, the school will issue the student a loaner device. The loaner device is provided so that learning is not disrupted. Students are responsible for the care of the loaner device.

under the same One-to-One Device guidelines, which means students can still be fined for damages to loaner devices.

Responsible Use Agreement

Use of West Ada School District technology equipment and services is a privilege, not a right. This Agreement outlines the expectations for responsible, ethical, and lawful use of District technology both on and off school premises. Violation of any of the terms and conditions in West Ada School District Policy, District Student Handbooks, this Agreement, or published Guidelines, may result in termination of privileges, and access to District technology resources may be revoked. Violations may result in disciplinary action up to and including suspension, expulsion and, when applicable, notification of law enforcement agencies.

As parent/guardian of a student with access to a device and/or mobile hotspot, I am responsible for:

- Talking to my child about appropriate and responsible use of District equipment and the Internet. Information about safe and responsible use of technology is available on the “West Ada Technology Support” web site.
- Monitoring and controlling the use and hours of accessibility to District equipment in my home.

By checking out and taking school assigned equipment home, I and my parent/guardian agree to:

- Return assigned devices and device chargers at designed check-in times.
- Return assigned device if I transfer, withdraw, am suspended, expelled or terminate enrollment.
- Pay fines assessed for intentionally damaged devices or for the replacement of a device that is not returned in satisfactory working condition at the costs published on the West Ada Technology Support website.
- Follow District guidelines for the care of an assigned device including keeping the device in good working order, charging the device, keeping the device away from extreme heat or cold, pets and moisture.
- Not personalize the device in any way or remove any District or manufacturer labels or identifiers.
- Report issues with assigned equipment to my teacher or other responsible adult.

As a student of the West Ada School District, I:

- Pledge to use school assigned equipment for educational purposes under the direction of District staff.
- Will strive to be a responsible digital citizen and encourage others to do so by following all West Ada School District policies, District Student Handbooks, and school/classroom rules and regulations.
- Will review and abide by all additional guidelines for the use and care of a school assigned device that are posted on the “West Ada Technology Support” website (<https://www.westada.org/domain/10858>) and that may be emailed to my District provided e-mail account.

As a responsible digital citizen, I will:

- Keep private information private. My password(s) and identity are mine and not to be shared.
- Treat others with respect both online and offline and have appropriate conversations in all my interactions with others, and I understand that a failure to do so may result in school, district and/or legal consequences.
- Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.).
- Be responsible for backing up my files, saving my work in designated storage locations, and understand that files saved to the device may be removed or erased during troubleshooting, repair and/or re-imagining of the device.

As a responsible digital citizen, I understand:

- Information I post online leaves a “digital footprint” that can have lasting effects.
- Cyber-bullying is a violation of West Ada School District policies and I can be subject to disciplinary action if I am bullying others online, even if it’s outside of school.
- The West Ada School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible. Content filtering tools are **35t**

completely fail-safe. School and District personnel have the authority and responsibility to monitor appropriate use of technology tools, even when used at home.

- Using a school computer, District network, District provided accounts and services is not private, even when using a personal device at school or a school device at home. Teachers and District staff may review my work and activities when I am using District provided technology resources.
- Any use of West Ada School District accounts, including login histories and browsing activities, can be inspected at any time and without prior notice.
- Accounts may be created for me for school-related use on services such as (but not limited to): The District's network system, Office 365, E-Mail, and PowerSchool. A complete list of services used, along with links to privacy policies and terms can be found on the District websites. All services comply with District policy [502.82 Student Data Privacy and Security](#).

As a responsible digital citizen, I will NOT:

- Capture, record or transmit the words and/or images of any staff member or student without their express permission. Photos and video taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study. Photos and video taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time.
- Remove or alter originally installed applications and resources or install any applications on the device without the expressed verbal or written permission of the District Technology Department.
- Customize backgrounds, profiles or screensavers with inappropriate language or images, including the presence of guns, weapons, pornographic materials, alcohol, drugs, or gang-related pictures.
- Create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.

I acknowledge that I have read and understand the West Ada School District's Responsible Use Agreement. I agree to abide by these and all other applicable policies, procedures and guidelines of the district.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

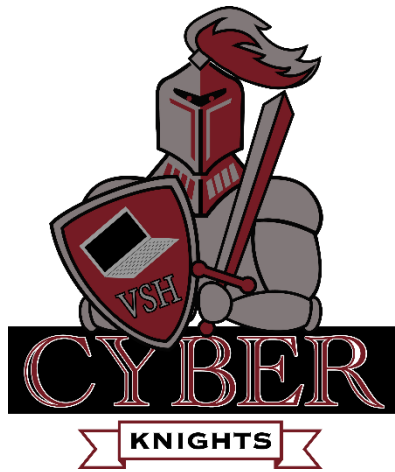
Dear Parents/Guardians of school-aged children under the age of 13,

As technology becomes an integral part of education, students are using digital resources on a daily basis. Safety and proper usage of the chosen technology is a vital part of implementation. The Children's Online Privacy Protection Act (COPPA) is a law designed to ensure the online privacy and safety of personal information of children younger than age 13. If your student is under age 13, you can review COPPA at (<http://www.ftc.gov/ogc/coppa1.htm>). All websites, programs, and applications with their associated privacy policies that currently utilize personal identifiable information are listed on the district and individual school websites under the "Parents and Students" web link <https://www.westada.org/coppa>. COPPA permits schools districts to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

If you are unable to access this information, a hard copy will be provided at your request. Throughout the West Ada School District, we use this information for instructional purposes only. Please be aware that your student's teacher may or may not be using all websites, programs, and applications listed. The list will be updated on the district and school websites as it relates to current educational practices. It is important that you read over the information provided.

By signing the form in SchoolForms, I confirm reading or understand the Children's Online Privacy Protection Act (COPPA). I give permission for the West Ada School District, as well as the school my student(s) attends, to share the personal information of my child needed to utilize the websites, programs, and applications listed on the district or school websites. I understand that this information will be utilized for instructional purposes only. I understand that I may

check the district or school website for an updated list of websites, programs, and applications used in the school or district throughout the year.



**Virtual School House
Elementary Student & Parent Handbook
Addendum**

How courses are offered

Virtual School House courses are offered synchronously, with asynchronous intervals, meaning that class content may be accessed at any time of the day/week. This creates flexibility for those times where families need focus elsewhere.

The elementary course uses daily live (synchronous) instruction in which students are together with the teacher throughout the day. The days start with a morning meeting and transition to the different content areas throughout the day.

Accessing the content asynchronously means that students can review the archive lesson and complete their work even if the teacher is not present. This flexibility removes any constraints of time on delivery of content.

Elementary students are assigned a classroom teacher who will facilitate the learning of ELA, Math, Science and Social Studies. Students also participate in PE, Health, Music and Art. The total time each day is approximately 5 hours.

Course Format

VSH utilizes a variety of platforms to ensure our students are learning in environments that assist in developing understanding of the different content areas. The platforms vary between grade levels. Your student's teacher will share with you the platforms and applications utilized.

Parent University

VSH offers a Parent University to assist parents in understanding the different platforms used throughout the day. Our Parent University provides instruction on how to navigate the Learning Systems and other keys to success. Please check our VSH Website for Live Parent University offerings, or to watch the Archives of presentations.

Attendance

Students are required to attend all daily live classes if an absence is known in advance the teacher should be notified.

- **Three missed sessions:** Teacher will contact School Counselor and Parents/Guardians
- **Nine missed sessions:** Principal will contact parents
- **Fifteen Consecutive missed sessions:** Principal will contact parents, letter will be sent and student will be dropped from enrollment.

*Attendance notification, as noted above, starts over at the beginning of each semester. However, the total absences accumulate through the academic year and will be reported on the final report card.

Materials provided for Students

Virtual School House classes contain many of the resources needed in class, including online textbooks/content and links to outside resources for most content areas. The online curriculum is research based and aligned to Idaho Content Standards. However, there are some items that our students will be provided in addition to what they receive online. These resources will be given out at the beginning of the school year, at the beginning of the second semester, or when a student enrolls with VSH.

VSH will also provide certain manipulatives and additional supplies for students. There is an expectation that families will provide the grade level supplies. A list of suggested supplies can be found on the district website. If families need assistance in obtaining supplies, please reach out to the VSH School Counselor.

Finding Success in Your Class

Student Responsibilities

- Students must communicate often with their teacher.
 - This includes asking specific questions when confused, communicating with the teacher about goals and planned absences, and connecting with teachers if individual help is needed.
 - Students should return communications from the teacher in a timely manner.

- Students should log into live sessions daily.
 - If students miss a live session, they need to watch the archive and complete the missing work.
- Students must demonstrate time management and self-organization skills.
- Students are expected to work approximately four to five hours daily.

Helpful Tips

- Have students keep a notebook where they place important class information such as:
 - Login information
 - Teacher, principal, and counselor contact information
 - Tech support contact information
 - Notes they have taken
- Students should work closely with their teacher or parent to help hold them accountable and problem solve when questions arise.

Parent Responsibilities

- Ensure your home set up meets minimum requirements for class access.
 - A high speed internet connection
 - Speakers or Headphones
- Monitoring Your Student's Progress
 - Parents need to help/ensure their child logs in daily and that students are participating in the daily synchronous live sessions as scheduled. If a student misses a session parents need to ensure the students complete the archive and exit ticket requirements.
 - Parents need to monitor their students to ensure they complete assignments.
 - Parents partner with the teacher through frequent communication about student needs, success and struggle, absences, etc.
- **Suggestion:** Keep a notebook where you place important course information such as:
 - Course login information
 - Teacher, principal and local site coordinator contact information
 - Tech support contact information